

2015 ANNUAL FIRE SAFETY
AND SECURITY REPORT

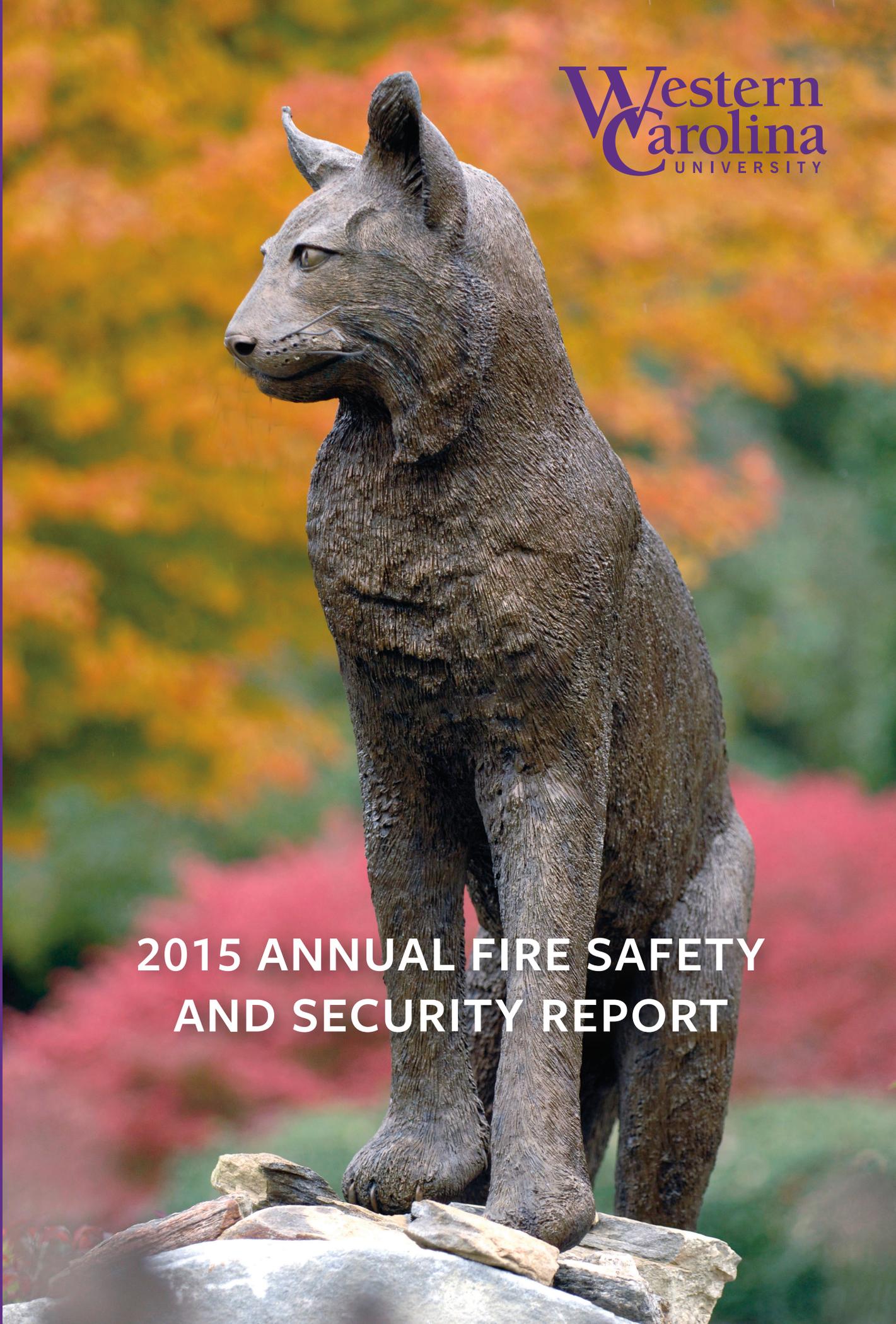


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A Message from the Chief of Police

On behalf of Western Carolina University, and the University Police Department I want to thank you for taking the time to review our Annual Fire Safety and Security Report. Western Carolina University Police Department, along with the Emergency Services Department, Emergency Medical Services, Safety and Risk Management, local Fire Departments, and our partner local law enforcement agencies are dedicated to serving the students, faculty, staff, and visitors of the Western Carolina University Campus.

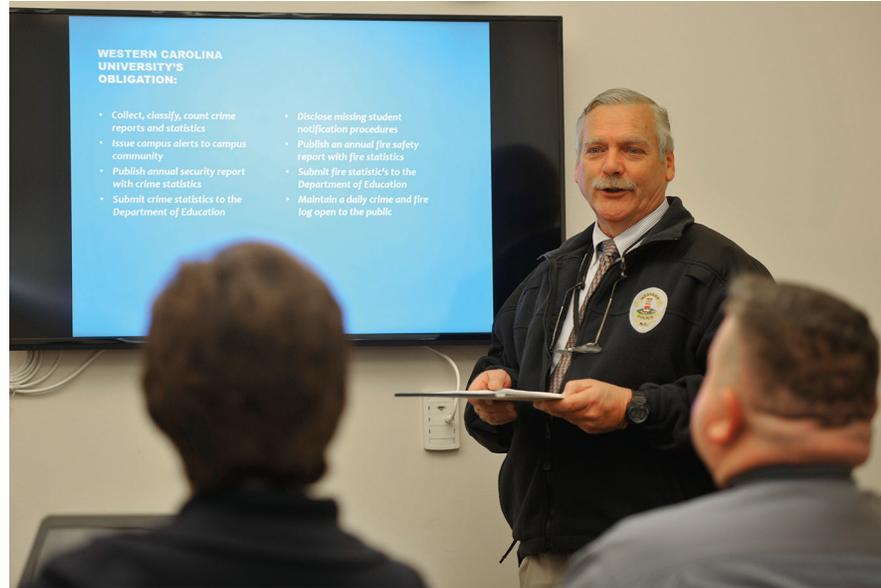
We all share the goal of providing an environment where our students can pursue their college experience in a safe and secure environment. Our most important partnership however, is with the campus community. Without their support, engagement, and effort we could not be successful. A truly safe campus can only be achieved through the cooperation of everyone. It is up to each one of us to help foster a secure and supportive environment at Western Carolina University, an environment where individuals can feel safe to visit, learn, work and live.

The Annual Security and Fire Safety Report is a collaborative effort between the Western Carolina University Police Department, Division of Student Affairs, Department of Emergency Services, and the Safety & Risk Management Department. It contains information regarding statistical data, policies, Timely Warnings, Emergency Notifications, informational links, and other relevant information. We are hopeful that you find it helpful. While, the Western Carolina University statistics illustrate a very low crime rate, it is important for everyone to remember that we are not immune from criminal activity. As a community we are all responsible for and to each other to keep our campus community safe. Please feel free to contact the Western Carolina University Police Department at 828.227.7301 with any questions.

Sincerely,

Earnest R. Hudson, Jr

Earnest R. Hudson, Jr.
Chief of Police



Introduction to the Clery Act

The 2015 Annual Fire Safety and Security report is intended to be used by students, faculty, staff, visitors, potential students and potential parents of Western Carolina University. The Annual Fire Safety and Security report is published each year by October 1st and located online at:

<http://www.wcu.edu/about-wcu/campus-services-and-operations/university-police/clery-act/index.asp>

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) was named in honor of Jeanne Clery who was tortured, raped, and murdered in her dorm room at Lehigh University in 1986.

The Clery Act requires all postsecondary institutions participating in *Higher Education Act's* Title IV student financial assistance programs to disclose campus crime statistics and security information. In order for Western Carolina University to comply with the Clery Act requirements the institution must:

- Collect, classify and count crime reports and crime statistics
- Issue campus alerts to provide the campus community with information necessary to make informed decisions about their health and safety
- Publish an annual security report containing safety- and security-related policy statements and crime statistics and distribute it to all current students and employees.
- Submit crime statistics to Department of Education each year by type and location
- Maintain a daily crime log of alleged criminal incidents that is open to the public
- Disclose missing student notification procedures that pertain to students residing in those residence hall facilities
- Keep a fire log that is open to public inspection.
- Publish an annual fire safety report containing policy statements as well as fire statistics associated with each on-campus student housing facility
- Submit fire statistics to Department of Education each fall in the Web-based data collection.



Western Carolina University Police Department

The Western Carolina University Police Department is a full-service agency that is available 24 hours a day, throughout the year and works towards building partnerships with the university community to provide a safer environment. Western Carolina University encourages all students, faculty, staff, community members and guests to report accurately and promptly any crimes or public safety related incidents to the University Police.

To report a crime or an emergency on the Western Carolina University campus, call Western Carolina University Police Department at 828.227.8911. To report a non-emergency or public safety related matter, call Western Carolina University Police Department at 828.227.7301. All criminal incidents are investigated by the Western Carolina University Police Department on the campus of Western Carolina University.

Western Carolina University Police Officers are required to complete a minimum of over 700 hours of training at a regional police academy and pass a statewide examination to become certified as a police officer in the state of North Carolina. Additionally, Western Carolina University officers meet and usually exceed the annual in-service training requirements for police officers.

Western Carolina University Police officers are certified under the North Carolina General Statute 116-40.5 and have the same authority as municipal and county law enforcement officers in North Carolina, being authorized to carry firearms and empowered to make arrests.

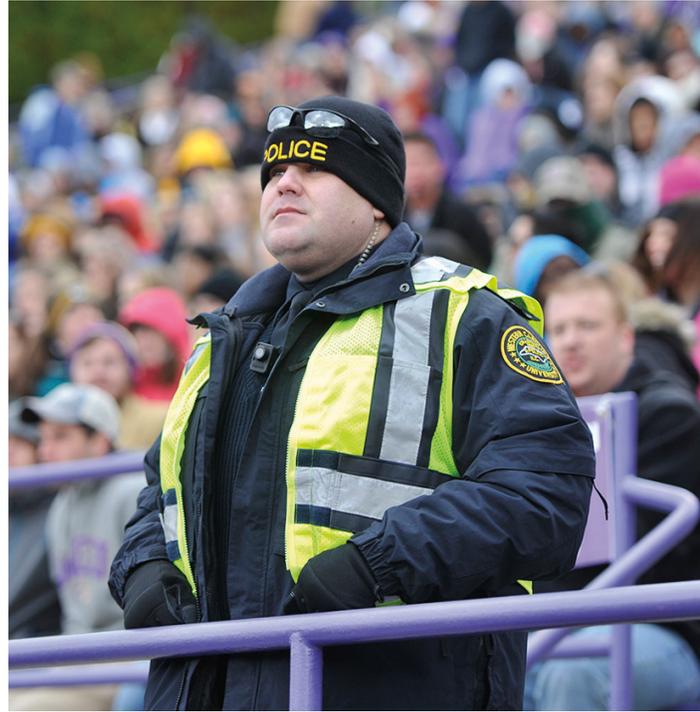
Western Carolina University Police Department Mission, Values, and Goals

Our Mission

As members of the WCU Police Department our mission is to provide professional community-oriented police service. We are committed to creating and maintaining an active community partnership and assisting the community in identifying and solving problems to improve the quality of lives on our campus. We are dedicated to protecting life, property, and maintaining order while assuring fair and equal treatment to everyone. We respect the cultural and ethnic diversity of our University.

Our Values

We are capable, caring people doing important and satisfying work for the citizens of our community. Therefore, we respect, care about, trust and support each other. We enjoy our work and take pride in our accomplishments. We are disciplined and reliable. We keep our perspective and sense of humor. We balance our professional and personal lives. We involve our community in decisions that we make.



We have a positive, can do attitude. We cultivate our best characteristics: initiative, enthusiasm, creativity, patience, competence, and judgment. We do nothing to discredit or dishonor ourselves or our department.

Our Vision

The WCU Police Department is a proactive police agency dedicated to excellence through quality community service. We insure quality community service through accountability to each other and the citizens, who are the source of our authority. We maintain the quality professionalism of employees through training, development, and education for personal and professional growth with a constant emphasis on innovation and improvement.

Working Relationship with State and Local Police

The Western Carolina University Police maintains a cooperative relationship with the surrounding police agencies.

North Carolina General Statutes 90-95.2 and 160A-288, permit the head of any law enforcement agency to enter an agreement with the head of another law enforcement agency to temporarily provide assistance in enforcing the laws of North Carolina if so requested in writing by the requesting agency.

In order to secure assistance during law enforcement emergency, the Western Carolina University Police Department has entered into written mutual aid agreements with the following law enforcement agencies:

- Jackson County Sheriff's Department
- Sylva Police Department
- Macon County Sheriff's Department
- The 17 Universities that comprise the North Carolina University System

Additionally, the North Carolina Highway Patrol, Alcohol Law Enforcement Division, and the North Carolina State Bureau of Investigation have jurisdiction on our campus and work closely with Western Carolina University Police.

Western Carolina University also monitors and records through local police agencies, criminal activity at off-campus student organizations which are recognized by the institution and that are engaged in by students attending the institution, including those student organizations with off-campus housing facilities.

PARTNERS IN LAW ENFORCEMENT

Jackson County Sheriff's Department
828.586.4355

Sylva Police Department
828.586.2916

North Carolina
Highway Patrol
828.298.4253

North Carolina State
Bureau of Investigation
828.685.3600

Alcohol Law Enforcement
828.670.5055

Reporting Crimes and Other Emergencies

Western Carolina University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate University officials. It is critical for the safety of the entire campus community that you immediately report all incidents to the University Police Department promptly to ensure an effective investigation and appropriate follow-up actions, including issuing a Crime Alert, Timely Warning or emergency notifications.

To reach the Western Carolina University Police Department in an emergency, call 828.227.8911. Members of the campus community are encouraged to store 828.227.8911 into their cell phones.

Response to Reported Incidents

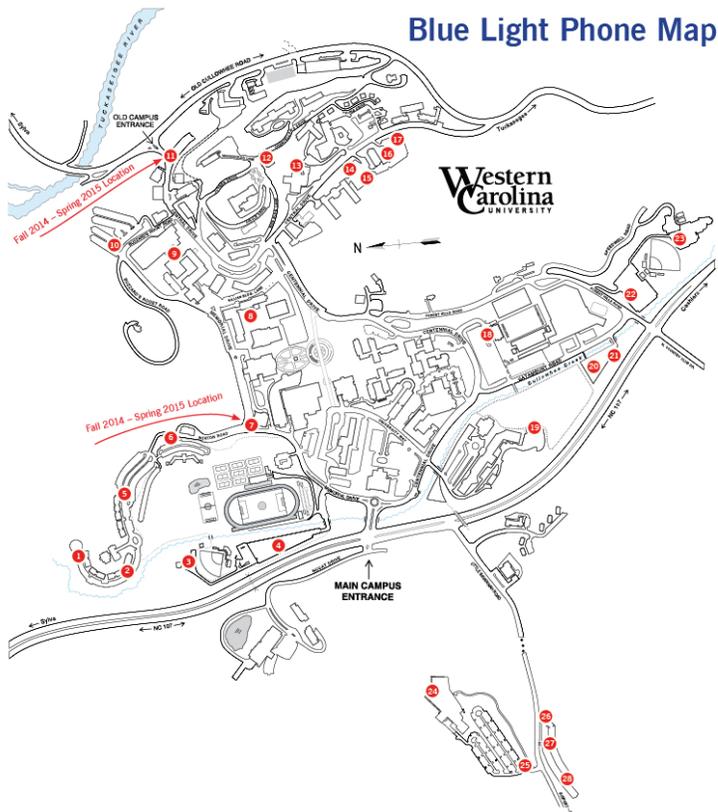
In the event of a reported crime or emergency, there will be a public safety response to your location and the Western Carolina University Police will take appropriate action. All reported crimes will be investigated by the Western Carolina University Police on the property of Western Carolina University and at its discretion may conduct further investigation into the initial report.

Voluntary and Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University System or the

criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Western Carolina University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to a potential danger. Reports filed in this manner are counted and disclosed in Western Carolina University's Annual Fire Safety and Security report.

University Police encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. It is important to note that the TIPS Line and Silent Witness reporting systems are not monitored at all times and should not be utilized for crimes in progress. Police reports are public records under state law, and the University Police cannot hold reports of crime in confidence. Victims or witnesses may make confidential



- | | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|--|
| 1. The Village – North end | 8. Killian Quad Pathway | 15. Albright-Benton Parking Lot - E | 22. Baseball Parking – Forest Hills Rd |
| 2. The Village – South end | 9. Back of Library | 16. Harrill Hall Parking Lot – North | 23. Baseball Parking – Outfield Side |
| 3. Picnic Area – Parking lot | 10. Library Parking Lot | 17. Harrill Hall Parking Lot – South | 24. Health and Human Sciences Bldg |
| 4. Freshmen Overflow Parking Lot | 11. Fall 2014 – Spring 2015 Location | 18. Field House Parking Lot | 25. HHS Building – Lot by Trail Head |
| 5. The Village – East end | 12. Old Student Union | 19. Camp Bldg – Near Intramural Flds | 26. HHS Building – Overflow Prkg Lot |
| 6. Norton Road by Print Shop | 13. Brown Building Parking Lot | 20. Creek Lot Phone 1 | 27. HHS Building – Overflow Prkg Lot |
| 7. Fall 2014 – Spring 2015 Location | 14. Albright-Benton Parking Lot - NE | 21. Creek Lot Phone 2 | 28. HHS Building – Overflow Prkg Lot |

reports on a voluntary basis for the purpose of inclusion in the Annual Fire Safety and Security report by one of the following methods:

Police TIPS Line - 828.227.TIPS (8477)

The TIPS line is an unmonitored telephone line that allows the caller to leave a recorded message. Since the TIPS line is unmonitored, it should not be used to report crimes-in-progress. When leaving a message, the caller should be prepared to give as much information as possible about the person, vehicle, or situation. The caller does not have to leave his or her name.

Silent Witness Web Site

The Silent Witness web site allows a user to send an e-mail message to the Police Department. The message does not capture the sender's e-mail address; therefore, the message is submitted anonymously. When sending a message, the caller should be prepared to give as much information as possible about the person, vehicle, or situation. It is optional if the sender wishes to provide his or her name and contact information. To access the Silent Witness website please follow: <https://www.wcu.edu/about-wcu/campus-services-and-operations/university-police/crime-report/silent-witness-submit-an-anonymous-report.asp>

Blue Light Phones

Western Carolina University has blue light emergency phones throughout the campus. Emergency phones provide direct voice communications to the Western Carolina University Emergency Communications Center. These phones should be used to report suspicious activity, crimes in progress, or any emergency situation.

Reporting to Other Campus Security Authorities

While Western Carolina University prefers that community members promptly report all crimes and other emergencies directly to the University Police Department 828.227.8911, we also recognize that there will be reports to other individuals or University offices. The Clery Act recognizes certain University officials as "Campus Security Authorities (CSA)." The Act defines these individuals as "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."

Western Carolina University CSAs must immediately verbally report via telephone at 828.227.8911 information about potential crimes, including Clery Crimes, to the University Police Department for investigation, if possible, and potential inclusion in the Annual Fire Safety and Security report. CSAs who are unsure whether an incident is a Clery crime should report it. All documentation of a crime report shall be preserved pursuant to federal, state and local law as well as University policy.

Western Carolina University Campus Security Authorities receive annual training and can assist victims in notifying law enforcement and accessing resources. CSA's will notify Western Carolina University Police Department of any Clery crime committed in Western Carolina University Clery geography.

Designated staff from the following functional areas are included in the Clery Coordinator's list of CSAs:

- University Police;
- Student Crisis Response Team members;
- Residential Living staff, including Resident Assistants, Resident Directors, and administrative staff;

- Health Services staff;
- Emergency services staff;
- Counseling and Psychological Services staff;
- Advisors to Recognized Student Organizations;
- Intercultural Affairs staff;
- Vice Chancellor for Student Affairs and other Student Affairs professional staff designated by the Vice Chancellor;
- Athletic Director and all Athletic Department staff;
- Building coordinators;
- Director of Highlands Biological Station;
- Director of Cherokee Center;
- Director of WCU Programs at Biltmore Park;
- Advisors to club sports;
- Student Success staff, including:
 - Disability Services staff;
 - Advising Center staff;
 - Tutoring Center staff;
 - Registrar/One Stop staff;
 - First Year Experiences staff; and
 - Academic Success Programs staff
- Deans, Associate/Assistant Deans and their administrative staff;
- International Programs and Services staff;
- Academic advisors/student support specialists in the colleges;
- Director of Equal Opportunity and Diversity Programs;
- Center for Service Learning staff; and
- Career Services staff.

Pastoral and Professional Counselors

Western Carolina University does not employ or otherwise utilize the services of anyone described as a Pastoral Counselor. All Professional Counselors employed by Western Carolina University are not exempt from the compliance requirements of the Clery Act.

Personal Security

Western Carolina University takes great pride in the community and offers students, faculty and staff many advantages. This community is a great place to live, learn, work and study, however, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in other communities.

Though Western Carolina University is progressive with its policies, programs, and education, it is up to each one of us to live with a sense of awareness and use reasonable judgment when living, working or visiting on campus. We encourage everyone to be vigilant and watch out for themselves and their neighbors.

The Western Carolina University Police Department can provide information and training on a variety of crime prevention topics such as personal safety, identity theft, and disaster preparedness. If you or your organization would like to request a specific program, please contact the University Police at 828.227.3059.

Preparation for the 2015 Annual Fire Safety and Security Report

The 2015 Annual Fire Safety and Security Report was prepared and submitted by the University Clery Coordinator to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the University Police, information provided by other University offices such as Student Affairs, Residence Life, and other Campus Security Authorities and information provided by local law enforcement agencies surrounding the main campus.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by Western Carolina University.

Western Carolina University distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the University community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the University Police at 828.227.7301 or visiting the website police.wcu.edu

The University Clery Coordinator is located at the Police Department at 114 East University Way, Cullowhee, NC, 28723 and can be reached at 828.227.3208.

Timely Warnings

In an effort to provide timely notice to the campus community in the event of a significant criminal incident that may pose a serious or ongoing threat to members of the community, the University Police issues “timely warnings.” The University Police will generally issue timely warnings for crimes that occur within Western Carolina University’s Clery Geography and post these warnings through the University’s email system to students, faculty, and staff. To view current and archived timely warnings please visit the University Police website: <http://www.wcu.edu/about-wcu/campus-services-and-operations/university-police/crime-statistics/timely-warning-and-notification.asp>

The purpose of these timely warnings is to notify the campus community of the incident and to provide information that may enable community members to protect themselves from similar incidents. A timely warning will be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the



possible risk of compromising law enforcement efforts. The amount and type of information that will be disseminated will vary depending on the circumstances of the crime. Such crimes include, but are not limited to: 1) Clery Act crimes that are reported to any campus security authority, Western Carolina University police or local police; or 2) the University determines that the incident represents an ongoing threat to the campus community.

Western Carolina University Police may decide not to issue a timely warning if it is determined that one or more of the following factors outweigh any potential danger to the members of the campus community.

- The suspect is apprehended or other facts indicate that a danger has passed and it is unlikely to reappear;
- The timely warning would likely identify the victim
- A report is not filed or University Police is not notified in a manner that would allow for a “timely” warning

Additionally, Western Carolina University Police may, in some circumstances, issue safety advisories. When a situation is not an emergency or does not pose an immediate threat to the campus community, but is of significant interest to campus, the University may issue an informational message in the form of a Safety Advisory or General Preparedness message. The intent is to make the campus community aware by providing information about a situation such as a crime or series of crimes that has been committed off campus, the potential for inclement weather, flooding, or a major utility disruption.

- In these situations, the University communicates by sending a campus-wide email message to students, staff, and faculty to keep the University community informed.

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- Notification of an unexpected change in traffic pattern due to a dangerous situation or crime investigation,
 - Preparedness information – severe weather
 - Other important information that, in the judgment of Responsible University Authorities, would enhance safety for the campus community,
 - Informational notifications will be issued by email.

The Chief of University Police or his designee will make the determination if a timely warning or safety advisory is required or needed. For incidents involving off-campus crimes, the University may issue a timely warning if the crime occurred in a location used and frequented by the University population.

Anyone with information regarding criminal activity or information that could warrant a timely warning should report the circumstances to the University Police immediately by phone at 828.227.8911.

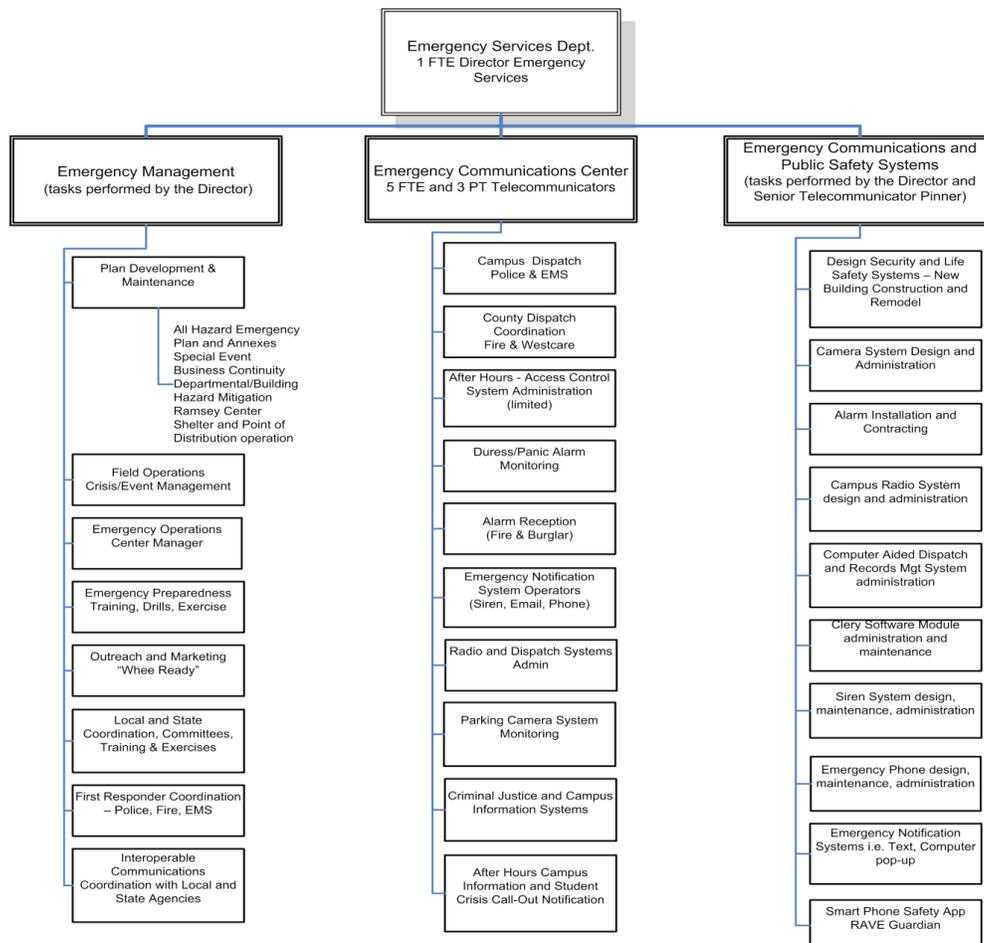
If the University Police Department or Department of Emergency Services determines that a “significant emergency or dangerous situation involving an immediate threat to the health or safety of the students or employees” exists then the WCU Alert system and Emergency Notification Systems are activated and an emergency notification sent out to the campus community. Emergency notifications will follow this chapter, if Western Carolina University issues an emergency notification adequate follow-up information will be provided as well.

Emergency Response and Evacuation Procedures

Western Carolina University is committed to creating and maintaining a culture of safety. Western Carolina University has many strategies in place to promote a safe environment and respond to emergencies. The office of Emergency Services also asks you to do your part in preparing for and responding to an actual incident.

Emergency Services Department at Western Carolina University

The Western Carolina University Emergency Services Department is responsible for developing and implementing institution-wide programs and projects that promote safety, disaster planning, training, mitigation, response, prevention and recovery for all hazards and emergencies that affect the Western Carolina University campuses. Emergency Services work in close partnership with other Western Carolina University public safety departments, such as University Police, University EMS, and University Safety and Risk Management to promote a safe and disaster resilient institution. The mission of the office is to provide a comprehensive safety, security, and emergency management program for Western Carolina University in order to save lives, protect property, promote continuity of operations, and reduce the overall effects of large scale disasters. Western Carolina University uses an integrated approach to safety, security, and preparedness on campus and in the surrounding community, coordinating a network designed to provide a safe environment, to prevent problems before they occur, to respond swiftly and effectively when problems arise and to maintain essential services and business operations after a serious incident.



Western Carolina University Office of Emergency Management



Student Preparedness Checklist

- Student signed up to receive WCU Alerts through My Cat! Parents/Guardians may sign up to receive WCU Alerts at: <https://www.getrave.com/login/wcu>
- I have programmed Campus Emergency and WCU Police Department phone numbers into my phone.
828-227-8911 (emergency) 828-227-7301 (non-emergency)
- My roommates and/or close friends know how to contact my family or other emergency contact. My parents know how to contact my roommates and/or close friends in case of emergencies.
- I have an entry in my cell phone labeled ICE (In Case of Emergency) so that police/fire/EMS can contact my emergency contact if I cannot speak.
- I know more than one way to get out of every building where I have classes, activities, or live. If one exit is blocked, I can get out of the building using a different exit. I am familiar with the fire exits in my home and in the buildings in which I have classes.
- I know where to shelter in place in case of severe weather such as a tornado.
For a severe weather shelter area, I should avoid: windows and areas where there might be flying glass, exterior walls, rooms with high ceilings such as auditoriums, and I should try to get to one of the lowest levels in the building.
- When I go out at night, I have a plan on how I will get home.
I have friends that I can call to pick me up if I get stuck at a party or location where I feel uncomfortable. My roommates/friends know where I am going and the people I am with.
- I know the telephone number, 828-227-7640, and how to get to Health Services if I get sick.
- I know the contact information and housing staff for my residence hall, including my Resident Assistant, Resident Director/Assistant Resident Director and other staff in case there is an emergency or other problem.
- I have an emergency kit that includes a flashlight, a weather radio, fresh batteries, non-perishable food, a first aid kit, and other items. A listing of essential kit items is available at: <http://www.ready.gov>

For additional information, see the "Student Preparedness Information" link on Emergency Preparedness web site.

Office of Emergency Management
Phone (828) 227-3445 | FAX (828) 227-7331 |

Emergency services oversee the campus wide CCTV system, emergency notification systems (outdoor siren, texting, computer desktop emergency pop-up, etc.), emergency callboxes, campus wide two-way radio system, and computer aided dispatch and public safety records management systems. The unit also coordinates with the Western Carolina University Police Department to provide facility threat and vulnerability assessments and crime prevention through environmental design (CPTED) services.

The Western Carolina University Emergency Communications Center (ECC) provides a wide variety of both emergency and non-emergency communications services to the campus, 24 hours a day, and 7 days a week.

The ECC is responsible for answering emergency and non-emergency calls for service, dispatching these calls, initiating Police and EMS responses, and coordinating with the Jackson County 911 Center for fire department and advanced life support EMS services. In addition to traditional emergency and non-emergency calls for the service, the ECC receives calls from elevator phones, outdoor emergency call boxes; residence hall emergency calls boxes, and monitors various campus systems for security and fire alarms, dispatching appropriate resources for each. The ECC also provides call taking and dispatching services to a number of other campus departments, consistently prioritizing different levels of communications. Aside from WCU PD and EMS, the Emergency Communications Center processes after hours calls for service for: Counseling and Psychological Services, Parking Services, Facilities, and Cat Tran.

The Emergency Services Department is comprised of three units; Emergency Management, Emergency Communications & Public Safety Systems, and the Emergency Communications Center (ECC). We can be contacted at 828-227-3206 (non-emergency) or 828-227-8911 (emergency). For additional information on the Emergency Services Department, please visit the Emergency Information webpage at <http://emergency.wcu.edu>.

Emergency Management at Western Carolina University

The WCU Emergency Management unit oversees the emergency operations and planning activities on the Western Carolina University Campus. The unit is tasked with oversight of the University's All Hazards Emergency Operations Plan, coordinating departmental business continuity and building emergency action plans, and coordinating activities of campus and local first responders during a crisis on campus. Our goal is to provide a means to utilize all available resources to prepare for potential emergencies or disasters whenever possible, respond to save lives and protect property, and promote a means to recover mission critical business and academic operations.

During the 2014-2015 fiscal year, Emergency Management completed many activities and projects that have better prepared the campus community and visitors for all types of emergencies and disasters. Emergency management personnel coordinate regularly with local, regional, and state partners to improve plans, collaborate on projects, sponsor training and exercise opportunities that enhance skills and strengthen relationships. This was accomplished by hard working staff, volunteer interns, tireless collaboration, and strong partnerships! The Emergency Services Department is fortunate to have a network of expert professionals at the campus, local, regional and state level working to enhance campus preparedness, mitigate crisis & disaster impacts, and plan for recovery, if and when, an emergency or disaster happens.

Emergency Notifications to the Campus Community

For any emergency or dangerous situation on campus that may cause an immediate threat to the health and safety of students and/or employees, all members of the Western Carolina University campus community are asked to immediately notify the University Police Department and Public Safety Department by calling 828.227.8911.

Western Carolina University Emergency Services, Police Department, and the Department of Public Relations hold joint responsibility for issuing emergency notifications to the campus community. If the University Police Department or Department of Emergency Services determines that a “significant emergency or dangerous situation involving an immediate threat to the health or safety of the students or employees” exists then the WCU Alert system is activated and an emergency notification sent out to the campus community.

In an emergency, Western Carolina University Public Safety offices use multiple methods of communication and notification systems to keep the campus community informed. Notifications provide the community with information about the nature of the emergency, evacuation and/ or sheltering instructions, direction on what actions you should be taking, and the all-clear when the situation has been resolved.

The following systems make-up the Western Carolina University Alert System:

- RAVE
 - RAVE allows students, faculty, staff, and parents to receive voice, text, and email message in case of emergency.

Register for WCU Alerts today: <https://www.getrave.com/login/wcu>

- Outdoor Siren System

The outdoor siren system alert means there is an emergency on campus, a potentially dangerous condition or an impending threat (i.e. severe weather, hazardous materials spill, or a person with a gun). When the siren sounds, everyone on the Western Carolina University campus should take shelter indoors immediately. Close all windows and doors, if possible, and remain sheltered until an “all clear” is given. Check the University Emergency Information Web Page for updates. <http://news-prod.wcu.edu/>

- Alertus Computer Pop-up Emergency Notification

The Alertus computer desktop emergency notification system allows Western Carolina University Public Safety to send emergency notifications and updates directly to staff, faculty, and classroom computers during an emergency. Additional information on Alertus can be found at <http://thereporter.wcu.edu/2013/07/new-desktop-emergency-notification-system-to-be-tested-on-campus-aug-2/>

- Campus Email

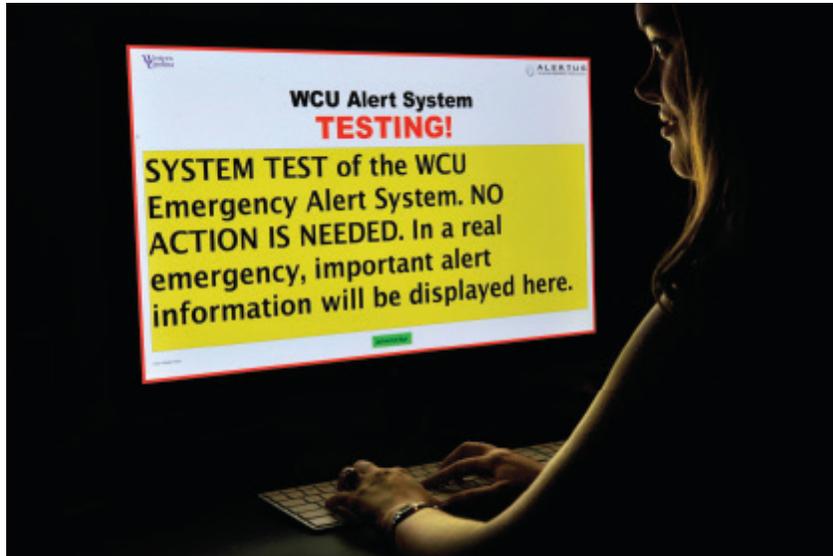
- This system will send an email to the entire campus community – every student, faculty or staff member through their WCU mailbox.

- Emergency Information Web Page

○ In the event of an emergency, this page will provide the most current information on the nature of the emergency and the university’s response to the situation. <http://news-prod.wcu.edu/emergency-information/>

All WCU Alert text messages will contain at minimum the following information, in this order:

- Nature of the incident
- Location
- Actions to be taken by affected populations



Based on the description, content, and location of the emergency, the appropriate segment or segments of the campus community will be notified.

When Western Carolina University confirms that there is a significant emergency or a dangerous situation exists Western Carolina University will, without delay, take into account the safety of the community, determine the content of the notification and initiate the notification system. If in the professional judgment of Western Carolina University Emergency Services or Police Department that a notification will compromise the efforts to assist a victim or mitigate the emergency, an emergency notification may not be issued.

Western Carolina University Alert SMS messages generated via these protocols will follow formatting consistent with RAVE system characteristics. Therefore, regardless of channel used, WCU Alert messages generated via these protocols will use the same message of no more than 160 characters for all message systems.

Outdoor siren system and PA speakers, are pre-recorded; therefore, voice messages will not include the location of the emergency. They will only provide the nature of the emergency and the recommended actions. Rely on other sources such as email and the emergency information homepage <http://news-prod.wcu.edu/emergency-information> to provide detailed incident specific information.

Additional or subsequent messaging via Western Carolina University Alert channels (not constrained by technical limitations related to SMS) may use additional characters, as appropriate, to convey more information. As soon as possible following the issuance of an emergency message, the WCU Emergency Information web page will contain additional and/or supplemental information about the alert and/or the

incident. These will provide instructions for:

- Obtaining additional detailed information if university programs and/or services are interrupted,
- Receiving additional updates and information; and/or,
- Reporting information to the public.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System

The process for activating the Western Carolina University Alert protocols begins when a threat or emergency situation is reported to the Western Carolina University Emergency Communications Center (ECC) or to another Responsible University Authority. For confirmed threats or emergency situations that require immediate or urgent notification, the ECC Telecommunicator or University Police Senior Officer On-duty or another Responsible University Authority will authorize the emergency notification.

It should be noted that for the majority of emergency threats and incidents at the WCU campus, the first notice of the situation will most likely be via an incoming call to the Western Carolina University Emergency Communications Center (ECC). In the event of a threat or emergency in which the University Police Senior Officer On-duty is not yet at the incident and/or for which specialized technical knowledge is required, another Responsible University Authority may confirm the threat and authorize the Western Carolina University Alert. The Responsible University Authority will call the Dispatch Center and authorize the Telecommunicator to issue the message. If the Responsible University Authority is trained in and has direct access to the Alert interface, the Responsible University Authority may issue the message. For weather emergencies like a tornado warning, the ECC Telecommunicator is authorized to issue the notification with confirmed National Weather Service Alerts that impact the Cullowhee Campus and immediate surrounding area.

Emergency Response and Evacuation Procedures

Western Carolina University and its business operations are susceptible to emergencies such as natural disasters, severe weather, and man-made hazards. Western Carolina University's All Hazards Emergency Operations Plan (EOP) is maintained by the Emergency Services Department and employs an approach of prevention, preparedness, response, and recovery from any emergency. The Emergency Operations Plan is designed to assist university officials with coordinating, communicating, and managing crises that affect campus employees, students, customers, visitors, neighbors, contractors, and facilities. The emergency preparedness program consists of plans, training, drills and exercises, acquiring equipment, equipping facilities, and interfacing with Federal, State, and local agencies in developing and maintaining emergency response capabilities.

In a crisis situation, the University will activate the designated Emergency Operations Center (EOC). The EOC will serve as the central location for those designated to work on public information, logistics, operations, planning, finance, and administrative issues related to the on-going emergency.

Western Carolina University Emergency Services Department has collaborated with Facilities Management and Academic Affairs Construction Management Program to update building evacuation

plans and procedures for each campus facility to ensure compliance with Clery requirements. – This is a multi-year initiative that started in the fall of 2014 and will continue through 2016.

Drills, Exercises, and Training

Training and exercise are essential to demonstrating and improving the ability of Western Carolina University Alert protocols, and the most effective methods for implementing the Emergency Alerts. Periodic exercise ensures that equipment and procedures are maintained in a constant state of readiness. Testing the WCU Alert technology may help identify issues and determine functionality before an emergency occurs.

Western Carolina University Alert will be tested monthly to confirm that all functions operate properly. The monthly test will activate the outdoor siren system and a predefined test group for Alert email, SMS text, voice message, and computer desktop pop-up.

Staff with responsibilities to issue WCU Alerts (operators) receives initial training on the emergency notification protocols and process. Operators will conduct silent practice of the system at least quarterly. University executives will be briefed on the Emergency Alert system. On an ongoing basis, staff and leadership will be trained and exercised on WCU Alert and will be informed when WCU Alert protocols or system characteristics or capabilities are updated.

Supervisors of “operators” will verify that the quarterly practices are conducted by each operator and verification of this activity must be kept on file by the “operators” supervisor.

WCU recognizes that trained staff may not be available in an emergency to perform their function under the WCU Alert protocols and has committed to cross-training staff on responsibilities. New staff with WCU Alert roles will be trained on the system and protocols as they assume their positions.

For the security of the WCU Alert System, supervisors of operators must immediately notify the Emergency Manager when an operator leaves university employment so that their permissions to activate the WCU Alert System are removed.

Exercising Emergency Response Plans

Effective emergency response is predicated upon planning and practice. Western Carolina University conducts training and exercises to familiarize campus officials, staff, faculty, and first responders with emergency procedures. On June 1, 2015 Western Carolina University had a critical incident response table top exercise. This table top included many critical roles within the University system as well as outside partners.

In addition, the Emergency Operations Center is established and utilized for every home football game, Mountain Heritage Day, Move In weekend, and various concerts throughout the calendar year.

Procedures Used to Notify the Campus Community

The process for activating the WCU Alert protocols begins when a threat or emergency situation is reported to the WCU ECC or to another Responsible University Authority. There are three levels of notifications under WCU Alert. These are Immediate, Status Update/ All Clear, and Informational.



Immediate Notification

An Immediate Notification to the campus is made when WCU PD, WCU Emergency Manager, or another Responsible University Authority has confirmed that an emergency situation poses an immediate threat to life safety or security of the campus population. The WCU Emergency Manager, WCU Police Chief, WCU PD Senior Officer On-duty, or another Responsible University Authority is authorized to make an Immediate Notification to provide alert, warning and safety or protection instructions. Immediate Notifications shall be issued without delay and take into account the safety of the community.

However, the WCU Emergency Manager, WCU Police Chief, WCU PD Senior Officer On-duty, or other Responsible University Authority also has the authority *not* to authorize an Immediate Notification to the campus if issuing the message will create a more serious emergency and/or compromise the University's efforts to contain the emergency. If the Responsible University Authority makes a decision *not* to authorize an alert, he or she must notify and consult with the Police Chief and/or Senior Officer On-duty and/or Emergency Manager as applicable.

As necessary, the Police Chief and/or Emergency Manager notifies the Vice Chancellor for Administration and Finance of the situation, notifications authorized/issued (or not authorized/issued), and any other actions taken.

If, at any time, the WCU ECC Telecommunicator or other operator is given conflicting instructions, the operator will contact the WCU Police Chief or WCU Emergency Manager to de-conflict the messages and/or clarify the instructions.

Informational Notification

When a situation is not an emergency or does not pose an immediate threat to the campus community, but is of significant interest to campus, the University may issue an informational message in the form

of a Safety Advisory or General Preparedness message. The intent is to make the campus community aware by providing information about a situation such as a crime or series of crimes that has been committed off campus, the potential for inclement weather, flooding, or a major utility disruption.

In these situations, the University communicates by sending a campus-wide email message to students, staff, and faculty to keep the University community informed.

- Notification of a particular crime pattern,
- Notification of an unexpected change in traffic pattern due to a dangerous situation or crime investigation,
- Preparedness information – severe weather
- Other important information that, in the judgment of Responsible University Authorities, would enhance safety for the campus community,
- Informational notifications will be issued by email

Status Update/All Clear Notification

A Status Update is made when there is new information or instructions for the campus population; it may provide an update on the situation or change in protective actions. An All Clear Notification indicates that the emergency has been contained. Status Update and All Clear Notifications should be timed such that SMS messages do not overlap. Status Update and All Clear Notifications are authorized by the person who has incident command, which may be the Senior Officer On-duty, WCU Police Chief, or other Responsible University Authority. The WCU PD Telecommunicator is authorized to issue an All Clear notification when a Tornado Warning is lifted.

Notifications to parents/guardians may occur and shall be coordinated by Public Affairs in conjunction with Student Affairs.



Security of and Access to University Facilities

It is desirable to have campus facilities open and available to serve their intended purposes. At the same time, the University has important responsibilities for the safety of persons and the safekeeping of property within its buildings. A responsible balance must be drawn between concerns for accessibility and security.

Monday through Friday academic buildings are to be vacated and locked by Physical Plant custodians when custodial services are completed, generally between 11 p.m. and midnight; they are to remain locked until Physical Plant housekeeping personnel open the buildings at approximately 7 a.m. the following morning. On Saturday, housekeeping personnel will unlock the academic buildings by 8 a.m.; they will be re-locked at approximately 5 p.m. on Saturday and remain locked until Monday morning.

Exceptions for building hours can be made but must be approved by the Vice Chancellor of Academic Affairs and Vice Chancellor of Administration and Finance. The exceptions for Western Carolina University are the Belk Building, Fine and Performing Arts Center, and the Coulter Building, special arrangements have been made for monitoring by staff members, faculty members, or graduate students. Opening and closing times also vary on some multi-use buildings such as Hunter Library, the Student Media Center, Hinds University Center, Campus Recreation Center and Reid and Breese gymnasiums.

University Police Officers periodically check exterior doors to campus buildings, and periodically patrol inside buildings. Students, faculty, and staff members should not remain in academic or administrative buildings during “closed” hours.

Special Considerations for Residence Hall Access

All residence halls are locked twenty-four hours of a day and operate under a computerized Access Control System. Identification or cat cards are coded so that only students who are residents in a particular hall are authorized electronic access entry to that hall; the system denies entry to all unauthorized persons.



Only residents and their invited guests are permitted in the living areas of the residence halls. It is the resident's responsibility to ensure that his/her guest are aware of the University and residence hall policies. Guests are not provided with room keys or door access cards.

Please remember that security is breached if doors to residence halls are propped open. Additionally, opening the door to the residence hall for another person defeats the purpose of a computerized access control system.

Special Considerations for the Maintenance of Campus Facilities

Western University is committed to campus safety and security. Locks, landscaping and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building.

Facilities Management is responsible for providing and maintaining the campus's exterior lighting and observes standard foot-candle specifications which is the unit used to measure the amount of light hitting a surface from 30 degrees above the horizontal plane of the surface. It is equal to the amount of light 1 foot away from the surface being lit by a candle.

Facilities Management personnel identify and trim trees and shrubbery that interfere with lighting. In planting and maintaining shrubbery around the buildings and near thoroughfares, our grounds crews try to preserve lines-of-sight for pedestrians and vehicular traffic.

We encourage community members to promptly report any security concern, including concerns about lighting, landscaping, hazardous conditions to the University Police Department at 828.227.7301 or Facilities Management at 828.227.7442

Campus Security Policies

In addition to the many programs offered by the University Police and other University offices, the University has established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

Behavioral Assessment Team

The WCU Behavioral Assessment Team (“BAT”) is composed of a core group of multi-disciplinary professionals who will analyze potentially threatening situations and advise administrators as to recommended courses of action to mitigate risk to the campus. The co-coordinators will make preliminary assessments of potentially threatening situations and, if warranted, convene the BAT.

The Director of Human Resources shall convene the BAT for employee related issues and the Vice Chancellor for Student Affairs shall convene the BAT for student related issues. The co-coordinator who convenes the BAT shall serve as Chair of the BAT for that meeting/issue. When the BAT is convened to discuss an employee, the Director of Human Resources shall include University Policy, Counseling and Psychological Services and/or the Department of Psychology, and others as may be appropriate in the judgment of the Director of Human Resources, including the Emergency Manager and representatives from the Division, Department or Office involved.

When the BAT is convened to discuss a student, the Vice Chancellor for Student Affairs shall include University Police, Counseling and Psychological Services and/or the Department of Psychology and others as may be appropriate in the judgment of the Vice Chancellor for Student Affairs, including the Emergency Manager and representatives from the Division of Academic Affairs. The Legal Counsel Office shall provide legal counsel to the BAT.

The Director of Human Resources can be contacted at 828.227.7218 and the Vice Chancellor for Student Affairs can be contacted at 828.227.7234. For more information on the Behavioral Assessment Team or Campus/Workplace Violence Prevention and Management please refer to University policy 109 at: <http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-109.asp>

Weapons Policy

It is the policy of Western Carolina University to provide a safe and secure working and learning environment in furtherance of its mission and in compliance with North Carolina law pertaining to the possession of Weapons on its property.

For more information on Western Carolina University’s weapons policy please refer to University policy 91 at:

<http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-91.asp>

Work Place Violence

Western Carolina University seeks to provide a safe and secure working and learning environment. Violence, threats, intimidation and possession of unauthorized weapons are inconsistent with this objective. It is the policy of WCU to promote civility and mutual respect and to prohibit violence in the university community.

Prohibited Employee Conduct

It is a violation of this policy for an employee to:

1. Engage in university community violence as defined herein; or
2. Use, possess or threaten to use an unauthorized weapon during a time covered by this policy, in violation of University Policy #91; or
3. Misuse authority in such a way that it violates this policy.

With regard to SPA employees, a violation of this policy shall be considered “unacceptable personal conduct” as provided in University Policy #78, Disciplinary Policy and Procedures for SPA Employees. Acts of violence, as defined herein, may be grounds for disciplinary action, up to and including dismissal. An act of off-duty violent conduct may also be grounds for disciplinary action, up to and including dismissal; provided that WCU demonstrates that the disciplinary action is supported by the existence of a rational nexus between the type of violent conduct committed and the adverse impact on the employee’s or another employee’s ability to perform his/her assigned duties and responsibilities.

With regard to EPA non-faculty employees and faculty, a violation of this policy may subject the offending employee or faculty member to disciplinary action, up to and including dismissal, in accordance with the Employment Policies for University Employees Exempt from the State Personnel Act or the Faculty Handbook, as the case may be.

Employee Assistance Program

Western Carolina University participates in ComPsych GuidanceResources employee assistance program. ComPsych GuidanceResources provides support, resources and information for personal and work-life issues. GuidanceResources is a Western Carolina University sponsored, confidential and provided at no cost to Western Carolina University employees or Western Carolina University dependents.

ComPsych Guidance Resources can provide assistance with:

- Confidential Counseling
 - Stress, anxiety and depression
 - Relationship conflicts
 - Grief and loss
 - Substance abuse
- Financial Information and Resources
 - Getting out of debt
 - Credit card or loan problems
 - Tax questions
 - Retirement planning
 - Estate planning

- Legal Support and Resources
 - Divorce and family law
 - Debt and bankruptcy
 - Civil and criminal actions
 - Contracts

- Work-Life Solutions
 - Child and elder care
 - Moving and relocation
 - Home repair
 - Pet care

For more information regarding Western Carolina University employee assistance program please visit policy 107 at: <http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-107.asp> or call Human Resources at 828.227.7218

Prohibited Student Conduct

It is a violation of this policy for a student to:

1. Engage in university community violence as defined herein; or
2. Use, possess or threaten to use an unauthorized weapon during a time covered by this policy, in violation of University Policy #91; or
3. Violate any corresponding provision of the Code.

Violations of this policy by a student are considered “prohibited behavior” as defined by the Code and shall subject the offending student to disciplinary action up to and including expulsion. The Division of Student Affairs administers disciplinary action for offending students.

<http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-109.asp>

Crime Prevention and Safety Awareness Programs

Crime prevention and safety awareness is a collaborative effort between the community members of Western Carolina University and Public Safety. The Western Carolina University Police Department is dedicated to promoting the safety and security of its residents with teamwork, cooperation, and by providing programs designed to enhance personal safety.

Rape Aggression Defense – The Rape Aggression Defense (RAD) System is a program of realistic, self-defense tactics and techniques. It is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. RAD is not a martial arts program. Our courses are taught by certified RAD instructors and provide a workbook/reference manual. This manual outlines the entire physical defense program for reference and continuous personal growth. The RAD System of Physical Defense is currently being taught at many Colleges and Universities. The growing, widespread acceptance of this system is primarily due to the ease, simplicity and effectiveness of our tactics, solid research, and unique teaching methodology.

The RAD Systems is dedicated to teaching women defensive concepts and techniques against various types of assault, by utilizing easy, effective and proven self-defense tactics. Our system of realistic defense will provide a woman with the knowledge to make an educated decision about resistance.



Personal Safety Awareness – Outreach provided by the University Police Department that reviews personal safety, risk reduction, online safety, and bystander intervention.

Campus Safety and Shots Fired Training - Presented by the University Police and Emergency Services Department. Campus safety and shots fired provide resources, instruction, and guidance in the event that you are confronted with an active shooter or other life-threatening situations.

Project ID – The Project ID program serves two primary functions in that it brings awareness to the campus community regarding larcenies and supports law enforcement in the recovery of lost or stolen items.

Project ID presentations typically offer on-site tools to allow for personal identification of belongings. A web-based program called “Report It” is also utilized. This website (<https://reportit.leadsonline.com/>) serves as a civilian property inventory system. This website is free of charge and allows users to document and store identifying information about personal belongings.

Presenters of Project ID offer attendees the opportunity to engrave valuable belongings during the program. The presenters encourage use of the “Report IT” webpage in conjunction with item engraving. Users of “Report IT” can print an organized document of items that have been lost/stolen that can be given to a law enforcement officer for better identification of property.

Department of Student Community Ethics

The Department of Student Community Ethics administers the student conduct process for Western Carolina and works to support an honest and responsible community. Under the process, students are held accountable for adhering to established community standards as laid out in the Student Handbook, Community Creed and Western Carolina’s Code of Student Conduct. Student Community Ethics strives to adjudicate cases of alleged misconduct in a fair, responsible and timely manner emphasizing WCU’s core values of respect, trust and integrity. The student conduct process is intended to be educational in its nature and allow students to learn from any incidents that they may have been involved in. Additionally, the Department of Student Community Ethics staff provides programming related to Academic Integrity, Alcohol and Drug Education and a variety of other programming efforts across campus.

The Department of Student Community Ethics is located in Scott Hall in the Student Affairs Office Suite and can be contacted at 828.227.7234

Western Carolina University Community Creed

- I will live by high standards of personal integrity.
- I will embrace my responsibilities as a member of this community.
- I will respect the rights and the well-being of others.
- I will engage myself in the artistic, cultural and academic life of my University.
- I will celebrate and express pride in Western Carolina University.

<http://www.wcu.edu/student-life/division-of-student-affairs/departments/student-community-ethics/>
<http://www.wcu.edu/student-life/division-of-student-affairs/departments/student-community-ethics/code-of-student-conduct.asp>

Missing Student Notification Policy

Western Carolina University regards the safety and security of the members of our Campus Community as the highest priority. Therefore, the missing student notification policy contains the official notification procedures for Western Carolina University concerning missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEOA). The purpose of the missing student notification policy is to promote the safety and welfare of members

of the university community through compliance with HEOA requirements and should be adhered to by all WCU faculty, staff, and students.

A student may be considered “missing” when his or her location is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the student’s usual behavior patterns, plans or routines or for more than 24 hours as defined in the missing student notification policy. If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Western Carolina University Police at 828.27.8911 and the University Police will generate a missing person report and initiate an investigation.

Notice to Students about Missing Student Notification Policy

- Confidential Contact Registration. In addition to registering emergency contacts, students residing in on-campus housing have the option to register a different individual to serve as the confidential contact who will be notified by WCU no later than 24 hours after the student is determined to be missing. Confidential Contact Registration is federally required for all on-campus housing students, however, Western Carolina University provides that option to all registered students.
- Information to Students under the Age of 18. If a student who is under the age of 18 and not emancipated is determined to be missing in accordance with this policy, WCU is required to notify a custodial parent or legal guardian no later than 24 hours after the student is determined to be missing.
- UPD Notification of Confidential Contact. Missing person's reports will be immediately referred to the WCU University Police Department ("UPD") for investigation. If UPD has been notified and makes a determination that a student in residence has been missing for more than 24 hours and has not returned to campus, WCU will initiate the missing persons contact procedures in accordance with the student's designation.

Students who wish to identify a confidential contact can do so by completing the appropriate registration forms through MyCat. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

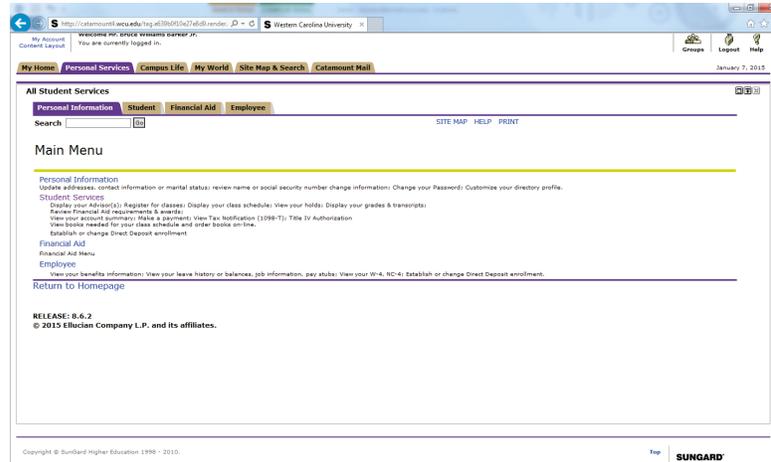
The University Police Department will have primary investigative responsibility for students residing on campus. In the event a missing person report involves a student who does not reside in on-campus housing, University Police will assist the primary law enforcement agency having jurisdiction. During the course of the investigation, University Police will determine if the student has been missing, as that term is defined in this policy, for more than 24 hours. University Police will conduct the investigation utilizing law enforcement best practices including but not limited to:

- Interviews of friends, family, faculty, staff, and classmates;
- Entry of missing person information into state and federal databases of missing persons;
- Notification to other local law enforcements agencies;
- Physical searches of the WCU campus; and
- Inquiries to local hospitals.

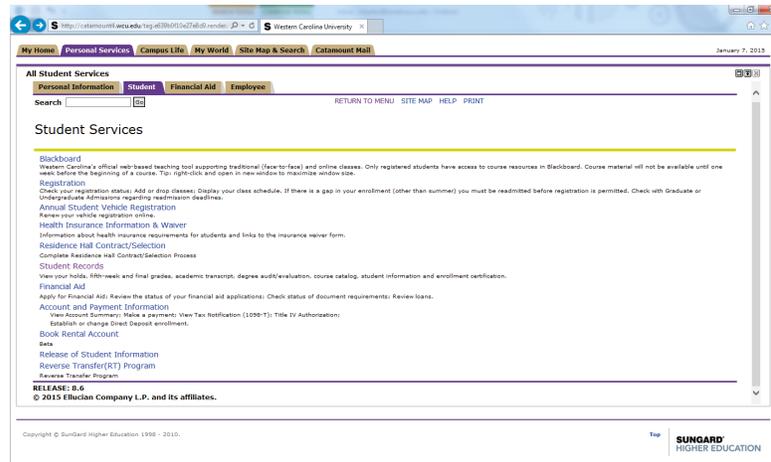
Additional information regarding the Missing Person Protocol can be accessed at <http://www.wcu.edu/student-life/division-of-student-affairs/student-concern-response-team/what-is-a-student-concern/helping-students/missing-person-notification-protocol.asp>

Registration of a Confidential Contact

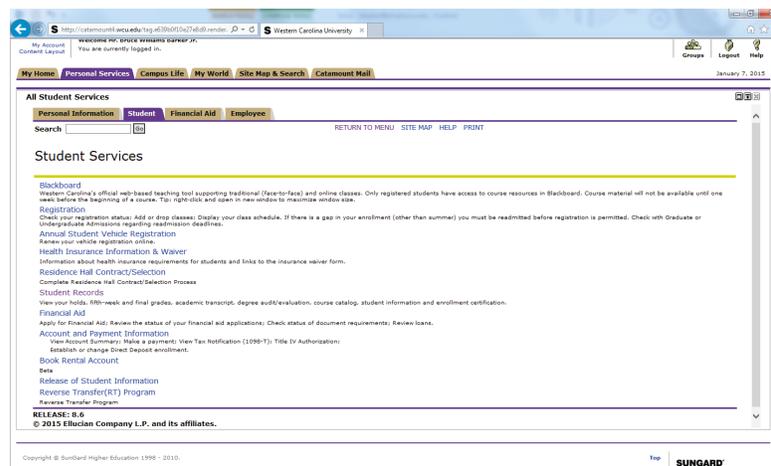
To register your missing person contact please go to personal services in MyCat



Student Tab



Student Records



Missing Student Contact Information

The screenshot shows a web browser window displaying the 'All Student Services' page of Western Carolina University. The page is dated January 7, 2015. At the top, there are navigation tabs for 'My Home', 'Personal Services', 'Campus Life', 'My World', 'Site Map & Search', and 'Catamount Mail'. The main content area is titled 'All Student Services' and contains a list of links and information:

- Final Grades**
 - Check final grades.
 - Course Inventory
 - Searchable list of courses and prerequisites.
- University Catalog**
 - Publicly accessible at <http://catalog.wccu.edu> or from Western's home page.
 - View Student Status
 - Online first/last term attended; current status, level and type; academic program; and expected graduation term.
- Academic Transcript**
 - View your academic transcript.
 - Request Printed Official Transcript
 - Request a printed Official Transcript.
- Course Credits - ACCEPTED**
 - View your external transfer work and equivalent WCU coursework.
- Course Credits - WORKSHEET**
 - Coursework undergoing evaluation. Credits remain on worksheet until student begins attending WCU.
- Degree Audit/Evaluation**
 - Monitor your progress toward degree completion.
- Enrollment Certification**
 - Request official enrollment certifications required by your insurance company, financial services company, or other benefits provider. Enrollment Certifications for future terms are not available until approximately 3 weeks before the start of the new term/term desired.
 - Enrollment Certifications for the summer term(s) will not be available until after final summer grading in August. If you need an immediate enrollment certification, please email registrar@wccu.edu and include your ID#, full name and return address or contact the Registrar Office at 252-327-7216. Please have your personal identification (PIID) available for identification purposes.
- Online Application for Graduation**
 - Spring 2015 graduation applications are now available.
 - View Holds
 - View holds preventing registration, transcript mailing, or graduation.
- Test Scores**
 - View your official test scores (ACT, SAT, GMAT, GRE, Praxis)
- Missing Student Contact Information**
 - Provide contact information in the event that you are deemed missing.

At the bottom of the page, there is a copyright notice: 'Copyright © SunGard Higher Education 1998 - 2010.' and the SunGard Higher Education logo.

Western Carolina University's Response to Sexual and Gender Violence

Western Carolina University is committed to eradicating sexual violence in our campus community through guidance and education; involvement; enforcement of policy; and enforcement of law. Western Carolina University is committed to creating and maintaining a campus environment free of all forms of sexual violence, harassment, exploitation, or assault. We need your help to be successful.

Western Carolina University is dedicated to providing a safe learning and working environment, and in compliance with federal law has adopted policies and procedures to prevent and respond to incidents of sexual violence including sexual assault, domestic violence, dating violence and stalking. These guidelines apply to all students, faculty, staff, contractors, and visitors.

It is important to know what sexual violence crimes are, because in many cases, victims do not realize that they have been victimized. Additionally, crimes of this nature are very difficult for victims to report for a number of very complex reasons. We provide the following information to assist those victims who may have been victims of sexual assault or who have a friend who has been sexually assaulted.

Reporting an Incident

If a student, employee or visitor has been the victim of an incident of sexual violence they should immediately report it to the Western Carolina University Police Department at 828.227.8911 or 114 East University Way, Cullowhee, NC, 28723 if the victim chooses.

Filing a police report with the University Police Department will not obligate the victim to pursue prosecution, nor will it subject the victim to scrutiny or judgmental opinions. Filing a police report with the University Police will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim should never be forced to engage in counseling or talk to any third party. The victim will seek help when he/she is ready to do so. Sexual violence leaves the victim with a sense of a loss of control; giving the control back to the victim is a critical step in the healing process. However, the victim is informed of the mental health resources available to them through the University as well as in the community.

Western Carolina University must take immediate and appropriate action to investigate, protect the complainant, and stop the alleged sexual violence. Further, once a Campus Security Authority learns of an instance of sexual violence, he/she must inform the University Police Department. The Campus Security Authority does not have the option to keep it a secret.

Defining Terms in Sexual Violence

Sexual violence is any physical sexual act perpetrated against a person's will; or where a person is incapable of giving consent due to drugs/alcohol, intellectual or other disability.

In the WCU Code of Student Conduct, sexual assault is defined as engaging in vaginal, oral or anal penetration or intercourse without a person's consent. Rape and other sex offenses are specifically defined in NC General Statutes (NC General Statute 14-27). In WCU policies and other documents, sexual assault is used and is inclusive of rape and other sex offenses depending on the context. Sexual assault and rape are not about sexual desire – they are about power and control.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. Dating violence means violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Consent in the WCU Code of Student Conduct, with respect to sexual behavior “consent” is an understandable exchange of affirmative words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. The lack of a negative response is not consent. An individual who is incapacitated by alcohol and/or drug both voluntarily or involuntarily consumed may not give consent. Past consent for sexual activity does not imply ongoing future consent.

Keep these points in mind if you are not sure consent has been established:

- Each person needs to be fully conscious and aware. The use of alcohol or other substances can interfere with someone's ability to make clear decisions about the level of intimacy they are comfortable with. The more intoxicated a person is, the less they are able to give conscious consent.
- Each person is equally free to act. The decision to be sexually intimate must be without coercion. Each person must have the option to choose to be intimate or not. Each person should be free to change “yes” to “no” at any time. Factors such as body size, previous victimization, threats to “out” someone, and other fears can prevent an individual from freely consenting.
- Each person clearly communicates their willingness and permission. Willingness and permission must be communicated clearly and unambiguously. Just because a person fails to resist sexual advances does not mean that they are willing. Consent is not the absence of the word “no.”
- Each person is positive and sincere in their desires. It is important to be honest in communicating feelings about consent. If one person states their desires, the other person can make informed decisions about the encounter.

Sexual Coercion There are a variety of behaviors that could be considered coercive; behaviors ranging from non-physical pressure to the use of a weapon that compel someone to engage in an activity against their will. When viewing the spectrum of possible behaviors a person can use to coerce another to engage in sexual activity, it is conceivable that not all of the behaviors on the spectrum are considered illegal per state statutes; however these behaviors may be consistent with the WCU Code of Student Conduct definition of “sexual exploitation” or sexual harassment as defined by university policy.

You are being coerced if:

- You feel like you lack a choice
- You face potential social consequences if you don't engage in a behavior
- You are relentlessly pressured
- You feel threatened or afraid of what might happen if you resist
- A person abuses authority and rank to get you to comply
- A person continues pressure after you have said no

Examples of coercion may include but are not limited to:

- Threatening to harm someone if they do not do what you want
- Using a weapon to get someone to do what you want
- Abusing power or authority to get someone to do what you want
- Using physical force to get what you want
- Using emotional pressure to get someone to do what you want
- Using social/peer pressure or your social standing to get someone to do what you want

Procedures Victims Should Follow

If an incident of sexual assault, domestic violence, dating violence or stalking occurs it is important to preserve evidence to aid in the possibility of successful criminal prosecution. The victim of a sexual assault should find a safe place and seek medical attention as soon as possible. Avoid bathing, showering, brushing teeth, using the restroom, changing clothes, combing hair, cleaning up the crime scene, or touching anything the perpetrator may have touched. The victim should try to preserve any and all forensic evidence.

Evidence of stalking including any communication, such as written notes, voice mail or other electronic communications should be saved and not altered in any way.

Resources

Victims of sexual violence crimes in North Carolina have special rights to know more about their case and seek restitution. Victims have the right to be given information about the crime, how the criminal justice system works, the rights of victims, and the availability of services for victims. Western Carolina University Police has a designated Victim Assistance Officer to assist with understanding these rights. Western Carolina University Police Department will assist a victim in notifying appropriate law enforcement authorities if the offense occurred outside of Western Carolina University Clery geography.

Crime Victims' Rights

- Once a suspect has been arrested, it is possible for them to be released before their court date.
- You may be eligible for crime victim's compensation funds to recover the cost of medical care and lost wages.

- Victims have the right to be notified of the dates and times of court proceedings and the status of appeals.
- Victims have the right to receive information about the conviction or final disposition and sentence of the accused.
- Victims have the right to receive notification of escape, release, proposed parole or pardon of the accused.
- Victims have the right to keep their new address safe from former abusers through The Address Confidentiality Program.
- Victims can register with NC SAVAN, the 24-hour toll-free automated victim assistance and notification program.

On and Off Campus Resources

WCU Emergency Line	828.227.8911
Counseling and Psychological Services	828.227.7469
Health Services	828.227.7640
MedWest Harris	828.586.7000
Reach of Macon County	828.369.5544
WNC Mobile Mental Health Crisis Line	800.849.6127
Our Voice	828.255.7576
Rape Victim Assistance Program	800.826.6200
SAVAN	800.NC.SAVAN
National Sexual Assault Hotline	800.656.HOPE
North Carolina Coalition Against Sexual Assault	919.871.1015

Policies and Procedures

[NC General Statute 14-27.1 - 14.27.10](#)

North Carolina General Statute 14 (Criminal Law) Article 27 (Rape and Other Sex Offenses) is the state law by which all sex offenses are determined and prosecuted.

[WCU Code of Student Conduct](#)

This Western Carolina University Code of Student Conduct exercises the duty of the Chancellor to regulate matters of student conduct in the university community. All WCU students are expected to be familiar with the Code and to conduct themselves in accord with these requirements.

[WCU Policy 53. Sexual Harassment and Other Forms of Unlawful Harassment](#)

The University is committed to equal opportunity in educational programs and employment for all persons regardless of race, color, creed, religion, gender, age, national origin, disability, military veteran status, political affiliation or sexual orientation.

The University reaffirms its commitment to academic freedom in this Policy, but recognizes that academic freedom does not allow sexual harassment. The discussion of sexual ideas, taboos, behavior or language which is an intrinsic part of course content shall in no event constitute sexual harassment. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom ensures the faculty's right to teach and the student's right to learn.

Accommodations

Whether or not a student or employee reports to law enforcement and or pursues any formal action, they report an incident of sexual violence Western Carolina University is committed to providing them as safe a learning or working environment as possible. Upon request, Western Carolina University will make any reasonably available change to a victim's academic, living, or working situation. Western Carolina University will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. Students may contact the Student Affairs at 828.227.7234 for assistance, and employees may contact Human Resources at 828.227.7218.

If a victim reports to Western Carolina University Police Department, the victim will receive information on victim rights, information and assistance in obtaining a no contact order, and assistance in understanding the criminal justice system.

Western Carolina University is committed to ensuring that any order issued is fully upheld on all institutionally owned and controlled property. Western Carolina University is also committed to protecting victims from any further harm, and Jackson County Clerk's office may issue a temporary non-contact order pending the outcome of any conduct proceeding.

Victim Confidentiality

Western Carolina University recognizes the sensitive nature of sexual violence and is committed to protecting the privacy of any individual who reports an incident of sexual violence. For purposes of the Clery Act reporting and disclosure, no identifying information about the victim will be included in the Annual Fire Safety and Security Report. However, reports made to law enforcement, including if criminal prosecution is pursued, may be made public and shared with the accused.

Education Programs

Western Carolina University is committed to increasing the awareness of and preventing sexual violence. All incoming students and new employees are provided with programming and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. All incoming students and new employees receive a clear statement that prohibits sexual assault, domestic violence, dating violence, and stalking; their definitions, the definition of consent, options for bystander intervention, information about risk reduction, and how Western Carolina University responds to these incidents.

Ongoing prevention and awareness campaigns are also offered throughout the year. During the 2014-2015 Academic calendar these programs included:

- First year student orientation provided by the Office of Student Community Ethics
 - Haven is an online sexual violence prevention program. Haven is an engaging online course that will teach you about healthy relationships, the importance of consent, and the many ways you can help create a safe, positive campus. This online course will help you develop the critical skills to make more thoughtful and educated choices outside the classroom. Our hope is that with these skills you will find greater success both here at Western Carolina University and well beyond your graduation.
 - AlcoholEDU motivates behavior change by resetting unrealistic expectations about the effects of alcohol and engages students to create a healthier campus community
- New Employee orientation provided by the Office of Equal Opportunity and Human Resources
- Residence Hall floor programs hosted by Residential Living
- Campus Safety programs hosted by the University Police
 - The University Police provides programs upon request on topics ranging from campus safety to sexual violence awareness and customizes programs based on the audience
- Through the Mirror: What is GLOW and EMBER? hosted by Intercultural Affairs
 - Through the Mirror will introduce participants to the G.L.O.W. and E.M.B.E.R. series, bond with other students, and challenge the mirror image society shows us of gender stereotypes.
- Campus Safety Walk hosted by the University Police Department
 - Ever want to make a difference on campus but didn't know how to do it? This walk will open your eyes to safety on campus and maintaining this safety to keep you and others around you on campus safe. Please be sure to wear comfortable shoes as we will be walking through campus.
- Accepting the Love We DO Deserve: Viewing of the film A Perk of Being a Wallflower hosted by Intercultural Affairs
 - "We accept the love we think we deserve" is a quote that resonates throughout The

Perks of Being a Wallflower film. Many of the characters are in harmful relationships, brushing off or excusing unhealthy actions and internalizing the violence in their lives.

- Bystander Intervention: Cats Speak Up
 - You see something potentially risky happening. Someone else will speak up and help, right? But it's not my business... or is it? We ALL play a part in helping keep our community safe. Be it a fight, someone drinking too much, or seeing someone take advantage of someone else sexually, you can step in (safely!) or get help to be a good bystander. Bystander Intervention campaign—covers bystander intervention basics and ways to stand up and intervene safely (through humor, distraction, among other methods) in potentially risky situations.
- The Power of words hosted by Counseling and Psychological Services
 - This program will look at the power of words through experiential exercises. We will examine the rape culture and the psychological impact of sex. This program will look at the power of words through experiential exercises. We will examine the rape culture and the psychological impact of sexual assault and how your voice can be used for respecting and empower others. This empowering program will address victim blaming which can have long negative psychological effects on a Survivor of sexual assault. By understanding the POWER of your words you will learn how to be a powerful support. This empowering program will address victim blaming which can have long negative psychological effects on a Survivor of sexual assault. By understanding the POWER of your words you will learn how to be a powerful support.
- Take Back the Night hosted by Intercultural Affairs, Residential Living, Equal Opportunity and Diversity Programs, and Counseling and Psychological Services.
 - Take Back the Night is an annual international event to create a space for campus community members to come together to shatter the silence about sexual violence.
- Sexual Violence Film series: Brave Miss World hosted by Intercultural Affairs, Criminal Justice, and Philosophy and Religion
 - “Miss Israel Linor Abargil was abducted, stabbed, and raped in Milan, Italy, at age 18. She had to represent her country in the Miss World competition only six weeks later. When to her shock she was crowned the winner, she vowed to do something about rape. The film follows her from the rape, to her crowning and through her crusade to fight for justice and break the silence. During her travels to speak out and meet with other rape victims, her own trauma begins to resurface. Her serial rapist becomes eligible for parole, and she has to hunt down his previous victims in order to help keep him behind bars. The film explores the trauma of sexual assault through one young woman’s journey from teenage rape victim to Miss World to empowered lawyer and activist.”
- Sexual Violence Film series: Provoked hosted by Intercultural Affairs
 - “Inspired by the true story of Kiranjit Ahluwalia, Jag Mundhra’s Provoked tells the tale of a battered wife pushed to the ultimate act of defiance. As a nineteen year old girl

living in a small Punjab village with her overbearing sisters and their husbands, Kiranjit Ahluwalia (Aishwarya Rai) aspired to get a college education and see the world. Despite her ambitious plans, however, Kiranjit put her entire future on hold the moment she met handsome family friend Deepak (Naveen Andrews). Later, after a whirlwind romance, Kiranjit and Deepak married and prepared to move into Deepak's home in a quaint suburb of London. Kiranjit's storybook romance would quickly give way to a terrifying reality however when, over the course of the following decade, the loving bride suffered a relentless torrent of emotional and physical abuse of her tyrannical husband. Eventually pushed to her breaking point and desperately fearing for the safety of her children, Kiranjit killed Deepak and was subsequently sentenced to life in prison. Though Kiranjit was at first reluctant to share the details of her harrowing experience, she eventually became convinced that the only way to break the cycle of violence was to share her story with the world."

- Sexual Violence Film series: North Country hosted by Intercultural Affairs
 - "Single mother Josey Aimes (Charlize Theron) is part of a group of the first women to work at a local iron mine in Minnesota. Offended that they have to work with women, male workers at Eveleth Mines lash out at them and subject them to sexual harassment. Appalled by the constant stream of insults, sexually explicit language and physical abuse, Josey -- despite being cautioned against it by family and friends -- files a historic sexual harassment lawsuit."
- The Vagina Monologues
 - The purpose of this annual production is to raise money and awareness for local organizations that work to stop violence against women and girls. In 2011, over 5,800 V-Day benefit events took place around the world, educating millions of people about the reality of violence against women and girls.
- V-Week hosted by Intercultural Affairs
 - Week focusing on raising awareness for the V-Day campaign to end violence against women and girls. The week will culminate with The Vagina Monologues.
- Sexual Assault Awareness Week hosted by Intercultural Affairs
- Clothesline Project hosted by Intercultural Affairs
 - The Clothesline Project addresses the issue of violence against women by providing a "vehicle for women affected by violence to express their emotions"[1] through the decoration of a t-shirt. These shirts are then hung from a clothesline (a tribute to the idea that laundry was always considered "women's work") so that the public can see the stories of the women who are both victims and survivors of violence. As the Project is a silent, peaceful protest, we are embracing the 1960s theme; t-shirts will be decorated on tie-dyed shirts.

Programming Definitions

- Awareness programs means community-wide or audience specific programming, initiatives, and

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- strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
- Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
 - Ongoing prevention and awareness campaigns means programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution
 - Primary prevention programs means programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
 - Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The U.S. Department of Education gives grants of financial assistance to schools and colleges. The Title IX regulation describes the conduct that violates Title IX. Examples of the types of discrimination that are covered under Title IX include sexual harassment, the failure to provide equal opportunity in athletics, and discrimination based on pregnancy.

Title IX regulation is enforced by the Office of Civil Rights (OCR) and is in the code of federal regulations at 34 CFR Part 106.

Title IX prohibits retaliation for filing an OCR complaint or for advocating for a right protected by Title IX. Title IX also prohibits employment discrimination, but employment complaints filed with OCR are generally referred to the Equal Employment Opportunity Commission.

Title IX: Programs and Activities

Programs and activities at universities and colleges that receive federal funds must operate in a nondiscriminatory manner. These programs and activities may include, but are not limited to:

- Admissions
- Recruitment
- Financial aid
- Academic programs
- Employment
- Physical education
- Athletics
- Counseling and guidance
- Discipline
- Classroom assignment
- Grading
- Vocational education
- Recreation
- Housing
- Student treatment and services

Conduct Proceedings

All elements of proceedings are addressed, defined, and clarified through the policies and procedures outlined in the on-line version of the WCU Code of Student Conduct http://www.wcu.edu/WebFiles/PDFs/Catamount_Code_Final_Document.pdf. All conduct matters are addressed through the policies and procedures outlined in the on-line version of the WCU Code of Student Conduct. All students have access to the document to allow for transparency. In addition, students receive letters and documents about their rights and responsibilities throughout the conduct process.

Notification of Violations

Minor Violations - all charges shall be presented to the Respondent in a written notice that will include the date of the hearing. The date of the hearing will not be fewer than ten (10) days after receipt of written notice, unless the Respondent waives the ten-day preparation period in writing.

Serious Violations – written notice of hearing shall specify the offense charged, the possible sanctions, and a brief recitation of the factual allegations supporting the charge. For all charged offenses that could result in expulsion, the notice must include the possibility of expulsion and must specify that expulsion precludes matriculation at any UNC constituent institution. The date of the hearing will not be fewer than ten (10) days after receipt of written notice, unless the Respondent waives the ten-day preparation period in writing.

A decision by the Hearing Body on responsibility or non-responsibility for formal charges shall be made in private, based solely on the information presented at the hearing, using the standard of Preponderance of the Information. The decision must be made prior to a decision on sanctions. Preponderance of Information – a standard in which it is more likely than not that a Respondent violated the Code.

Minor Violation Sanctions:

- Probation – Written reprimand for violation of specified regulations and a restriction by which a Respondent is permitted to remain in the University under prescribed conditions. Probation is for a designated period of time and includes the possibility of the imposition of more severe disciplinary sanctions if the Student is found to be violating any Code regulations during the probationary period.
- Restrictions – Denial of specified privileges for a designated period of time including, but not limited to, attendance at events, access to facilities, participation in non-academic activities, and interpersonal contact restrictions.
- Restitution – Compensation for personnel resources, loss, damage and/or injury. Restitution may take the form of appropriate monetary or material replacement, and may be imposed by the Associate Vice Chancellor/Dean of Students, Director of DSCE, or designee when a Respondent does not complete an Educational Outreach Assessment.
- Educational Outreach Assessment (EOA) – A sanction that provides a tangible learning opportunity for Respondents. Through this sanction, the Respondent becomes an active contributor to the education of not just him/herself but also his/her peers. An EOA may be financial, non-financial, or become financial if a Respondent does not complete a non-financial sanction.
- Community Restitution – An EOA imposed to provide a work-related experience for Students to help others in a positive fashion. Respondents who do not meet their community restitution

deadlines will be assessed a financial EOA that will be determined by multiplying the hours assigned by the current North Carolina minimum wage.

- Educational Sanctions – Participating in a specific activity, course, event, or program, receive specific instruction, complete a research/reflective assignment, etc. The Respondent is responsible for related expenses.
- Residence Hall Suspension – Separation of the Respondent from the residence halls for a definite period of time, after which the Respondent is eligible to return. Conditions for readmission may be specified.
- Residence Hall Expulsion – Permanent separation of the Respondent from the residence halls.



Sanctions associated with Serious Violations: In addition to suspension or expulsion, serious violations may result in the imposition of sanctions typically associated with Minor Violations

- University Suspension – Separation of the Respondent from the University for a definite period of time, after which the Respondent is eligible to apply for readmission. Conditions for readmission may be specified. The sanction of University Suspension is recorded in the University of North Carolina Suspension and Expulsion database.
- University Expulsion – Permanent separation of the Respondent from the University and any University of North Carolina System constituent Institution. The sanction of University Expulsion is recorded in the University of North Carolina Suspension and Expulsion database.

Protective Measures

An Interim Action may be imposed by the Vice Chancellor for Student Affairs or designee when there is reason to believe there is a threat of disruption, damage, or to the safety and well-being of the University community. An Interim Action may be imposed at any time prior to the final resolution of either Student conduct proceedings under the Code or any criminal, civil or administrative proceeding. During the interim action, Students may be denied access to the University Premises (“trespassed”), including classrooms and residence halls, as well as any and all University programs and activities.

Notification of Hearing

If formal charges are filed, and there is no Mutual Resolution, the Director of DSCE or designee shall email, hand-deliver, mail, or share in-person/via telephone (with a follow-up letter) a hearing notice to the Respondent. The notice shall include:

- I. Statement of the specific charges against the Respondent.
- II. Brief description of the information upon which the charges are based.
- III. Date, time, and place for the hearing.
- IV. Notice of the right of reasonable access to the allegation information.
- V. Instructions for a Mutual Resolution.
- VI. If applicable, notification of possible suspension or expulsion if found responsible.
- VII. Statement indicating that the Respondent may seek assistance from DSCE staff in the preparation of his or her hearing.

Student Conduct Process

Although it is not possible to outline all of their rights and responsibilities, WCU Students have the right to (in no specific order of importance): Privacy, confidentiality, and/or appropriate management of their educational records and prescribed by FERPA, HIPPA, and other University, state, and/or federal guidelines. Academic evaluations, disciplinary proceedings, and/or University procedural matters. As a part of their due process rights, Students have the right to a clear understanding of all options for appeal



and the associated procedures. Similarly, WCU Students have the responsibility to (in no specific order of importance): Understand that in determining whether Student conduct violates these provisions, all relevant facts and circumstances shall be considered. Care must be exercised in order to preserve freedoms of speech and expression, as articulated in current legal standards. (UNC Policy Manual 700.4.2). Due Process: The focus of inquiry in Student conduct proceedings shall be to determine whether the Respondent is or is not responsible for violating the Code. Respondents are presumed to be not responsible until a finding is determined using University conduct/hearing procedures. Any Student formally charged with a violation of the Code is entitled to a hearing before an appointed Hearing Body as specified in this Code. With the exception of cases involving allegations of sexual misconduct, the Respondent and the University may agree to mutually resolve the charge(s) without a hearing. During investigative and hearing phases of a proceeding, formal rules of evidence shall not be applicable. Similarly, deviation from prescribed procedures shall not necessarily invalidate a decision or proceeding, unless significant prejudice to the Respondent or the University may result.

Hearing officers and hearing board members are provided annual training related to the performance of their duties, changes in regulations, and updated standards. The Code of Student Conduct is reviewed on an annual basis by administrators, legal counsel, staff, and students in an effort to ensure accuracy.

Respondents have the right to be assisted, at their expense, by an Advisor of their choosing. In cases of Sexual



Misconduct the Complaining Witness(es) and/or victim(s) have the right to be assisted, at their expense, by an Advisor of their choosing. The Respondent(s), Complaining Witness(es), and/or victim(s) must notify the Director of DSCE or designee a minimum of five (5) days prior to the hearing of his/her intention to be assisted/represented at the hearing by an Advisor. This notice is solely for the purpose of allowing the University to make appropriate arrangements for the hearing. The Respondent, Complaining Witness, and/or victim shall be given the

opportunity to present witnesses and/or documentary information. The Chair of the Hearing Body has the discretion to determine if the information is relevant to the charge and does not otherwise infringe the rights of other Students.

A decision letter outlining the final outcome of the hearing must be transmitted to the Respondent in writing within ten (10) days of the conclusion of hearing. The document will contain a brief summary of the information upon which the decision is based, a summary of the Hearing Body's findings, and all sanctions imposed. The document must also contain any appeal rights, including appeal deadlines and the permitted grounds for the appeal. Under most circumstances the University may not disclose hearing outcomes. However, under specific circumstances, the University may disclose the final results of a proceeding and/or sanctions against a Respondent found responsible for Sexual Misconduct to the victim.

An appellate review is an examination of a decision reached by a Hearing Body for the purpose of determining whether there is cause to believe that the outcome of the hearing might be flawed. Only the Student who has been found responsible for a Code violation may appeal, except as allowed in cases involving Sexual Misconduct. In cases involving Sexual Misconduct allegations, either party may appeal the final administrative decision consistent with Serious Violation appeals. A Student may request only one appellate review, which must be made in writing and addressed to the Director of DSCE. Appeal Deadline – within five (5) days of the date the University's final administrative decision is sent, the party may submit a written rationale for appeal of the decision on responsibility and/or the decision on sanctions. Grounds for Appeal – in accordance with University of North Carolina Code Section 502 D(3), (see Section II), appeals must be limited to the following grounds:

- Violation of due process
- Material deviation from Substantive and Procedural Standards adopted by the UNC Board of Governors, as set forth in the UNC Policy Manual 700.4.1.

The designated appellate decision maker shall notify the parties within a reasonable time in writing of the decision on appeal. The decision may:

- Affirm the finding of responsibility and the sanction(s)
- Affirm the finding of responsibility and modify but not eliminate the sanction(s)
- Remand the case to the Hearing Body for a full or partial rehearing pursuant to this Code.
- Overturn the finding(s) and eliminate the sanction(s).

Conduct Timeframes

The focus of inquiry in Student conduct proceedings shall be to determine whether the Respondent is or is not responsible for violating the Code. Respondents are presumed to be not responsible until a finding is determined using University conduct/hearing procedures. Any Student formally charged with a violation of the Code is entitled to a hearing before an appointed Hearing Body as specified in this Code. With the exception of cases involving allegations of sexual misconduct, the Respondent and the University may agree to mutually resolve the charge(s) without a hearing. During investigative and hearing phases of a proceeding, formal rules of evidence shall not be applicable.

Similarly, deviation from prescribed procedures shall not necessarily invalidate a decision or proceeding, unless significant prejudice to the Respondent or the University may result. The following procedural guidelines shall be applicable in hearings conducted by a Hearing Body.

- I. The burden of proof is the responsibility of the University in all hearings, and must establish that the Respondent is responsible for a violation of the Code by preponderance of the information.
- II. Unless s/he specifically waives this right, a Student who elects to appear before a Hearing Body will be given a minimum of ten (10) days' notice of the specific charges being presented to the board and details of the hearing (date, location, and time).
- III. Respondents have the right to be assisted, at their expense, by an Advisor of their choosing. In cases of Sexual Misconduct the Complaining Witness(es) and/or victim(s) have the right to be assisted, at their expense, by an Advisor of their choosing. The Respondent(s), Complaining Witness(es), and/or victim(s) must notify the Director of DSCE or designee a minimum of five (5) days prior to the hearing of his/her intention to be assisted/represented at the hearing by an Advisor. This notice is solely for the purpose of allowing the University to make appropriate arrangements for the hearing.
- IV. The Director of DSCE or designee will send a list of potential Hearing Body members to the Respondent a minimum of seven (7) days prior to the hearing. The Respondent may challenge any Hearing Body member on grounds that s/he has a specific conflict with, bias about, or an interest in the case. The Respondent must submit the challenge in writing to the Associate Vice Chancellor/Dean of Students or designee a minimum of five (5) days prior to the scheduled hearing. Associate Vice Chancellor/Dean of Students or designee must make a decision on the challenge within three (3) days. If s/he determines possible bias, the Hearing Body member shall be excused and a replacement will be appointed by the Associate Vice Chancellor/Dean of Students or designee.
- V. The Respondent will be given the opportunity to review any written information that will be used at the hearing, including a list of witnesses, no less than two (2) days prior to the hearing.
- VI. With the exception of matters involving alleged Sexual Misconduct, charges against multiple parties involved in the same incident may be heard in a single case only with the approval of the Director of DSCE and written Consent from each Respondent.
- VII. If the Respondent fails to appear after proper notice, the Hearing Body will proceed with the hearing in absentia and make determinations with the available information.
- VIII. Information, Testimony, and Witnesses:

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- The Director of DSCE, designee, or other University Officials, may serve as witnesses, present other witnesses, and submit documents during the hearing.
 - The Respondent, Complaining Witness, and/or victim shall be given the opportunity to present witnesses and/or documentary information. The Chair of the Hearing Body has the discretion to determine if the information is relevant to the charge and does not otherwise infringe the rights of other Students.
 - Even if present during the hearing process, no witness shall be forced/required to testify.
 - Witnesses and/or information shall be subject to questioning and/or examination by the University Official(s), Complainant, Complaining Witness(es), victim(s), hearing board members, and/or the Respondent(s).
 - All parties involved in the hearing process are expected to give truthful testimony. Furnishing untruthful testimony may subject individuals to further action under the Code. The scheduling of hearings may be delayed at the discretion of the Director of DSCE or designee during times of heavy caseloads, if the charge occurs close to the end of an academic semester or term, or in the event of the reasonable need of either party for additional time.

The Respondent will be given the opportunity to review any written information that will be used at the hearing, including a list of witnesses, no less than two (2) days prior to the hearing. Designated University Officials meet with accusers/victims to outline the conduct process, their rights, and information that will be presented in a hearing if applicable.

The Chair of the Hearing Body shall exercise control over the proceedings. The Director of DSCE or designee will send a list of potential Hearing Body members to the Respondent a minimum of seven (7) days prior to the hearing. The Respondent may challenge any Hearing Body member on grounds that s/he has a specific conflict with, bias about, or an interest in the case. The Respondent must submit the challenge in writing to the Associate Vice Chancellor/Dean of Students or designee a minimum of five (5) days prior to the scheduled hearing. Associate Vice Chancellor/Dean of Students or designee must make a decision on the challenge within three (3) days. If s/he determines possible bias, the Hearing Body member shall be excused and a replacement will be appointed by the Associate Vice Chancellor/Dean of Students or designee.

Western Carolina University's Alcohol and Other Drugs Policies

The use of illegal drugs and the illegal use or abuse of alcohol endangers the health and safety of members of the Western Carolina University community. Consistent with the requirements of the Code of the Board of Governors of the University of North Carolina and UNC Policy 1300.1, the University Board of Trustees adopts this Policy to address such threats to the integrity of the University community and to comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989

In order for Western Carolina University to achieve its mission, the members of its community need to understand the risks and dangers associated with alcohol abuse and drug use. The alcohol and other drug education efforts at Western Carolina University are designed to benefit the entire academic community through comprehensive programming.

Programming is developed and implemented in order to proactively and reactively educate students on a population level, high-risk group level, and individual level. Resources are available to faculty and staff as well. These members of our community are given information and resources during their new employee orientation and supervisors are trained regarding the requirements of the University Policy 38: Illegal Drugs and Illegal Use or Abuse of Alcohol.

Possession, Use, and Sale of Alcoholic Beverages

The possession, sale or the furnishing of alcohol on the Western Carolina University campus is governed by Western Carolina University alcohol policies and North Carolina state law. The enforcement of alcohol laws on-campus is the primary responsibility of the Western Carolina University Police Department. The consumption of alcohol on the WCU campus is permitted only under certain circumstances. Individuals, organizations, or groups violating alcohol policies or laws may be subject to sanctions by the university. It is unlawful to sell, furnish, or provide alcohol to a person under the age of twenty-one (21). It is also unlawful for any person under twenty-one (21) years of age to purchase, attempt to purchase, possess, or consume an alcoholic beverage. Such laws and policies are strictly enforced by the Western Carolina University Police Department. Violators are subject to university disciplinary action, criminal prosecution, fine, and imprisonment.

Possession, Use, and Sale of Illegal Drugs

It is a violation of state law and university policy to illegally possess, use, distribute, manufacture, sell or be under the influence of other drugs. Students who violate this policy will be referred to the Department of Student Community Ethics and/or University Police.

Education and Prevention

Western Carolina University maintains a comprehensive drug and alcohol education program available to all members of the University community. The activities of the program are the responsibility of the Coordinator of Alcohol and Other Drug Education in the Division of Student Affairs.

Throughout the year education and prevention programs are completed by the Division of Student Affairs and the University Police Department. Highlights of some of the programs completed include:

- Alcohol Awareness Week hosted by Student Affairs which is held in October of each year and continues to be successful with consistent attendance each year. Generally this week-long event hosts 5-7 events and has strong participation from WCU fraternity and sorority members

- A PartySmart website that is supervised and maintained by the CADE. The website offers safe party tips, how to help a friend who may suffer from an alcohol addiction, and how to avoid risky decisions related to alcohol consumption. Students can use the website as a resource to make better decisions. DSCE advertises the website with flyers, and other means including the use of a billboard on the main highway leading to campus.

- To access the PartySmart website please visit:

<http://www.wcu.edu/student-life/division-of-student-affairs/departments/student-community-ethics/student-community-ethics-for-students/party-smart/index.asp>

- Residential living program initiatives presented by Student Affairs and the University Police Department. Programs are presented by the Department of Student Community Ethics and the University Police Department that include but not limited to DWI Awareness, Information tabling, traffic crash simulations, alcohol and drug education formatted for a requested audience.

Possible Sanctions for policy violations

- University Probation
- Educational Assignment
- Educational Outreach Assessment (\$100 -\$175 for first alcohol offense)
- Community Service Parental Notification
- Residence Hall Suspension/Expulsion
- University Suspension/Expulsion

Counseling and Rehabilitation

The Western Carolina University Counseling and Psychological Services Center at 828.227.7469 provides counseling services to students with a substance abuse problem. Treatment programs in the area of Western North Carolina consist of Smoky Mountain Counseling Center in Haywood County, Mountain Youth Resources in Macon County, New Beginnings in Sylva, the North Carolina Alcohol and Drug Abuse Center in Black Mountain, Bridgeway in Brevard, Mission-St. Joseph's Hospital in Asheville, and Woodbridge in Clayton, Georgia.

There are numerous Narcotics Anonymous group meetings both on campus and throughout the area. For information call 828.227.7469.

Annual Disclosure of Crime Statistics

Jeanne Clery Disclosure of Campus Crime Statistics Act requires colleges and universities across the United States to disclose information about crime on and around their campuses. The University Police maintains a close relationship with all police departments where Western Carolina University owns or controls property. Western Carolina University Police ensure that crimes reported directly to these police departments that involve the University are brought to the attention of the University Police.

Definitions of Reportable Crimes

Murder and Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter is defined as the killing of another person through gross negligence.

Sex Offenses is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- *Rape* — The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- *Fondling* — The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- *Incest* — Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Statutory Rape* — Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Robbery is defined as the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary is the unlawful entry of a structure to commit a felony or a theft.

Motor vehicle theft is the theft or attempted theft of a motor vehicle.

Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Definitions of Dating Violence, Domestic Violence, and Stalking

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic Violence – A felony or misdemeanor crime of violence committed:

- *By a current or former spouse or intimate partner of the victim;*
- *By a person with whom the victim shares a child in common;*
- *By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;*
- *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or,*
- *By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.*

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- *Fear for the person's safety or the safety of others; or*
- *Suffer substantial emotional distress.*

Definitions of Hate Crimes

Hate Crimes includes all of the crimes listed above that manifest evidence that the victim was chosen based on a bias.

Larceny/Theft includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

Simple Assault is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism or Property (except Arson) to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

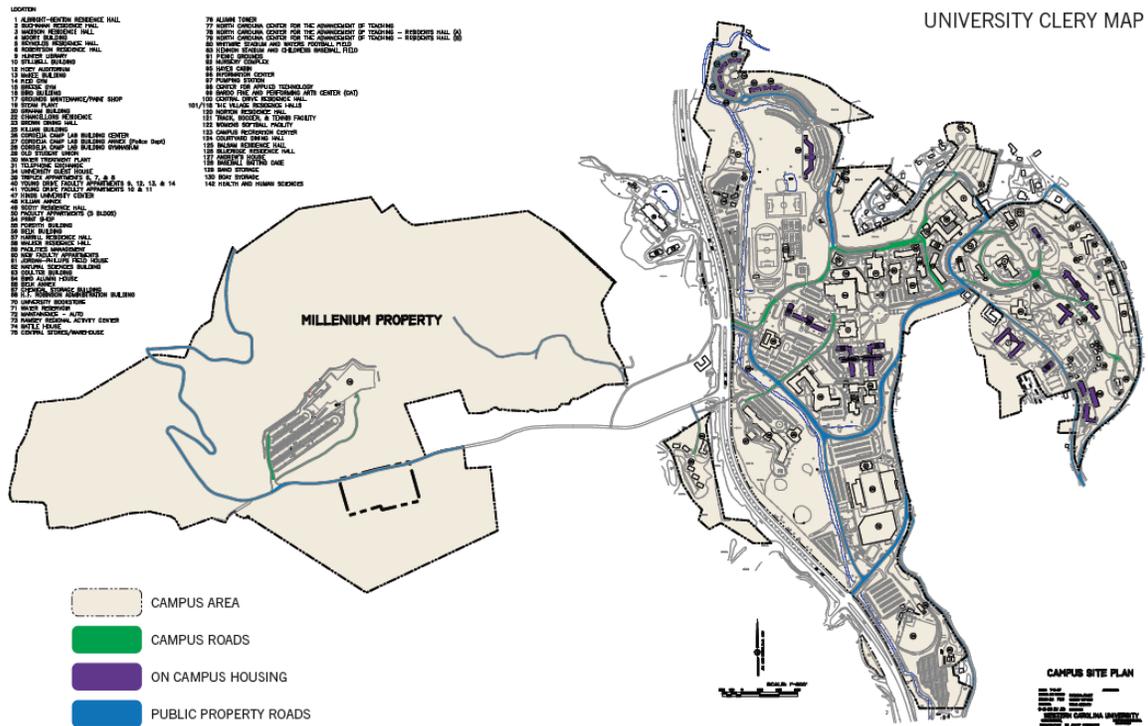
Definitions of Geography

On Campus Category is defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes

On Campus Student Housing Facility is defined as any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area

Public Property is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus

Non Campus is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution



Crime Statistics Chart

Geography Year	On Campus			Residence Hall		
	2012	2013	2014	2012	2013	2014
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0
c. Sex offenses						
Rape (except Statutory Rape)	5	4	2	5	4	1
Fondling	2	4	25*	2	3	25*
d. Sex offenses-Non forcible						
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
e. Robbery	1	1	1	0	0	0
f. Aggravated assault	0	1	1	0	1	0
g. Burglary	26	23	12	20	19	8
h. Motor vehicle theft	0	1	1	0	0	0
i. Arson	0	1	0	0	1	0

All crimes in Residence Hall are also represented in On Campus Data

*20 incidents occurred over the course of 1 semester between 1 perpetrator and 1 victim

Geography Year	Public Property			Non Campus		
	2012	2013	2014	2012	2013	2014
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0
c. Sex offenses						
Rape (except Statutory Rape)	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
d. Sex offenses-Non forcible						
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0
f. Aggravated assault	1	0	0	0	0	0
g. Burglary	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0

No Hate Crimes were reported for years 2012, 2013

2 Hate Crimes was reported in 2014 for Stalking

1 2014 non-campus statistic was removed and

placed in Biltmore Park crime statistics in 10/2017

Violence against Woman Act Statistics

Geography	On Campus			Residence Hall		
	Year	2012	2013	2014	2012	2013
Domestic Violence	N/A	0	0	N/A	0	0
Dating Violence	N/A	3	4	N/A	2	4
Stalking	N/A	4	5	N/A	4	5

Geography	Public Property			Non Campus		
	Year	2012	2013	2014	2012	2013
Domestic Violence	N/A	0	0	N/A	0	0
Dating Violence	N/A	0	0	N/A	0	0
Stalking	N/A	0	0	N/A	0	0

Arrests

Geography	On Campus			Residence Hall		
	Year	2012	2013	2014	2012	2013
Weapons	1	2	1	1	0	1
Drugs	17	17	23	14	10	16
Liquor	28	34	18	15	18	8

Geography	Public Property			Non Campus		
	Year	2012	2013	2014	2012	2013
Weapons	0	0	0	0	0	0
Drugs	10	3	5	0	0	0
Liquor	10	6	9	0	0	0

All crimes in Residence Hall are also represented in On Campus

Referrals

Geography	On Campus			Residence Hall		
	Year	2012	2013	2014	2012	2013
Weapons	4	3	2	0	2	1
Drugs	109	102	71	71	81	51
Liquor	309	277	304	274	233	283

Geography	Public Property			Non Campus		
	Year	2012	2013	2014	2012	2013
Weapons	0	0	0	0	0	0
Drugs	2	4	3	0	0	0
Liquor	12	26	7	0	0	0

All crimes in Residence Hall are also represented in On Campus

In 2014, 9 offenses that meet Clery definitions were reported to the Western Carolina University Police Department and upon investigation were discovered that the incident(s) had occurred outside of Clery geography and outside of the jurisdiction of Western Carolina University Police Department. Therefore, Western Carolina University Police Department assisted the victim in making a preliminary report, contacting the appropriate law enforcement agencies and providing the victim with a list of on-campus resources.

Crimes that occur outside of Western Carolina University Clery and jurisdictional geography are not reported in the Annual Fire Safety and Security Report, however, Western Carolina University Police Department can assist the victims of those crimes with contacting law enforcement agencies, understanding the criminal justice process, and providing victims the support that they need in recognizing available resources.

- In 2014 a 3rd party report of a rape was reported with no information. Western Carolina University Police Department investigated and attempted to locate a witness or victim. After multiple attempts to speak with victim or witness the case was closed and unfounded.
- In 2014, a 5th party report of rape was reported. When investigated the victim stated that the sex was consensual and therefore closed and unfounded.
- In 2014, 3 domestic or dating disturbances were reported. Upon investigation these incidents were verbal and not physical and therefore closed and unfounded.

Daily Fire and Crime Log

Western Carolina University maintains a Daily Crime and Fire log consistent with the Clery Act requirements. Western Carolina University Police Department publishes the Daily Crime log, Monday – Friday, when the University is open. The physical log is available Monday – Friday 8 A.M. until 5 P.M. to members of the public and contains the crime log for the most recent 60 day period for inspection. Any portion of the log older than 60 days will be available within two business days of request.

The daily crime log identifies the type, location, time, general location of each criminal incident reported to the University Police as well as its disposition if this information is known at that time.

Western Carolina University updates the physical crime log within two business days unless the disclosure of a specific criminal incident jeopardizes the confidentiality of a victim, jeopardize an ongoing criminal investigation or safety of an individual, cause a suspect to flee, or result in the destruction of evidence. Western Carolina University Police Department will disclose any information, if adverse effects of releasing information have been alleviated.

The daily crime log is located on Western Carolina University Police Departments website at: <http://www.wcu.edu/about-wcu/campus-services-and-operations/university-police/crime-statistics/daily-activity-reports.asp>

The daily fire log is located on the Western Carolina University Police Departments website at: http://www.wcu.edu/firelog/wcu_firelog.html

North Carolina Sex Offender and Public Protection Registry

All convicted sex offenders coming to or in North Carolina, including students, are required to register with the local county sheriff's department for inclusion in the North Carolina Sex Offender and Public Protection Registry.

This Registry may be viewed locally at the Jackson County Sheriff's Department, 399 Grindstaff Cove Road, 828.586.8901, <http://www.sheriff.jacksonnc.org/>

The report can be accessed directly online <http://sexoffender.ncdoj.gov/>

Resources

The following list of informational resources is not all inclusive but community members may find it helpful. There are many services, programs, and informational materials available to students, faculty, and staff. Much of the information is readily available utilizing these resources.

Western Carolina University Police 828.227.8911 and non-emergency 828.227.7301 <http://www.wcu.edu/about-wcu/campus-services-and-operations/university-police/index.asp>

Western Carolina University Emergency Services 828.227.3445 <http://www.wcu.edu/about-wcu/campus-services-and-operations/emergency-services/>

Emergency Preparedness Resources <http://www.wcu.edu/about-wcu/campus-services-and-operations/emergency-services/preparedness-resources.asp>

Western Carolina University Human Resources 828.227.7218 <http://www.wcu.edu/about-wcu/campus-services-and-operations/human-resources-and-payroll/index.asp>

Western Carolina University Policies <http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/index.asp>

Western Carolina University Equal Opportunity and Diversity Programs 828.227.7116 <http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/chancellors-division/equal-opportunity-and-diversity-programs/>

Western Carolina University Student Affairs 828.227.7234 <http://www.wcu.edu/student-life/division-of-student-affairs/index.asp>

Western Carolina University Student Affairs Support Resources <http://www.wcu.edu/student-life/division-of-student-affairs/student-support.asp>

Western Carolina University Student Concern Response Team <http://www.wcu.edu/student-life/division-of-student-affairs/student-concern-response-team/index.asp>

Western Carolina University Report a Student Concern <http://www.wcu.edu/student-life/division-of-student-affairs/student-concern-response-team/report-a-student-concern.asp>

Western Carolina University Sexual Assault Awareness <http://www.wcu.edu/student-life/division-of-student-affairs/Sexual-Assault-Awareness/index.asp>

Western Carolina University Residential Living 828.227.7303 <http://www.wcu.edu/student-life/division-of-student-affairs/departments/residential-living/index.asp>

Department of Student Community Ethics 828.227.7234 <http://www.wcu.edu/student-life/division-of-student-affairs/departments/student-community-ethics/>

Department of Student Community Ethics AlcoholEDU and Haven <http://www.wcu.edu/student-life/division-of-student-affairs/departments/student-community-ethics/student-community-ethics-for-students/alcohol-and-other-drug-education/alcohol-wise-requirement.asp>

Counseling and Psychological Services 828.227.7469 <http://www.wcu.edu/student-life/division-of-student-affairs/departments/counseling-psychological-services-cps/>

Western Carolina University Student Health Services 828.227.7640 <http://www.wcu.edu/student-life/division-of-student-affairs/departments/student-health-services/index.asp>

Western Carolina University Office of Disability Services 828.227.2716 <http://www.wcu.edu/academics/campus-academic-resources/disability-services/index.asp>

Western Carolina University Intercultural Affairs 828.227.2276 <http://www.wcu.edu/student-life/division-of-student-affairs/departments/intercultural-affairs/index.asp>

Western Carolina University Safety and Risk Management 828.227.7443 <http://www.wcu.edu/about-wcu/campus-services-and-operations/facilities-management/safety-and-risk-management/>

Western Carolina University Safety and Health Manual <http://www.wcu.edu/WebFiles/pplantsafetymanual.pdf>

Off Campus Resources

Medical Services

Department of Public Health 828.586.8994 <http://health.jacksonnc.org/>

Harris Regional Hospital 828.586.7000 <http://westcarehealth.org/westcare-harris-regional/>

Crisis Counseling

Reach of Macon County 828.369.5544 or 828.586.8969 <http://www.reachofmaconcounty.org/home/>

Smoky Mountain Center 1.800.849.6127 <http://www.smokymountaincenter.com/>

National Domestic Hotline 1.800.367.7287 <http://www.thehotline.org/>

Rape, Incest, and Abuse Hotline 1.800.656.4673 <https://rainn.org/>

Ernestine Walkingstick Shelter 828.488.5572 <https://www.facebook.com/pages/EBCI-Domestic-ViolenceSexual-Assault-Program/100749730003597?v=info>

Department of Social Services 828.586.5546 <http://www.jcdss.org/>

Legal Assistance

Jackson County Magistrate 828.631.2195 <http://www.nccourts.org/County/Jackson/Staff/Magistrates.asp>

Prisoner Release Information

Jackson County Jail 828.586.8901 <http://www.sheriff.jacksonnc.org/>

North Carolina Department of Corrections 1.919.716.3700 <http://webapps6.doc.state.nc.us/opi/offenderreleasesearch.do?method=view>

North Carolina Automated Victim Assistance and Notification System 1.877.627.2826 <https://www.ncdps.gov/Index2.cfm?a=000003,002144,001978>

Annual Fire Safety Report

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this act for Western Carolina University.

Fire Definitions

A fire, for the purposes of HEA regulations, is defined as *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*

Cause of fire is defined as *the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.*

On-Campus Student Housing is defined as *a student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.*

Value of property damage is defined as *the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.*

Cause of fire is defined as *the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.*

Fire-related injury as is defined as *any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.*

Fire-related death is defined as *any instance in which a person—*

- (1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or*
- (2) Dies within one year of injuries sustained as a result of the fire.*

Reporting Fires

Any person discovering a fire or suspecting a fire will notify all building occupants by using the building pull-station fire alarm system, shouting, or any other means available, and immediately call the emergency number 911 from a University telephone or 828.227.8911 from a cellular telephone. The Emergency Communications Center will contact the Jackson County Emergency Operations Center who will



dispatch the local fire department. Immediately following, the Emergency Communications Center will notify police and Facilities Management personnel.

When reporting a fire, or another emergency, the caller should give: the location of the fire or emergency, the building name, caller's name, and any other information requested. Remain on the phone until released by the Emergency Communications Center that you are notifying. The person reporting the fire should meet the responding Police officer(s) or Fire Department personnel so that any needed details may be furnished.

Per federal law, Western Carolina University is required to annually disclose statistical data on all fires that occur in on-campus housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether Western Carolina University may already be aware of. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

Western Carolina University Police 828.227.7301

Western Carolina University Safety and Risk Management Office 828.227.7443

Western Carolina University Residential Living 828.227.7303

Fire Statistics

WCU Residential Halls	Year	Total Fires	Cause of Fire	Number of Injuries	Number of Deaths	Value of Property Damage
Albright/Benton Residence Hall	2014	0	N/A	0	0	N/A
	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
Balsam Residence Hall	2014	0	N/A	0	0	N/A
	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
Blue Ridge Residence Hall	2014	0	N/A	0	0	N/A
	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
Buchanan Residence Hall	2014	0	N/A	0	0	N/A
	2013	1	Burnt toilet paper	0	0	100.00
	2012	0	N/A	0	0	N/A
Central Drive Residence Hall	2014	0	N/A	0	0	N/A
	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
Harrill Residence Hall	2014	0	N/A	0	0	N/A
	2013	0	N/A	0	0	N/A
	2012*	1	Cooking	0	0	None Reported
Madison Residence Hall	2014	0	N/A	0	0	N/A
	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
Norton Road Residence Hall	2014	0	N/A	0	0	N/A
	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
Reynolds Residence Hall	2014	0	N/A	0	0	N/A
	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
Robertson Residence Hall	2014	0	N/A	0	0	N/A
	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A

Scott Residence Hall	2014	o	N/A	o	o	N/A
	2013	o	N/A	o	o	N/A
	2012	o	N/A	o	o	N/A
The Village	2014	o	N/A	o	o	N/A
	2013	o	N/A	o	o	N/A
	2012	o	N/A	o	o	N/A
Walker Residence Hall	2014	o	N/A	o	o	N/A
	2013	o	N/A	o	o	N/A
	2012	o	N/A	o	o	N/A

* Spring of 2012, Harrill was unoccupied and under renovation while under contractor control. A fire occurred in the basement with no injuries or deaths. Property damage was the responsibility of the contractor

Residence Hall Fire Drills

Each residence hall will conduct one planned fire drill each semester. Residents will not be notified of the time or date of this drill. All persons in the building are expected to evacuate the building when the alarm sounds.

Building	Date	Time
Albright/Benton	2/4/2014	7:00pm
Balsam/Blue Ridge	1/5/2014	8:50pm
Buchanan	2/4/2014	7:45pm
Central	2/4/2014	8:27pm
Harrill	2/4/2014	9:20pm
Madison	2/5/2014	7:15pm
Norton	2/5/2014	9:40pm
Reynolds	1/4/2014	9:06pm
Robertson	1/4/2014	9:32pm
Scott	1/4/2014	8:04pm
The Village	2/5/2014	5:00pm
Walker	1/4/2014	7:09pm
Albright/Benton	7/3/2014	8:03pm
Norton	6/18/2014	8:00pm
Albright/Benton	9/3/2014	7:55pm
Balsam/Blue Ridge	9/8/2014	8:00pm
Buchanan	9/8/2014	8:49pm
Central	9/3/2014	8:33pm
Harrill	9/3/2014	7:02pm
Madison	9/9/2014	7:25pm
Norton	9/8/2014	9:50pm
Reynolds	9/8/2014	7:53pm
Robertson	9/8/2014	8:27pm
Scott	9/8/2014	8:05pm
Village	9/3/2014	6:00pm
Walker	9/8/2014	7:16pm

On Campus Student Housing Fire Systems

WCU Residence Halls	Fire Alarm	Smoke Detection Type	Detectors	ANSUL Suppression System in Kitchen	Portable Fire Extinguishers	Fire Doors	Sprinkler System
Albright/Benton Residence Hall	x	ionization, photoelectric, heat	Addressable	x	x	x	Full
Balsam Residence Hall	x	ionization, photoelectric, heat	Addressable	x	x	x	Full
Blue Ridge Residence Hall	x	ionization, photoelectric, heat	Addressable	x	x	x	Full
Buchanan Residence Hall	x	ionization, heat	Zoned		x	x	Full
Central Drive Residence Hall	x	ionization, photoelectric, heat	Addressable	x	x	x	Full
Harrill Residence Hall	x	ionization, photoelectric, heat	Addressable	x	x	x	Full
Madison Residence Hall	x	ionization, photoelectric, heat	Addressable	x	x	x	Full
Norton Road Residence Hall	x	ionization, photoelectric, heat	Addressable	x	x	x	Full
Reynolds Residence Hall	x	ionization, photoelectric, heat	Addressable	x	x	x	Full
Robertson Residence Hall	x	ionization, photoelectric, heat	Addressable	x	x	x	Full
Scott Residence Hall	x	ionization, photoelectric, heat	Addressable	x	x	x	Full
The Village	x	ionization, photoelectric, heat	Addressable	x	x	x	Full
Walker Residence Hall	x	ionization, photoelectric, heat	Addressable	x	x	x	Full

Fire Safety

The Western Carolina University’s on campus residence hall system is comprised of thirteen (13) buildings, each with its own special appeal. The communities within each residence hall depend greatly on the student population within the building. Some of the amenities in the buildings vary as well. For specific information on each on campus residence hall please visit: <http://www.wcu.edu/student-life/division-of-student-affairs/departments/residential-living/about-residential-living/residence-halls/index.asp>

In addition to the Cullowhee Campus, Western Carolina University maintains five (5) houses/cottages at the Highlands Biological Station (HBS). HBS housing is provided for short term use consistent with convention center services housing. Occasionally the HBS provides housing for a graduate student assigned to the facility as part of their program of study. For additional information about housing at the Highlands Biological Station please visit their website. <http://highlandsbiological.org/facilities/>

Highlands Biological Station Housing Fire Alarm and Safety Systems

Valentine House

Emergency Lighting and Exit Signage

- Emergency lighting and exit signage are located in all egress corridors and stairwells.

Fire Alarm System

- Fire Alarm Panel: Edwards Quick Start
- Devices: The fire alarm system utilizes both smoke (photoelectric and ionization) and heat detectors. Smoke detectors are located in the hallways, common areas, and sleeping rooms. Heat detector is located in the kitchen.
- The following notification devices are in the building: manual pull stations, audio, and visual.

Fire Suppression

- Portable fire extinguishers are located in the building per North Carolina Fire Code.

Howell Cottage

Emergency Lighting and Exit Signage

- Emergency lighting is located in the hallway areas.

Fire Alarm System

- Hallway 120v standalone smoke detectors are located in the hallway area.
- The following notification device is in the building: audio

Fire Suppression

- Portable fire extinguishers are located in the building per North Carolina Fire Code.

Wright and Deacon Cottages

Emergency Lighting and Exit Signage

- Emergency lighting is located in the hallway areas.

Fire Alarm System

- 120v standalone smoke detectors are located in the hallway area.
- The following notification device is in the building: audio

Fire Suppression

- Portable fire extinguishers are located in the building per North Carolina Fire Code.

Duplex 1 and 2

Emergency Lighting and Exit Signage

- Emergency lighting is located in the common room areas.

Fire Alarm System

- 120v standalone smoke detectors are located in the common area adjacent to bedrooms.
- The following notification device is in the building: audio
-

Fire Suppression

- Portable fire extinguishers are located in the building per North Carolina Fire Code.

Campus Student Housing Evacuation Procedures

When a fire alarm is sounded (by smoke, another person, or otherwise), always take the fire alarm seriously and assume there is a fire. All persons are required to immediately evacuate the building. Suggested evacuation procedures are as follows:

- If there is smoke in your room, keep low to the floor. Crawl to your window and open it a few inches to allow in fresh air.
- If your room is clear of smoke, touch your door before opening. If it is hot, do not open!
- Stay in your room and wait for emergency personnel to reach you. Hang a sheet from your window to identify your location. If smoke is entering the room, stuff all openings with towels, etc.
- If your door is not hot, exit the room toward the nearest fire exit. If the situation allows, take a coat, wear shoes, and carry a towel for smoke. Close your windows, turn out the lights, and shut your door. Do not stop for personal belongings. Activate the fire alarm system if it is not already sounding.
- Once in the corridor, close your door and head quickly, but without panic, to the outside stairwell exit. Do not use the elevators.
- Exit down the stairway, making room for the people on the lower floors as they enter the stairway.
- After you have exited, move away from the building to the designated evacuation area and wait for further instructions. Do not reenter the building. If University Police are not already on site, please call 828.227.8911, or 911 from a safe location.
 - Speak slowly and clearly so you can be understood
 - Give your name
 - Give the exact location of the fire or emergency
 - Give any other relevant information (is anyone hurt, etc)
- Keep out of the way of emergency personnel. If you believe someone is trapped on your floor, report this immediately to fire fighters or University Police.
- Do not re-enter the building for any reason. If you have any information regarding a fire, you are encouraged to tell the nearest University Police Officer or a Residential Living staff member.

When a fire alarm is activated, the elevators will automatically recall to a pre-designated fire safe floor. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. Campus elevator emergency phones automatically dial the WCU Emergency Communications Center that is staffed 24 hours a day, 7 days a week, and 365 days per year.

Each residence hall room on the Cullowhee Campus has a personalized evacuation map and instructions posted inside the room on the door.



Fire Alarm Procedures

When a fire alarm sounds, all residents should begin evacuation immediately. Residents should dress quickly, close windows and close and lock room doors as they evacuate. Everyone should stay to the right and proceed to the outside of the building through the nearest possible exit. If smoke is present, stay low, near the floor, cover face, and move as quickly as possible to the outside of the building. Elevators should not be used during any fire alarm situation. Reenter the building only when directed by staff. Failure to evacuate during any fire alarm could lead to judicial sanctions, fines, and/or prosecution.

If you are required to evacuate the building for a fire, remember to not use the elevator, close all doors behind you, turn off all electronics, evacuate in groups, provide assistance to others, and evacuate in a safe and orderly manner.

If the building is being evacuated due to a bomb threat, follow the same steps as listed above, but do not turn on or turn off any electronic devices.

Items Prohibited in Residence Halls

- Air conditioner
- Ammunition
- Amplifiers
- Aquariums (larger than 10 gallons)
- Archery equipment
- Ceiling fans
- Cooking appliances with open coils (toaster, toaster oven, coffee maker, hot plate, George Foreman grills, etc.)
- Darts
- Electric blankets
- Electrical items that are not U.L. approved
- Explosives (including gasoline, kerosene, or other combustible substances)
- Fireworks
- Halogen lights or lamps
- Indoor grill or broiler
- Kegs, party balls, funnels, bongos, and other drug paraphernalia
- Pets (other than fish)
- Power tools
- Refrigerators larger than 4.6 cubic feet or > 5 amps
- Space heaters (electric, ceramic, or kerosene)
- Waterbeds
- Weapons including, but not limited to: knives, BB guns, air/gas pistols or rifles, firearms of any type, pressurized guns, paint ball guns, stun guns, martial arts weapons and ammunition
- Weight lifting equipment
- Smoke/fog machines

Candles and incense may not be burned anywhere in the residence halls. They present a fire hazard and also produce an odor that may disturb other residents.

For more information on room furnishings and items that are allowed in residence halls, please visit: <http://www.wcu.edu/WebFiles/PDFs/GuidetoResidentialLiving2014--2015.pdf>

Smoking in Residence Halls

All residence halls at Western Carolina University have been designated as non-smoking buildings. Smoking is not permitted anywhere in these buildings, or within 50 feet of any building, this includes e-cigarettes.

For more information on smoking on campus please refer to policy 45 at: <http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-45.asp>

Fire Safety Training

Western Carolina University Department of Residential Living provides annual training to Resident Assistants and Resident Managers. At a minimum, the topics include:

- Who to contact in an emergency
- How to assess an emergency situation
- How to respond using general response steps
- How to respond to fire emergencies
- How to use a fire extinguisher
- Evacuation procedures and designated meeting places
- Active Shooter “Shots Fired” training; how to shelter and secure in place.

Additionally, Resident Directors and Resident Advisors review building fire safety rules, evacuation procedures, designated meeting places “rally point”, and shelter in place instructions with resident students during hall and floor meetings throughout the year.

Improvements in Fire Safety

The Department of Safety and Risk Management continuously evaluates, updates, and makes recommendations to campus officials on fire alarm and fire suppression systems. Future upgrades will include installation of kitchen hood suppression systems in Walker Residence Hall, room smoke detection in Reynolds and Robertson Residence Halls, and additional horn and strobe notification devices in Scott Residence Hall. Buchanan Residence Hall will be going through a future renovation that would include upgrading to an addressable fire alarm system.

Campus at Biltmore Park

Western Carolina University operates an instructional site at Biltmore Park Towne Square in Asheville where it offers part-time undergraduate programs in nursing and engineering for working professionals as well as graduate programs in business administration, accounting, school administration and more.

Except as noted below, all policy statements included in the 2015 Annual Fire Safety and Security Report pertain to the Biltmore Park Campus.

Reporting a Crime

Crimes in progress and emergencies should be reported to 911 and the Asheville Police Department.

Anyone needing assistance in making a police report may contact Western Carolina University Police Department at 828.227.8911 and Western Carolina University Police Department will assist in contacting the appropriate agency.

<i>Offense</i>	<i>Calendar Year</i>	<i>On Campus</i>	<i>Non Campus</i>	<i>Public Property</i>
Murder and Non-Negligent Manslaughter	2014	0	0	0
	2013	0	0	0
	2012			
Manslaughter by Negligence	2014	0	0	0
	2013	0	0	0
	2012			
Rape	2014	0	0	0
	2013	0	0	0
	2012			
Fondling	2014	0	0	0
	2013	0	0	0
	2012			
Incest	2014	0	0	0
	2013	0	0	0
	2012			
Statutory Rape	2014	0	0	0
	2013	0	0	0
	2012			
Robbery	2014	1	0	0
	2013	0	0	0
	2012			
Aggravated Assault	2014	0	0	0
	2013	0	0	0
	2012			
Burglary	2014	0	0	0
	2013	0	0	0
	2012			
Motor Vehicle Theft	2014	0	0	0
	2013	0	0	0
	2012			
Arson	2014	0	0	0
	2013	0	0	0
	2012			

Site was opened Fall 2012 and statistics requested for year 2013. Counted as non-campus property until moved to separate campus in 2017

<i>Offense</i>	<i>Calendar Year</i>	<i>On Campus</i>	<i>Non Campus</i>	<i>Public Property</i>
Domestic Violence	2014	0	0	0
	2013	0	0	0
	2012			
Dating Violence	2014	0	0	0
	2013	0	0	0
	2012			
Stalking	2014	0	0	0
	2013	0	0	0
	2012			
Weapons Law Arrests	2014	0	0	0
	2013	0	0	0
	2012			
Drug Law Arrests	2014	0	0	0
	2013	0	0	0
	2012			
Liquor Law Arrests	2014	0	0	0
	2013	0	0	0
	2012			
Weapons Law Violations Referred for Disciplinary Action	2014	0	0	0
	2013	0	0	0
	2012			
Drug Law Violations Referred for Disciplinary Action	2014	0	0	0
	2013	0	0	0
	2012			
Liquor Law Violations Referred for Disciplinary Action	2014	0	0	0
	2013	0	0	0
	2012			

Site was opened Fall 2012 and statistics requested for year 2013. Counted as non-campus property until moved to separate campus in 2017

Campus at Highlands Biological Station

The Highlands Biological Station (HBS) is an inter-institutional center of the University of North Carolina and is administered by Western Carolina University. The Highlands Nature Center, Laboratory, and Botanical Garden are part of the Station, which is supported in part by the Highlands Biological Foundation. The three panels of the HBS logo symbolize the key facets of the Station: The Nature Center is represented by the salamander panel, the Botanical Garden is symbolized by Oconee bells, and the research and educational dimension of the Station and Foundation is represented by the central panel signifying the ecology of the Highlands Plateau. Except as noted below, all policy statements included in the 2015 Annual Fire Safety and Security Report pertain to the Highlands Biological Station.

Reporting a Crime

Crimes in progress and emergencies should be reported to 911 and the Highlands Police Department.

Anyone needing assistance in making a police report may contact Western Carolina University Police Department at 828.227.8911 and Western Carolina University Police Department will assist in contacting the appropriate agency.

Access and Security of Facilities

Access to the Highlands Biological Station is lock and key and are administered by HBS staff.

<i>Offense</i>	<i>Calendar Year</i>	<i>On Campus</i>	<i>Residence Hall</i>	<i>Non Campus</i>	<i>Public Property</i>
Murder and Non-Negligent Manslaughter	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Manslaughter by Negligence	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Rape	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Fondling	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Incest	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Statutory Rape	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Robbery	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Aggravated Assault	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Burglary	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Motor Vehicle Theft	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Arson	2014	0	0	0	0
	2013	0	0	0	0
	2012				

Statistics requested for year 2013. Transitioned from non-campus property to separate campus in 2017

<i>Offense</i>	<i>Calendar Year</i>	<i>On Campus</i>	<i>Residence Hall</i>	<i>Non Campus</i>	<i>Public Property</i>
Domestic Violence	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Dating Violence	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Stalking	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Weapons Law Arrests	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Drug Law Arrests	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Liquor Law Arrests	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Weapons Law Violations Referred for Disciplinary Action	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Drug Law Violations Referred for Disciplinary Action	2014	0	0	0	0
	2013	0	0	0	0
	2012				
Liquor Law Violations Referred for Disciplinary Action	2014	0	0	0	0
	2013	0	0	0	0
	2012				

Statistics requested for year 2013. Transitioned from non-campus property to separate campus in 2017

Highlands Biological Station Housing Fire Alarm and Safety Systems



In addition to the Cullowhee Campus, Western Carolina University maintains five (5) houses/cottages at the Highlands Biological Station (HBS). HBS housing is provided for short term use consistent with convention center services housing. Occasionally the HBS provides housing for a graduate student assigned to the facility as part of their program of study. For additional information about housing at the Highlands Biological Station please visit their website. <http://highlandsbiological.org/facilities/>

Valentine House

Emergency Lighting and Exit Signage

- Emergency lighting and exit signage are located in all egress corridors and stairwells.

Fire Alarm System

- Fire Alarm Panel: Edwards Quick Start
- Devices: The fire alarm system utilizes both smoke (photoelectric and ionization) and heat detectors. Smoke detectors are located in the hallways, common areas, and sleeping rooms. Heat detector is located in the kitchen.
- The following notification devices are in the building: manual pull stations, audio, and visual.

Fire Suppression

- Portable fire extinguishers are located in the building per North Carolina Fire Code.

Howell Cottage

Emergency Lighting and Exit Signage

- Emergency lighting is located in the hallway areas.

Fire Alarm System

- Hallway 120v standalone smoke detectors are located in the hallway area.
- The following notification device is in the building: audio

Fire Suppression

- Portable fire extinguishers are located in the building per North Carolina Fire Code.

Wright and Deacon Cottages

Emergency Lighting and Exit Signage

- Emergency lighting is located in the hallway areas.

Fire Alarm System

- 120v standalone smoke detectors are located in the hallway area.
- The following notification device is in the building: audio

Fire Suppression

- Portable fire extinguishers are located in the building per North Carolina Fire Code.

Duplex 1 and 2

Emergency Lighting and Exit Signage

- Emergency lighting is located in the common room areas.

Fire Alarm System

- 120v standalone smoke detectors are located in the common area adjacent to bedrooms.
- The following notification device is in the building: audio

Fire Suppression

- Portable fire extinguishers are located in the building per North Carolina Fire Code.

*There were no reported fires in 2012, 2013, and 2014 for any of the Highlands Biological Station Residential Housing.