



2019 ANNUAL FIRE SAFETY AND SECURITY REPORT



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A Message from the Chief

Thank you once again for reviewing the Annual Fire Safety and Security Report. Each year we strive to present this important information in a manner that conveys our efforts to ensure that each student, employee and guest have a safe environment to enjoy. Western Carolina University and Western Carolina University Police are dedicated and steadfast in our pursuit of a safe campus where each community member can achieve their educational goals.

The members of the campus community share in the responsibility of providing an atmosphere where students, faculty, and staff can work, learn, and live in a safe and secure environment. Partnerships must be formed, and members must cooperate and communicate in order to truly achieve a safe campus for all. The Western Carolina University Police Department desires to work with every member of the community to ensure that needs are met, and concerns are addressed. It is up to each one of us to help foster a secure and supportive environment at Western Carolina University.

The 2019 Annual Fire Safety and Security Report contains information regarding statistical data, policies, timely warnings, emergency notifications, informational links, and other relevant information. We are hopeful that you find this information helpful. It is important to remember that we are not immune from criminal activity and as a community responsible for and to each other.

Please feel free to contact the Western Carolina University Police Department at 828.227.7301 with any questions.



Chief Steve Lillard

Policy Statement on Non-Discrimination

Western Carolina University is committed to providing an inclusive and welcoming environment and does not discriminate or treat people differently on the basis of race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation or veteran status. This includes a prohibition on sexual violence and sexual exploitation, which involve conduct of a sexual nature and are prohibited forms of sexual harassment. The University also prohibits stalking and interpersonal violence, which need not be based on an individual's protected status. Western Carolina University provides aids and services to people with disabilities as required by law and policy.

If you believe that Western Carolina University has discriminated against you or a third party on the basis of race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation or veteran status, or has failed to provide aids or services to persons with disabilities as required by law and policy, you may file a grievance pursuant to [University Policy 53](#) – *Sexual Harassment, Sexual Misconduct, and Other Unlawful Discrimination*.

[University Policy 10](#) – *Policy Statement on Non-Discrimination and Equal Opportunity*

Western Carolina University Police Department

The Western Carolina University Police Department is comprised of professional commissioned police officers and support staff.

Western Carolina University Police officers receive the same initial level of training as municipal and county law enforcement officers. Officers are required to complete 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, officers exceed the continuing education and training requirements of the state.

The Western Carolina University Police Department is a full-service agency that is available 24 hours a day, throughout the year. The Department works towards building partnerships with the university community to provide a safe environment to achieve our academic mission. The Police Department may be contacted at 828.227.7301 (non-emergency) or **828.227.8911 (emergency)** for information or requests for services. Additionally, during emergencies, individuals may dial 911 from their cellular telephones and report an emergency to the Jackson County Communications Center who in turn will relay the information to the WCU Emergency Services Communication Center.

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

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

Mission:

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

Western Carolina University Police Department

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 law enforcement emergency, the Western Carolina University Police Department has entered into written mutual aid agreements with the following law enforcement agencies:

Jackson County Sheriff's Department

Sylva Police Department

Macon County Sheriff's Department

The 17 Universities that comprise the North Carolina University System

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

Western Carolina University also has an agreement with Cullowhee Volunteer Fire Department for the provision of fire and emergency medical services.

Western Carolina University operates its own student-managed Emergency Medical Service Program. The Emergency Medical Technicians are supplemented by Westcare Emergency Medical services staff.

Values:

We are capable, caring people doing important and satisfying work for the citizens of our community. Therefore, we respect, care about, trust and support each other. We enjoy our work and take pride in our accomplishments. We are disciplined and reliable. We keep our perspective and sense of humor. We balance our professional and personal lives. We involve our community in decisions that we make. We have a positive, can do attitude. We cultivate our best characteristics: initiative, enthusiasm, creativity, patience, competence, and judgment. We do nothing to discredit or dishonor ourselves or our department.

Western Carolina University Police Department

Preparing the Annual Disclosure of Crime Statistics

The 2019 Annual Fire Safety and Security Report was prepared and submitted by the Director of Business Services to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the University Police, information provided by other University offices such as Student Affairs, Residence Life, and other Campus Security Authorities and information provided by local law enforcement agencies surrounding the main campus.

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

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

The Director of Business Services is located on the third floor at the H.F. Robinson Administration Building in Cullowhee, NC 28723.

Vision:

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

Reporting a Crime and Other Emergencies

Community members are strongly encouraged to report criminal and suspicious activity to the Western Carolina University Police Department. Western Carolina University has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate University officials. It is critical for the safety of the entire campus community that members of the community immediately report all incidents to the University Police Department promptly to ensure an effective investigation and appropriate follow-up actions, including issuing a Crime Alert, Timely Warning or emergency notifications. In the event of a reported crime or emergency, there will be a public safety response to your location and the Western Carolina University Police will take appropriate action. All reported crimes will be investigated by the Western Carolina University Police on the property of Western Carolina University and at its discretion may conduct further investigation into the initial report.

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

Emergency: 828.227.8911

If you suspect that the suspicious behavior that you detected is a crime-in-progress, please call the police emergency number.

Non-Emergency: 828.227.7301

If the incident does not appear to be a crime-in-progress, you may call the police non-emergency number and report the information.

Please be prepared to give as much information as possible about the person, vehicle, or situation.

Reporting a Crime and Other Emergencies

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 about a particular location, method, or assailant, and alert the campus community to a potential danger. Reports filed in this manner are counted and disclosed in Western Carolina University's Annual Fire Safety and Security report.

University Police encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. It is important to note that the TIPS Line and Silent Witness reporting systems are not monitored at all times and should not be utilized for crimes in progress. Police reports are public records under state law, and the University Police cannot hold reports of crime in confidence. Victims or witnesses may make confidential reports on a voluntary basis for the purpose of inclusion in the Annual Fire Safety and Security report by one of the following methods:

TIPS Line: 828.227.8477 (TIPS)

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 leave his or name.

Reporting a Crime and Other Emergencies

Silent Witness Website

The [Silent Witness website](#) 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.

Reporting to 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.

Reporting a Crime and Other Emergencies

Western Carolina University Campus Security Authorities receive annual training and can assist victims in notifying law enforcement and accessing resources.

CSA's will notify Western Carolina University Police Department of any Clery crime committed in Western Carolina University Clery geography.

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

- University Police;
- Student Crisis Response Team members;
- Residential Living staff, including Resident Assistants, Resident Directors, and administrative staff;
- Health Services staff;
- Emergency services staff;
- Counseling and Psychological Services Director;
- 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.

Reporting a Crime and Other Emergencies

Western Carolina University does not employ or otherwise utilize the services of anyone described as a Pastoral Counselor. All Professional Counselors employed by Western Carolina University are exempt from the compliance requirements of the Clery Act except for the Director of Counseling Services. The Assistant Vice Chancellor of Student Affairs-Health & Wellness is responsible for reporting Clery crimes to the Chief of Police for inclusion in the annual disclosure of crime statistics, including any crimes with non-identifying personal information received from the Director of Counseling Services.

Suspicious Behavior

Sometimes, a person may not know what constitutes suspicious behavior. A general rule of thumb is that anyone who acts abnormally or anything that is placed in a location that is not usual should be considered suspicious. Examples of suspicious behavior include:

Unusual noises, including screaming, sounds of fighting, glass breaking, or illegal activity;

- People in and/or around buildings or areas and who do not appear to be conducting legitimate business;
- Unauthorized people in restricted areas;
- People who follow immediately behind others into card-access areas or buildings while the door is open;
- People driving vehicles slowly and aimlessly around campus or parking lots and, at night, without their lights on;
- People sitting in vehicles for extended periods of time;
- People who change their behavior when they notice that they have been detected;
- People dressed inappropriately for the weather or occasion, i.e., coat on when the temperature is warm;
- People abandoning parcels or other items in unusual locations (i.e. in the lobby or in the elevator).

When police officers receive a report of suspicious behavior, type of behavior or situation dictates how they will respond. In some cases, they respond to an area and immediately confront the person or situation. In other cases, they simply respond to the area and observe or listen. Still, in other cases, they may begin an investigation that can last days or weeks.

Reporting a Crime and Other Emergencies

Generally, when the officers do confront someone, they ask the person to explain his or her behavior. The officers typically attempt to verify the person's explanation. If the explanation demonstrates a legitimate basis for the behavior or the reason is otherwise corroborated, the officers provide an explanation of why they confronted the person and then thank the person for his or her cooperation. The officers typically do not reveal the identities of the person who called. In short, if the person has a valid reason for engaging in the observed behavior, the detention of the person is minimal and does not cause any problems or gets the person into trouble.

Remember that it is always better to report a person or situation, and have it turn out not to be a crime or hazard than to not report the person or situation and find out later that a crime was committed.



Monitoring of Non-Campus Student Organizations

Western Carolina University does not have officially recognized student organizations that have non-campus facilities/residences; however, in the future if the campus does have an official recognized student organization(s) the University will not use the local law enforcement agencies to monitor or record activities at those locations. Those facilities would be within the jurisdiction of the Jackson County Sheriff's Department, and they respond to those locations when police services are required.

Timely Warnings

Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. To provide timely notice to the campus community in the event of a significant criminal incident that may pose a serious or ongoing threat to members of the community, the University Police issues “timely warnings.” The University Police will generally issue timely warnings for crimes that occur within Western Carolina University’s Clery Geography and post these warnings through the University’s email system to students, faculty, and staff. To view current and archived timely warnings please visit the University Police website: [Timely Warning and Notifications](#)

The Chief of Police or his/her designee will issue timely warnings of Clery Crimes that are considered by the University to represent a serious or continuing threat to the campus community. Timely warnings will be communicated in accordance with the policies and regulations maintained by the University Police. Timely warnings will be disseminated to students, faculty, and staff via an email message and placed University Police website.

The purpose of these timely warnings is to notify the campus community of the incident and to provide information that may enable community members to protect themselves from similar incidents. A timely warning will be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. The amount and type of information that will be disseminated will vary depending on the circumstances of the crime. Such crimes include but are not limited to: 1) Clery Act crimes that are reported to any campus security authority, Western Carolina University police or local police; or 2) the University determines that the incident represents an on-going threat to the campus community.

Timely Warnings

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.

- A report is filed more than seven (7) calendar days after the date of the alleged incident;
- A report is filed anonymously or is unverifiable;
- The victim's identity could be discovered
- The pertinent information has not been acquired;
- The suspect has been apprehended;
- The report is not made in good faith;
- There is a possible risk of compromising law enforcement efforts; or
- The report does not pose an ongoing threat to the campus.

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

Safety advisories 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.

Western Carolina University requests annually from local law enforcement agencies to keep the Western Carolina University Police informed on an immediate basis of crimes that may require a timely warning. Western Carolina University also requests cooperation in regard to informing Western Carolina University about situations reported to local jurisdictions that may require or warrant an emergency response.

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

Department of Emergency Services

Western Carolina University is committed to creating and maintaining a culture of safety. We strive to foster a supportive and secure environment, where individuals can feel safe to visit, learn, work and live. Emergency preparedness is the responsibility of every individual in the Western Carolina University community. Together we can plan and prepare, stay informed and continue to foster a safe and secure campus environment.

The Western Carolina University Department of Emergency Services (DES) is responsible for creating, enhancing, and maintaining institution-wide programs and projects that promote safety and comprehensive all-hazards prevention, mitigation, preparedness, response and recovery. These programs and projects include planning, training, and exercises for all emergencies and disasters that could affect the Western Carolina University main campus, as well as its instructional sites at Biltmore Park, the Cherokee Center, and the Highlands Biological Station.

The Department of Emergency Services (DES) works closely with campus police, local law enforcement, fire / rescue, and EMS to create a culture of preparedness across campus, including satellite facilities. The Department of Emergency Services oversees three areas for the University: Emergency Management, campus Public Safety Technologies, and the Emergency Communications Center (ECC) – the University’s 24/7 Emergency Dispatch Center. In 2017, Western Carolina University Emergency Communications Center (ECC) became the first university worldwide to be accredited as an Emergency Medical Dispatch Center of Excellence by the National Academies of Emergency Dispatch.



Shane Stovall
Director of Emergency Services

Emergency Response and Evacuation Procedures

2018 Exercises and Training

2018 Exercises and Training

Exercise or Training Type	Location	Date
Tabletop Exercise (Fire, Severe Weather, Active Shooter)	Stillwell Building	01/09/2018
Tabletop Exercise (Fire, Severe Weather, Active Shooter)	Camp Building	02/27/2018
Tabletop Exercise (Fire, Severe Weather, Active Shooter)	Reid Building	04/10/2018
Tabletop Exercise (Fire, Severe Weather, Active Shooter)	Killian Building (1 of 3)	04/24/2018
Tabletop Exercise (Fire, Severe Weather, Active Shooter)	Killian Building (2 of 3)	05/2/2018
Tabletop Exercise (Fire, Severe Weather, Active Shooter)	Killian Building (3 of 3)	05/2/2018
Tabletop Exercise (Fire, Severe Weather, Active Shooter)	Bookstore	05/22/2018
Campus Safety Training (Staff and Faculty)	HHS 204	06/11/2018
Campus Safety Training (Faculty only)	Forsyth 101	08/09/2018
Emergency Preparedness / Emergency Services Training	Campus Recreation Center	08/15/2018
Campus Safety Training	HHS 204	10/26/2018
Campus Safety Training	Killian 102	12/13/2018

Emergency Response and Evacuation Procedures

2018 Emergency Notification and Evacuation Tests and Drills

Western Carolina University's procedures to test the emergency response and evacuation procedures on at least an annual basis, in compliance with University Policy 116 / Emergency Notification.

Test Announced	Description of Exercise	Date	Time	Results of Test
Monthly Siren Test	Siren Activation & Email Notification	01-05-2018	N/A	Cancelled due to weather
Monthly Siren Test	Siren Activation & Email Notification	02-02-2018	12 Noon	Pass
Monthly Siren Test	Siren Activation & Email Notification	03-02-2017	N/A	Cancelled due to special event
Monthly Siren Test	Siren Activation & Email Notification	04-06-2018	12 Noon	Pass
Monthly Siren Test	Siren Activation & Email Notification	05-04-2018	12 Noon	Pass
Monthly Siren Test	Siren Activation & Email Notification	06-01-2018	N/A	Cancelled due to special event
Monthly Siren Test	Siren Activation & Email Notification	07-06-2018	12 Noon	Pass
Monthly Siren Test	Siren Activation & Email Notification	08-03-2018	12 Noon	Pass
Monthly Siren Test	Siren Activation & Email Notification	09-07-2018	12 Noon	Pass
Monthly Siren Test	Siren Activation & Email Notification	10-05-2018	12 Noon	Pass
Monthly Siren Test	Siren Activation & Email Notification	11-02-2018	N/A	Cancelled due to weather
Monthly Siren Test	Siren Activation & Email Notification	12-07-2018	12 Noon	Pass

Emergency Response and Evacuation Procedures

Emergency Notifications to the Campus Community

Western Carolina University believes that it must immediately notify the University 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 main Western Carolina University campus, and the instructional sites at Biltmore Park, Highlands, and the Cherokee Center.

Western Carolina University will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

To fulfill this policy, Western Carolina University will:

- Confirm the existence of a credible emergency event or dangerous situation
- Determine appropriate segments of campus or specific campuses to notify
- Determine message content and appropriate notification methods to employ
- Initiate notification systems

Emergency Notification Systems

In an emergency, Western Carolina University Public Safety offices use multiple methods of communication and notification systems to keep the campus community informed. The following systems make-up the WCU Alert System:

RAVE (text, email, phone)

RAVE allows students, faculty, staff, and parents to receive voice, text, and email message in case of emergency. Students, parents, staff, and faculty can register for Rave at <https://www.getrave.com/login/wcu>.

LiveSafe Mobile Safety App

This mobile safety app is available for all students, staff, and faculty to report crime tips and receive emergency information during crisis situations.

Additionally, this safety app contains features to include peer-to-peer SafeWalk, the WCU interactive map, NextBus information (CatTran), and numerous other functions. Mobile phone users can download the LiveSafe app in provider's app store.

Emergency Response and Evacuation Procedures

Outdoor Siren System (audible and voice)

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 WCU 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 (desktop interruption text)

The Alertus computer desktop emergency notification system allows WCU Public Safety to send emergency notifications and updates directly to staff, faculty, and classroom computers during an emergency.

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/>

Media Advisories

Confirming a significant emergency or dangerous situation

Normally, the University's first responders, the University Police, are the ones who confirm the existence of a credible emergency event or threat with a call being received through the 24-hour University warning point. However, in the event that a University Police Officer is not yet at the scene of the emergency event or threat, or on an instructional site where University Police presence is minimal or non-existent, confirmation may occur from other local emergency responders (i.e. City/County Law Enforcement or Fire Rescue) or a person or group who can confirm the need for notification. This person or group will notify University Police or Emergency Services, who may initiate appropriate WCU Emergency Notification Systems.

Emergency Response and Evacuation Procedures

Appropriate Segments to receive communication and Activation Decision

Emergency notifications will be sent without delay once a credible emergency event or threat has been confirmed, unless sending such a message will, in the professional judgment of the responsible University authorities, create a more serious emergency and/or compromise the University's efforts to contain the emergency.

The following criteria must be considered to determine if activation of any or all alert system components is warranted:

Hazard Characteristics

- What is the hazard?
- What is the impact to WCU? (single building, single area on one campus, one campus, regional event)
- Is the situation under control or still ongoing?
- What is the potential for the situation to worsen?

Life Safety / Property Protection

- What is the potential for death?
- What is the potential for serious injury?
- What is the potential for minor injury?
- What is the potential for damage to property and facilities?
- What is the potential for disruption to normal course of business?

Urgency

- How soon does the message need to go out? (minutes, hours, days)
- Is there time for approval?

Audience

- Who needs to be alerted and where? (Administration, faculty, staff, students, visitors, all campuses, one campus, sector of campus, community, etc.)

Emergency Response and Evacuation Procedures

Delivery Method Capabilities

- Does the delivery method have the capability to deliver an appropriate message to the appropriate audience within the necessary time frame?

Content of the Emergency Notification

When an emergency event or threat occurs the following phases of emergency communication are key - Emergency Notification and Alerting, Emergency Follow Up/Status Update and Recovery Information/All Clear:

Emergency Notification and Alerting

An initial notification to the university is made when the Chief of Police or the Director of Emergency Services has *confirmed* that an emergency situation actually poses, or may reasonably be expected to pose, an *immediate* threat to life safety or security of the campus population.

If, in the professional judgment of the individual(s) authorizing emergency notifications, issuing an emergency notification will create a more serious emergency and/or compromise the University's efforts to contain the emergency, a notification should not be made.

Emergency Follow Up/ Status Update Notification

Follow up/status update notifications to the University are sent after an initial notification message has been previously disseminated. These notifications are released when there is new information or instructions for the University population, such as changes in protective actions. Messages are also sent at appropriate intervals to reiterate the current state of the emergency, especially if significant time has passed since the last update. The Chief of University Police and the Director of Emergency Services, or their designees, have the authority to launch emergency follow up/status update notifications as warranted.

Emergency Response and Evacuation Procedures

All Clear/ Recovery Information

An “All Clear” notification is disseminated and indicates that the emergency has been contained or effectively managed. All Clear notifications should be timed such that messages do not overlap. All Clear notifications are authorized by the incident commander or the Chief of University Police and the Director of Emergency Services, or their designees.

“Recovery Information” is disseminated after an “All Clear” message has been given and contains further instructions or actions in preparation for a return to normal operations.

Message Language

Numerous standing messages have been authorized and exist within several alert component systems such as telephone call out, mass e-mail, text message and outdoor warning sirens. Other message language and wording is governed by the following:

- Message wording is approved by the person or group authorizing the notification as outlined above.
- Length of message is dictated by the distribution method selected; i.e. text messages are limited to a specified number of characters.
- Messages should include several key elements:
 - Indication the notification is from WCU Alert in beginning of message.
 - Message/Announcement number and/or date/time stamp.
 - Brief description of the incident.
 - Actions affected population should take; i.e., evacuate building, avoid area of campus, or shelter in place.
- Additional or supplemental information should include the following:
 - Reference WCU Homepage or appropriate information source for obtaining additional information and updates.
 - Reporting information to appropriate authorities.

Emergency Response and Evacuation Procedures

Initiating Emergency Notifications

The process for activating the WCU Alert protocols begins when a threat or emergency is reported to the Western Carolina University Emergency Communications Center (ECC), or to another Responsible University Authority. For confirmed threats or emergencies that require immediate or urgent notification, the following people can authorize an emergency notification system activation:

- Chief, University Police
- Director, Emergency Services
- Vice Chancellor, Administration and Finance
- Chancellor
- Provost
- Associate Vice Chancellor, Facilities
- Highest ranked campus administrator on site (for emergencies affecting other instructional sites)

Testing Emergency Notification Procedures

Training and exercises are essential to demonstrating and improving the ability of WCU to execute its alerting protocols. Periodic exercises also help ensure that equipment and procedures are maintained in a constant state of readiness. Testing WCU Emergency Notification System components may help identify issues and determine functionality before an emergency occurs.

SYSTEM	TESTING SCHEDULE
Rave	Beginning of each semester (twice annually)
LiveSafe	Monthly with audible outdoor warning system test.
Alertus	Beginning of each semester (twice annually)
Outdoor Warning Sirens	Unannounced daily silent testing; monthly audible
Campus Email	Normal daily business ensures system functionality
Media Advisories	Normal daily business ensures system functionality

Full testing of the WCU Emergency Notification Systems components occurs at least twice a year. This testing is normally scheduled for the beginning of the fall and spring semesters. These tests are announced to the University community, key external partners, and local emergency management officials.

Emergency Response and Evacuation Procedures

Additional testing occurs as deemed necessary to evaluate particular alert system components. If possible, these tests are announced. Some alert system components generate reports, others do not. Records generated by alert system components are reviewed and filed. Any system that does not generate a record is monitored during a test.

Emergency Services will email the campus community about emergency response and evacuation procedures in conjunction with notifications about the Emergency Notification System tests.



WCU Alert Matrix

Incident	Action Required	Affected Area	Originator	University Email	Text Message	Outdoor Warning System / Sirens	University Webpage	Alertus	Social Media	LiveSafe App
Active Assailant	Institution – Shelter in Place (Lockdown) Individuals – Run, Hide, Fight	Campus-Wide	Director Emergency Services, Police Chief	✓	✓	✓	✓	✓	✓	✓
Bomb Threat (credible)	Building Evacuation	Building(s) Specific	Director Emergency Services, Police Chief	ID	X	X	ID	ID	ID	ID
Tornado Warning	Seek Shelter	Campus-Wide	Director Emergency Services, Police Chief	✓	✓	✓	✓	✓	✓	✓
Building Fire	Building Evacuation	Building(s) Specific	Director Emergency Services, Police Chief	✓	ID	X	ID	ID	ID	✓
Chemical Spill / Gas Leak (building, area specific)	Building Evacuation	Building(s) Specific	Director Emergency Services, Police Chief	✓	ID	X	ID	ID	ID	✓
Hazardous Materials Incident (large scale, impacting campus)	Seek Shelter, Campus Evacuation (ID)	Campus-Wide	Director Emergency Services, Police Chief	✓	ID	X	ID	ID	ID	✓
Civil Disturbance (on campus, disruptive/violent)	Shelter in Place, Lockdown, Evacuation (ID)	Campus-Wide	Director Emergency Services, Police Chief	✓	✓	X	✓	✓	✓	✓
Severe Thunderstorm Warning	Seek Shelter	Campus Wide	Director Emergency Services, Police Chief	✓	X	X	X	X	X	✓
Winter Storm Warning	Seek Shelter	Campus Wide	Director Emergency Services, Police Chief	✓	X	X	X	X	X	✓
Flash Flood Warning	Seek Shelter									
Change in Operational Status (class suspension, etc.)	Informational	Campus-Wide	Director Emergency Services, Police Chief	✓	X	X	X	X	X	✓
Armed Robbery (on-campus)	Be Aware Of	Campus-Wide	Police Chief	✓	X	X	X	X	X	✓
Sexual Assault (on campus)	Be Aware Of	Campus-Wide	Police Chief	✓	X	X	X	X	X	✓
Timely Warning (Other than Above) or Information	Informational	Campus-Wide	Director Emergency Services, Police Chief	✓	X	X	X	X	ID	X
All Clear	N/A	Either	Originator	Transmitted same as original message.						

Emergency Response and Evacuation Procedures

Emergency Guide

Following is a guideline for specific emergency situations. This resource provides valuable information in the event of a crisis or an emergency on campus.

Information on any active situations will be updated on the [Campus Emergency](#) page.

Bomb Threat

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.
- 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 (x8911 from a campus phone) and notify the University Police.

When a suspicious object or potential bomb is discovered:

- Keep people away from the area where the suspicious object is and call the University Police at 828-227-8911 (x8911 from a campus phone).
- Do not touch, move or disturb any suspicious object you feel might be a bomb.
- Be sure to include a description of the object and its location when reporting.

Crime in Progress

- DO NOT Confront the Individuals
- Get to a Safe Place to Call Campus Police (828) 227-8911
- Do as instructed by Public Safety officials

Emergency Response and Evacuation Procedures

Emergency Guide

Quickly and clearly answer the dispatcher's questions:

- Where are you?
- What occurred?
- Where did the crime occur?
- When did the crime occur? Is it still happening?
- Describe the person.
- Do they have a weapon?
- Do not hang up! The dispatcher will want to keep you on the line until help arrives.

Power Outage

- Remain calm and provide assistance to others as necessary
- Only use flashlights for emergency lighting. Candles can cause fires.
- Turn off electrical devices to prevent power surges when power is restored.
- If possible, move cautiously to a lighted area.
- If it is cold outside, put on layers of warm clothing.
- Only evacuate the building if instructed by campus officials.
- When exiting, do so calmly and carefully.
- DO NOT re-enter the building unless instructed to do so by public safety officials.

Fire

Before the fire:

- Plan and practice escape routes.
- Know the location of your Building's Evacuation Assembly Areas
- Post emergency numbers near telephones.
- Do not store combustible materials near a heat source, in hallways, stairwells or exit paths.
 - Extension cords are for temporary needs only. Never run them under carpets or anywhere they can be pinched or crushed.
 - Do not overload electrical outlets by using plug extenders or multiple power strips.
 - Keep all electrical appliances away from anything that can catch fire. Remember always to turn them off at the end of the day.
 - Pay attention to housekeeping issues. Keep your work area neat and tidy and keep combustible such as paper and trash to a minimum.

Emergency Response and Evacuation Procedures

During the fire:

Notification

- Immediately notify the fire department and your co-workers by pulling the fire alarm pull station. Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell, or 911 to reach Jackson County Emergency Services from a safe location to provide details of the situation.

Actions

- If you have been trained, and it would not place you in any immediate danger, use a fire extinguisher to extinguish the fire.
- Evacuate as quickly and as safely as possible. On your way out, warn others.
- Close doors and windows if time permits, to delay the spread of the smoke and fire. Feel closed doors for heat before opening. Do not open them if they are hot.
- Use the stairs to evacuate. Do not use elevators.
- If you encounter smoke, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.

Once outside, go to your building's Evacuation Assembly Area (EAA), tell those in charge there that you are out of the building, and report injured or trapped persons and any signs of building damage you observed.

- Wait for instructions from emergency responders. Do not re-enter the building until the all clear is given by emergency responders.
- If unable to leave the building, find a location away from the smoke and heat where you can signal for firefighter assistance.
- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, slightly open the window.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth, breathe through your nose only.
- Signal for help. Call 828-227-8911 or 911 (8911 from a campus phone) or hang an article of clothing out the window to help signal for help.

Natural Disasters

DO NOT try to take pictures of severe storms or tornadoes

If asked to Shelter in Place, please follow the Shelter in Place guidelines below and follow instructions from staff or emergency responders.

Emergency Response and Evacuation Procedures

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 (flash floods and rising water)

- 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.

General Evacuation

- In case of fire, pull the fire alarm when exiting the building.
- Dial 828-227-8911 (8911 from a campus phone) and give details about the hazard to emergency personnel.
 - Evacuate immediately. Close doors behind you and do not stop for belongings.
 - Use stairways, not elevators.
 - Evacuate to at least 50 feet from building and remain there until accounted for.
 - Do not re-enter the building until fire department officials, University Police, or other designated safety personnel communicate that it is safe to return.
 - Occupants should congregate in evacuation assembly areas outside the building. Many buildings have pre-designated assembly areas. As instructed, please assemble in these areas once evacuated.

Emergency Response and Evacuation Procedures

Active Shooter

Notification

- 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.

Actions

- Have an escape route and plan in mind
- If you can safely do so, evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering the area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officer
- Generally, do not attempt to move wounded people
- Call 911 when you are safe
- 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.

If you can't escape, find a place to hide where the shooter is less likely to find you. Your hiding place should:

- Be out of the shooter's view
- Provide protection if shots are fired in your direction (i.e. an office with a closed and locked door)
- Do not trap yourself or restrict your options for movement

To prevent a shooter from entering your hiding place

- Lock the door
- Blockade the door with heavy furniture. If necessary, two or more people can hold a table or desk against a door to prevent entry.

Emergency Response and Evacuation Procedures

If a shooter is nearby

- Lock the door
- Silence your cell phone and/or pager
- Turn off any sources of noise (i.e. radio, televisions)
- Hide behind large items (i.e. cabinets, desks)
- Remain quiet

If escaping and hiding are not possible

- Remain calm
- If possible dial 911 to alert police to the shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons i.e.: fire extinguisher, chair, trash can
- Yelling and committing to your actions
- Do not accept that you are a victim. Do something to facilitate your survival.
- Work with others in the room to "gang tackle" a shooter and hold him or her until help arrives.

Other Considerations:

- Listen to the radio ([WWCU-FM](#)), check for text messages, or monitor WCU ALERTS.
 - 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.

Emergency Response and Evacuation Procedures

Medical Emergencies

Immediately report the medical emergency including:

- 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.
- 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.

Shelter in Place

- When you receive an alert that requires you to shelter-in-place, proceed to shelter locations as instructed. If an active shooter situation, please follow Active Shoot tab of this guide.
 - Avoid windows. If possible. Stay low to the floor. If possible, seek cover.
 - Listen to the radio ([WWCU-FM](#)), check for text messages, or monitor WCU

Alerts

- Stay where you are until the police arrive to evacuate you or you are told it is safe to leave the room, or you are otherwise given the “all clear” from public safety officials.
 - 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.

Security 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.

Control of and accountability for keys are essential elements in the balance between building accessibility and security. Keys should be issued only to University personnel with clear and recurring need for them. Faculty members and administrative officers generally will have exterior door keys for the building in which they work. Building coordinators will commonly have master keys for an entire building. Department heads may be authorized to possess submaster keys. (Policy #13 specifies persons who are authorized to have master and submaster keys.) Keys, especially master keys, should be kept on the authorized holder's person or in a secured location. Department heads and building coordinators should maintain current records of persons to whom keys are issued and should act to recover keys when faculty and staff members leave University employment or no longer have valid need for the keys issued to them.

Security and Access to University Facilities

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.

University policy 48 covers building hours. To read policy 48 please visit: <http://www.wcu.edu/discover/leadership/office-of-the-chancellor/legal-counsel-office/university-policies/numerical-index/university-policy-48.asp>

Special Considerations for Residence Hall Access

All residence halls are locked twenty-four hours of a day and operate under a computerized Access Control System. Identification or cat cards are coded so that only students who are residents in a particular hall are authorized electronic access entry to that hall; the system denies entry to all unauthorized persons. Only residents and their invited guests are permitted in the living areas of the residence halls. It is the resident’s responsibility to ensure that his/her guest are aware of the University and residence hall policies. Guests are not provided with room keys or door access cards.

Please remember that security is breached if doors to residence halls are propped open. Additionally, opening the door to the residence hall for another person defeats the purpose of a computerized access control system. Students are encouraged to assist in keeping buildings safe by not propping doors or allowing strangers to enter a building with them.

Special Considerations for the Maintenance of Campus Facilities

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

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

Facilities Management personnel identify and trim trees and shrubbery that interfere with lighting. In planting and maintaining shrubbery around the buildings

Security and Access to University Facilities

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

You may also place a work request at <https://www.wcu.edu/discover/campus-services-and-operations/facilities-management/>



Campus Security Policies

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

Behavioral Assessment Team

The WCU Behavioral Assessment Team (“BAT”) 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 Policy, Counseling and Psychological Services and/or the Department of Psychology, and others as may be appropriate in the judgment of the Director of Human Resources, including the Emergency Manager and representatives from the Division, Department or Office involved. When the BAT is convened to discuss a student, the Vice Chancellor for Student Affairs shall include University Police, Counseling and Psychological Services and/or the Department of Psychology and others as may be appropriate in the judgment of the Vice Chancellor for Student Affairs, including the Emergency Manager and representatives from the Division of Academic Affairs. The Legal Counsel Office shall provide legal counsel to the BAT.

The Director of Human Resources can be contacted at 828.227.7218 and the Vice Chancellor for Student Affairs can be contacted at 828.227.7234. For more information on the Behavioral Assessment Team or Campus/Workplace Violence Prevention and Management please refer to University policy 109 at:

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

Campus Security Policies

About University Policies

Policies issued by the UNC Board of Governors, the WCU Board of Trustees, and the chancellor regulate the conduct of University activity to serve the interests of the University and its faculty, staff, and students in carrying out its missions.

Compliance with the requirements of University policy is a condition of enrollment for University students and of employment for members of the faculty and staff. Violations of University policy can lead to disciplinary action including, in appropriate cases, expulsion of students or discharge from employment for members of the faculty and staff. It is therefore important that all members of the faculty and staff, and all members of the student body, are aware of the requirements of applicable University policies.

Policy Index: <https://www.wcu.edu/discover/leadership/office-of-the-chancellor/legal-counsel-office/university-policies/topic-index.aspx>

Weapons Policy

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

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

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

Work Place Violence Section

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

Campus Security Policies

Prohibited Employee Conduct

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

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

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

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

Safe and Healthful Working Conditions Policy

It is the policy of Western Carolina University to strive to provide safe and healthful working conditions for its employees. The University Safety and Health Program is intended to serve this policy objective and achieve compliance with statutory mandates related to occupational safety and environmental health standards.

Campus Security Policies

The program's effectiveness depends upon awareness of and active participation in its components by faculty members, administrators, staff, and student employees. It is recognized that the workplace cannot always be risk free. However, through work planning and management, the safety hazards associated with jobs can usually be identified, and safety measures can be applied to eliminate those that are controllable. It is a basic responsibility of unit supervisors to know the safety and health procedures that are required, instruct their employees, provide equipment to do the job safely, and monitor compliance. Employees have an obligation to follow safety procedures and to use safety equipment.

For more information regarding Western Carolina University employee assistance program please visit policy 44 at <https://www.wcu.edu/discover/leadership/office-of-the-chancellor/legal-counsel-office/university-policies/numerical-index/university-policy-44.aspx>

Employee Assistance Program

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

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

Prohibited Student Conduct

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

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

Campus Security Policies

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

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



Crime Prevention and Safety Awareness Programs

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

Rape Aggression Defense – The Rape Aggression Defense (RAD) System is a program of realistic, self-defense tactics and techniques. It is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training.

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

This course is taught by Certified RAD Instructors for members of the Western Carolina University campus community. We offer several course options:

One-hour program: This is designed as a brief overview of the program. This includes discussion on awareness and risk reduction as well as a self-defense component.

Nine-hour full program: This is the RAD basic physical defense course. This course includes lecture, discussion, and self-defense techniques suitable for women of all ages and abilities. Upon completion of the course, R.A.D. provides a free lifetime return and practice policy, honored worldwide.

Twelve-hour full program with simulation: The twelve hour program provides the same course content as the nine hour course and includes simulation. Simulation provides women with an opportunity to use their new techniques in a series of practical, controlled simulation exercises.

Campus Safety and Run, Hide, Fight – Surviving an Active Shooter Event - Presented by the University Police and Emergency Services Department. Campus safety and shots fired provide resources, instruction, and guidance in the event that you are confronted with an active shooter or other life-threatening situations. This training is offered to both students and employees and can be requested here:

<http://www.wcu.edu/discover/campus-services-and-operations/university-police/programming.aspx>

Crime Prevention and Safety Awareness Programs

Crime Prevention and Services

Crime prevention and services is a program offered by the University police for classrooms and residence halls that is designed to cover a broad range of topics including how to report a crime, timely warnings, statistics, risk reduction strategies, scams, code of conduct, alcohol and drug risk awareness, run-hide-fight, consent, as well as other topics. This training is offered to students but can also be presented to employees of Western Carolina University and can be requested here: <http://www.wcu.edu/discover/campus-services-and-operations/university-police/programming.aspx>

Report IT

[Report IT](#) is an online database that lets you securely store serial numbers, item descriptions, pictures, and scans of receipts so that your items may be more easily identified in the event of theft or loss.

Officers explain and assist individuals in creating free accounts on Report IT. Tools are also available for participants to engrave personal belongings. Report IT greatly increases the chance of recovery of lost or stolen property.

This program is most effective in areas with heavy pedestrian traffic.

Drug Risk Awareness

The Drug Risk Awareness Program identifies commonly abused drugs and the risk factors involved. Western Carolina University Police Officers will also provide discussion about the criminal process and legal ramifications for an individual both on and off campus. Confiscated drug paraphernalia will be available for attendees to view.

Alcohol Risk Awareness

The Alcohol Risk Awareness Program reviews the dangers of alcohol consumption and abuse. Officers will also provide discussion about the criminal process and legal ramifications for an individual both on and off campus. The use of beer goggles is available for this program.

Crime Prevention and Safety Awareness Programs

Dating/Domestic Violence and Stalking Programs

Western Carolina University Police offer the Dating/Domestic Violence and Stalking Program focuses on defining and understanding domestic violence, dating violence, and stalking. Officers will also discuss consent and available on-campus and off-campus resources.

Department of Student Community Ethics

The Department of Student Community Ethics (DSCE) works with the Western Carolina University (WCU) community to educate students about their rights and responsibilities as stated in the WCU Community Creed (Creed) and WCU Code of Student Conduct (Code). The DSCE strives to make WCU a positive living and learning environment through outreach and education to the university and surrounding community. The Creed inspires students to live with integrity, embrace responsibilities, respect others, engage themselves, and celebrate WCU. The Code informs students of their rights and responsibilities, WCU rules and regulations, and the process to determine if any violations of the Code have occurred. The DSCE is here to resolve cases of alleged misconduct in a fundamentally fair and timely manner that upholds students' rights and emphasizes WCU's core values as expressed in the Creed. Additionally, the DSCE works to ensure compliance with Title IX, the Clery Act, and other local, state, and federal laws. Consistent with the Creed, the DSCE promotes the safety and well-being of all students and supports an environment of respect regardless of race, gender, age, sexual orientation, economic status, or profession.

As part of the DSCE mission to educate the WCU community, the DSCE offers a menu of programs to variety of audiences. Whether it is a group discussion about risk management with students in Greek Student Engagement and Development or an alcohol education program in a residence hall, the DSCE is glad to meet with student groups, classes, faculty, staff, committees, or community members and engage in discussions that cultivate thought and application of information on a given topic. Topics include: WCU core values as stated in the WCU Community Creed; Rights, Responsibilities, Processes, and Community Standards as described in the WCU Code of Student Conduct; Alcohol and Other Drug Information; Consent and the Code; Risk Management; Etc. The DSCE also provides trainings to hearing officers and hearing board members.

Crime Prevention and Safety Awareness Programs

The Department of Student Community Ethics is in 224 Brown Building 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>



Missing Student Notification Policy

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

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

Notice to Students about Missing Student Notification Policy

Confidential Contact Registration. In addition to registering emergency contacts, students residing in on-campus housing have the option to register a different individual to serve as the confidential contact who will be notified by WCU no later than 24 hours after the student is determined to be missing. Confidential Contact Registration is federally required for all on-campus housing students, however, Western Carolina University provides that option to all registered students.

Information to Students under the Age of 18. If a student who is under the age of 18 and not emancipated is determined to be missing in accordance with this policy, WCU is required to notify a custodial parent or legal guardian no later than 24 hours after the student is determined to be missing.

UPD Notification of Confidential Contact. Missing person's reports will be immediately referred to the WCU University Police Department ("UPD") for investigation. If UPD has been notified and makes a determination that a student in residence has been missing for more than 24 hours and has not returned to campus,

Missing Student Notification Policy

WCU will initiate the missing persons contact procedures in accordance with the student's designation.

Be advised that the confidential contact information will be registered confidentially, and this information will only be accessible to authorized campus officials, and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Students who wish to identify a confidential contact can do so by completing the appropriate registration forms through MyWCU. 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 enforcement agencies;

Physical searches of the WCU campus; and

Inquiries to local hospitals.

Additional information regarding the Missing Person Protocol can be accessed at

Registration of a Missing Student Contact

To register your missing person contact information please go to MyWCU and under menu select personal information. You can then update your missing student contact information by selecting update missing student contact. The Dean of Students also sends reminders each semester to complete the registration of a missing student contact form.

Missing Student Notification Policy

Letter from Dean of Students

To: All WCU Students

From: Associate Vice Chancellor/Dean of Students

RE: Missing Person Protocol

Date: January 8, 2019

Western Carolina University (WCU) places the highest of priorities on the safety and security of the entire campus community. In accordance with the Higher Education Opportunity Act (2008), this message affirms WCU's commitment to addressing missing person reports related to students. All missing person reports will be handled collaboratively by the WCU Police Department and my office.

As a student at WCU, you have the right to identify a confidential contact. Your confidential contact will be contacted if you meet the established criteria to be considered a missing person. With one exception, this can be any person of your choosing. WCU will use the parent/legal guardian as the confidential contact for all students who are under the age of 18 and are not emancipated.

WCU defines "missing person" as an individual whose 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. All missing person reports should be filed with the WCU Police Department.

If the WCU Police Department makes a determination that a student has been missing for more than 24 hours, they will initiate the missing persons contact procedures in accordance with policy. As a part of this process, WCU reserved the right to communicate with the emergency contact of a student as listed in Banner.

If you would like to identify a confidential contact, you may do so through myWCU. This information will only be accessible to authorized University Officials in the performance of their explicit job responsibilities and may not be disclosed to others (with the exception of law enforcement officials in furtherance of a missing person investigation).

For more detailed information please refer to the attached document.

Response to Sexual and Gender Violence

Western Carolina University is committed to creating and maintaining a campus environment free of all forms of sexual violence, harassment, exploitation, or assault. We need your help to be successful.

We seek to eradicate sexual violence in our campus community through guidance and education; involvement; enforcement of policy; and enforcement of law. In support of a safe learning and working environment, the University 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.

We provide the following information to help victims understand what behaviors amount to crimes of sexual violence, how to report, and what happens after a report. We recognize that crimes of this nature are very difficult for victims to report for a number of very complex reasons and hope this information will assist those 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 and if the victim chooses, they should immediately report it to the Western Carolina University Police Department at 828.227.8911 or 114 East University Way, Cullowhee, NC, 28723.

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.

Response to Sexual and Gender Violence

Prompt reporting to WCU's Police Department is important because it facilitates the investigative process and the preservation of evidence. If you prefer not to report alone, you can bring a friend. Reports to WCU's Police Department may form the basis of criminal charges (violations of state or federal law) and/or University discipline cases (violations of Student Code of Conduct). Western Carolina University must take immediate and appropriate action to investigate, protect the victim, and stop the alleged sexual violence. However, the victim's wishes are always taken into consideration. Once a criminal report is filed with the Western Carolina University Police Department, the decision to criminally prosecute is made at the discretion of the District Attorney. The District Attorney's Office is also responsible for providing the necessary and appropriate follow ups and communications with the complainant.

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.

Involvement of Law Enforcement and Campus Authorities

Although Western Carolina University strongly encourages all members of its community to report violations of this policy Western Carolina University Police, it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, Western Carolina University Police will assist any victim with notifying law enforcement if the victim so desires. The Jackson County Sheriff's Office may also be reached directly by calling 828.586.4355 during normal business hours, or 911 during off hours or in emergency situations.

Response to Sexual and Gender Violence

The Western Carolina University Police Department strives consistently to make sure that reported incidents, including sexual assault cases among other crimes, receive full review, appropriate attention and thorough investigation. In cases where a crime has been committed and there is probable cause, we will seek criminal charges. In cases where a crime has not been committed or the burden of proof cannot be met but we still find that University policy has been violated, will refer the individuals to the appropriate department for review and actions.

The goal for Western Carolina University Police Department is to determine if a crime has been committed, who committed it, to gather evidence, and to establish if there is enough probable cause to bring forward a criminal case to present to the DA. It is ultimately the DA who decides if there is enough probable cause to go forward with criminal prosecution. If the DA does go forward with criminal prosecution Western Carolina University Police officers are ready. At the same time, Western Carolina University Police officers work to assist the victim in their process of recovery. Western Carolina University Police officers strive to make sure every victim is aware of services available to them, and they are afforded the opportunity to go forward and engage in the criminal justice system.

Western Carolina University Victims Advocate

A Message from Sgt. Jacob Deal

Welcome to Western! I am Sgt. Jacob Deal of the Western Carolina University Police Department. I serve the campus and the Police Department as the Support Services Sergeant. I am a fully commissioned Sergeant, and also have received certification as a Victim Services Practitioner from NCVAN Academy (North Carolina Victim Service Practitioner Academy).

My Office is at the WCU Police Department, which is located in the Camp Building Annex. My desk extension number is 828.227.3207 and my email is jpdeal@wcu.edu. If I can assist please contact me with any questions or problems..

Response to Sexual and Gender Violence

What is a Victim Advocate?

A victim advocate is a trained professional that provides support. An Advocate can offer victims information about different options and services that are available to them, but are not to give legal advice. Advocates do not tell victims what to do, they provide assistance and guidance to victims so that they can make informed decisions during very stressful times. Advocates maintain the highest level of confidentiality possible. If you are a victim it may be tough for you to reach out for help. Victim advocates offer support and information concerning access to services in your community.

The Role of an Advocate:

Advocates maintain the highest level of confidentiality possible. If you are a victim it may be tough for you to reach out for help. A victim advocate is a trained professional that provides support and information concerning access to services in your community. Advocates are empathetic and provide emotional support to victims so that they can make informed decisions during very stressful times. Advocates do not tell victims what to do, nor can they speak for the victim. An Advocate can offer victims information about different options and services that are available to them, but are not to give legal advice. Advocates provide assistance in filling out paperwork as in restraining order forms and victim compensation paperwork if the victim qualifies. Advocates help arrange and provide transportation if needed. They answer victims questions, explaining the court procedures and stay with the victim through the court process and even after sentencing if needed. The advocate can intercede with an employer to explain time missed from work due to cooperating with a law enforcement investigation or court procedure.

A victim advocate in law enforcement may have to share information with the investigators. All advocates must report certain types of information to law enforcement to include any type of threat to a person (client threatening to hurt themselves or someone else) and neglect or abuse of children.

Response to Sexual and Gender Violence

How Advocates Work with Victims:

- Provides information on victimization, crime prevention, victims' rights, safety planning, services available in your community, and the criminal justice system
- Stays with the victim through the court process
- Shows empathy and offers emotional support to the victims and their family
- Assists victims or family members with victims compensation applications
- Assists victims in finding shelter and transportation
- Assists with Domestic Violence Protective Orders/No Contact Orders
- Intercedes with creditors, landlords and employers on behalf of the victim
- Provides referrals for services/resources the victim may need
- Maintains the highest level of confidentiality

Defining Sexual Assault, Domestic Violence, Dating Violence, and Stalking for Clery Reporting

Western Carolina University prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. The terms for each are defined for the purposes of the Clery Act.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- a. 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.
- b. Fondling: The touching of the private 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.
- c. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Response to Sexual and Gender Violence

Domestic Violence: A Felony or misdemeanor crime of violence committed—

- a. By a current or former spouse or intimate partner of the victim;
- b. By a person with whom the victim shares a child in common;
- c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- d. 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
- e. 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.

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

- a. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- b. For the purposes of this definition—
 - i. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - ii. Dating violence does not include acts covered under the definition of domestic violence.

Response to Sexual and Gender Violence

Stalking:

- a. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - i. Fear for the person’s safety or the safety of others; or
 - ii. Suffer substantial emotional distress.
- b. For the purposes of this definition—
 - i. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
 - ii. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - iii. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Defining Domestic Violence, Sexual Assault, and Stalking in North Carolina

NC General Statute 50B-1 defines domestic violence as:

Domestic Violence - a person is guilty of domestic violence if the person engages in one or more of the following acts upon an aggrieved party or upon a minor child residing with or in the custody of the aggrieved party by a person with whom the aggrieved party has or has had a personal relationship:

1. Attempting to cause bodily injury, or intentionally causing bodily injury;
2. Placing the aggrieved party or a member of the aggrieved party's family or household in fear of imminent serious bodily injury or continued harassment, as defined in G.S. 14-277.3A (stalking), that rises to such a level as to inflict substantial emotional distress; or Committing any act defined in G.S. 14-27.2 (First-Degree Rape) through G.S. 14-27.7 (other sex based offenses).

Response to Sexual and Gender Violence

NC General Statute 14-27 defines rape and sexual assault as the following:

First Degree Sexual Assault - a person is guilty of a sexual offense in the first degree if the person engages in a sexual act:

1. With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least 4 years older than the victim.
2. With another person by force and against the will of the other person, and:
(a) employs a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon, or (b) inflicts serious personal injury upon the victim or another, by one or more other persons, or (c) the person commits the offense aided and abetted by one or more other persons.

Second Degree Sexual Assault - a person is guilty of a sexual offense in the second degree if the person engages in a sexual act:

1. By force and against the will of the other person, or;
2. Who is mentally defective, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally, or physically helpless.

Response to Sexual and Gender Violence

First Degree Rape - a person is guilty of rape in the first degree if the person engages in vaginal intercourse:

1. With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least 4 years older than the victim;
2. With another person by force and against the will of the other person and; employs a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon; or inflicts serious personal injury upon the victim or another, by one or more other persons.

Second Degree Rape - a person is guilty of rape in the second degree if the person engages in vaginal intercourse with another person:

1. By force and against the will of the other person; or Who is mentally defective, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally, or physically helpless.

Statutory Rape is a crime in which a minor is manipulated to engage in intercourse with someone older. Many victims do not understand this is a crime because statutory rape considers age difference and not the consent of the individuals.

NC General Statute 14-27 defines statutory rape as:

Statutory Rape - a person is guilty of statutory rape if the person engages in vaginal intercourse or a sexual act with another person:

Who is 13, 14, or 15 years old and the defendant is at least six years older than the person except when the defendant is lawfully married to the person.

Response to Sexual and Gender Violence

NC General Statute 14-27 defines statutory rape as:

Sexual Battery - A person is guilty of sexual battery if the person, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person:

1. By force and against the will of the other person or;
2. Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless

NC General Statute 14-27 defines stalking as:

Stalking - a person is guilty of stalking if the person willfully, on more than one occasion, follows or is in the presence or otherwise harasses another person without legal purpose with the intent to:

1. Place the person in reasonable fear for that person's safety or for the safety of that person's immediate family or close personal associates or
2. Cause the person substantial emotional distress by placing the person in fear of death, bodily injury, or continued harassment, and that in fact causes the person substantial emotional distress.

Consent Defined by Western Carolina University Code of Conduct

The State of North Carolina does not define “dating violence” or “consent” in reference to sexual activity.

In the [WCU Code of Student Conduct](#), sexual assault is defined as engaging in vaginal, oral or anal penetration or intercourse without a person's consent. Sexual Contact (Nonconsensual) is defined as directly or indirectly engaging in any other physical contact not described in the definition of Sexual Assault which is performed without a person's Consent. Examples include, but are not limited to, the intentional touching of an unwilling person's genitalia, groin, breast, buttocks, or clothing covering them, or forcing an unwilling person to touch another's intimate parts as listed above. as

Response to Sexual and Gender Violence

Rape and other sex offenses are specifically defined in NC General Statutes ([NC General Statute 14-27](#)). In WCU policies and other documents, sexual assault is used and is inclusive of rape and other sex offenses depending on the context. Sexual assault and rape are not about sexual desire – they are about power and control.

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

Consent in the [WCU Code of Student Conduct](#), approval and permission to engage in mutually agreed upon sexual activity demonstrated by clear actions, words or writings. It is the responsibility of each party to make certain that the other has consented before engaging in sexual activity. Informed consent is freely and voluntarily given and it is mutually understood by all parties involved. An individual who engages in sexual activity when the individual knows, or reasonably should know, that the other person is physically or mental incapacitated has violated this policy. It is not an excuse that the responding party was intoxicated and therefore did not realize the incapacity of the other. If a person is under the age of legal consent, asleep, or Incapacitated as defined, there is no consent. If coercion, intimidation, threats and/or physical force are used, there is no consent. Consent is not to be inferred from silence, passivity, or lack of resistance, and relying on non-verbal communication alone may result in a violation of this policy. Consent is not to be inferred from an existing or previous dating or sexual relationship. Even in the context of a relationship, there must be consent to engage in sexual activity. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Consent can be withdrawn at any time and requires an outward demonstration through understandable words or actions that clearly conveys that a party is no longer willing to engage in sexual activity. Once consent is withdrawn, the sexual activity must cease immediately.

Response to Sexual and Gender Violence

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

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

Response to Sexual and Gender Violence

How to Be an Active Bystander:

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know

what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, call Western Carolina University at 828.227.8911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

1 Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

2 Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

Response to Sexual and Gender Violence

The key to keeping your friends safe is learning how to intervene in a way that fits the situation and your comfort level. Having this knowledge on hand can give you the confidence to step in when something isn't right. Stepping in can make all the difference, but it should never put your own safety at risk. (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

Create a distraction

Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.

- Cut off the conversation with a diversion like, "Let's get pizza, I'm starving," or "This party is lame. Let's try somewhere else."
- Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
- Start an activity that draws other people in, like a game, a debate, or a dance party.

Ask directly

Talk directly to the person who might be in trouble.

- Ask questions like "Who did you come here with?" or "Would you like me to stay with you?"

Refer to an authority

Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like an RA or security guard.

- Talk to a security guard, bartender, or another employee about your concerns. It's in their best interest to ensure that their patrons are safe, and they will usually be willing to step in.
- Don't hesitate to call 911 if you are concerned for someone else's safety.

Enlist others

It can be intimidating to approach a situation alone. Enlist another person to support you.

- Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.

Response to Sexual and Gender Violence

Whether or not you were able to change the outcome, by stepping in you are helping to change the way people think about their role in preventing sexual assault. If you suspect that someone you know has been sexually assaulted, there are steps you can take to support that person and show you care.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings,
 - especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.

Response to Sexual and Gender Violence

Risk Reduction Continued

- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

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. What Should I do if I am Sexually Assaulted?

Some survivors of sexual assault experience confusion, shock, and numbness. You may have difficulty believing that an assault occurred or that it is serious. This shock, which may last from a few hours to a few days, protects us from feeling overwhelmed. As the numbness lifts, you will probably begin to experience other feelings, which at times can be particularly intense. These strong emotions are a normal grief reaction to a very abnormal situation.

(Adapted from <http://consel.mst.edu/selfhelp/vpl/aftermath/>)

Response to Sexual and Gender Violence

Recovery from this trauma will most likely take some time. How long depends upon the nature of the crime, its impact on you, and the support you receive during your healing.

Many survivors find it helpful to meet with a counselor to share their thoughts and feelings as well as to get needed support, understanding, and reassurance. In addition, trained counselors can provide information about available resources. Counselors are available at [Counseling & Psychological Services](#), 225 Bird Building. The phone number is 828.227.7469.

Even if your assault happened days, weeks, months or years ago, it is never too late - or less important - for you to seek help and start your healing process.

If you have been assaulted recently, it is important for you to take care of yourself. Please consider the following:

- Get to a safe place as soon as you can. If the perpetrator poses an immediate danger to you or anyone else, call the [WCU Police](#) (828.227.8911) 24 hours a day. If you are off campus, call 911.
- Try to preserve all physical evidence even if you don't know if you want to report the assault to the police. Collecting physical evidence must occur within 96 hours (4 days).
- Do not eat, drink, bathe, shower, wash your hands, use the toilet or brush your teeth.
- Don't change your clothes if possible, but if you need to change, put all of the clothes you were wearing in a plastic/paper bag and bring them with you to your medical exam.
- Take a minute to write down everything you remember about the assault, including a description of the assailant.
- You should seek medical care as soon as possible, even if you don't have any apparent injuries. For your health and self-protection you might consider preventative treatment for sexually transmitted infections and/or pregnancy.
- If you are a female, you can prevent pregnancy by taking emergency contraception within 120 hours (5 days) of the assault. Emergency contraception is most effective when taken as soon as possible.
- Medications to prevent the development of some sexually transmitted infections can be provided by [Health Services](#). HIV prophylaxis treatment needs to be started within 72 hours. (For more on what to expect during a post-sexual assault exam, [click here](#).)
- Screening for date rape drugs may be done up to 72 hours after the incident but is optimally done within 12 hours. Since many of these drugs clear the system quickly, a negative test result does not necessarily mean that no drug was involved

Response to Sexual and Gender Violence

Procedures Victims Should Follow Continued

- Consider contacting the police and/or University officials to report the assault. Reporting the incident is a very personal, difficult decision. For some survivors, reporting the crime can help regain a sense of personal power and control; but for others, engaging with the criminal justice system may be a difficult and painful experience. See the [WCU Police](#) website for information about reporting a rape or sex offense crime and information about the criminal justice system.

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. Don't change your clothes if possible, but if you need to change, put all of the clothes you were wearing in a plastic/paper bag and bring them with you to your medical exam.

Take a minute to write down everything you remember about the assault, including a description of the assailant. You should seek medical care as soon as possible, even if you don't have any apparent injuries.

Resources

Victims of sexual violence crimes in North Carolina have special rights to know more about their case and seek restitution. Victims have the right to be given information about the crime, how the criminal justice system works, the rights of victims, and the availability of services for victims. Western Carolina University Police has a designated Victim Assistance Officer to assist with understanding these rights. Western Carolina University Police Department will assist a victim in notifying appropriate law enforcement authorities if the offense occurred outside of Western Carolina University Clery geography. The Western Carolina University Police Victims Services Office is a support service for the victims and survivors of sensitive crimes. Included in these crimes are hate crimes, sexual assault, assaults and robberies, relationship violence to include domestic and dating violence, and stalking.

Response to Sexual and Gender Violence

Victim support services include:

- Individual and workplace safety-planning
- Review of NC victim rights, Campus Sexual Assault Bill of Rights, related law, legal definitions of crimes, and relative legislation
- Provide resource information, as well as referrals to campus and external support agencies
- Explain Title IX and give WCU Title IX Officers contact information
- Explain options and procedures for reporting
- Explain criminal court procedures, as well as steps involved in criminal prosecution
- Explain Campus Department of Student Community Ethic's (DSCE) judicial investigations and sanctions
- Explain obtaining civil protective orders vs DSCE no contact order
Educational initiatives, to possibly enhance personal safety choices and avoid re-victimization

The Western Carolina University Police Department strives consistently to make sure that reported incidents, including sexual assault cases among other crimes, receive full review, appropriate attention and thorough investigation.

Western Carolina University Police officers ensure that victims are notified of available resources, and assist the victim with phone numbers and referrals. In cases where a crime has been committed and there is probable cause, we will seek criminal charges. In cases where a crime has not been committed or the burden of proof cannot be met but we still find that University policy has been violated, will refer the individuals to the appropriate department for review and actions.

The goal for Western Carolina University Police Department is to determine if a crime has been committed, who committed it, to gather evidence, and to establish if there is enough probable cause to bring forward a criminal case to present to the DA. It is ultimately the DA who decides if there is enough probable cause to go forward with criminal prosecution. If the DA does go forward with criminal prosecution Western Carolina University Police officers are ready. At the same time, Western Carolina University Police officers work to assist the victim in their process of recovery. Western Carolina University Police officers strive to make sure every victim is aware of services available to them, and they are afforded the opportunity to go forward and engage in the criminal justice system.

Response to Sexual and Gender Violence

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

Response to Sexual and Gender Violence

Policies and Procedures

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

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

[WCU Code of Student Conduct](#)

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

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

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

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

Response to Sexual and Gender Violence

Western Carolina University Domestic Violence Protective Order Information

Western Carolina University Police Department created a brochure in 2017 to hand out to victims or anyone who has questions about Protective Orders. Below is the content for Western Carolina University Police Departments Protective Order Information brochure.

DVPO 50B

What is it?	A civil court order against someone you have had a personal relationship with that does any of the following to you or your minor child <ul style="list-style-type: none"> - Intentionally causes bodily harm or attempts to cause bodily harm - Places you or a member of your family in fear of imminent serious bodily harm - Continued harassment - Commits any rape or sexual offense
Who can get this order?	Anyone you have had a “personal relationship” with, which includes: <ul style="list-style-type: none"> - Spouse, or ex-spouse - A person of the opposite sex with whom you live or used to live - Someone you are related to including parents, children, grandparents and grandchildren over the age of 16 - A current or former household member - Someone of the opposite sex who you are dating or have dated
Which Form do I fill out?	<i>Complaint and Motion for Domestic Violence Protective Order-AOC- CV-303</i> *Note – All forms can be found on-line at www.nccourts.org under Form Search
What if they violate the Order?	A criminal offense and you can contact the magistrate’s office or the police and have the abuser arrested immediately. *Be sure to notify/show police your court order and they reasonably believe that the abuser has violated the order.

No Contact Order 50C

What is it?	A civil court order that aims to protect you from unwanted sexual conduct or stalking by someone you DO NOT have an intimate or family relationship with
Who can get this order?	Any person who has suffered non- consensual sexual acts or stalking by <ul style="list-style-type: none"> - Someone you do not have an intimate or familial relationship with <p>*Acquaintances, classmates, neighbors, coworker, stranger who you are not currently or have not been in a romantic relationship with</p>
Which form do I fillout?	<i>Temporary No Contact Order for Stalking or Nonconsensual Sexual Conduct – AOC-CV-523</i> <i>Complaint For No-Contact Order</i> <i>For Stalking or Nonconsensual Sexual Conduct – AOC-CV-520</i> *Note – All forms can be found on-line at www.nccourts.org under Form Search
What if they violate the order?	May be charged with Contempt of Court which may result in a fine or imprisonment <i>Motion and Order to Show Cause for Failure to Comply with No-Contact Order (Form#AOC-CV-528)</i> *Note – An officer MAY NOT arrest on sight for this violation

Response to Sexual and Gender Violence

Ongoing Prevention and Awareness Campaigns

Western Carolina University provides an annual educational campaign for all students and employees designed to provide ongoing education and programming around issues of sexual violence – including sexual assault, domestic violence, dating violence, and stalking. Campaign strategies employed include face-to-face presentations, online training programs, printed materials, self-defense programming, and related lectures.

To request programs please visit – [The University Police Programs Page](#)

Accommodations

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

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

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

Response to Sexual and Gender Violence

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 or Crime Log. However, reports made to law enforcement, including if criminal prosecution is pursued, may be made public and shared with the accused.

New Student and Employee 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. New students are encouraged to take Haven.

New employees go through an employee orientation when starting work at Western Carolina University and receive a packet that includes definitions of consent, stalking, domestic violence, dating violence as well as information on forcible and non-forcible sex offenses.

Student Conduct Process

In the early 1990s the WCU Community Creed was originally adapted from *Campus Life: In Search of Community* a report of the Carnegie Foundation for the Advancement of Teaching (Princeton University Press, 1990). It was updated in 2008 with additional inspiration drawn from similar statements at other institutions (i.e., University of South Carolina, University of Connecticut, Florida State University, Central Florida University, and Vanderbilt). In 2014, during Western Carolina University's 125th Anniversary celebrations, the Student Government Association updated and reaffirmed the WCU Community Creed.

As members of the WCU Community, students are expected to understand and aspire to the ideals expressed in the WCU Community Creed. The Creed establishes a foundation that helps Students be successful throughout their careers at WCU. It is in no way intended to prevent Students from engaging in independent expression and/or limit the rights identified in the United States Constitution.

The graphic features the text 'WCU COMMUNITY CREED' in purple and gold at the top left. Below it, 'LIVE the CREED' is written in large, bold letters, with 'LIVE' in purple, 'the' in gold script, and 'CREED' in purple. Underneath is the website 'DSCE.WCU.EDU' in gold. At the bottom left is the Western Carolina University logo. A vertical purple bar on the right contains six statements of the creed in purple and gold text.

WCU COMMUNITY CREED

LIVE *the* **CREED**

DSCE.WCU.EDU

Western Carolina UNIVERSITY

I will **LIVE** by high standards of academic and personal **INTEGRITY**.

I will **EMBRACE** my **RESPONSIBILITIES** as a member of this community.

I will **RESPECT** the rights and well-being of **OTHERS**.

I will **VALUE DIVERSITY**, inclusive excellence, and individual differences.

I will **ENGAGE MYSELF** in the artistic, cultural and academic life of my University.

I will **CELEBRATE** and express pride in **WESTERN CAROLINA UNIVERSITY**.

The University Police and Student Affairs staff can provide information about resources to assist victims. This includes, but is not limited to, how to request interim protective measures (i.e. housing changes, class schedule alterations, academic schedules, working situations, and leave of absence, etc).

Student Conduct Process

There are times when it is appropriate and/or necessary for victims and respondents to have restrictions in place regarding contact with others. Individuals who wish to pursue a Domestic Violence Order of Protection, Restraining Order, or No Contact Order through the criminal justice system should seek advice from University Police. However, a student may also pursue a No Contact Order that is specific to the University through the Associate Vice Chancellor. This No Contact Order prevents individuals from communicating with designated people via in-person conversations, phone, social media, text, etc. If deemed necessary, a WCU No Contact Order may also restrict a student's access to classes or residence halls.

Following an incident of alleged dating violence, domestic violence, sexual assault or stalking Western Carolina University offers various protective measures. The protective measures may include the following: no-contact order, assistance with switching classes and residence hall room assignment (if on campus), and a possible restriction from facilities or activities and a possible banned from campus.

Student Rights and Responsibilities

The University has a long tradition of maintaining an environment that respects the dignity, rights, and value of all people and protects the tenets of freedom of expression, which includes voicing unpopular views and dissent. As members of the University community, Students have the right to express their own views, but must also take responsibility for affording the same right to all others. As members of an institution dedicated to creating an environment rich with learning opportunities that incorporates teaching, research, service, and engagement through on-campus, off-campus, online, and international experiences, WCU Students have a variety of rights and responsibilities.

Western Carolina University will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense? If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph

Student Conduct Process

Although it is not possible to outline all rights and responsibilities, WCU Students have the right to (in no specific order of importance):

- Expect treatment in accordance with the rights provided to individuals by the United States Constitution, laws of the state of North Carolina, and University procedures.
- Live and learn within an environment that values freedom of access and does not discriminate against individuals on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, political affiliation, or veteran status.
- Engage in a learning environment that promotes and values freedom of expression and evaluates Students on their academic performance, not on their opinions or conduct unrelated to academic standards.
- Privacy, confidentiality, and/or appropriate management of their educational records as prescribed by FERPA, HIPAA, and other University, state, and/or federal guidelines.
- Live and learn within an environment that values freedom of association, and that has a clear process for establishing, joining, and organizing associations to promote their common interests.
- Academic evaluations, disciplinary proceedings, and/or University procedural matters. As a part of their due process rights, Students have the right to a clear understanding of all options for appeal and the associated procedures.
- Engage in academic and non-academic opportunities which value excellence, scholarship, teaching, and learning.
- Actively participate in a conduct process which holds students accountable in an educational manner while adhering to the principles of due process.
- Collaborate in an environment of respect for self and others.
- Live and learn within an environment that values the free and open interchange of ideas.
- Express complaints and concerns through established procedures with the expectation they will be investigated to the fullest extent possible and without fear of repercussions and/or acts of retaliation.
- Live and learn within an environment that values cultural diversity, inclusion, and equal opportunity.

Student Conduct Process

Similarly, WCU Students have the responsibility to (in no specific order of importance):

- Adhere to University regulations, policies, and procedures as well as obey local, state, and federal laws.
- Understand and adhere to the Code and WCU Community Creed.
- Take the role of being a Student seriously and strive to meet the highest levels of academic integrity.
- Engage in behavior that does not deny others the rights provided to them by the United States Constitution, laws of the state of North Carolina, and/or University policies/procedures.
- Interact with others in a manner that does not discriminate against them on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, political affiliation, or veteran status.
- Understand the Catamount email system is the official form of University communication ([University Policy 52](#)). As a result, Students must adhere to the expectation of checking their WCU email on a regular basis (we recommend multiple times a day). This responsibility applies to all Students even between breaks and semesters.
- Adhere to the expectation that no Student shall threaten, coerce, harass, or intimidate another person or identifiable group of persons, in a manner that is unlawful or in violation of a constitutionally valid University policy, while on University premises or at University-sponsored activities based upon the person's race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, political affiliation, or veteran status. (UNC Policy Manual 700.4.2)
- Adhere to the expectation that no Student shall engage in unlawful harassment leading to a hostile environment. Unlawful harassment includes conduct that creates a hostile environment by meeting the following criteria: (a) Directed toward a particular person or persons; (b) Based upon the person's race, color, religion, national origin, gender, sexual orientation, gender-identity, creed, disability, or veteran status; (c) Unwelcome; (d) Severe or pervasive; (e) Objectively offensive; and/or (f) So unreasonable that it interferes with the target person's employment, academic pursuits, or participation in University-sponsored activities as to effectively deny equal access to the University's resources and opportunities. (UNC Policy Manual 700.4.2)
- Understand that in determining whether Student conduct violates these provisions, all relevant facts and circumstances shall be considered. Care must be exercised in order to preserve freedoms of speech and expression, as articulated in current legal standards. (UNC Policy Manual 700.4.2)

Student Conduct Process

- Understand that University Officials shall seek advice from campus attorneys, as appropriate. (UNC Policy Manual 700.4.2)
- Report violations of the Code and/or law to an appropriate University Official (i.e. Dean of Students, DSCE, Student Affairs Office, WCU Police Department, etc.) immediately upon learning about the actual/alleged occurrence.

Institutional Procedures for alleged dating violence, domestic violence, sexual assault and stalking

Code of Conduct Definitions

Dating/Domestic Violence – behavior in any relationship (independent of duration/frequency) that is used by an individual to gain or maintain power and control over a romantic/intimate partner. Dating/Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes, but is not limited to, any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Sexual Misconduct – a term which refers to any actual or alleged action, conduct, behavior, etc. that is sexual in nature and contrary to University policies and/or regulations. ([University Policy 53](#)) Examples include, but are not limited to: sexual assault, sexual contact (nonconsensual), sexual exploitation, and sexual harassment as listed in the Rules and Regulations of the Code.

Sexual Assault – engaging in vaginal, oral, or anal penetration or intercourse without a person's Consent.

Sexual Contact (Nonconsensual) – directly or indirectly engaging in any other physical contact not described in the definition of Sexual Assault which is performed without a person's Consent. Examples include, but are not limited to, the intentional touching of an unwilling person's genitalia, groin, breast, buttocks, or clothing covering them, or forcing an unwilling person to touch another's intimate parts as listed above.

Student Conduct Process

Sexual Exploitation – taking nonconsensual, unjust, or abusive sexual advantage of another for one's own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute Sexual Assault or Sexual Harassment. Examples of sexual exploitation include, but are not limited to: prostituting another Student, nonconsensual video or audio recording of sexual activity, going beyond the boundaries of Consent (such as letting friends surreptitiously watch consensual sex acts, or unauthorized distribution of photos or other materials of a sexual nature), engaging in voyeurism, and inducing Incapacitation with the intent to commit sexual misconduct against another person or with the intent to create opportunity for a third party to commit sexual misconduct against another person.

Stalking – Intentionally and/or repeatedly engaging in conduct toward another person in any form (e.g., personal visits, telephone calls, instant messages, and letters) which causes that person to reasonably fear personal harm. Examples include, but are not limited to:

- a. Following a person into public places where the individual has been previously asked to cease such conduct.
- b. Contacting another person repeatedly where the individual has been previously asked to cease such conduct.
- c. Engaging in a course of conduct, or repeatedly committing acts which cause a person to reasonably fear physical, emotional, and/or psychological harm.
- d. Making severe intrusions on the personal privacy and autonomy of another person.
- e. Following, observing, monitoring, or committing violent or intimidating acts against another person and/or their personal property, regardless of the means.

Advisors

There is no limit to the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding.

Student Conduct Process

Due Process

The focus of inquiry in Student conduct proceedings shall be to determine whether the Respondent is or is not responsible for violating the Code. Respondents are presumed to be not responsible until a finding is determined using University conduct/hearing procedures. Any Student formally charged with a violation of the Code is entitled to a hearing before an appointed Hearing Body as specified in this Code. Using established University guidelines and protocol, the Respondent and the University may agree to mutually resolve the charge(s) without a hearing. During investigative and hearing phases of a proceeding, formal rules of evidence shall not be applicable. Similarly, deviation from prescribed procedures shall not necessarily invalidate a decision or proceeding, unless significant prejudice may result.

Participation

Prior to the filing of formal charges/dismissal of allegations against Students/RSOs, designated University Officials will investigate and interview appropriate individuals. With the exception of complaining parties/victims of sexual misconduct, Students/RSOs involved in an alleged incident are expected to participate and engage with the DSCE and/or University Officials in a timely manner. The expectations of participation include:

- a. University Official will contact an involved Student via University email with an initial meeting letter outlining how the Student may contact the University Official to schedule an appointment.
- b. If the Student fails to respond to the initial meeting letter by the specified deadline, a summons will be sent to the Student's University email and, as a courtesy, a letter may be sent to the Student's address on file. Should separation from the University be a potential outcome of this meeting, it will be indicated in the summons.
- c. Should the Student respond to the summons, an initial meeting will take place on the date and time outlined in the official letter. A student may request an earlier meeting time based upon availability of all parties.
- d. Failure to respond to a summons will result in the matter being resolved in absentia. A hearing in absentia will consider all available information, and does not constitute grounds for dismissal of charges, cancellation of a hearing, or appeal.

Student Conduct Process

- e. When deemed appropriate and/or necessary, University Officials will invite witnesses and/or other identified parties to schedule meetings to discuss any information they can contribute to the process.
- f. If several identified parties could provide equivalent information, University Officials reserve the right to limit the number of parties interviewed in the interest of timeliness.
- g. Parties who fail to respond to a meeting request in a reasonable time period may not be interviewed in the interest of timeliness.
- h. On normal business days, summons meetings will be scheduled around a Student's academic schedule only. Summons meetings may be scheduled during breaks. Failure to engage in the process and/or complete sanctions as a result of adjudication of a case through the Hearing Body may result in additional Code charges and/or sanctions up to and including separation from the University.

Interim Action

In response to a referral of information, and/or as a component of the original investigation/review of any potential Student conduct matter, the Vice Chancellor for Student Affairs, Dean of Students, or designee will determine if it is reasonable to be concerned about the general safety and/or well-being of individuals or the campus community as a whole. If reasonable concern exists, the Vice Chancellor for Student Affairs, Dean of Students, or designee may impose an Interim Action against a Student, Student Group, and/or RSO.

Student Conduct Process

Process

If an Interim Action is deemed appropriate/necessary by a designated University Official, the Student(s), Student Group(s), and/or RSO(s) will receive written notification. At a minimum, the document will include:

1. A statement explaining why the Interim Action was implemented.
2. The terms of the Interim Action (including date of expiration, continuance, deadlines, etc.).
3. Notification of a no contact order (if applicable).
4. A ban/trespass notice (if applicable).
5. Information related to options for appealing the Interim Action.

Communication

When an Interim Action is implemented, the Dean of Students or designee, will communicate with the advisors, faculty, coaches, and other appropriate members of the University community in a “need-to-know” capacity. The communication will be sent via email and will contain a generic message regarding the status of a specific student. As an example, a message will be sent to faculty stating that the student will not be in classes.

Appeal

If a Student elects to appeal an Interim Action, the student must do so within five (5) days of receiving notification. Appeals must be written, clearly explain the rationale for requesting a decision change, and submitted to the Dean of Students or designee. Within three (3) days of receiving the appeal, a designated University Official will review the matter and send a written decision to the Student. The decision of the person reviewing the appeal is final. All Interim Action(s) will remain in effect until a decision has been made with regard to the appeal.

Mutual Resolution

Designated University Officials may offer or accept Mutual Resolutions (including applicable sanctions) for any violation(s) under the Code, at any time prior to a hearing. The Mutual Resolution acceptance must be in writing and signed by all applicable parties. A mutual resolution may not be appealed and waives the Student’s right to participate in a hearing.

Student Conduct Process

Notification of Hearing

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

- a. Statement of the specific charges against the Respondent
- b. Brief description of the information upon which the charges are based.
- c. Date, time, and location for the hearing.
- d. Notice of the right of reasonable access to the allegation information.
- e. If applicable, notification of possible suspension or expulsion if found responsible.
- f. Statement indicating that the Respondent may seek assistance from DSCE staff in preparation for the hearing.

The Respondent waives all claims of failure to receive adequate notice if the Respondent fails to check/open email correspondence and/or appears at the hearing and does not formally raise the issue of adequate notice at the first opportunity. It is the Student's responsibility to notify DSCE of any change requests related to the scheduling of a hearing. The Director of DSCE or designee will determine the validity of the request and determine if a scheduling change will occur.

The scheduling of hearings may be delayed at the discretion of the Director of DSCE or designee during times of heavy caseloads, if the charge occurs close to the end of an academic semester or term, or in the event of the reasonable need of either party for additional time.

Student Conduct Process

Notification of Violations

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

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

Hearing Process and Procedures

Student Group or RSO Respondent

In a hearing in which a Student Group or RSO is the Respondent, the president (or designee) of the Student Group or RSO shall represent the Student Group or RSO unless that person petitions and receives written approval from the Director of DSCE or designee to substitute another Student officer to represent the Student Group or RSO at the hearing.

Hearing

The following procedural guidelines shall be applicable in hearings conducted by a Hearing Body.

1. The burden of proof is the responsibility of the University in all hearings and must establish that the Respondent is responsible for a violation of the Code by preponderance of the information.
2. Unless the right is specifically waived, a Student who elects to appear before a Hearing Body will be given a minimum of ten (10) day notice of the specific charges being presented to the board and details of the hearing (date, time, and location).

Student Conduct Process

3. Respondents have the right to be assisted, at their expense, by an Advisor of their choosing. In cases of Sexual Misconduct, the Complaining Witness(es) and/or victim(s) have the right to be assisted, at their expense, by an Advisor of their choosing. The Respondent(s), Complaining Witness(es), and/or victim(s) must notify the Director of DSCE or designee a minimum of five (5) days prior to the hearing of the intention to be assisted/represented at the hearing by an Advisor. This notice is solely for the purpose of allowing the University to make appropriate arrangements for the hearing.
4. The Director of DSCE or designee will send a list of potential Hearing Body members to the Respondent a minimum of seven (7) days prior to the hearing. The Respondent may challenge any Hearing Body member on grounds that there is a specific conflict, bias, or an interest in the case. The Respondent must submit the challenge in writing to the Dean of Students or designee a minimum of five (5) days prior to the scheduled hearing. Dean of Students or designee must make a decision on the challenge within three (3) days. If possible bias is determined, the Hearing Body member shall be excused and a replacement will be appointed by the Dean of Students or designee.
5. The Respondent will be given the opportunity to review any written information that will be used at the hearing, including a list of witnesses, no less than seven (7) days prior to the hearing. Information may be redacted in order to comply with FERPA regulations and other University policies.
6. With the exception of matters involving alleged Sexual Misconduct, charges against multiple parties involved in the same incident may be heard in a single case only with the approval of the Director of DSCE and written Consent from each Respondent.
7. If the Respondent fails to appear after proper notice, the Hearing Body will proceed with the hearing in absentia and make determinations with the available information.
8. Information, Testimony, and Witnesses:

Student Conduct Process

- a. The Director of DSCE, designee, or other University Officials, may serve as witnesses, present other witnesses, and submit documents during the hearing.
- b. The Respondent, Complaining Witness, and/or victim shall be given the opportunity to present witnesses and/or documentary information. The Hearing Body has the discretion to determine if the information is relevant to the charge and does not otherwise infringe the rights of other Students.
- c. Even if present during the hearing process, no witness shall be forced/required to testify.
- d. Witnesses and/or information shall be subject to questioning and/or examination by the University Official(s), Complainant, Complaining Witness(es), victim(s), hearing board members, and/or the Respondent(s).
- e. All parties involved in the hearing process are expected to give truthful testimony. Furnishing untruthful testimony may subject individuals to further action under the Code.

Hearing Board Procedures

1. The Hearing Body shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. The Hearing Body may exclude any person who disrupts a hearing, including the Respondent(s), Complaining Witness(es), victim(s), witness(es) and/or Advisor(s).
2. Formal rules of evidence shall not apply. The Hearing Body shall determine the admissibility of all matters of information.
3. Admission of any person to the hearing shall be at the discretion of the Hearing Body.
4. Each hearing, at the general discretion of the Hearing Body, shall proceed as follows:
 - a. Presentation of formal charges.
 - b. Opening statements by the Complainant and Respondent.
 - c. Complainant's presentation of documents, information, and witnesses, followed by questions by the Respondent, Complaining Witness (if applicable), and/or Hearing Body members.

Student Conduct Process

- d. Respondent's presentation of documents, information, and witnesses, followed by questions by the Complainant, Complaining Witness (if applicable) and/or Hearing Body members.
- e. Closing statements by the Complainant and Respondent.

Confidential deliberations of the hearing board. All parties and witnesses are required to remain in close proximity (unless a party is excused) in the event the Hearing Body needs to recall any person.

Hearing Body decisions will proceed as follows:

- a. A decision by the Hearing Body on responsibility or non-responsibility for formal charges shall be made in private, based solely on the information presented at the hearing, using the standard of Preponderance of the Information. A determination of responsibility must be made prior to a decision on sanctions. Except where prior Academic Integrity violations are an element of the charges, the conduct record of the Respondent shall not be considered in the hearing until responsibility has been established.
- b. A finding of responsibility on any charge shall be followed by the determination of appropriate sanction(s). The conduct record of the Respondent, complaining party/victim impact statements, and/or character witness statements may be considered in determining the appropriate sanction(s).
- c. After private deliberation, the Hearing Body will announce the sanctioning decision to the Respondent.

If the Hearing Body determines that neither suspension nor expulsion are appropriate, a recommendation (including all sanctions imposed by the Hearing Body) to that effect will be forwarded to the Director of DSCE or designee.

If the Hearing Body determines that suspension is appropriate, a recommendation (including all sanctions imposed by the Hearing Body) to that effect will be forwarded to the Dean of Students or designee for a final administrative decision.

If the Hearing Body determines that expulsion is appropriate, a recommendation (including all sanctions imposed by the Hearing Body) to that effect will be forwarded to the Vice Chancellor for Student Affairs or designee for a final administrative decision.

Student Conduct Process

In hearings that include a charge of Sexual Misconduct, but do not include a recommended suspension or expulsion, the Hearing Body shall make a recommendation (including all sanctions imposed by the Hearing Body) to the Dean of Students or designee for a final administrative decision.

Hearings are closed to the public.

Only the University may record (audio, transcription, and/or video) a hearing.

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

All documents created, generated, produced, or developed prior to and throughout the course of the hearing (including the appeal process) shall be and remain the property of the University to the maximum extent possible by law and in accordance with UNC record retention policies. Examples include, but are not limited to, all hearing transcripts, audio or video recordings, and/or hearing notes.

Student Conduct Process

Notification of Hearing

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

- a. Statement of the specific charges against the Respondent.
- b. Brief description of the information upon which the charges are based.
- c. Date, time, and location for the hearing.
- d. Notice of the right of reasonable access to the allegation information.
- e. If applicable, notification of possible suspension or expulsion if found responsible.
- f. Statement indicating that the Respondent may seek assistance from DSCE staff in preparation for the hearing.

The Respondent waives all claims of failure to receive adequate notice if the Respondent fails to check/open email correspondence and/or appears at the hearing and does not formally raise the issue of adequate notice at the first opportunity. It is the Student's responsibility to notify DSCE of any change requests related to the scheduling of a hearing. The Director of DSCE or designee will determine the validity of the request and determine if a scheduling change will occur.

The scheduling of hearings may be delayed at the discretion of the Director of DSCE or designee during times of heavy caseloads, if the charge occurs close to the end of an academic semester or term, or in the event of the reasonable need of either party for additional time.

Possible Sanctions

Factors that affect the severity of the sanction(s) may include the present demeanor, past conduct record of the Student, the nature of the incident, the severity of any damage, injury, or harm resulting from the incident, and whether the incident was motivated by bias based on actual or perceived race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, political affiliation, or veteran status.

Student Conduct Process

At the discretion of the Vice Chancellor for Student Affairs, Dean of Students, or designee, the imposition of any sanction(s) may be deferred during the duration of an appeal. However, the sanction(s) may be imposed upon written notice at any time after the hearing decision if the Respondent has been found responsible for a violation of the Code. At the discretion of the Dean of Students or designee, sanction(s) against Student Groups or RSOs found responsible for violating the Code may be imposed upon written notice at any time after the hearing decision. Students requesting a deferment of a sanction must submit a written request which clearly outlines the rationale for the request to the Dean of Students or designee.

One or more of the following sanctions may be imposed upon a Student for violation of the Code.

Sanctions associated with Minor Violations:

Incomplete Sanction Assessment:

Sanctions are designed to educate students about future behavior that may pose a threat to oneself or negatively impact our campus community. In an event of incomplete sanctions, the Dean of Students or designee may add additional sanctions to a student's conduct case due to failing to comply with a University official (see Failure to Comply in WCU Code). Depending upon the nature of the case the following additional sanctions may apply:

- Ineligible to request Student Affairs emergency funds.
- Educational Outreach Assessment charged to your student account (the price may vary depending on your previous sanctions).
- *Reprimand* – written notice of a violation of specified regulations and/or policies.
- *Parental Notification* – when students are found responsible for violations of the Code related to alcohol and/or controlled substances ([University Policy 72](#)).

Student Conduct Process

- *Probation* – written notice of violation of specified regulations and a restriction by which a Respondent is permitted to remain in the University under prescribed conditions. Probation is for a designated period of time and includes the possibility of the imposition of more severe disciplinary sanctions if the Student is found to be violating any Code regulations during the probationary period.
- *Restrictions* – denial of specified privileges for a designated period of time including, but not limited to, attendance at events, access to facilities, participation in non- academic activities, and interpersonal contact restrictions.
- *Restitution* – compensation for personnel resources, loss, damage, and/or injury. Restitution may take the form of appropriate monetary or material replacement and may be imposed by the Dean of Students, Director of DSCE, or designee.
- *Educational Outreach Assessment (EOA)* – a sanction that provides a tangible learning opportunity for Respondents. Through this sanction, the Respondent becomes an active contributor to the education of self and peers. An EOA may be financial, non- financial, or become financial if a Respondent does not complete a non-financial sanction.
- *Community Restitution* – an EOA imposed to provide a work-related experience for Students to help others in a positive fashion. Respondents who do not meet their community restitution deadlines will be assessed a financial EOA that will be determined by multiplying the hours assigned by the current North Carolina minimum wage.
- *Educational Sanctions* – participating in a specific activity, course, event, or program, receiving specific instruction, completing a research/reflective assignment, etc. The Respondent is responsible for related expenses.
- *Residence Hall Suspension* – separation of the Respondent from the residence halls for a definite period of time after which the Respondent is eligible to return. Conditions for readmission may be specified.
- *Residence Hall Expulsion* – permanent separation of the Respondent from the residence halls.

Student Conduct Process

Sanctions associated with Serious Violations:

In addition to suspension or expulsion (as described below), Serious Violations may result in the imposition of sanctions typically associated with Minor Violations.

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

Appeals

An appellate review is an examination of a decision reached by a Hearing Body for the purpose of determining whether there is cause to believe that the outcome of the hearing might be flawed. Only the Student who has been found responsible for a Code violation may appeal, except as allowed in cases involving Sexual Misconduct. In cases involving sexual misconduct allegations, either party may appeal the final administrative decision consistent with Serious Violation appeals. A Student may request only one appellate review, which must be made in writing and addressed to the Dean of Students or designee.

Appeal Deadline

- Within five (5) days of the date the University's final administrative decision is sent, the party may submit a written rationale for appeal of the decision on responsibility and/or the decision on sanctions.

Student Conduct Process

Grounds for Appeal

In accordance with University of North Carolina Code Section 502 D (3), appeals must be limited to the following grounds:

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

Minor Violations

For appeals of decisions on Minor Violations, records associated with the hearing will be forwarded to the Dean of Students or designee.

- The Dean of Students or designee shall decide appeals based upon the record of the hearing and the party's written appeal. Dean of Students or designee may call for the submission of new and/or additional oral or written information as necessary to reach a fully informed decision. The party making appeal shall be provided fair opportunity to respond to such additional information before the appeal is decided, and the information shall be added to the record of the hearing.
- Upon receipt of the appeal, the Dean of Students or designee shall render a decision and send notice of the appellate decision within ten days. The decision may:
 - Affirm the finding of responsibility and the sanction(s).
 - Affirm the finding of responsibility and modify the sanction(s).
 - Remand the case to a Hearing Body for a full or partial rehearing pursuant to this Code.
 - Overturn the finding(s) and eliminate the sanction(s).
- The Dean of Students or designee shall send copies of the appeal decision to the party and the Director of DSCE or designee. The decision of the Dean of Students or designee shall be final and conclusive, and the sanctions will be imposed as directed.

Student Conduct Process

Serious Violations

For appeals of decisions on Serious Violations (i.e. when sanction of University Suspension or Expulsion has been implemented), the Dean of Students or designee will immediately forward appeals meeting the requirements set forth above, along with the record of the hearing on appeal, to the appropriate appellate body (Vice Chancellor for Student Affairs or designee).

- The appropriate University appellate decision maker shall decide appeals based upon the record of the hearing and the party's written appeal. That individual may call for the submission of new and/or additional oral or written information as necessary to reach a fully informed decision. The party making appeal shall be provided fair opportunity to respond to such additional information before the appeal is decided, and the information shall be added to the record on appeal

Suspension or Expulsion

In accordance with University of North Carolina Code Section 502 D (3), the following appeal rights apply when a sanction of suspension or expulsion have been implemented, and grounds for appeal has been established:

- The appropriate University appellate decision maker shall decide appeals based upon the record of the hearing and the party's written appeal. That individual may call for the submission of new and/or additional oral or written information as necessary to reach a fully informed decision. The party making appeal shall be provided fair opportunity to respond to such additional information before the appeal is decided, and the information shall be added to the record on appeal.
 - The designated appellate decision maker shall notify the party within a reasonable time in writing of the decision on appeal. The decision may:
 - Affirm the finding of responsibility and the sanction(s).
 - Affirm the finding of responsibility and modify the sanction(s).
 - Remand the case to the Hearing Body for a full or partial rehearing pursuant to this Code.
 - Overturn the finding(s) and eliminate the sanction(s).

Student Conduct Process

- Where the sanction is suspension or expulsion, an appeal may be made to the Board of Trustees.
- No appeal to the UNC-System President is permitted.
- Appeals related to suspension or expulsion must be addressed to the Vice Chancellor for Student Affairs. The Vice Chancellor for Student Affairs will forward the appeal to the appropriate appellate body.

Protective Measures

Following an incident of alleged dating violence, domestic violence, sexual assault or stalking Western Carolina University offers various protective measures. The protective measures may include the following: no-contact order, assistance with switching classes and residence hall room assignment (if on campus), and a possible restriction from facilities or activities and a possible banned from campus.

Training of Officials

The Title IX Director, Deputy Title IX Investigators, and board members receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability.

*Training of Officials Statement added on 4/20/2020 after audit.

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

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

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

Possession, Use, and Sale of Alcoholic Beverages

The possession, sale or the furnishing of alcohol on the Western Carolina University campus is governed by Western Carolina University alcohol policies and North Carolina state law. The enforcement of alcohol laws on-campus is the primary responsibility of the Western Carolina University Police Department. The consumption of alcohol on the Western Carolina University 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.

Alcohol and Other Drugs Policies

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.

Enforcement and Penalties

- The University shall take all actions necessary, consistent with state and federal law and applicable University policy, to eliminate illegal drugs and the illegal use or abuse of alcohol from the University community. The institutional policy on illegal drugs and alcohol use/abuse shall be publicized in catalogues and other materials prepared for all enrolled and prospective students and in materials distributed to faculty and staff.
- Students, faculty, and staff are responsible for knowing about and complying with: (1) the provisions of this Policy; (2) North Carolina law that makes it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in the Controlled Substances Act; and (3) North Carolina General Statutes §18B-102 regarding the possession, distribution, and use of alcoholic beverages in North Carolina. Local laws and ordinances and University policies are preempted by state laws regarding regulation of alcoholic beverages.

Any member of the University community who violates applicable law(s) may be subject both to criminal prosecution and to disciplinary proceedings by the University. It is not "double jeopardy" for both law enforcement authorities and the University to proceed against and punish a person for the same specified conduct. The University shall initiate its own disciplinary proceeding against a student, faculty member, or staff member when the alleged conduct is deemed to affect the interests of the University.

Alcohol and Other Drugs Policies

- Penalties shall be imposed by the University in accordance with procedural safeguards applicable to disciplinary actions against students, faculty, and staff: (1) as required by Code Section 502D(3) in connection with student discipline; (2) as required by Code Section 603 in connection with the imposition of faculty serious sanctions; (3) as required by UNC Policies 300.1.1 and 300.2.1 in connection with EPA employee discipline; and (4) as required by University Policy #78 in connection with SPA employee discipline.
- The penalties to be imposed by the University will vary depending upon the nature and seriousness of the offense, and may include a range of disciplinary actions up to and including expulsion from enrollment or termination of employment. The University may also refer matters to law enforcement for prosecution. For second or other subsequent offenses involving illegal drugs and the illegal use or abuse of alcohol, progressively more severe penalties shall be imposed.

A student, faculty member or staff member found to have violated applicable law(s) or University policies concerning illegal drugs or the illegal use or abuse of alcohol may be required to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the Chancellor or the Chancellor's designee deems appropriate. Refusal or failure to abide by such conditions and restrictions may result in additional disciplinary action, up to and including expulsion from enrollment or termination from employment.

Alcohol and Other Drugs Policies

- Suspension Pending Final Disposition. When a student, faculty member, or staff member has been charged by the University with a violation of policies concerning illegal drugs or the illegal use or abuse of alcohol, he/she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the Chancellor or Chancellor's designee concludes that the person's continued presence with the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community; provided, that if such a suspension is imposed, appropriate notice and hearing of the charges against the suspended person shall be held in accordance with applicable University policies.

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 Assistant Director for Health and Wellness 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 Student Leaders.
- The Health and Wellness Blog: dsa.wcu.edu/healthwellness provides ideas and information on creating and maintaining a healthy lifestyle.
- Safe Spring Break: Safe Spring Break programming is usually held in the week prior to Spring Break. Events for this year focused on how to defend yourself against potential predators, alcohol safety, sexual education, sun safety, and conduct related issues

Alcohol and Other Drugs Policies

- [AlcoholEDU](#) is an interactive, online program designed to inform students about how alcohol affects the body, mind, perceptions and behaviors. The research-based course offers accurate information in a non-judgmental tone, while providing personalized feedback that encourages students to consider their own drinking decisions and those of their peers. Western Carolina University has a commitment to being proactive in the prevention and education efforts regarding the health and safety of our students.

Every new student is required to complete AlcoholEDU, prior to the start of classes, which will educate them to make well-informed decisions about alcohol.

Login instructions and due dates will be sent to your Catamount email account. The directions to log into AlcoholEDU are:

- Go to alcoholedu.wcu.edu and log in with your WCU credentials. Your username is your email account user name (everything before @)
 - Your password is your email password
- On the registration page, you may be asked for additional information to complete the creation of your account. You will NOT need to create an additional username or password.
 - Select the appropriate group from the drop-down menu.

You may log in and out of the course at the end of each section. Section ends are marked with a “NEXT” button. DO NOT log out until you click the “NEXT” button or you will have to repeat the section you have just gone through.

NOTE: There are 2 parts to these courses. Part 2 will open 30 days after Part 1 is completed.

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

Alcohol and Other Drugs Policies

Possible Sanctions for Policy Violations

- University Probation
- Educational Assignment
- AlcoholEDU
- Marijuana 101
- Educational Outreach Assessment (\$100 -\$175 for first alcohol offense)
- Community Restitution
- Parental Notification
- Residence Hall Suspension/Expulsion
- University Suspension/Expulsion

Counseling and Rehabilitation

The Western Carolina University Counseling and Psychological Services Center at 828.227.7469 provides counseling services to students with a substance abuse problem. Treatment programs in 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.

On Campus Resources

Catamounts for Recovery (CFR) is a student organization where WCU students can meet others who want to maintain long-term recovery from addictive behaviors. CFR provides a safe space for students to gather, give, and receive support, and have FUN while attending Western Carolina University.

For more information on Catamounts for Recovery, please contact Jaelyn Wynn at 828-227-3707.

Alcohol and Other Drugs Policies

The Dean of Students office serves as a resource for all students with the goal of cultivating a supportive campus community for everyone. The office also serves as a primary contact for parents and families of WCU students. The goal of the Dean of Students is to promote and enhance a supportive campus community that is based upon community principles and values student advocacy.

Office of Student Affairs, Scott Hall East

Hours: M-F 8:00 am- 5:00 pm

Phone: 828.227.7147

[Dean of Student website](#)

Off Campus Resources

Alcoholics Anonymous (AA) is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve common problems and help others to recover from alcoholism.

Phone: 828.293.5043

[Website](#)

Celebrate Recovery (Webster Baptist Church) is a Christ-centered, biblically-based recovery ministry. Celebrate Recovery is not only for those struggling with alcohol and drug addiction, but for anyone who is struggling with any aspect of life. Weekly fellowship and support meetings are offered to help deal with real-life issues.

Phone: 918.285.4459 or 828.508.4849 (Jeff Pate)

[Website](#)

Narcotics Anonymous (NA) is a nonprofit fellowship of men and women for whom drugs had become a major problem. One only needs to want to stop using to become a member.

NC Mountain area (Swain, Buncombe, and Haywood Counties) Phone:
888.764.0365

Western NC Area (Greater Asheville) Phone: 866.925.2148

[Website](#)

Alcohol and Other Drugs Policies

Types of Drugs Unlawful Possession		
Schedule I (§90-89): Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), other Hallucinogens, Methaqualone (Quaaludes), Phencyclidine (PCP), and MDA	Maximum Penalty: Five (5) years in prison and/or fine (felony)	Maximum Penalty: Ten (10) years in prison and/or fine (felony)
Schedule II (§90-90): Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Secondal, Nembutal, Cocaine, Amphetamines and other opium and opium extracts and narcotics	Maximum Penalty: Two (2) years in prison and/or \$2,000 fine (misdemeanor) –UNLESS- 1. Exceeds 4 tablets, capsules, other dosage units or equivalent quantity of Hydromorphone. 2. Exceeds 100 tablets, capsules, other dosage units or equivalent quantity. 3. One gram or more of Cocaine Maximum Penalty: Five (5) years in prison and/or fine (felony)	Maximum Penalty: Ten (10) years in prison and/or fine (felony)
Schedule III (§90-91): Certain barbiturates such as amobarbital and codeine containing medicine such as Fiorinal #3, Doriden, Tylenol #3, Empirin#3, and codeine-based cough suppressants such as Tussionex and Hycomine, and all anabolic steroids	Maximum Penalty: Possession of less than 100 tablets, capsules, other dosage units or equivalent quantity: Two (2) years in prison and/or fine (misdemeanor) To possess more than 100 tablets, capsules, other dosage units or equivalent quantity: Five (5) years in prison and/or fine (felony)	Maximum Penalty: Five (5) years in prison and/or fine (felony)
Schedule IV (§90-92): Barbiturates, narcotics, and stimulants including Valium, Talwin, Librium, Equanil, Darvon, Darvocet, Placidyl, Tranzene, Serax, Ionamin (yellow jackets)	Maximum Penalty: Same as Schedule III	Maximum Penalty: Five (5) years in prison and/or fine (felony)

Alcohol and Other Drugs Policies

Types of Drugs Unlawful Possession		
<p>Schedule V (§90-93): Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium, and atropine, such as Terpine Hydrate with codeine, Robitussin AC</p>	<p>Maximum Penalty: Six (6) months in prison and/or fine (misdemeanor)</p>	<p>Maximum Penalty: Five (5) years in prison and/or fine (felony)</p>
<p>Schedule VI (§90-94): Marijuana, THC, Hashish, Has Oil, Tetrahydrocannabinol</p>	<p>Maximum Penalty: Possession of less than ½ ounce of Marijuana or 1/20 ounce Hashis: Thirty (30) days in prison and/or \$100 fine (misdemeanor) Possession of more than ½ ounce of Marijuana or 1/20 ounce Hashish: Two (2) years in prison and/or fine (misdemeanor) Possession of more than 1½ ounce of Marijuana or 3/20 ounce of Hashish or consists of any quantity of synthetic Tetrahydrocannabinols or Tetrahydrocannabinols isolated from the resin of marijuana: Five (5) years in prison and/or fine (felony)</p>	<p>Maximum Penalty: Five (5) years in prison and/or fine (felony)</p>
<p>Drug Paraphernalia (§90-113.22- §90-113.24)</p>	<p>Maximum Penalty: One hundred twenty (120) days in prison and/or fine. (misdemeanor)</p>	<p>Maximum Penalty: One hundred twenty (120) days in prison and/or fine. (misdemeanor) However, delivery of drug paraphernalia by a person over 18 years of age to someone under 18 years of age who is at least three years younger: One (1) year in prison and/or fine. felony) It is unlawful for any person to purchase or otherwise procure an advertisement in any newspaper, magazine, handbill, or other publication, or purchase or otherwise procure an advertisement on a billboard, sign, or other outdoor display, when he knows that the purpose of the advertisement, in whole or in part, is to promote the sale of objects designed or intended for use as drug paraphernalia. Sixty (60) days in prison and/or fine. (misdemeanor)</p>

Daily Crime and Fire Log

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

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

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

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



The screenshot displays the 'Daily Activity Reports' page on the WCU Crime Log website. It features a search bar at the top right and a table of reports. The table has columns for Case #, Occurred on/or Between, Reported, Nature, Location, and Disposition. To the right of the table is a 'Related Links' section with two links to report archives.

Case #	Occurred on/or Between	Reported	Nature	Location	Disposition
18-08377	2018-05-25 0220	2018-05-25 0220	Driving While Intoxicated	Catamount Road	Clear by Arrest
18-08282	2018-05-22 2210	2018-05-22 2210	Larceny	Chilis	Further Investigation
18-08191	2018-05-21 0802	2018-05-21 0802	Report of Person Acting Strangley	Old Cullowhee Road	Information Report
18-08023	2018-05-17 0652	2018-05-17 0652	Damage to Property	HHS Lower PVA	Leads Exhausted
18-07765	2018-05-07 1800	2018-05-10 2117	Hit and Run	Balsam Residence PVA	Further Investigation
18-07742	2018-05-10 1521	2018-05-10 1521	Financial Transaction Card Fraud	Multiple Campus Locations	Unfounded

Related Links

- Daily Activity Report Archives 01-04-2005 to 01-06-2009
- Daily Activity Report Archives 01-07-2009 to 09-07-2017

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

North Carolina Sex Offender and Public Protection Registry

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

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

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

Search the Registry
Search the National Registry
FAQs
About the Registry
Contact Information
Statistics
Email Alerts
Telephone Alerts
Mobile Application
Links
NC Sheriffs' Offices

FIND OFFENDERS NEAR YOU BY ADDRESS

This search allows you to find offenders near your location. Enter a North Carolina address to start mapping offenders.

Street:
City:
State:
Zip:

OFFENDER SEARCH

This search allows you to find offenders by using any of the categories below. You must enter information in at least one category.

Last Name: Include Alias Names
First Name: Include Incarcerated Offenders
Age:
Zip Code:
City:
County:
Status:

FIND OFFENDERS BY LATITUDE/LONGITUDE

This search allows you to find offenders by latitude and longitude. It may be useful in areas that may not have a physical address. The center point of Raleigh is provided as an example.

Latitude:
Longitude:

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. Western Carolina University policy 112 Fire Protection is located here: <https://www.wcu.edu/discover/leadership/office-of-the-chancellor/legal-counsel-office/university-policies/numerical-index/university-policy-12.aspx>

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.*

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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.

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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 Safety Education and Training

Residence Hall Staff receive comprehensive fire and emergency training prior to the start of every fall semester. 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
- Fire prevention in the residence halls
- How to respond to fire emergencies
- How to use a fire extinguisher
- Evacuation procedures and designated meeting places

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

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Residence Hall Fire Drills

Fire drills are conducted four times each year with the corporation between Safety and Risk Management and Residential Living. The purpose of these drills is to educate residents on safe and efficient evacuation procedures along with familiarizing themselves with building fire protection systems.

When drills are scheduled, University Police and Emergency Management are notified of the date, time, and location. When the fire alarm is activated, residents are timed to determine how long it takes to evacuate the building. Once all residents have exited the building they are instructed on the purpose of the drill and observations. Campus fire drill logs are maintained by the Safety and Risk Management Office.

2018 Fire Drills Spring 1

Building	Date	Time	Semester
Harrill	02/06/18	7:16pm	Spring 1 st
Judaculla	02/05/18	8:10pm	Spring 1 st
Scott	02/05/18	7:30pm	Spring 1 st
Buchanan	02/08/18	7:45pm	Spring 1 st
Noble	02/05/18	9:30pm	Spring 1 st
Norton	02/07/18	6:00pm	Spring 1 st
Village	02/07/19	7:00pm	Spring 1 st
Walker	02/05/18	6:30pm	Spring 1 st
Albright/Benton	02/05/18	8:30pm	Spring 1 st
Reynolds	02/08/18	6:00pm	Spring 1 st
Robertson	02/08/18	6:20pm	Spring 1 st
Madison	02/08/18	6:30pm	Spring 1 st
Balsam/Blue Ridge	02/06/18	8:00pm	Spring 1 st

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Residence Hall Fire Drills

2018 Fire Drills Spring 2

Harrill	04/24/18	1:30pm	Spring 2 nd
Judaculla	04/23/18	1:30pm	Spring 2 nd
Scott	04/23/18	4:20pm	Spring 2 nd
Buchanan	04/23/18	2:40pm	Spring 2 nd
Noble	04/23/18	10:00am	Spring 2 nd
Norton	04/23/18	10:30am	Spring 2 nd
Village	04/23/18	11:00am	Spring 2 nd
Walker	04/23/18	4:30pm	Spring 2 nd
Albright/Benton	04/23/18	4:00pm	Spring 2 nd
Reynolds	04/23/18	1:55pm	Spring 2 nd
Robertson	04/23/18	2:20pm	Spring 2 nd
Madison	04/23/18	3:20pm	Spring 2 nd
Balsam/Blue Ridge	04/23/18	3:50pm	Spring 2 nd

2018 Fire Drills Fall 1

Harrill	09/05/18	9:02pm	Fall 1 st
Judaculla	09/05/18	8:49pm	Fall 1 st
Scott	09/05/18	8:05pm	Fall 1 st
Buchanan	09/04/18	7:57pm	Fall 1 st
Noble	09/05/18	8:12pm	Fall 1 st
Norton	09/05/18	8:00pm	Fall 1 st
Village	09/05/18	7:00pm	Fall 1 st
Walker	09/05/18	6:57pm	Fall 1 st
Albright/Benton	09/05/18	9:00pm	Fall 1 st
Reynolds	09/04/18	7:40pm	Fall 1 st
Robertson	09/04/18	7:20pm	Fall 1 st
Madison	09/04/18	7:40pm	Fall 1 st
Balsam/Blue Ridge	09/06/18	7:52pm	Fall 1 st

Annual Fire Safety Report

Residence Hall Fire Drills

2018 Fire Drills Fall 2

Harrill	11/28/18	1:33pm	Fall 2 nd
Judaculla	11/28/18	1:18pm	Fall 2 nd
Scott	11/28/18	4:20pm	Fall 2 nd
Buchanan	11/28/18	3:09pm	Fall 2 nd
Noble	11/28/18	10:00am	Fall 2 nd
Norton	11/28/18	11:04am	Fall 2 nd
Village	11/29/18	2:50pm	Fall 2 nd
Walker	11/28/18	4:37pm	Fall 2 nd
Albright/Benton	11/28/18	1:52pm	Fall 2 nd
Reynolds	11/28/18	3:17pm	Fall 2 nd
Robertson	11/28/18	2:45pm	Fall 2 nd
Madison	11/28/18	3:28pm	Fall 2 nd
Balsam/Blue Ridge	11/29/18	2:11pm	Fall 2 nd

Fire Safety

The Western Carolina University's on campus residence hall system is comprised of fourteen (14) 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>

Annual Fire Safety Report

On Campus Student Housing Fire Systems

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

Annual Fire Safety Report

Procedures for Campus Student Housing Evacuation in Case of Fire

When a fire alarm is sounded (by smoke, notification device, or otherwise), always take the fire alarm seriously and assume there is a fire. All residents and guest are required to stop all activities and immediately evacuate the building. Failure to evacuate during any fire alarm could lead to judicial sanctions, fines, or prosecution. Suggested evacuation procedures are as follows:

Before the fire:

- Plan and practice evacuation routes.
- Know the location of your Building's Evacuation Assembly Areas (EAA)
- Post emergency numbers near telephones.
- Do not store combustible materials near a heat source, in hallways, stairwells, or exit pathways.
- Extension cords are for temporary power only. Never run them under carpets or anywhere they can be pinched or crushed.
- Do not overload electrical outlets by using plug extenders or multiple power strips.
- Keep all electrical appliances away from combustible materials. . Always remember to turn off appliance when not in use..
- Pay attention to housekeeping issues. Keep your area organized and combustible materials such as paper and trash to a minimum.

Notification

Immediately notify the fire department and other residents by activating the fire alarm pull station. Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell, or 911 to reach Jackson County Emergency Services from a safe location to provide details of the situation.

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In Case of Fire

When the fire alarm detector is activated in lobby areas, 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.

Tampering with Fire Alarm and Protection Systems

Effective fire alarm systems are essential for the protection of all residents. Tampering or vandalizing this equipment will hinder the function in the event of a fire and endangering the lives of building residents. These actions are direct violation of university policy and state criminal statutes. All cases of persons tampering with fire alarm systems are taken seriously and handled through the student conduct system.

Decorations

Residence Hall rooms can be decorated to express ones personality and to make them more comfortable. However, to protect the resident and the hall community, there are certain restrictions that apply.

Flammable items such as fuel (propane, lamp oil, solvents, gasoline, and other combustible substances) may not be stored or used in any area.

Candles, incense, and other items producing an open flame may not be burned in the residence halls.

Annual Fire Safety Report

All electrical extension cords must be U.L. approved and in good condition. Frayed or broken extension cords should not be used.

The use of extension cords or power strips must be of adequate wire gauge and rated for their intended use. Power strips should have a fuse or integrated circuit breaker and not be plugged into other power strips and/or extension cords.

Candles, incense, oil lamps, or other items producing an open flame are not permitted in or surrounding residence halls.

Halogen lights or lamps are not allowed. Halogen lights burn hotter than a conventional light bulb causing a potential fire hazard.

Electrical cords of other decorations should not be hung from, attached to, or cover any fire or life safety device such as fire alarm devices (smoke detectors, pull stations, or horn/strobes), sprinklers, fire extinguishers, or exit signage. Electrical cords, light strings, or other forms of wiring should not be routed through doorways or across walkways. This can create electrical or trip hazards.

Excessive decorations may not be placed on hallway walls, and resident room walls, including doors (inside or out), shall not be covered more than 50% of any individual wall or area

No decorations may be hung from the ceiling or overhead pipes.

Live Christmas trees are not permitted in the residence halls.

Other Fire Safety Rules

Storage of hazardous materials is prohibited. This includes flammable items such as fuel (propane, lamp oil, solvents, gasoline, and other combustible substances), chemicals, or gasses may not be stored or used within residence halls.

Nothing can be stored in the stairwells.

All storage of items must be kept 18" below sprinkler heads.

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Appliances

Portable electric appliances are allowed in residence halls with the following exceptions:

- Window or portable air conditioners.
- Space heaters (electric, ceramic, or kerosene), electric blankets, and other heating devices are not allowed.
- Cooking appliances with open coils (toasters, toaster ovens, coffee maker, hot plate, grills, etc.).
- Candles (including decorative candles with or without wicks, incense, oil lamps, or other devices capable of an open flame)
- Halogen or incandescent light / lamps
- Ceiling fans that are not university installed.
- Refrigerators larger than 4.6 cubic feet or use greater than 5 amps of electrical power.
- Smoke or fog machines are not allowed.
- Indoor grill or broilers
- Ceiling fans or track lighting that are not university installed.
- Electrical devices that are not U.L. approved.

Additional items Prohibited in Residence Halls

- Ammunition
- Amplifiers
- Aquariums (larger than 10 gallons)
- Archery equipment
- Darts
- Fireworks
- Indoor grill or broiler
- Kegs, party balls, funnels, bongos, and other drug paraphernalia
- Pets (other than fish)

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Additional items Prohibited in Residence Halls

- Power tools
- 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

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. This means that smoking is not permitted anywhere in these buildings, including the use of electronic smoking devices (e-cigs), or within 50 feet of the building. Violators of the smoking guidelines will be subjected to the student conduct system. Smoking is allowed outside at predetermined locations. All smoking materials should be extinguished properly in the provided receptacles.

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>

Candles/Incense and Other Flammable Items

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. Grills, propane tanks, lighter fluid, charcoal, and/or other flammable items are not permitted in any residential facility on campus. This includes organizational storage rooms and patios in the Village.

Annual Fire Safety Report

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. New programs and policies are developed as needed to help insure the safety of our campus community. The following areas are being implemented:

- Continue installation of Evacuation Plans within public areas to assist residence with the location of exit routes, fire alarm pull stations, fire extinguishers, and Evacuation Assembly Area.
- Continuing installation of new manufacture smoke detectors to help reduce nuisance fire alarms in residence halls.



Fire Statistics

WCU Residential Halls	Year	Total Fires	Cause of Fire	Number Injuries	Number Deaths	Property Damage
Albright/Benton Residence Hall	2018	0	N/A	0	0	N/A
	2017	0	N/A	0	0	N/A
	2016	0	N/A	0	0	N/A
Balsam Residence Hall	2018	0	N/A	0	0	N/A
	2017	0	N/A	0	0	N/A
	2016	0	N/A	0	0	N/A
Blue Ridge Residence Hall	2018	0	N/A	0	0	N/A
	2017	0	N/A	0	0	N/A
	2016	0	N/A	0	0	N/A
Buchanan Residence Hall	2018	0	N/A	0	0	N/A
	2017	0	N/A	0	0	N/A
	2016	0	N/A	0	0	N/A
Central Drive Residence Hall	2018	0	N/A	0	0	N/A
	2017	0	N/A	0	0	N/A
	2016	0	N/A	0	0	N/A
Harrill Residence Hall	2018	0	N/A	0	0	N/A
	2017	0	N/A	0	0	N/A
	2016	0	N/A	0	0	N/A
Madison Residence Hall	2018	0	N/A	0	0	N/A
	2017	0	N/A	0	0	N/A
	2016	0	N/A	0	0	N/A
Noble Residence Hall	2018	0	N/A	0	0	N/A
	2017	0	N/A	0	0	N/A
	2016	0	N/A	0	0	N/A

Fire Statistics

WCU Residential Halls	Year	Total Fires	Cause of Fire	Number Injuries	Number Deaths	Property Damage
Norton Road Residence Hall	2018	0	N/A	0	0	N/A
	2017	0	N/A	0	0	N/A
	2016	0	N/A	0	0	N/A
Reynolds Residence Hall	2018	0	N/A	0	0	N/A
	2017	0	N/A	0	0	N/A
	2016	0	N/A	0	0	N/A
Robertson Residence Hall	2018	0	N/A	0	0	N/A
	2017	0	N/A	0	0	N/A
	2016	0	N/A	0	0	N/A
Scott Residence Hall	2018	0	N/A	0	0	N/A
	2017	0	N/A	0	0	N/A
	2016	0	N/A	0	0	N/A
The Village	2018	0	N/A	0	0	N/A
	2017	0	N/A	0	0	N/A
	2016	0	N/A	0	0	N/A
Walker Residence Hall	2018	0	N/A	0	0	N/A
	2017	2	A. Hand Sanitizer B. B. Paper	0	0	A. \$1,000 B. 0
	2016	0	N/A	0	0	N/A

Definitions of Crimes for the Clery Act

Western Carolina University includes four general categories of crime statistics:

- Criminal Offense—Criminal Homicide, including Murder and Non-Negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- Hate Crimes—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;
- VAWA Offenses—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for reporting purposes); and
- Arrests and Referrals for Disciplinary Action for Weapons—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

Criminal Offenses

- Murder and Non-negligent Manslaughter is defined as the *willful (non-negligent) killing of one human being by another*
- Manslaughter by Negligence is defined as *the killing of another person through gross negligence.*

Definitions of Crimes for the Clery Act

- *Sexual Assault (Sex Offenses) any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.*
 - *Rape is the penetration, no matter how slight, of the vagina or anus, with any body part of object, or oral penetration by a sex organ of another person, without the consent of the victim.*
 - *Fondling is 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 is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
 - *Statutory Rape sexual intercourse with a person who is under the statutory age of consent.*
- *Robbery is 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 Crimes for the Clery Act

Hate Crimes—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Although there are many possible categories of bias, under the, only the following eight categories are reported:

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

VAWA Offenses—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for reporting purposes);

- 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. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, and the frequency of interaction between the persons involved in the relationship.*

Definitions of Crimes for the Clery Act

- Domestic Violence is defined as *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*
 - *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*
 - *Suffer substantial emotional distress*

Arrests and Referrals for Disciplinary Action for Weapons—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

The fourth category of crime statistics you must disclose is the number of arrests and the number of persons referred for disciplinary action for the following law violations:

- Weapons: Carrying, Possessing, Etc.;
- Drug Abuse Violations; and
- Liquor Law Violations.

Clery Statistics for the Main Campus of WCU

Offense	Calendar Year	On Campus	Residence Hall	Non Campus	Public Property
Murder and Non-Negligent Manslaughter	2018	0	0	0	0
	2017	1	0	0	0
	2016	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Rape	2018	10	8	0	0
	2017	8	7	0	0
	2016	7	7	0	0
Fondling	2018	11	9	0	0
	2017	3	2	0	0
	2016	1	1	0	0
Incest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robbery	2018	0	0	0	1
	2017	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2018	1	0	0	0
	2017	6	2	0	0
	2016	2	0	0	0
Burglary	2018	14	10	0	0
	2017	21	19	0	0
	2016	16	9	0	0
Motor Vehicle Theft	2018	2	0	0	0
	2017	2	0	0	0
	2016	1	0	0	0
Arson	2018	0	0	0	0
	2017	2	2	0	0
	2016	1	0	0	0

*All Crimes in Residence Hall are also counted in the On Campus Category
There were no hate crimes reported in 16,17, and 2018*

Clery Statistics for the Main Campus of WCU Cont.

Offense	Calendar Year	On Campus	Residence Hall	Non Campus	Public Property
Domestic Violence	2018	0	0	0	1*
	2017	0	0	0	0
	2016	0	0	0	0
Dating Violence	2018	6	5	0	0
	2017	12	5	0	0
	2016	2	2	0	0
Stalking	2018	9	5	0	0
	2017	5	5	0	0
	2016	6	4	0	0
Weapons Law Arrests	2018	3	1	0	0
	2017	3	0	0	0
	2016	0	0	0	0
Drug Law Arrests	2018	61	43	0	8
	2017	44	23	0	10
	2016	9	6	0	3
Liquor Law Arrests	2018	25	14	0	3
	2017	25	17	0	4
	2016	12	7	0	2
Weapons Law Violations Referred for Disciplinary Action	2018	0	0	0	0
	2017	0	0	0	0
	2016	2	2	0	1
Drug Law Violations Referred for Disciplinary Action	2018	65	35	0	2
	2017	115	78	0	2
	2016	57	35	0	4
Liquor Law Violations Referred for Disciplinary Action	2018	269	255	0	2
	2017	235	208	0	0
	2016	195	167	0	4

* 1 Domestic Violence statistic added in public property on 4/20/2020 after audit.

Total Unfounded Crimes for main Campus

2018 - 3

2017 - 5

2016 - 3

Clery Policies and Statistics for Biltmore Park

Intro to Biltmore Park

WCU at Biltmore Park is an off-campus instructional site operated by the WCU Programs in Asheville Office which reports directly to the Provost. In carrying out its mission, the unit works directly with all major administrative and academic offices of the University.

WCU at Biltmore Park is in south Asheville and immediately off Interstate 26. It is located at 28 Schenck Parkway in Biltmore Park Town Square community.

The mission of Western Carolina University's Programs in Asheville is to extend the instructional resources of the University to the residents of Buncombe and surrounding counties. This mission is accomplished by offering a comprehensive set of graduate degree programs and a limited number of advanced specialized undergraduate degree programs that are of high academic quality and responsive to community need. The University's Asheville Programs Office coordinates and provides instructional and support services in a one-stop approach to faculty and students. The unit assists in the promotion of programs and recruitment of students and develops and maintains relationships with the business, education, health care, and industrial entities in the area. Constituencies include graduate and undergraduate students, university faculty and staff, alumni and the community-at-large.

Security Considerations

WCU Biltmore Park is open during the following hours:

Mon-Th: 8 am – 9 pm

Fri-Sat: 8 am – 5 pm

There is always at least one administrative staff member present when the facility is open.

Only faculty and staff with assigned offices at WCU Biltmore Park have after-hours access. After-hours access is available with the use of proximity cards to gain access to the lobby, stairwells and elevator. Keys are used to access suites and offices.

Clery Policies and Statistics for Biltmore Park

All public areas of the facility are covered by 24-hour CCTV and there is an emergency public address system with panic button feature. The student Counseling unit also has a separate panic button system

Law Enforcement

Crimes in progress and emergencies should be reported to 911 and the Asheville Police Department. Anyone needing assistance in making a police report may contact Western Carolina University Police Department at 828.227.8911 and Western Carolina University Police Department will assist in contacting the appropriate agency.



Clery Policies and Statistics for Biltmore Park

Offense	Calendar Year	On Campus	Non Campus	Public Property
Murder and Non-Negligent Manslaughter	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Manslaughter by Negligence	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Rape	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Fondling	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Incest	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Statutory Rape	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Robbery	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Aggravated Assault	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Burglary	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Motor Vehicle Theft	2018	1	0	0
	2017	0	0	0
	2016	0	0	0
Arson	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

No Hate Crimes were Reported in 2016, 2017, and 2018 and no unfounded crimes

Clery Policies and Statistics for Biltmore Park

<i>Offense</i>	<i>Calendar Year</i>	<i>On Campus</i>	<i>Non Campus</i>	<i>Public Property</i>
Domestic Violence	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Dating Violence	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Stalking	2018	0	0	0
	2017	1	0	0
	2016	0	0	0
Weapons Law Arrests	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Drug Law Arrests	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Liquor Law Arrests	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Drug Law Violations Referred for Disciplinary Action	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2018	0	0	0
	2017	0	0	0
	2016	0	0	0

No Hate Crimes were Reported in 2016, 2017, and 2018 and no unfounded crimes

Clery Policies and Statistics for The Catamount School

Intro to The Catamount School

Operated by Western Carolina University in partnership with Jackson County Schools, The Catamount School is a lab school for 6th, 7th and 8th graders designed to explore innovative teaching approaches and applied learning opportunities in order to help every student discover his or her full academic potential. The Catamount School is located on the campus of Smoky Mountain High School at 100 Smoky Mountain Drive, Sylva, NC 28779.

The innovative laboratory school for up to 75 students opened in August 2017. It is designed to help enrolled students transition into high school through implementation of a “whole school, whole community, whole child” approach. The school’s principal and its teachers are employees of WCU, while the public school system provides transportation and lunch for students.

Through campus resources at Western Carolina University, the Catamount School provides physical and cultural enrichment to encourage students to learn more about themselves and others and discover talents. Catamount School students have Health/Physical Education on a daily basis with WCU interns and staff. Students also have Enrichment through community and university resources. We are visited by WCU art students and do projects with organizations such as the WCU's Parks and Rec Department and the Japanese Language program.

Security Considerations

The Catamount School has a Crisis Management Plan to provide guidance to staff on how to respond during emergencies. The plan covers but is not limited to:

- Staff and Parental Notification Procedures
- Emergency Agency Telephone Numbers
- Emergency Response Actions and Incident Specific Evacuation Routes
 - Fire Evacuation Routes
 - Tornado Shelter in Place Zones
- On-Site Evacuation Posts
- Off-Site Emergency Shelter
- Shelter-In-Place Protocol
- Lockdown Protocol
- Additional School/Campus Specific Aerial Maps, Utility Maps, and Diagrams

Clery Policies and Statistics for The Catamount School

The Catamount School will participate in all safety drills (Fire, Tornado, Lockdowns) with Smoky Mountain High School. A school crisis kit will be maintained for both the staff of The Catamount School and the administration of the host school, Smoky Mountain High School. Student/Parent contact information will be secured in the SMHS crisis kit as well to ensure the proper authorities can reach parents or other emergency contact numbers in the event of a crisis.

Law Enforcement

Crimes in progress and emergencies should be reported to 911 and the Jackson County Sheriff's Department located at 399 Grindstaff Cove Road, Sylva, NC, 28779. Anyone needing assistance in making a police report may contact Western Carolina University Police Department at 828.227.8911 and Western Carolina University Police Department will assist in contacting the appropriate agency.

Relevant Policies Taken for the 2017-2018 Parent and Student Handbook

Bullying

Harassment and bullying include, but are not limited to, behavior that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability.

Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, namecalling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

Clery Policies and Statistics for The Catamount School

Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. Harassment may occur between members of the opposite sex or the same sex. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying. All reports should be made to the principal or an appropriate teacher. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

General Discipline Philosophy

At the Catamount School, we believe good discipline is essential to good learning; each student has the right to be free from distractions caused by inappropriate behavior of others. We believe this can be established using the principles of a democratic community. A democratic community approach to classroom management involves- attention to relationships with and among learners and an intentional effort to create a climate of mutual caring and respect; a positive view of learners, including their inclination toward and motivation for learning and their responsiveness to kind and respectful treatment; consideration of each learner and his/her subsequent behavior within the social context of the classroom

Day to day practices that generate community in the democratic classroom involve learners, teachers, and school personnel in getting to know each other, involve learners in setting mutually agreed upon classroom covenant and norms/ expectations for behavior, and teacher and peer support learners in meeting expectations through teaching expectations, reminding, redirecting and re teaching expectations as needed.

Clery Policies and Statistics for The Catamount School

Regular classroom and school meetings are designed to foster school community involvement. Through problem solving and sharing experiences in class meetings, students learn and practice social skills such as listening to and responding positively to each other, showing empathy, and generating solutions to problems. Class meetings involve the following:

- share acknowledgement and appreciation for positive behaviors that sustain and enhance the learning
- community
- acknowledge and generate solutions for problems and concerns that affect the learning community. Solutions
- are ideas generated by students that support learners in the community and work to resolve and prevent
- problems from reoccurring. The focus is on solutions rather than consequences or punishment.
- Students share their life experiences.
- Students plan classroom experiences such as field trips and service learning opportunities.

For problems that interfere with the learning community and the health and well-being of individual students beyond that which can be handled through class meetings or staff/student conferences, Catamount staff will work to identify early warning signs of problems that interfere with learning and the functioning of the learning community, safety, health and well-being of students and develop personalized growth plans to prevent problems from escalating and/or remediate problematic behavior.

When individuals in the learning community display behavior that is disrespectful, hurtful or harmful to their peers or the community at large, the teacher and student work together to identify an appropriate restitution to make amends.

The following standards of student behavior are intended to mirror, when appropriate, Jackson County Schools policy. While students are enrolled in a school run by Western Carolina University, students are expected to follow many of the expected behavior norms of its partner, Jackson County Public Schools and its host, Smoky Mountain High School. Food services and daily transportation will be provided by Jackson County Public Schools and students are expected to follow all rules and regulations of JCPS when utilizing those services.

Clery Policies and Statistics for The Catamount School

The Catamount School expects its students to behave in a socially acceptable and responsible manner at all times and believes there must exist a climate conducive to learning and respect for oneself, other people, and property, for a school to satisfactorily meet the needs of youth. The Catamount School staff will maintain a system of positive behavior support to model and encourage constructive methods of correcting and managing student behavior. When possible, the Catamount School will engage and involve resources from both the University and the public school system in addition to community resources and organizations with the goal being to identify and correct root problems of behavior and disruption of the educational process. It is a goal of University and Catamount School organization to have students in school as much as possible and avoid drop-outs, suspensions, and expulsions.

Clery Policies and Statistics for The Catamount School

Every student has the right to learn, and every teacher the right to teach. To ensure that this situation is present throughout the school campus the following guidelines have been developed.

- Students will show respect and courtesy toward all staff members. Students will also follow any lawful directive from a staff member. Students must give their names when asked by a staff member (including secretary, custodian, teacher aide, bus driver).
- Students will not participate in, encourage, or instigate fighting at any school function. Participants in fights will be subject to disciplinary action and may be referred to law enforcement for charges.
- Students will not use or display profanity or vulgar language.
- Students will not abuse or misuse school property or equipment.
- Students will not threaten, coerce, or intimidate, either singly or in groups, any other students or staff members in any manner.
- A student shall not possess, handle, or transmit an object that reasonably can be considered a weapon on school grounds, school transportation or at any school function.
- Unnecessary noise or loud talking in halls, cafeteria, etc., will not be tolerated.
- Students will, at all times, be in assigned places on time and with necessary materials.
- Disruptive behavior will not be tolerated on campus.
- No student will possess, use, sell, or be under the influence of any drugs or alcohol at school, at any school function, or on any school transportation.
- Students shall not possess or use tobacco products, nicotine products or any type of personal vaporizer (vape pen, e-cig, etc.) at school, on school-affiliated transportation, or as a participant in any school-sponsored activity.
- Students will refrain from inappropriate displays of affection.
- Students will wear appropriate dress as described in another section of this handbook.
- Students may not carry nor have in their possession beepers, walkie-talkies, video cameras, or laser lights. These
- items will be confiscated by the administration and returned only to a parent or guardian.
- Cellular telephones may be carried, but they must be powered off, out-of-sight, and used only during approved times. Any other use will result in application of the code of conduct and confiscation of the cellular phone by school personnel.
- Appropriate behavior is expected at school-wide assemblies and all extracurricular activities.

Clery Policies and Statistics for The Catamount School

The code of conduct, found at the end of this section, is based on these principles and is provided to students and parents (including legal or custodial guardians) in an effort to ensure a safe and wholesome learning environment for all students. The principal or designee may reduce the penalty when there is a finding of mitigating circumstances, except in cases where law or policy requires suspension. All decisions related to student behavior are guided by the objectives to teach responsibility and respect for cultural and ideological differences and by a commitment to create safe, orderly, and caring schools where learning continuously occurs. Students have the responsibility to comply with school rules, to pursue a prescribed course of study, and to submit to the lawful authority of teachers, staff, school officials and the law.

While this document is intended to provide notice to students and parents of general expectations for behavior and consequences for misconduct, it must be understood that discretion will have to be used in dealing with a wide range in age and maturity of students, and that consideration must be given to the seriousness of the infraction(s) when determining the severity of the consequences. Other inappropriate behavior not covered in this document will be dealt with by the principal and/or designee. The principal has the authority and responsibility to investigate and take appropriate action regarding any behavior appropriately referred to him or her. The principal is responsible for informing students and parents of any standards or rules which, if violated, could result in short-term or long-term suspension or expulsion.

Parents will be notified in person or on the phone of consequences imposed on their child. All records of parental contact will be maintained for the school year.

Students must abide by all standards as outlined by these guidelines in all of the following circumstances:

- while in any school building or on school premises before, during or after school hours;
- while on any bus or other vehicle as part of any school activity;
- while waiting at any school bus stop;
- during any school function, extracurricular activity, or other activity or event;
- when subject to the authority of school personnel; and
- any time or place when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the school or the safety of individuals in the school environment.

Clery Policies and Statistics for The Catamount School

The principal will retain for that school year all records related to violations of policies, school standards, or rules. At the end of the school year, all records may be removed except information concerning conduct that posed a significant risk to the safety or well-being of that student or others in the school community. Such information will be retained for at least three years depending upon whether the student exhibits any further behavior that poses a significant safety risk. All information regarding violations of the Catamount School Policy, which resulted in long-term suspension or expulsion, is to be maintained in accordance with G.S. 115C-402.

Information concerning conduct that posed a significant safety risk to the student or others in the school community may be disclosed to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student. In an emergency, FERPA permits school officials to disclose without consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel (See 34 CFR §99.31(a)(10) and § 99.36). This exception is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records.

As required by law, the principal will maintain the following data on each student suspended for more than ten days or expelled: race, gender, age, the duration of the suspension, whether an alternative education placement was considered or provided, and whether the student had multiple suspensions. The principal also will maintain records from the board's consideration of 365-day suspensions and expulsions.

Threatening Acts

Students are prohibited from directing toward any other person any language, sign or act which threatens force, violence, or disruption, including the taking or attempting to take anything of value from the care, custody or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear.

Clery Policies and Statistics for The Catamount School

This includes but is not limited to any behavior resulting in a felony conviction on a weapons, drug, assault, or other charge that compromises the safety of other persons. (The principal will determine the seriousness of the act.)

Consequence Range: ISS – Expulsion

Severe violation of this policy may result in long-term suspension or expulsion.

Criminal Behavior

Criminal or other illegal behavior is prohibited. Any student the principal reasonably believes to have engaged in criminal behavior on the school premises or at school activities will be subject to appropriate disciplinary action as stated in applicable Board policies and may be criminally prosecuted as well. The principal must report immediately to law enforcement officers and the Director of the School of Teaching and Learning, the following criminal behavior that occurs on school grounds, regardless of age or grade of the perpetrator or victim: assault resulting in serious personal injury; sexual assault; sexual offense; rape; kidnapping; indecent liberties with a minor; assault involving the use of a weapon; possession of a firearm in violation of the law; possession of a weapon in violation of the law; possession of a controlled substance in violation of the law; assault on school officials, employees and/or volunteers; homicide, including murder, manslaughter and death by vehicle; robbery; or armed robbery.

School officials will cooperate fully with any criminal investigation and prosecution. Any criminal behavior that also violates school rules or policy will be investigated independently from the criminal investigation and appropriate disciplinary action from the school will be taken.

School administrators have the authority to conduct reasonable searches and seize materials in accordance with School Policy for the purpose of maintaining a safe, orderly environment and for upholding standards of conduct established by the Jackson County Board of Education, Western Carolina University, and The Catamount School.

Please visit catamountschool.wcu.edu for more information on The Catamount School

Clery Policies and Statistics for The Catamount School

Offense	Calendar Year	On Campus	Non Campus	Public Property
Murder and Non-Negligent Manslaughter	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Manslaughter by Negligence	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Rape	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Fondling	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Incest	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Statutory Rape	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Robbery	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Aggravated Assault	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Burglary	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Motor Vehicle Theft	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Arson	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A

No Hate Crimes were Reported in 2017,2018 and not unfounded crimes

Clery Policies and Statistics for The Catamount School

Offense	Calendar Year	On Campus	Non Campus	Public Property
Domestic Violence	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Dating Violence	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Stalking	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Weapons Law Arrests	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Drug Law Arrests	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Liquor Law Arrests	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Weapons Law Violations Referred for Disciplinary Action	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Drug Law Violations Referred for Disciplinary Action	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A
Liquor Law Violations Referred for Disciplinary Action	2018	0	0	0
	2017	0	0	0
	2016	N/A	N/A	N/A

No Hate Crimes were Reported in 2017, 2018 and no unfounded crimes

Clery Policies and Statistics for Highlands Biological Station



Intro to Highlands Biological Station

The Highlands Biological Station (HBS), sited in Highlands, North Carolina, is an approximately 23-acre Multi-campus Center administered by Western Carolina University. Consisting of research and teaching labs, classrooms, residences, and a museum, the mission of HBS is the support of biological research and education focused on the rich ecology of the southern Blue Ridge Escarpment region, accomplished through field biology research support, a program of academic and general-interest summer field courses and workshops, and extensive community and school outreach and enrichment programs. The three panels of the HBS logo reflect three facets of the Station: Highlands Nature Center, Laboratory, and Botanical Garden. HBS is supported in part by state funds, grants, and private funds provided by the 501(c)3 Highlands Biological Foundation, Inc.

Except as noted below, all policy statements included in the 2018 Annual Fire Safety and Security Report pertain to the Highlands Biological Station.

Security Considerations

Access to the Highlands Biological Station is mostly keypad access with some lock and key and are administered by the Highlands Biological staff.

Law Enforcement

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

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

Clery Policies and Statistics for Highlands Biological Station

Offense	Calendar Year	On Campus	Residence Hall	Non Campus	Public Property
Murder and Non-Negligent Manslaughter	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Fondling	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Incest	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Robbery	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Burglary	2018	3	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Arson	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

No Hate Crimes were Reported in 2016, 2017, and 2018

No Unfounded Crimes for this campus location

Clery Policies and Statistics for Highlands Biological Station

<i>Offense</i>	<i>Calendar Year</i>	<i>On Campus</i>	<i>Residence Hall</i>	<i>Non Campus</i>	<i>Public Property</i>
Domestic Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Dating Violence	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Stalking	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Weapons Law Arrests	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Law Arrests	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Liquor Law Arrests	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

No Hate Crimes were Reported in 2016, 2017, and 2018

No Unfounded Crimes for this campus location

2017 Stalking was removed as put in my error

Clery Policies and Statistics for Highlands Biological Station

Highlands Biological Station Housing Fire Alarm and Safety Systems

In addition to the Cullowhee Campus, Western Carolina University maintains five (5) houses/cottages at the Highlands Biological Station (HBS), collectively sleeping 52 persons. HBS housing is provided for short term use (ranging from 1 day to several months) consistent with convention center services housing. Residents include undergraduate and graduate students, researchers, and life-long learners. For additional information about housing at the Highlands Biological Station please visit their website. <http://highlandsbiological.org/facilities/>

Valentine House

Valentine House is a two-story wood-frame building of about 2,200 square feet divided into six bedrooms, three bathrooms, a living room, a fully equipped kitchen, two dining rooms, and a laundry/utility room. Formerly a private residence, it can accommodate 14 people, mostly housed two to four to a room in single beds with a shared bath.

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 EST Quick Start
- Devices: The fire alarm system utilizes both heat and smoke detectors. Smoke detectors are in 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.

Clery Policies and Statistics for Highlands Biological Station

Howell Cottage

Howell Cottage is a one-story block building divided into four bedrooms, two bathrooms and a living room. It can accommodate 16 people.

Emergency Lighting and Exit Signage

- Emergency lighting is located in the common areas.

Fire Alarm System

- Fire Alarm Panel: Edwards EST IO64
- Devices: The fire alarm system utilizes both heat and smoke detectors. Smoke detectors are in hallways, common areas, and sleeping rooms. Heat detector is located in the attached kitchen.
- The following notification devices are in the building: audio and visual.

Fire Suppression

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

Wright and Deacon Cottages

Wright and Deacon Cottages are one-story buildings, each with two bedrooms sleeping 4 persons each and a bathroom, 16 persons total. Wright, Deacon, and Howell residences have recently been completely renovated.

Emergency Lighting and Exit Signage

- Emergency lighting is located in the common areas.

Fire Alarm System

- Fire Alarm Panel: Edward EST IO64
- Devices: The fire alarm system utilizes smoke detectors. Smoke detectors are in common areas and sleeping rooms.
- The following notification device is in the building: audio and visual.

Fire Suppression

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

Clery Policies and Statistics for Highlands Biological Station

Duplex 1 and 2

The Duplexes are our most modern facilities. Each has a kitchen and living room and can sleep up to four people in two bedrooms.

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.

<i>Highlands Residence</i>	<i>Fire Alarm System</i>	<i>Smoke Detection Type</i>	<i>Detectors</i>	<i>Portable Fire Extinguishers</i>
Valentine	Yes	Ionization, photo-electric, heat	Addressable	Yes
Howell	Yes	Photoelectric, Heat	Addressable	Yes
Wright and Deacon	Yes	Photoelectric, Heat	Addressable	Yes
Duplex 1 and 2	X	Photoelectric	120v standalone	Yes

*There were no reported fires in 2016, 2017, and 2018 for any of the Highlands Biological Station Residential Housing.