The cover of the 2014 Annual Fire Safety and Security Report. It features a photograph of a large, dark, arched structure, possibly a bell tower, with a large, dark, bell-shaped object hanging from it. The background is a bright, glowing light source, likely the sun, set against a blue sky. The text "2014 ANNUAL FIRE SAFETY AND SECURITY REPORT" is centered in white, bold, sans-serif font.

2014 ANNUAL FIRE SAFETY
AND SECURITY REPORT

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A Message from the Chief of Police

On behalf of Western Carolina University, 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.

Chief of Police

2014 Annual Security Report

Introduction to the Clery Act

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the *Crime Awareness and Campus Security Act*, which amended the *Higher Education Act (HEA) of 1965*. This act was named in memory of Jeanne Clery who was tortured, raped, and murdered in her dorm room at Lehigh University in 1986 and generally referred to as the *Clery Act*.

The Clery Act requires all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The Clery Act also requires Western Carolina University to:

- 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 the Department of Education each year in the fall you must participate in a Web-based data collection to disclose crime statistics by type, location and year
- 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 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 the Department of Education each fall in the Web-based data collection.



Western Carolina University offers a full range of law enforcement services for the University community

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 accurate and prompt reporting of all crimes to the University Police.

Western Carolina University Police officers are certified under the North Carolina General Statute 17 C and 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 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.

All criminal incidents are investigated by the University Police on the campus of Western Carolina University. All crimes that occur on campus or University property shall be reported to University Police at 828.227.8911.

Western Carolina University Police Goals

- To provide an environment where the effects of crime, disruption, and disorder are minimized allowing the academic climate of the University to flourish...an environment where members of our community and visitors feel safe;
 - To protect and promote respect for the Constitutional and statutory rights of all individuals;
 - To provide assistance and support to those who are victimized by criminal activity;
 - To teach members of our community to protect themselves from crime and criminal activity;
 - To teach members of our community about their responsibility for living within societal standards for behavior related to their Constitutional freedoms; and,
 - To promote civility in personal interactions in our community.

Working Relationship with State and Local Police Agencies

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 the assistance during a law enforcement emergency, the Western Carolina University Police Department has entered into 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 Western Carolina University campus and work closely with Western Carolina University Police.

Partners in Law Enforcement

*Jackson County Sheriff's
Department
828.586.4355*

*Sylva Police Department
828.586.2916*

*North Carolina Highway Patrol
828.293.4253*

*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 community that you immediately report all incidents to the University Police Department at 828.227.8911 to ensure an effective investigation and appropriate follow-up actions, including issuing a Crime Alert or emergency notifications.

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. 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 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.

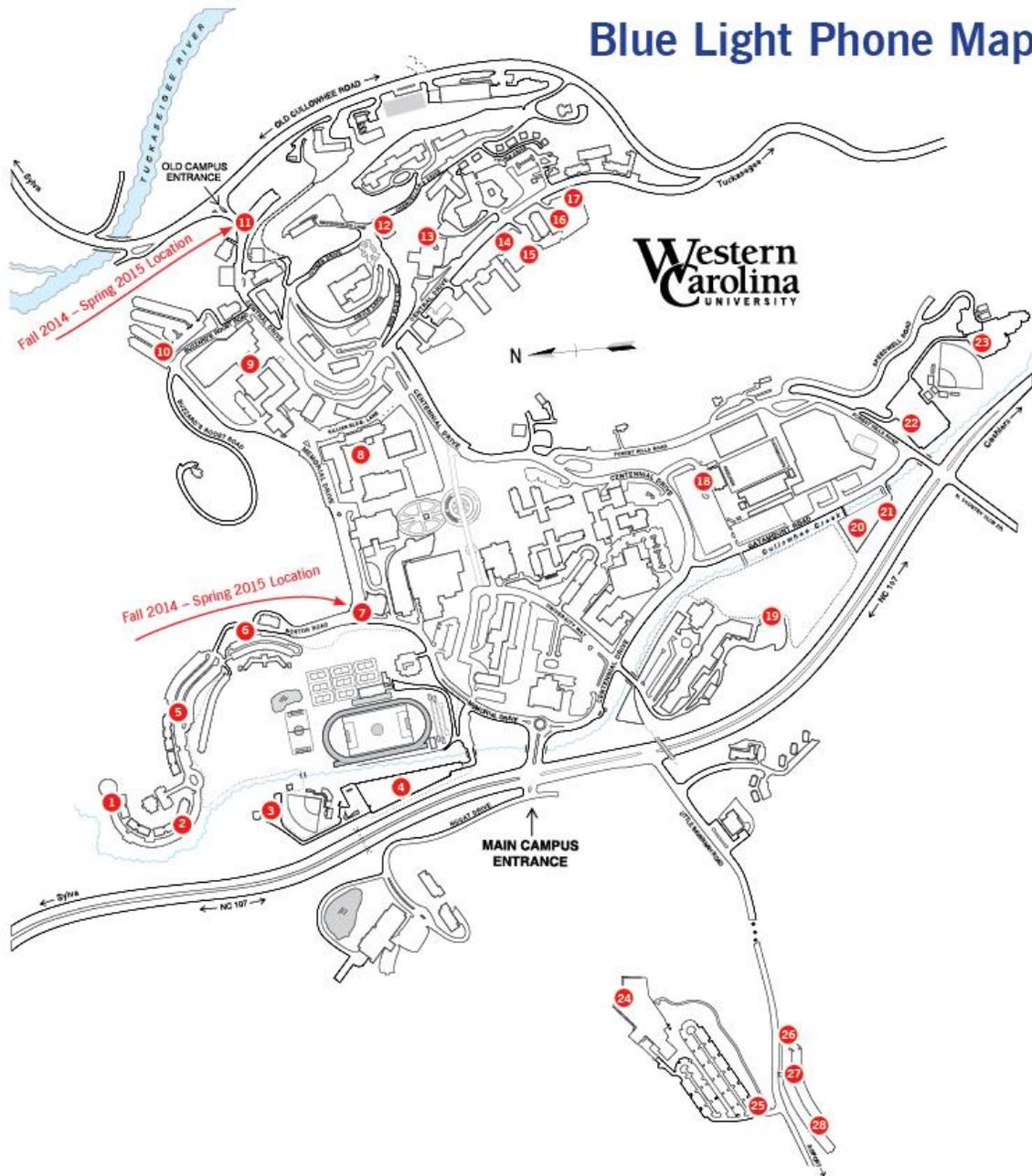
Silent Witness Web Site

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.

Blue Light Phones

Western Carolina University has blue light emergency phones throughout the University campus. Emergency phones provide direct voice communications to the University Police Dispatch Center.

Blue Light Phone Map



- | | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|--|
| 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 |

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 and 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.

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;
- 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. Members of the Counseling and Psychological Services are not considered Campus Security Authorities and do not attend annual training.

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 responsible for their safety and the safety of 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 2014 Annual Fire Safety and Security Report

The 2014 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 <http://www.wcu.edu/about-wcu/campus-services-and-operations/university-police/index.asp>



2014 CSA Training for Residential Living Staff

The University Clery Coordinator can be reached at;

*114 East University Way,
Cullowhee NC, 28723
828.227.3208*

Timely Warnings

In an effort to provide timely notice to the campus community in the event of a Clery Act crime 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 Clery crimes and will post these warnings through the University’s email system to students, faculty, and staff.

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. 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 on-going 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;
- Or 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.



Campus Crime Safety and Crime Information:

<http://www.wcu.edu/about-wcu/campus-services-and-operations/university-police/campus-safety-crime-information/>

Timely Warnings and Notifications:

<http://www.wcu.edu/about-wcu/campus-services-and-operations/university-police/campus-safety-crime-information/timely-warning-and-notification.asp>

Additionally, Western Carolina University 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.

- 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

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.

Emergency Response and Evacuation Procedures

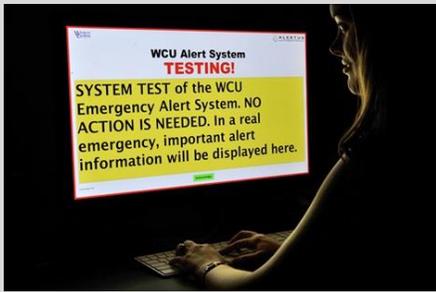
Western Carolina University is committed to creating and maintaining a culture of safety. Western Carolina University has many strategies in place to promote a safe environment and respond to emergencies. The office of Emergency Services also asks you to do your part in preparing for and responding to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

The Emergency Services Department is comprised of three units; Emergency Management, Public Safety Systems Support, and the Emergency Communications Center. Western Carolina University Emergency Management 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 with 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 and deal efficiently with the effects of inevitable events, RESPOND to save lives and protect property, and promote a means to RECOVER mission critical business and academic operations. The Public Safety Systems Support unit provides administration, planning, and management of university public safety and emergency communications systems. 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, 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 may be contacted at 828.227.3445 or 828.227.8911 in case of an emergency.

For additional preparedness information please visit the Emergency Preparedness web page at: <http://www.wcu.edu/about-wcu/campus-services-and-operations/emergency-services/>

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 is 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

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

WCU 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 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.

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 is tested monthly to confirm that all functions operate properly. The monthly test will activate the outdoor siren system and a predefined test group will receive 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 during their orientation/training period. Operators will conduct silent tests of the system at least quarterly to practice and remain familiar with systems. University executives will receive periodic updates/briefings 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.

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 Director of Emergency Services 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 annual response training and exercises to familiarize campus officials, staff, faculty, and first responders with emergency procedures. The University conducts numerous emergency response exercises each year, including table top exercises, functional exercises, drills and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Drills and exercises completed during 2013

Date	Name	Description	Announced/Unannounced
1/30/2013	Severe Winter Weather/ICE/Power outage	Statewide WebEOC tabletop exercise	Unannounced – Documented by the State of North Carolina
4/24/2013	Flooding Event	Statewide WebEOC tabletop exercise	Unannounced – Documented by the State of North Carolina
5/10/2013	Cullowhee Valley Mass Fatality	Tabletop exercise	Announced to the Cullowhee Community – Documented by an independent third party consulting firm
5/21/2013	Severe Thunderstorm	Statewide WebEOC tabletop exercise	Unannounced - Documented by the State of North Carolina
5/31/2013	Data Center Fire	IT disaster Recovery tabletop	Unannounced
6/19/2013	Category 4 Hurricane on the NC/SC Border – Flooding and Landslides in the western portion of the state	Statewide WebEOC tabletop exercise	Unannounced - Documented by the State of North Carolina

In addition to formal exercises, the university utilizes special events as a training tool to practice and prepare for response to emergency situations, by utilizing the incident command system (ICS) and opening an emergency operations center (EOC). Representatives from University Police, Emergency Management, WCU EMS, Facilities Management, Residential Living, Executive Council representatives, event personnel, local and state first responders are regularly represented in the EOC.

Special Event EOC activations in 2013

Date	Event EOC Activation
01/16/2013	Spring Concert
04/06/2013 -04/07/2013	CIPA
04/11/2013	Need to Breath Concert
05/11/2013	Spring Commencement
08/16/2013 – 08/18/2013	Fall Move-in
9/14/2013	Home Football
9/21/2013	Home Football
9/28/2013	Mountain Heritage Day
10/12/2013	Battle of the Bands Competition
10/19/2013	Home Football
10/26/2013	Home Football – Homecoming
11/16/2013	Home Football
12/14/2013	Fall Commencement

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 Management, 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 Director of Emergency Services, 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 Director of Emergency Services, 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 Director of Emergency Services, Police Chief, and/or Senior Officer On-duty as applicable.

As necessary, the Director of Emergency Services and/or Police Chief 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 Director of Emergency Services 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

Student Preparedness Checklist
http://www.wcu.edu/WebFiles/PDFs/Student_Preparedness_Checklist.pdf

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

*North Carolina Emergency
Management*
<https://www.nccrimecontrol.org/index2.cfm?a=000003.000010>

Ready NC
<http://www.readync.org/>

by the person who has incident command, the Director of Emergency Services, the Police Chief, or other Responsible University Authority. The WCUECC 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.

Evacuation and Sheltering

Shelter in Place

When there is a threat of criminal violence or an emergency, it may be necessary for you to shelter-in-place. This precaution is to enhance your safety while you remain in your facility. Shelter-in-place means securing your current location by the use of locks, barricades, or means to restrict access to your location. Follow these instructions when notified of an incident that requires you to shelter-in-place:

- When you receive an alert that requires you to shelter-in-place, secure your room by locking the door or barricading access by placing a large desk or other object that restricts access to your location.
- Avoid windows. If possible, ensure that you cannot be seen from any windows that front the hallway. Stay low to the floor. If possible, seek cover in closets or behind large desks.
- Check for text messages, or monitor WCU Alert.
- Stay where you are until the police arrive to evacuate you or you are told it is safe to leave the room.
- If you are outside, take cover until it is safe to enter a facility.
- During an emergency, access to certain areas of campus may be restricted. Do not intentionally go to a part of campus where an emergency is occurring. Be aware that some roads may be closed. Wait until you are notified that it is clear to enter the affected area.
- The University Police Department and other law enforcement agencies will respond to an emergency. Follow any commands that law enforcement officers or university officials may issue.

Campus Evacuation/Closure

Certain disasters, such as severe flooding, severe winter weather, or disease outbreaks may cause a cancellation of classes and a closure of the campus. University officials will notify the campus community via the WCU ALERT System if the campus must close because of a disaster or emergency. If the campus closes, take the following steps:

- When the university closes, all faculty and staff (except emergency personnel or critical and essential staff) must leave campus.
- Departments within the building should prepare for extended closures through business continuity planning.

- Before evacuating, review departmental checklists to secure offices or consult with supervisors for specific departmental tasks.
- Stay tuned to local media and the University emergency webpage for updates and information on the reopening of the campus. You will not be allowed to return to campus until the university is officially reopened.

Review the Adverse Weather Policy for employees if the hazard is weather related.

<http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-41.asp>

Statement of ADA Accessibility during Emergency Evacuations

The Americans with Disabilities Act (ADA) requires that public establishments offer equal access and services to people who are physically and mentally disabled. Western Carolina University is responsible for ensuring that all buildings are in compliance with ADA standards. Accessibility is a primary concern during emergency situations. The fire alarm system includes an ADA compliant strobe light to alert hearing-impaired individuals. Although alarm systems are designed for hearing impaired individuals, building occupants should ensure that all persons understand evacuation orders and assist disabled individuals during an emergency situation when possible. Emergency evacuation is dependent upon occupants being able to hear audible warnings, and walk down stairways (elevators are not safe to use in fire emergencies without fire department supervision). Therefore, special provisions may be needed to evacuate people with hearing or sight disabilities and for persons who are non-ambulatory. The following procedures describe the basic steps to follow:

- If an immediate life threatening condition exists, classmates, fellow workers, the residence staff, etc. should assist handicapped persons in leaving the building.
- When the fire alarm is sounding but no immediate threat to life are apparent persons unable to leave the building without assistance should seek an area of refuge. University Police should be notified of this location by telephone and the officer in charge (Incident Commander) should be notified by people from the area. If evacuation is subsequently required, the fire department will supervise this.
- Persons with disabilities should talk with other employees and students and develop a plan for emergency evacuation. Do this even if the disability is temporary.
- In Libraries, the circulation desk should be notified of the locations of disabled persons working alone.
- Disabled persons should assure that a telephone is readily available when working alone in University classroom or research buildings.

Hazard Specific Response

Explosion

- Take cover under sturdy furniture.
- Evacuate if safe and you are directed to do so by emergency responders.
- Stay away from windows.
- Do not utilize lighters or matches or create any spark or open flame.
- Move away from the hazard site to a safe location.
- If instructed to evacuate, use the stairs - do not use the elevators.

Hazardous Materials and Chemical Spills and/or Releases

If you are involved with the use of hazardous materials you must be trained on the proper use and storage of hazardous materials, including proper procedures for preventing spills and the appropriate emergency procedures to be implemented if a spill occurs. All campus hazardous materials users should be trained on proper use and storage of hazardous materials, including proper procedures for preventing spills and emergency procedures when a spill occurs.

- Call Campus Emergency Services at 828.227.8911 immediately.
- Move away from the release area, informing others as you go.
- If spilled material is combustible or flammable, turn off ignition sources as you leave.
- Close doors to the affected area(s).
- Provide information to emergency personnel.
- Leave the area and warn others.

Bomb and Bomb Threats

When receiving a bomb threat over the telephone:

- Keep the caller on the line and talking as long as possible (pretend to have difficulty in hearing - ask the caller to repeat what he/she said).
- Try to get as much information as possible about the location of the bomb and a description of the bomb and the caller. Use the Bomb Threat Checklist to record all information.
- Stay on the line as long as the caller continues to provide useful information. If possible, have someone else use another line to call University Police.
- After the caller hangs up, immediately call 828.227.8911 and notify the University Police.
- If an evacuation of the building is ordered, take the Bomb Threat Checklist with you and give it to the Police.



Emergency Siren and PA system information

<http://www.wcu.edu/about-wcu/campus-services-and-operations/university-police/campus-safety-crime-information/emergency-siren/-pa-system.asp>

When a suspicious object or potential bomb is discovered:

- Do not touch, move or disturb any suspicious object you feel might be a bomb.
- Keep people away from the area where the suspicious object is and call the University Police at 828.227.8911.
- Be sure to include a description of the object and its location when reporting.

Emergency Actions - when an evacuation is ordered:

- Look around your desk and/or office for any suspicious items. Do not touch anything suspicious; instead report it to the Police after you exit the building.
- After evacuation, report to an Evacuation Assembly Area.
- Do not re-enter the building until instructed to do so by appropriate personnel.

Active Shooter

If you have not seen the video "Shots Fired", contact the Office of Emergency Services or University Police to schedule a presentation at 828.227.7301 or visit <http://www.wcu.edu/about-wcu/campus-services-and-operations/emergency-services/student-preparedness-information.asp>

If You Hear Shots Fired: Choose to Survive!

Get Out!

If you hear gunshots or are otherwise alerted to a life-threatening situation, determine if you can safely evacuate the facility.

- If it is possible to do so, leave the facility by the closest exit.
- Be prepared to respond to the commands of arriving law enforcement officers. Remember that responding law enforcement officers will not be able to tell the "bad guys" from the "good guys." Therefore, be prepared to respond to commands such as "show your hands" or "get on the ground."
- Understand that law enforcement officers have been trained to respond to active shooters and other emergencies in a particular way. Do not argue with or ignore the commands from law enforcement officers. These officers issue these commands for their protection and the protection of others.
- Remember that active shooters and other life-threatening incidents are rapidly evolving, fluid events. Public safety and University officials must often make split-second decisions in how they respond to events.
- Go to a predetermined assembly point when you evacuate. This allows for the accountability for all individuals in classrooms or offices.
- Do not re-enter a facility until allowed by a law enforcement officer or University official.

Call Out!

- Regardless of whether you evacuate or shelter-in-place, call for help.
- Call the University's emergency number at 828.227.8911 or the Jackson County 911.
- Be prepared to stay on the telephone line and give your location, a description of the events and their location, and what you see or hear. Also, give your name and telephone number.

Hide Out!

If you cannot safely evacuate an area, then you should shelter-in-place.

- Stay low to the ground and conceal yourself behind desks or other objects. Understand that concealment is not cover and that bullets may penetrate walls, desks, and other objects.
- If possible, hide behind large desks or other large objects.
- Cover windows so a shooter cannot see into a room.
- Turn out the lights so that people and objects in the room are not illuminated.
- Unless you are calling for help, turn off your cellular telephone and other noise-emitting objects that can reveal your location.

Keep Out!

- Secure your room by locking the door.
- If you cannot lock the door, barricade access by placing a large desk or other object that restricts access to your location. If necessary, stack furniture against the door.
- If necessary, two or more people can hold a table or desk against a door to prevent entry.
- Keep the room secured until law enforcement officers arrive to evacuate you.



Take Out!

- Do not be passive regarding your safety. If a shooter enters your area, be prepared to take him or her out!
- Remember that the only thing a shooter cares about is shooting people.
- Be prepared to move to action. While a shooting event is terrifying, do not let panic and fear control you. One person moving to action can motivate others.
- Do not accept that you are a victim. Do something to facilitate your survival.
- Use books, chairs, and other objects that can be thrown or used to distract or incapacitate a shooter.
- Yell, scream, kick, and punch at the shooter. A shooter may not be prepared for someone fighting back and these actions can take him or her by surprise.
- Work with others in the room to "gang tackle" a shooter and hold him or her until help arrives.

Other Considerations

If you are outside, take cover until it is safe to enter a facility.

- During an emergency, access to certain areas of campus may be restricted. Do not intentionally go to a part of campus where an emergency is occurring. Be aware that some roads may be closed. Wait until you are notified that it is clear to enter the affected area.
- Unless you are calling for help, do not use your cellular telephone. Responding public safety officials may need to use the cellular telephone for emergency communications. Too many callers can overwhelm the cellular telephone tower and prevent emergency communications.

Medical Emergencies

- Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell, or 911 to reach Jackson County Emergency Services and tell the dispatcher that you require medical assistance.
- Do not move the victim unless it is necessary to remove him or her from a dangerous location or situation.
- If trained, use pressure to stop bleeding.
- If trained, use CPR if there is no pulse and the victim is not breathing.
- Be prepared to provide the following information:
 - Location of injured person (e.g. which room, number, etc.).
 - Type of injury or problem.
 - The individual's present condition.
 - The sequence of events leading to the emergency.
 - Medical history and name of injured person's doctor, if known.
 - The phone number where you are.

Natural Disaster/Hazards

Earthquake

- Stay indoors.
- Crawl under a table or desk or brace yourself by standing in an interior doorway.
- Do not use elevators, electrical equipment or telephone.
- Do not use open flame.
- Be prepared for aftershocks.

Flooding

- Stay indoors.
- Never attempt to walk or drive through flood waters.
- Avoid areas where electricity is exposed or near water.

Tornado / High Winds / Hurricane

- Stay indoors.
- Move away from windows and open doors (preferably into an interior hallway).
- If possible, move to the lowest level of the building.
- Do not use elevators, electrical equipment or telephone.
- Sit on the floor and cover your head with your arms to protect from flying debris.



*Facilities Management
3476 Old Cullowhee Road
Cullowhee, NC 28723
828.227.7442*

*Residential Living
1st West Scott Hall
Cullowhee, NC 28723
828.227.7303*

*Department of Student
Community Ethics
Scott Hall East
Cullowhee, NC 28723
828.227.7234*

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 a day and operate under a computerized Access Control System. Identification or CatCards 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 campuses 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, Crime Prevention and Safety Awareness Programs

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:

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

Behavioral Assessment Team

The WCU Behavioral Assessment Team (“BAT”) shall be 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 Police, 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



Members of the University Police and Emergency Management pass out candy on Halloween



University Police and Parking Enforcement Flag Football Team



University Police members participating in Safety Fair

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.

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 as well as general statute at 14-269.2:

<http://www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=14-269.2>

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

Crime Prevention and Safety Awareness Programs

- Student-Athlete Training presented by the University Police
 - Discussing with the student athletes campus policies and the judicial process. Topics that are discussed include but are not limited to alcohol, drugs, sexual assaults, staying safe on campus, and victim rights.
- RA Training (drug identification) presented by the University Police
 - Officers discuss why there needs to be a good working relationship with residential assistants. Explains why there is a need for laws governing illegal drug use. The course also covers the judicial process not only on campus but through the court system.
- Police-Community Relations presented by the University Police
 - Having a positive relationship with the campus community is a major focus for Western Carolina University Police. This course explains

why there is a need for policing in this community and how communication between the community and police department is crucial.

- Identify Theft and Strategies for Crime Prevention presented by the University Police
 - As technology evolves identity theft cases are on the rise. This course details ways that the student can safeguard themselves from criminals attempting to obtain their identity.
- DWI Awareness presented by the University Police
 - The DWI Awareness course educates students about the cost, arrest procedures; breathe testing, court, fines, and punishment. The course goes into great detail regarding the overall consequences of drinking and driving.
- Facebook and Internet Safety presented by the University Police
 - With the majority of students using social media there is an ongoing concern for their personal safety. This course educates students about ways they can protect themselves from online predators and bullying.

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

<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>

http://www.wcu.edu/WebFiles/PDFs/WCU_Code_of_Student_Conduct_2013_2014.pdf

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.

Once a missing person report is filed or brought to the attention of the University Police Department, the investigation starts immediately.



Officer Jacob Deal during his "person of the week" interview

<https://www.youtube.com/watch?v=F5lxPJK0hKM>

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.
- 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 during Residential Living check-in procedures and 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>

Sample Confidential Contact Registration Form

Please identify an individual that will be notified by WCU in the event that you are deemed missing. This information will be accessible only to authorized WCU officials, and may only be disclosed to law enforcement or other applicable personnel in furtherance of a missing person investigation. Please be advised, WCU will notify local law enforcement agencies within 24 hours of the determination that you are missing. In addition, if you are under 18 years of age and not emancipated, WCU must notify a custodial parent or guardian within 24 hours of the determination that you are missing, in addition to notifying any additional designated contact person. Please check the box if you are under 18 or not emancipated Contact information here:

Contact name: _____
Relationship: _____
Contact address: _____ City: _____
State/Zip: _____ Contact phone number: _____ Contact
email: _____ Alt Phone number: _____

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. 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 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 help 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 should be informed of the mental health resources available to them through the University as well as in the community.

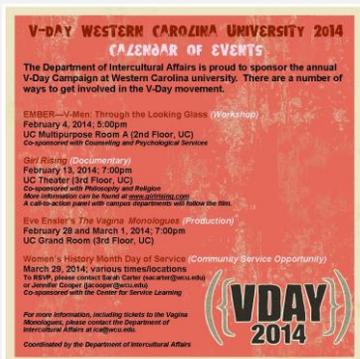
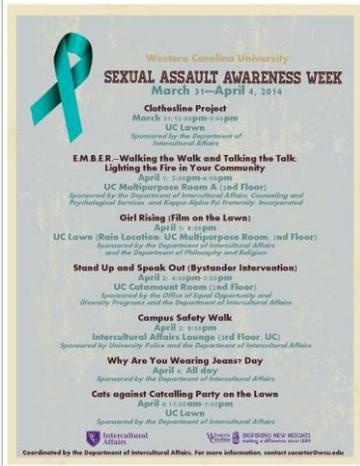
Western Carolina University must take immediate and appropriate action to investigate, protect the complainant, and stop the alleged sexual violence. Further, once a Campus Security Authority learns of an instance of sexual violence, he/she must inform the University Police Department. The Campus Security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

Defining 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.

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.

Sexual violence, domestic violence, dating violence, and stalking for the purpose of this report are defined by Title IX and Clery definitions. These definitions often do not match those of North Carolina statute.



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.

To get involved in student clubs and programs in Intercultural Affairs, please visit:
<http://www.wcu.edu/student-life/division-of-student-affairs/departments/intercultural-affairs/get-involved/index.asp>



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

Intercultural Affairs
 334 AK Hinds University Center
 Cullowhee, NC 28723
 828.227.2276
<http://www.wcu.edu/student-life/division-of-student-affairs/departments/intercultural-affairs/>

University Police Victim Services
 114 East University Way,
 Cullowhee, NC 2872
 828.227.3059
<http://www.wcu.edu/about-wcu/campus-services-and-operations/university-police/PoliceVictimServices.asp>

Counseling and Psychological Services
 225 Bird Building
 Cullowhee, NC 28723
 828.227.7469
<http://www.wcu.edu/student-life/division-of-student-affairs/departments/counseling-psychological-services-cps/>

University Health Services
 Bird Building
 Cullowhee, NC 28723
 828.227.7640
<http://www.wcu.edu/student-life/division-of-student-affairs/departments/student-health-services/index.asp>

Accommodations

Western Carolina University is committed to providing a safe learning and working environment as possible, whether or not a student or employee reports to law enforcement and or pursues any formal action of sexual assault is irrelevant. 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 by the State of North Carolina is fully upheld on all institutionally owned and controlled property. Western Carolina University is also committed to protecting victims from any further harm, and the Jackson County Magistrates 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. These programs include:

- First year student orientation provided by the Office of Student Community Ethics
- 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
- E.M.B.E.R.-V-Men: Through the Looking Glass hosted by Intercultural Affairs
 - This program exposes participants to some prominent issues that women face: sexual assault, body issues, safety, and more through an engaging discussion as well as help build powerful V-Men allies in the fight to end 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” 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.
- Campus Safety Walk hosted by Intercultural Affairs and University Police
 - Ever want to make a difference on campus but didn't know how to do it? This walk will help to teach certain ways to be safe and keep others safe on campus.
- Jeans Day hosted by Intercultural Affairs
 - In 1998, an Italian Supreme Court decision overturned a rape conviction because the victim wore jeans, reasoning she must have helped her attacker remove them. On Denim Day, jeans are worn as a visible sign of protest against the myths that still surround sexual assault!”
- Take Back the Night hosted by Intercultural Affairs, Residential Living, FYE, Equal Opportunity, 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.
- The Vagina Monologues hosted by Intercultural Affairs
 - The purpose of this annual production is to raise money and awareness for local organizations that work to stop violence against women and girls.
- Aspects of Victimization Panel hosted by Intercultural Affairs and Criminal Justice
 - Panel of experts discussing the effects of victimization of individuals from different perspectives (Psychology, Criminal Justice, Sociology, Social Work, and Community Agencies)
- Sexual Violence Film Series: Brave Miss World hosted by Intercultural Affairs, Criminal Justice, and Philosophy and Religion
- Haven-Understanding Sexual Assault provided by the Department of Student Community Ethics

Interested in being involved with the Are You Seeing Red Informational Fair?



What is **Red Zone**?

The **Red Zone** refers to the period of time early in the first and second year at college during which students are more at-risk for unwanted sexual experiences on college campuses. To combat this, throughout this period of time, departments across Western Carolina University sponsor programs to promote healthy relationships, and convey the message that WCU does not tolerate abuse in our campus community. The campaign encourages and empowers students, faculty and staff to develop an open dialogue on the dangers of sexual violence and to speak up when they see violent behavior happening.

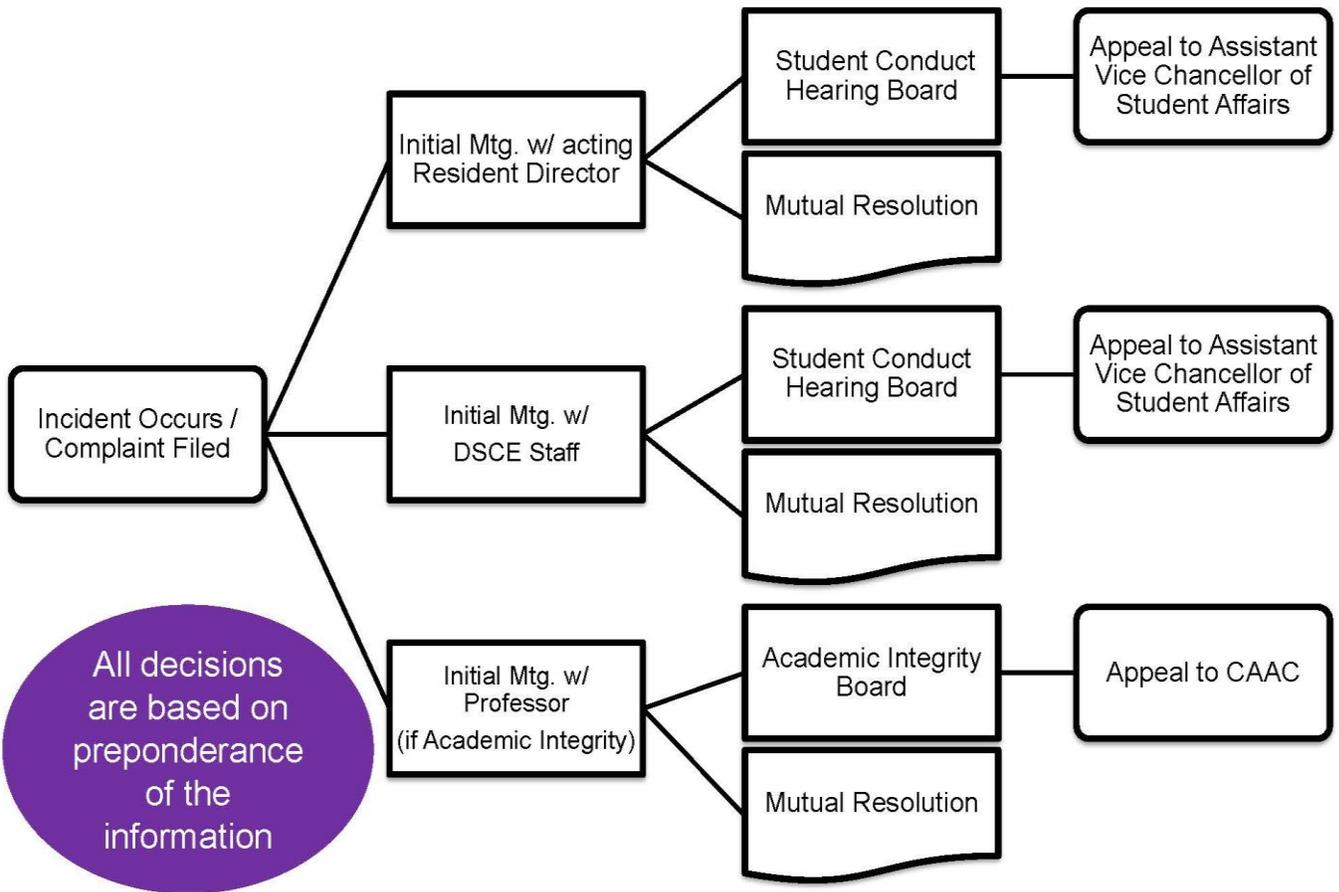
Conduct Proceedings

Western Carolina University strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal action, students, employees and other affiliates may also face disciplinary action by Western Carolina University. Individuals found responsible for having committed such a violation face permanent expulsion, loss of privileges, discretionary sanctions, educational sanctions, Residence Hall suspension, Residence Hall expulsion, financial sanctions, termination of employment, University suspension, and probation. Incidents involving accused students will be handled by the Department of Student Community Ethics and incidents involving accused employees will be handled by the Title IX Director.

All University proceedings include a prompt, fair, and impartial process from the initial investigation to the final result. The proceedings are conducted in a manner that is consistent with Western Carolina Universities policies and transparent to the accuser and accused which are conducted by officials who receive annual training on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Determination of responsibility will be made by using preponderance of the evidence standard.

In all proceedings, including any related meetings, both the accused and accuser are entitled to the same opportunities to have others present including the right to be accompanied by an advisor of their choice without limit. Both the accused and accuser shall simultaneously be informed in writing of the final outcome and the procedures for appealing the results of the outcome, of any change to the results that occurs prior to the time that they become final, and when such results become final.

Western Carolina University: Student Conduct Process



This chart is a representation of the process but does not include all details of the student conduct process

For additional information about student conduct proceedings please consult the Code of Student Conduct webpage available at:

http://www.wcu.edu/WebFiles/PDFs/WCU_Code_of_Student_Conduct_2013_2014.pdf

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

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.

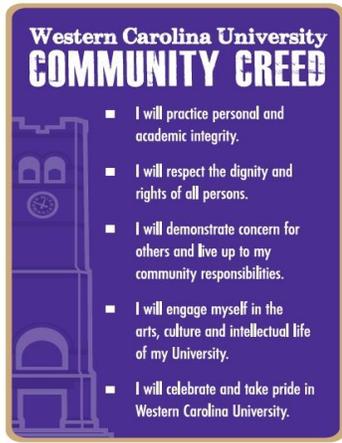
Possession, Use, and Sale of Illegal Drugs

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.
- Are you or a friend developing a problem developed and presented by the University Police. Substance abuse is a major issue on college campuses. This course educates students about substance abuse and identifying if they or a friend may need help.

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.

Biennial Report

Western Carolina University completes the Biennial report on Alcohol and Other Drug (AOD) policies, programs and services and prepared in compliance with the US Department of Education Drug-Free Schools and Campuses Regulations, UNC Policy on Illegal Drugs (1300.1) and Western Carolina University Policy #38 Illegal Drugs and Illegal Use or Abuse of Alcohol. This report is completed annually by the Department of Student Affairs.

Categories of Prejudice

- Race
 - Gender
 - Religion
 - Sexual Orientation
 - Ethnicity/National Origin
 - Disability
 - Gender Identity
-

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 one of the categories of bias listed below, plus the following crimes.*

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.*

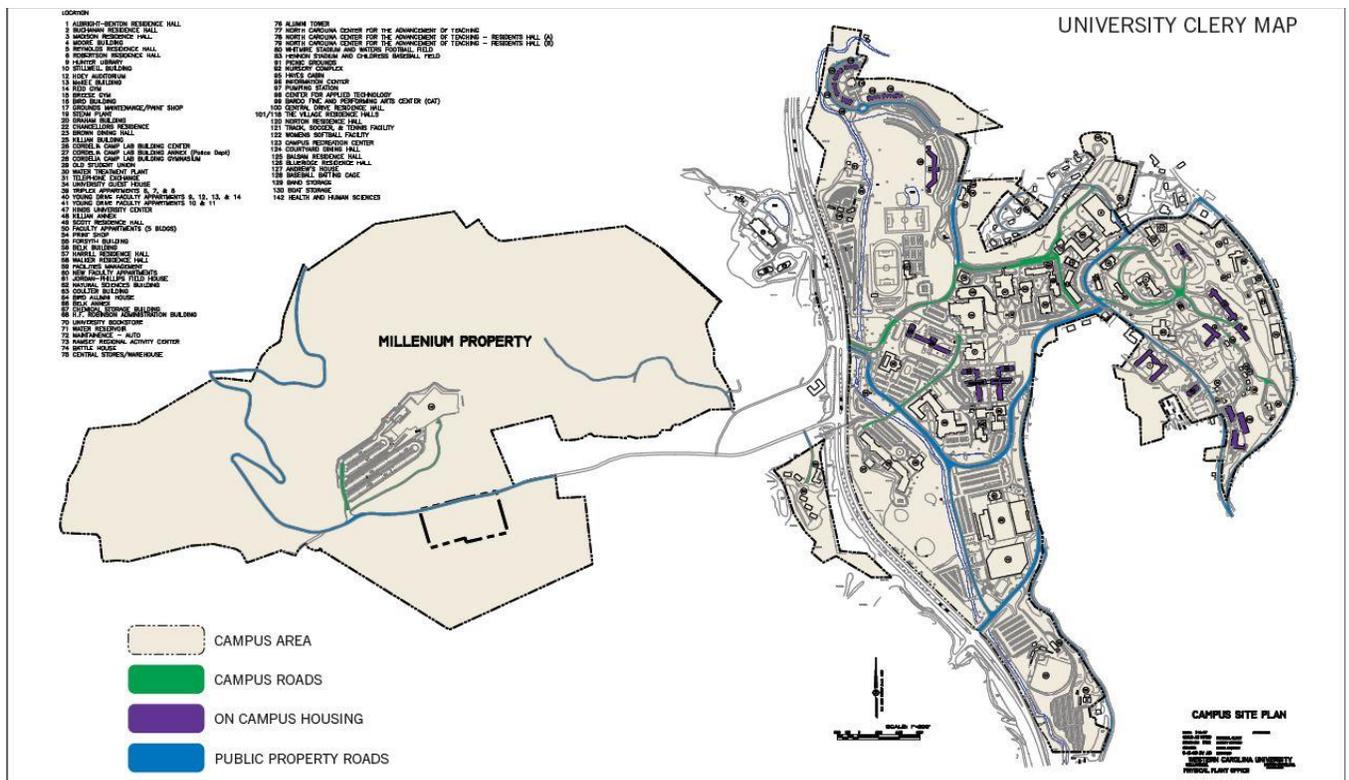
Definitions of Geography

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		
	2011	2012	2013	2011	2012	2013
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)	3	5	4	3	5	4
Fondling	0	2	4	0	2	3
d. Sex offenses-Non forcible						
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
e. Robbery	0	1	1	0	0	0
f. Aggravated assault	2	0	1	0	0	1
g. Burglary	29	26	23	23	20	19
h. Motor vehicle theft	0	0	1	0	0	0
i. Arson	0	0	1	0	0	1

All crimes in Residence Hall are also represented in On Campus

Geography Year	Public Property			Non Campus		
	2011	2012	2013	2011	2012	2013
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	0	1	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 2011, 2012, 2013

Please Note: As part of an internal review, WCU corrected statistical information for the years 2011 and 2012 in several categories per the Uniform Crime Reporting (UCR) definition.

2013 Violence against Woman Act Statistics

Geography	On Campus	Residence Hall	Public Property	Non Campus
Domestic Violence	0	0	0	0
Dating Violence	3	2	0	0
Stalking	5	4	0	0

All crimes in Residence Hall are also represented in On Campus

Arrests

Geography	On Campus			Residence Hall		
	2011	2012	2013	2011	2012	2013
Weapons	2	1	2	1	1	0
Drugs	27	17	17	18	14	10
Liquor	34	28	34	20	15	18

Geography	Public Property			Non Campus		
	2011	2012	2013	2011	2012	2013
Weapons	1	0	0	0	0	0
Drugs	7	10	3	0	0	0
Liquor	8	10	6	0	0	0

All crimes in Residence Hall are also represented in On Campus

Referrals

Geography	On Campus			Residence Hall		
	2011	2012	2013	2011	2012	2013
Weapons	0	4	3	0	0	2
Drugs	102	109	102	89	71	81
Liquor	264	309	277	228	274	233

Geography	Public Property			Non Campus		
	2011	2012	2013	2011	2012	2013
Weapons	0	0	0	0	0	0
Drugs	7	2	4	0	0	0
Liquor	6	12	26	0	0	0

All crimes in Residence Hall are also represented in On Campus

Daily Fire and Crime Log

Western Carolina University Police maintains a Daily Crime and Fire Log of all crime and fire incidents reported to the University Police Department. Western Carolina University Police publishes the Daily Crime and Fire Log, Monday – Friday, when the University is open. The log is available Monday through Friday 8 A.M. to 5 P.M. to members of public. This log identifies the type, location, and time of each criminal incident reported to University Police.

The most current 60 days of information is available in the lobby of the University Police Department located at 114 East University Way, Cullowhee, NC 28723. The Daily Crime Log and the Daily Fire Log are available on the University Police website at:

<http://www.wcu.edu/about-wcu/campus-services-and-operations/university-police/daily-activity-reports.asp>

http://www.wcu.edu/firelog/wcu_firelog.html

Upon request a copy of any maintained Daily Crime and Fire Log will be made available for viewing, within 48 hours of notice. For more information on the Daily Crime and Fire Log please call 828.227.7301.

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/>

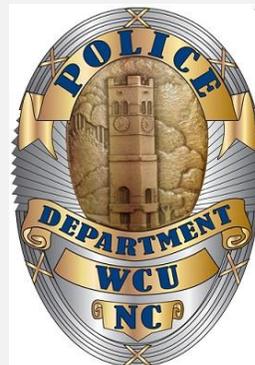
The report can be accessed directly online <http://sexoffender.ncdoj.gov/>

Crime Prevention Tips and Awareness



- Take responsibility for your safety
- Ensure that doors are locked to residence halls, labs, and classrooms when not occupied
- Do not provide access to unauthorized persons in the buildings or classrooms
- If you lose your key, report it immediately
- Don't leave valuable equipment unattended in a public area
- Lock your vehicle at all times
- Keep a list of all valuable possessions including the make, model, and serial number
- Report loitering or suspicious persons to the University Police
- Be alert to potential danger. If it doesn't look right or feel right, trust your instincts.
- Walk with friends whenever possible.
- Have your keys out and ready before reaching your door or vehicle.
- If at any point you feel unsafe, call the University Police

*For questions or requests for safety programs call Western Carolina University Police.
114 East University Way
Cullowhee, NC 28723
828.227.7301
<http://www.wcu.edu/about-wcu/campus-services-and-operations/university-police/index.asp>*



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 Police Resources <http://www.wcu.edu/about-wcu/campus-services-and-operations/university-police/campus-safety-crime-information/index.asp>

Western Carolina University Crime Statistics <http://www.wcu.edu/about-wcu/campus-services-and-operations/university-police/campus-safety-crime-information/crime-information.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/studentsupport.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>

Western Carolina University Student Code of Conduct
http://www.wcu.edu/WebFiles/PDFs/WCU_Code_of_Student_Conduct_2013_2014.pdf

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/>

Cherokee Hospital 828.497.9163 <https://www.facebook.com/CherokeeIndianHospitalAuthority>

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

District Attorney's Office 828.586.7586 <http://www.ncdistrictattorney.org/30/mikebonfoey.html>

Jackson County Clerk of Court 828.586.7512
<http://www.jacksonnc.org/clerk%E2%80%90of%E2%80%90court.html>

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

WNC Legal Aid 828.586.8931
<http://www.legalaidnc.org/public/learn/locations/offices/Sylva/default.aspx>

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>

2014 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	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
	2011	0	N/A	0	0	N/A
Balsam Residence Hall	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
	2011	0	N/A	0	0	N/A
Blue Ridge Residence Hall	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
	2011	0	N/A	0	0	N/A
Buchanan Residence Hall	2013	1	Burnt toilet paper	0	0	100.00
	2012	0	N/A	0	0	N/A
	2011	0	N/A	0	0	N/A
Central Drive Residence Hall	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
	2011	0	N/A	0	0	N/A
Harrill Residence Hall	2013	0	N/A	0	0	N/A
	2012*	1	Cooking	0	0	None Reported
	2011	0	N/A	0	0	N/A
Madison Residence Hall	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
	2011	0	N/A	0	0	N/A
Norton Road Residence Hall	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
	2011	0	N/A	0	0	N/A
Reynolds Residence Hall	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
	2011	0	N/A	0	0	N/A
Robertson Residence Hall	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
	2011	0	N/A	0	0	N/A
Scott Residence Hall	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
	2011	0	N/A	0	0	N/A
The Village	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
	2011	0	N/A	0	0	N/A
Walker Residence Hall	2013	0	N/A	0	0	N/A
	2012	0	N/A	0	0	N/A
	2011	0	N/A	0	0	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
Blue Ridge/Balsam	2/6/2013	6:35pm
Walker	2/6/2013	8:00pm
Scott	2/6/2013	9:00pm
Madison	2/7/2013	6:30pm
Reynolds	2/7/2013	7:00pm
Robertson	2/7/2013	7:45pm
Norton	2/7/2013	8:15pm
Village	2/7/2013	9:00pm
Albright/Benton	2/13/2013	6:20pm
Buchanan	2/13/2013	8:30pm
Harrill	2/13/2013	7:20pm
Central	2/13/2013	9:10pm
Norton	6/18/2013	8:00pm
Albright/Benton	6/18/2013	8:00pm
Village	8/27/2013	6:00pm
Harrill	8/27/2013	6:54pm
Norton	8/27/2013	7:30pm
Buchanan	8/27/2013	7:42pm
Central	8/27/2013	8:25pm

Building	Date	Time
Madison	8/27/2013	8:30pm
Reynolds	8/27/2013	9:00pm
Albright/Benton	8/27/2013	9:10pm
Robertson	8/27/2013	9:30pm
Walker	8/28/2013	7:29pm
Blue Ridge/Balsam	8/28/2013	8:29pm
Scott	8/28/2013	9:28pm

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/>

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	Full

*Balsam Residence Hall, Blue Ridge Residence Hall, and Harrill Residence Hall all have fire dampers and Central Drive Residence Hall has fire shutters.

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.

*There were no reported fires in 2011, 2012, and 2013 for any of the Highlands Biological Station Residential Housing.

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. 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.

Information on Residence Halls
<http://www.wcu.edu/student-life/division-of-student-affairs/departments/residential-living/about-residential-living/residence-halls/index.asp>

Residential Living Staff
<http://www.wcu.edu/student-life/division-of-student-affairs/departments/residential-living/about-residential-living/residence-halls/index.asp>

Residential Living Forms
<http://www.wcu.edu/student-life/division-of-student-affairs/departments/residential-living/about-residential-living/residential-living-forms-resources/index.asp>

When an elevator lobby smoke detector 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.

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
- 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 and room smoke detection in Reynolds and Robertson Residence Halls. Buchanan Residence Hall will be going through a future renovation that would include making the detectors addressable.

Appendix 1

2013 Western Carolina University Biennial Report

WCU Drug-Free Schools and Campuses Biennial Review Report

October 2013

1. Purpose

This report on Western Carolina University's Alcohol and Other Drug (AOD) policies, programs and services is prepared in compliance with the US Department of Education Drug-Free Schools and Campuses Regulations, UNC Policy on Illegal Drugs (1300.1) and Western Carolina University Policy #38 Illegal Drugs and Illegal Use or Abuse of Alcohol.

2. WCU Policies on the Use and Abuse of AOD

University Policy #38: Illegal Drugs and Illegal Use or Abuse of Alcohol

<http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-38.asp>

Western Carolina University Code of Student Conduct:

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

University Policy #78, Disciplinary Policy and Procedures for SPA Employees:

<http://www.wcu.edu/25347.asp>

University Policy #81: WCU General Campus Policy for Alcoholic Beverages

<http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-81.asp>

University Policy #102: University Center BYOB Policy

<http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-102.asp>

University Policy #103: Tailgating Policy

<http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-103.asp>

University Policy #107: Employee Assistance Program

<http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-107.asp>

3. Programs Addressing AOD Use and Abuse

The Alcohol and Other Drug (AOD) 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.

The Coordinator for Alcohol and Drug Education (CADE) is a fulltime professional staff member in the Department of Student Community Ethics (DSCE) and provides leadership on AOD programming. The CADE chairs an AOD Committee which meets periodically and reviews campus-wide AOD initiatives and programming. The AOD Committee's membership includes: CADE, Counseling and Psychological Services substance abuse counselor, Intercultural Affairs associate director, Campus Recreation and Wellness assistant director for campus recreation and wellness, Assistant Professor for Criminology, a representative from the Greek Life office, Assistant Director for DSCE.

Educational resources are also made available to faculty and staff. These members of the university community are given information and resources during their new employee orientation and supervisors are trained regarding the requirements of the University Illegal Drug policy.

Educational and prevention programming were maintained this year, including the following highlights:

- Alcohol Awareness Week: Held in October of each year 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.
- Safe Spring Break: In Spring 2013, the AOD Committee decided to focus Safe Spring Break program on marijuana education. Over 300 students attended the marijuana panel event, and there was good participation at the 3 other events leading into spring break.
- PartySmart: The PartySmart website 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.
- Residential Living Programming Initiatives: This resulted in a new approach to the AOD/Residential Living partnership. Each year there was programming in the residence halls. In 2012-2013 there were 30 Res Living programs related to alcohol and/or drugs in the residence halls, not including the passive programs (RA bulletin boards). For passive alcohol programs, the CADE created 50 bulletin boards that the RAs picked up for their floors. The bulletin boards focused on alcohol and consent.

- Student Athlete Outreach: Outreach to WCU student athletes continued with the DSCE Director partnering with University Police Officers. Outreach included meetings with student athletes and teams to discuss student code of conduct or rights/responsibilities.
- Orientation: Enhancements were made to new student orientation to discuss alcohol issues, a specific focus on marijuana, and sexual violence. Orientation skits have also been revised to address these topics.
- Alcohol-Wise New Student Training: All freshman students, whether they enter in the Fall or the Spring are now required to participate in the Alcohol-Wise online course. DSCE also ensured that transfer students under the age of 24 that attend classes on the WCU Cullowhee campus in both the Fall and Spring also complete the program.
- Catamounts Advocating Harm Reduction (CAHR) This program is designed as a behavioral intervention for students who violate university policy related to alcohol and drugs. The need for this second tier of intervention continues as our current educational resources are limited. CAHR has averaged about 60 students a year participating in this program.
- Community AOD Grant: DSCE successfully applied for and received a grant from the Sylva ABC. The grant provides funding for AOD prevention education including the funding of a billboard on the main access road to the WCU campus.
- Alcohol Skills Training Program: Mr. James Irwin, an educational outreach coordinator for Sigma Alpha Epsilon national headquarters, spoke at an event open to the university community but specifically targeting fraternity and sorority members.
- “Trashed” Program: In spring 2013, speaker Wendi Fox presented her “Trashed” program to approximately 100 students in attendance.
- Campus wide Social Norms Marketing: For social norm marketing, we used ‘Paw’ shaped key chains with stats from the NCHA data 2010 (33% of Western Students chose to abstain from using alcohol). Other posters, alcohol sensors, cups, coozies, etc. with norming messages have been distributed to increase educational awareness across campus.
- Student Wellness Council- The student wellness council is a group sponsored by Campus Rec and Wellness with consultation and involvement by the DSCE. The council uses a peer education model to educate students on alcohol and drugs. The sponsor events and offer outreach to classes.
- The DSCE offers presentations to approximately 25 freshmen transition courses each year. As a portion of the presentation, DSCE presenters cover basic alcohol and drug information in relation to the WCU Community Creed and the WCU Code of Student Conduct.
- Greeks Advocating the Mature Management of Alcohol (GAMMA): This organization was partially active in 2011-12 but was inactive in 2012-13. Given the loss of fulltime staff in Greek Life, there is interest in renewing this effort once new staff are hired.
- Liberal Studies Wellness Requirement: The Liberal Studies core curriculum includes a requirement for undergraduates to complete a 3 hour Wellness course. There are three courses designated to meet this requirement: HEAL 111 Stress Management for Health & Wellness; HEAL 123 Health & Wellness; HSCC 101 Nutrition, Fitness & Wellness.

4. Summary Statistics on Code of Student Conduct Alcohol Violations

5.

AOD Code of Student Conduct Violations

DSCE oversees the Code of Student Conduct and adjudicates alleged violations of AOD policies. Table 1 shows the reported alcohol and drug-related violations over the last 7 years.

Table 1: AOD Code of Student Conduct Violations 2006-07 through 2012-13

	06-07	07-08	08-09	09-10	10-11	11-12	12-13
Alcohol Related Code Violations	502	381	167	197	199	267	438
% Change		-24%	-56%	+18%	+1%	+34%	+64%
Drug Related Code Violations	145	106	66	88	131	140	188
% Change		-27%	-38%	+33%	+49%	+7%	34%

Variations in the reported AOD violations have a number of causal and correlated factors; including, trends in overall student enrollment as well as changes to policies, procedures, and intervention strategies.

Sanctions for AOD violations were toughened beginning in 2007-08 and a significant revision of the Code of Student Conduct was completed in the summer of 2008. Fall 2008 was the debut of a major overhaul to the WCU tailgating policies and procedures with specific focus on addressing student-related alcohol issues.

The requirement for all fall term entering freshmen to complete the Alcohol-Wise online training was also implemented fall 2008. The program was expanded to entering mid-year entering freshmen for the spring term of 2010. Transfer students under the age of 24 were added to Alcohol-Wise training beginning in fall 2010.

When Jackson County scheduled a vote on county-wide alcohol sales for May 2012, efforts were made beginning in the 2011-12 academic year to enhance on-campus AOD enforcement. Additionally, DSCE staff visited with local retailers and property managers to ensure awareness of University Policy in light of the change in local law. With the Fall 2012-13 term, enhanced AOD policy violation detection and enforcement efforts continued.

During this time, the data is consistent with national norms on several facts, including: AOD violations are more likely to include first-year residential students; more men than women; and, the prevalence of marijuana in drug related violations.

AOD Code of Student Conduct Sanctions

Any student found responsible for violating the WCU Code of Student Conduct may be subject to one or more recommended minimum sanctions. While each student’s alleged violation is processed on a case-by-case basis, recommended minimum sanctions are maintained to ensure that students found responsible for alcohol or drug violations are treated in a consistent manner.

The recommended minimums are reviewed annually and serve as guidelines for hearing officers. Over the last two years, no significant changes were made to the AOD minimum sanctions. A typical first offense AOD sanction includes probation, an assignment to complete an educational program (i.e., Under the Influence/Marijuana 101), a charge to pay for the educational program and parental notification. Table 2 shows the AOD educational assignment sanctions from the last 3 years.

Table 2: AOD Educational Assignment Sanctions for 2011-12 and 2012-13

	2010-11	2011-12	2012-13
Enrolled in Under the Influence	253	184	230
Completed Under the Influence	209	181	218
Enrolled in Marijuana 101	54	66	67
Completed Marijuana 101	53	62	66

The percentage of students completing the AOD educational assignment sanctions reflect improvements in follow-up and staffing changes in DSCE.

The recommended minimum sanctions for AOD violations and copyright violations are available on the DSCE website:

<http://www.wcu.edu/student-life/division-of-student-affairs/departments/student-community-ethics/student-community-ethics-for-parents-family/minimum-sanctions.asp>

Additional AOD Reporting

In addition to DSCE Annual Reports, the WCU Annual Campus Security and Fire Safety Report includes related statistics reported for compliance with the Clery Act:

<http://www.wcu.edu/about-wcu/campus-services/university-police/campus-safety-crime-information/crime-information.asp>

6. Distribution of AOD Policies to Students and Faculty/Staff

Faculty and staff receive AOD policy information during their initial orientation to WCU. In addition, campus wide emails are sent annually to notify employees of WCU Policy #38.

Students are informed about AOD policies during new student orientation and during annual emails reminding them of the WCU Code of Student Conduct.

7. AOD Support Services

Department of Student Community Ethics

<http://dsce.wcu.edu/>

The Department of Student Community Ethics (DSCE) 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.

DSCE also provides the university community with educational programming on AOD issues and supervises educational sanctioning for students found responsible of violating WCU's AOD policies. The Coordinator for AOD supervises and coordinates many of the student-focused AOD educational programs and initiatives and chairs an AOD Committee.

Alcohol and Other Drug Education

<http://www.wcu.edu/student-life/division-of-student-affairs/departments/student-community-ethics/student-community-ethics-for-students/alcohol-and-other-drug-education/index.asp>

PartySmart Website

<http://partysmart.wcu.edu/>

Counseling and Psychological Services

<http://www.wcu.edu/student-life/division-of-student-affairs/departments/counseling-psychological-services-cps/cps-appointments-services/counseling-services.asp>

Counseling and Psychological Services (CAPS) offers, at no cost, consultation to full-time and most part-time students, staff and faculty about personal concerns and/or difficulties they might have; including, the provision of alcohol and other drug substance abuse counseling.

Students are eligible for services while they are enrolled in the semester they want to receive counseling services. Students who withdraw from the university lose their eligibility for services for the remainder of the semester. A student is eligible for services throughout the summer as long as s/he is enrolled in a least three credits for one of the various sessions.

Staff and faculty are eligible for groups, workshops, training, and consultation services and one assessment and referral session per therapeutic issue. Limited individual counseling services, if staffing allows, may only be available during summer months.

CAPS staff includes a certified substance abuse clinician and the International Association of Counseling Services (IACS) accredits the department. In addition, CAPS maintains the following community resources information on its website:

Area Resources for Alcohol and Drug Abuse

http://www.wcu.edu/WebFiles/PDFs/Area_Resources_for_Alcohol_and_Drug_Abuse.pdf

Substance Abuse Treatment Programs

[http://www.wcu.edu/WebFiles/PDFs/Substance_Abuse_Treatment_Programs\(1\).pdf](http://www.wcu.edu/WebFiles/PDFs/Substance_Abuse_Treatment_Programs(1).pdf)

WCU Human Resources Employee Relations

<http://www.wcu.edu/about-wcu/campus-services/human-resources-and-payroll/general-hr-resources/employee-relations.asp>

WCU's Human Resources Department includes an Employee Relations unit which helps staff, employees and management by providing advice and consultation in matters relating to personnel policies and procedures. Employee Relations staff also assist employees with personal issues by providing employee assistance benefits.

WCU Human Resources has partnered with ComPsych to provide Employee Assistance Program Benefits to University Employees and their families. ComPsych has a proven track record of delivering high-quality, innovative services supported by best-in-class customer service. By working with ComPsych, the University is able to provide counseling and resources to help you and your family when you need it the most.

ComPsych's GuidanceResources® is a University-sponsored program that provides employees and their dependents with confidential support, resources and information for personal and work-life issues. These services are provided at no charge to you and will include an Employee Assistance Program (EAP) with access to confidential short-term counseling services. Support is provided for concerns such as marital, relationship and family problems; stress, anxiety and depression; grief and loss, job pressures and substance abuse.

ComPsych's GuidanceResources®

<http://www.guidanceresources.com>

8. AOD Program and Policy Recommendations

Listing and description of AOD related recommendations

- 1) With recent approval of alcohol sales in Jackson County, WCU leadership is conducting a comprehensive review of institutional alcohol policies.
- 2) Continue development and implementation of a comprehensive assessment plan for AOD programs.
- 3) Research available on-line AOD training modules for potential replacement of WCU's current Alcohol-Wise software.
- 4) Review and enhance the partysmart.wcu.edu website.
- 5) As needed review the AOD Committee's membership and make changes to the membership.

This report was prepared by:

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Walter Turner, Director of Department of Student Community Ethics

Jane Adams-Duford, Assistant Vice Chancellor for Student Affairs

H. Sam Miller, Vice Chancellor for Student Affairs

October 25, 2013



Crisis Communications Plan

Emergency Alert System (EAS) Protocols

Revision 2.0

June 2013

Western Carolina University
Emergency Services Department
114 East University Way
Cullowhee, North Carolina 28773
(828) 227-3445 (Office)

Contents

Authorities and References

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) 20 U.S.C. § 1092(f)

US Code of Federal Regulations 34 C.F.R. 668.46

The Handbook for Campus Safety and Security Reporting, US Department of Education, 2011

1.0 Introduction

Western Carolina University (WCU) has an emergency notification system known as WCU Alert with multi-channel communication capabilities. WCU Alert is intended to rapidly disseminate emergency information about an incident, and provide instructions for protective actions to the WCU campus population in Cullowhee, NC. The protocols outline the emergency notification process and organization.

These guidelines establish the process for activating the WCU Alert protocols when a threat or emergency situation is reported to the WCU Emergency Communications Center (ECC) or to another Responsible University Authority operating within their direct area of responsibility and directly involved with the emergency response for a safety and security incident at WCU. Authorizing decision-making at the operational response level enables WCU to disseminate rapid and responsible emergency information to the campus population.

1.1 Authority

These protocols provide operational guidelines for issuing emergency messages via WCU Alert. These protocols are integrated with and supplement the Emergency Operations Plan (EOP).

The protocols are consistent with the safety and security policies of the university, and have been approved by the Chancellor in accordance with UNC Code 100.1.15.

1.2 Purpose

The purpose of WCU Alert is to authorize and issue¹ safety and security warning notifications to the Western Carolina University campus population in an emergency or when specific actions must be taken to maintain safety and security on the WCU campus.

1.3 Background

In 2006, The UNC General Administration entered into an agreement with the vendor PIER for access to a system that could provide email, SMS text messaging and web presence for emergency notification. In 2007, WCU added PIER and the Outdoor siren system as a means of emergency notification in addition to My Cat and Outlook emails.

In 2013, WCU entered into a contract with RAVE mobile safety to provide emergency SMS text messaging, email, and voice call services. In addition to RAVE, WCU also added Alertus Computer Desktop Emergency Notification to the list of WCU Alert systems

¹ For the purposes of these protocols, “authorizing” and “issuing” notifications are distinct activities and responsibilities; “authorizing” a notification refers to providing approval for the issuance of the notification, while “issuing” a notification refers to the technical activity of broadcasting the notification. Note that in the interest of timely notification, these protocols do not contain a separate “approval” procedure for the language of a notification; use of the pre-approved templates (with relevant blank fields completed) addresses this issue.

WCU Alert addresses the reporting requirements of the 2008 Higher Education Opportunity Act as amended. The Clery Act is a component of the 2008 Higher Education Opportunity Act and defines emergency notification as:

Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus ... unless issuing a notification will compromise efforts to contain the emergency.

While the law does not specify requirements related to time(s) or channels(s) associated with issuing an emergency notification, it does indicate that once the emergency situation is confirmed, such warnings should be issued without delay.

1.4 Training and Exercise

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

WCU 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 WCU Alert email, SMS text, voice message, and computer desktop pop-up.

Staff with responsibilities to issue WCU Alerts (operators) receive 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 EAS 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.

2.0 Operational Guidelines

2.1 Responsible University Authorities

The following University officials have been assigned the authority by the Chancellor of the University to authorize emergency notifications to provide alert, warning and safety or protection instructions:

- Emergency Communications Center (ECC) Telecommunicator
- Emergency Manager
- Chief of Police
- Office of Public Relations
- Asst. Chief of Police
- WCU PD Senior Officer On-duty

These positions will be collectively referred to as “Responsible University Authorities” for the purposes of these protocols. At all times in these protocols, reference to any position at the University shall be understood, in the absence of the referenced individual, to include designees.

2.2 Activation of the Protocols

The process for activating the WCU Alert protocols begins when a threat or emergency situation is reported to the WCU 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 WCU PD Senior Officer On-duty or another Responsible University Authority will authorize the emergency notification based on the operational guidelines in Section 3 of these Protocols.

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 WCU Emergency Communications Center (ECC). In the event of a threat or emergency in which the WCU PD 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 WCU 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 WCU Alert interface, the Responsible University Authority may issue the message. For weather emergencies like a tornado warning, the WCU ECC Telecommunicator is authorized to issue the notification with confirmed National Weather Service Alerts that impact the Cullowhee Campus and immediate surrounding area.

Due to the inability to determine if a message is currently being created for the incident by multiple system users, the most desirable process includes a call to the dispatch center to initiate the message.

2.3 ENS System Channels

WCU Alert consists of the following channels:

RAVE

- SMS or text messaging to cell phones of students, staff, and faculty.
- Internal Emergency Communication
- Email – Emails to all (email@WCU.edu and email@catamount.wcu.edu) addresses.

CentrAlert

- Outdoor notification speaker system – Pre-recorded message distributed to the outdoor speaker system including a siren/horn audible alarm.

AlertUs

- Pop-up box – Pop-up desktop alert posted to all staff, faculty, and classroom computers that are connected to the WCU network.

2.4 Emergency Notification Message Characteristics

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

WCU 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 (the maximum number of characters available in a SMS message) 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 WCU 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.

2.5 Levels of Emergency Notification

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 Mgt, 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 ECC 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.

2.6 ENS Authorization

This section describes the authorization for issuing WCU Alerts. All WCU Alert protocols and procedures will be coordinated and authorized through the Emergency Services Department.

Level	Authorized by	Issued by	Channels Activated
IMMEDIATE	WCU Emergency Manager, WCU Police Chief, WCU PD Senior Officer On-duty or other Responsible University Authority	WCU Emergency Mgr, WCU Police Chief Telecommunicator or other trained personnel	Email Computer Pop-up box Voice message Outdoor Siren System Text Messaging to cell phones
INFORMATIONAL	WCU Emergency Manager, WCU Police Chief, or other Responsible University Authority	Trained Personnel	<i>As directed:</i> Email
STATUS UPDATE / ALL CLEAR	WCU PD, or other Responsible University Authority (for incidents in which this person has incident command)	Trained personnel	<i>As directed:</i> Email Pop-up box Emergency Information Web Page Text Messaging to cell phones News Services Facebook

3.0 ENS Staff Assignments and Roles

This section describes roles and actions assigned to staff at WCU for authorizing and operating WCU Alert. The checklists provide detailed guidance for each position within the WCU Alert.

3.1 Summary of WCU Alert Staff Assignments and Roles

Staff Position	Role
ECC Telecommunicator	<ul style="list-style-type: none"> • Coordinate with the Emergency Manager, Police Chief, Senior Police Officer On-duty • Issue Immediate Notifications as instructed • Issue All Clear Notifications as instructed • Activate the WCU Alert as instructed • Notify the Police Chief, Emergency Manager, and/or the Administrator-on-Call of the situation, notifications authorized/issued, notifications not authorized/issued due to the potential to compromise university efforts to contain the emergency, and any other actions taken to contain the emergency
Senior Officer On-duty	<ul style="list-style-type: none"> • Confirm the emergency situation or threat • Determine whether an emergency notification to the campus would create a more serious emergency and/or compromise the University’s efforts to contain the emergency • May Authorize the Telecommunicator to send out Immediate Notifications
Emergency Manager	<ul style="list-style-type: none"> • Receive notification of Immediate Notifications that have been sent, or notifications not sent because they might compromise the University’s efforts or because the immediacy of the threat is undetermined • Provide executive direction to WCU ECC on further messages or notifications • Issue Immediate Notifications as needed • Issue All Clear Notifications as needed • Notify the VC Administration and Finance of the situation, notifications authorized/issued, and any other actions taken to contain the emergency • Determine whether an emergency notification to the campus would create a more serious emergency and/or compromise the University’s efforts to contain the emergency • May authorize the Telecommunicator to send Status Update Notification or All Clear Notifications (for incidents in which this person has incident command) • May authorize the Telecommunicator or trained staff to send Informational Notification

Staff Position	Role
Police Chief	<ul style="list-style-type: none"> • Receive notification of Immediate Notifications that have been sent, or notifications not sent because they might compromise the University's efforts or because the immediacy of the threat is undetermined • Provide executive direction to WCU ECC on further messages or notifications • Issue Immediate Notifications as needed • Issue All Clear Notifications as needed • Notify the VC Administration and Finance of the situation, notifications authorized/issued, and any other actions taken to contain the emergency • Determine whether an emergency notification to the campus would create a more serious emergency and/or compromise the University's efforts to contain the emergency • May authorize the Telecommunicator to send Status Update Notification or All Clear Notifications (for incidents in which this person has incident command) • May authorize the Telecommunicator or trained staff to send Informational Notification
Responsible University Authorities	<ul style="list-style-type: none"> • Confirm whether the emergency situation threatens the life safety or security of the campus population <i>for situations within the authorization of the Responsible University Authority</i> • Authorize the Telecommunicator or trained staff to issue an Immediate or Urgent Notification • Notify the WCU Police Chief and WCU Emergency Manager • Restrict the sending out of a notification if it would create a more serious emergency and/or compromise the University's efforts to contain the emergency • May authorize the Telecommunicator or trained staff to send Status Update Notifications or All Clear Notifications (for incidents in which this person has incident command) • May authorize the Telecommunicator or trained staff to send Informational Notification
Public Relations	<ul style="list-style-type: none"> • Issue Urgent, Informational, Status Update/All Clear notifications in conjunction with incident command. • Provide additional information on notification messages on the University homepage, facebook, email, text messages.

4.0 Legal Note

The information contained in this protocol is guidance for issuance of an emergency alert, recognizing that individual circumstance or events not anticipated by this protocol may occur. The experience and judgment of those utilizing the protocol is an important consideration in how and when the protocol is utilized and when an alert is issued. The content represents the best opinions on the subject. No warranty, guarantee, or representation is made by the university of the sufficiency of the information contained herein and the University assumes no responsibility in connection therewith. This protocol is intended to provide guidelines for safe practices; therefore, it cannot be assumed that all plausible and non-plausible scenarios are contained in this document, or that other or additional information or measures may not be required.

Appendices

Appendix 1: Checklists

Checklists for ENS activation are included for persons holding authorization responsibility and ECC Telecommunicators.

WCU PD Telecommunications Officer Checklist

Primary Responsibilities	<ul style="list-style-type: none"> • Issue Immediate Notifications via WCU Alert as directed. • Issue Status Update/All Clear Notifications via WCU Alert as directed. • Issue Immediate Notification for tornado warning when issued for the Cullowhee Campus area or neighboring area in the path of the storm. • Notify Emergency Management and WCU PD Senior Officer On-duty when a tornado warning is issued. • Notify WCU Emergency Management, WCU Police Chief, and/or other University Official on-call.
Notification Levels	Immediate, Status Update/All Clear
Authorization	WCU Emergency Manager, WCU Police Chief, WCU PD Senior Officer On-duty, or Responsible University Authority authorizes notifications. Telecommunicators may issue tornado warnings without authorization.
PROCEDURES	
1. Receive incoming 911 call(s) regarding the incident and dispatch first responders and other resources, receive call from a Responsible University Authority, or receive alert for Tornado Warning.	
2. As directed, issue a WCU Alert (may send tornado warning without authorization): <ul style="list-style-type: none"> • Initiate the outdoor siren system • Log into WCU Alert system at: https://www.getrave.com/login/wcu or contact vendor (Rave) if unable to login. • Select the scenario and load the template. • Fill-in the location and any other missing information as dictated by the template. • When ready to send the message, click send. 	
3. For Responsible University Authorities (other than emergency management or police personnel), you must verify the authorizer's identity. Ask for: <ul style="list-style-type: none"> • Their name • Phone # they can be reached at for the duration of the incident • Template to be used • Incident scenario • Location (specific) of the incident • Protective actions for people to take • Verify the message to be sent with the authorizer • When ready to send the message, click send 	
4. As directed, send out Status Update/All Clear Notification. Be aware of when the previous message was sent so that messages do not overlap.	
5. If there are multiple and/or conflicting directions regarding the messages and information to be issued, the TCO will contact the Emergency Manager and/or Incident Commander to de-conflict the message.	
6. Notify Emergency Manager and Senior Officer On-duty that an WCU Alert has been sent.	

WCU PD Senior Officer On-duty Checklist

Primary Responsibilities	<ul style="list-style-type: none"> • Confirm whether the emergency situation threatens the life safety or security of the campus population. • Authorize the WCU ECC to issue an Immediate Notification. • Restrict the release of an Immediate Notification if doing so would create a more serious emergency and/or compromise the university's effort to contain the emergency.
Notification Levels	Immediate, Status Update/All Clear
Authorization	Self, but provide information and updates to the ECC until senior public safety official arrives i.e. WCU Emergency Manager, CVFD Fire Chief, WCU Police Chief
PROCEDURES	
<p>1. Report to the scene of the incident and confirm that the emergency situation does or does not threaten the life safety or security of the campus population. Determine whether an emergency notification to the campus population would create a more serious emergency and/or compromise the university's efforts to contain the emergency.</p>	
<p>2. If the emergency presents a confirmed threat and notification should be sent, direct the WCU ECC to issue an Immediate Notification. Advise the scenario, location, and any special information for the message.</p>	
<p>3. Update the ECC and instruct staff to notify the Emergency Manager, Police Chief, or other University Official as possible about the emergency and the issuance of the Immediate Notification. If you choose not to issue the Immediate Notification, the appropriate University Official must also be notified.</p>	
<p>4. If more information is known and should be sent in a follow-up message, provide the information to the ECC and direct TCO to send out a Status Update Notification.</p>	
<p>5. If the emergency is no longer a threat, have the ECC send out an All Clear Notification (for incidents in which this person has incident command).</p>	
<p>6. If the WCU PD confirms that there is an emergency situation that <i>may</i> pose a threat to the life safety or security of the campus population, notify the ECC to contact the Emergency Manager, Police Chief, or other University Official that an Urgent Notification may be needed.</p>	

Emergency Manager and Chief of Police Checklist

Primary Responsibilities	<ul style="list-style-type: none"> • Provide executive direction to the ECC and/or WCU PD on Immediate Notifications. • Issue Alerts and necessary • Notify the Vice Chancellor Administration and Finance of emergency situations that threaten or may threaten the campus.
Notification Levels	Immediate, Urgent, Status Update/All Clear
Authorization	Self
PROCEDURES	
1. Receive notification of an emergency situation on campus. Provide executive direction to ECC, police, fire, and ems operations.	
2. If an Immediate Notification has been issued, notify the Vice Chancellor Administration and Finance and provide executive direction on issuing a Status Update Notification or All Clear Notification. Authorize Status Update Notifications and All Clear Notifications (for incidents in which this person has incident command).	
3. Evaluate whether an emergency notification to the campus population would create a more serious emergency and/or compromise the university's effort to contain the emergency.	
4. Notify the PIO (Office Public Relations) an Immediate Notification has been issued and brief them on the incident/scenario. Work with the Office of Public Relations to provide web updates and assume responsibility for status updates and subsequent notifications.	

Responsible University Authority Checklist

Primary Responsibilities	<ul style="list-style-type: none"> • Confirm whether the emergency situation threatens the life safety or security of the campus population <i>for situations within the authorization of the Responsible University Authority.</i> • Authorize the WCU ECC to issue an Immediate or Urgent Notification. • May authorize the WCU ECC to send Status Update/All Clear Notifications, of the Responsible University Authority has incident command. • Notify the Emergency Manager and/or Police Chief • Notify the VC of Administration and Finance. • Restrict the sending of a notification if it would create a more serious situation and/or compromise the university's effort to contain the emergency.
Notification Levels	Immediate, Urgent, Status Update/All Clear
Authorization	Self, <i>for situations within the authorization of the Responsible University Authority</i> , but provide information and updates to the Emergency Manager

PROCEDURES

1. *For situations within the authorization of the Responsible University Authority*, confirm that the emergency situation does or does not threaten the life safety or security of the campus population. Determine whether an emergency notification to the campus population would create a more serious emergency and/or compromise the university's efforts to contain the emergency.
2. If the emergency presents a confirmed threat and a notification should be sent, direct the WCU ECC to issue an Immediate Notification. Advise the scenario, location, and any special information for the message.
3. Notify the Emergency Manager, Police Chief, and Vice Chancellor of Administration and Finance as soon as possible about the emergency and the issuance or non-issuance of an Immediate Notification.
4. Notify the PIO (Office Public Relations) an Immediate Notification has been issued and brief them on the incident/scenario. Work with the Office of Public Relations to provide web updates and assume responsibility for status updates and subsequent notifications.
5. If more information is known and should be sent in a follow up message, direct the WCU ECC to send a Status Update Notification. Be aware of when previous messages have been sent so that SMS messages do not overlap.
6. If the emergency situation is no longer a threat, authorize an All Clear Notification (for instances in which this person has incident command).

VC for Administration and Finance Campus Safety Checklist

Primary Responsibilities	<ul style="list-style-type: none"> • Receive notification of emergency situations. • Determine if Urgent Notifications should be sent. • Notify the Chancellor of the emergency notifications.
Notification Levels	Urgent, Status Update/All Clear
Code word	*****
Authorization	Self
PROCEDURES	
1. Receive notification of an emergency situation. Evaluate the current status of the WCU Alert notification(s).	
2. For emergencies in which an Immediate Notification has not been authorized, evaluate the situation to determine if an Urgent Notification should be authorized. Confer with the WCU Emergency Manager, Police Chief, Executive Director of Public Affairs, and other Responsible University Authorities to decide if an Urgent Notification should be authorized. For all WCU Alerts, evaluate whether an emergency notification to the campus population would create a more serious emergency and/or compromise the university's efforts to contain the emergency.	
3. Notify the Chancellor of the emergency situation and the issuing of the emergency notifications.	
4. Authorize Status Update Notifications as appropriate, and All Clear Notifications (for incident in which this person has incident command).	

Appendix 2: Message Templates and Content Guidelines

WCU Alert SMS text message generated via these protocols will follow formatting consistent with characteristics. And contain message of no more than 160 characters. Such messages will contain (at a minimum) the following information, in this order:

1. Nature of the incident
2. Location
3. Actions to be taken by affected populations

Additional or subsequent messaging via non-SMS channels may use additional characters, as appropriate, to convey more information. As soon as possible, following issuance of an emergency notification, the WCU homepage will contain additional and/or supplemental information about the message and/or incident. These will provide instructions for:

1. Obtaining additional detailed information if university programs and/or services are interrupted;
2. Receiving additional updates and information; and/or,
3. Reporting information.

A parenthetical numeral indicating the number of characters (including spaces) used in the message is placed after each message template.