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On behalf of Western Carolina University, I want to thank you for taking the time to review our Annual Security and Fire Safety Report. The WCU Police Department is proud to be a part of a dynamic university in a growing region. We have been providing law enforcement and public safety services to the university community for over thirty years.

Our Department, along with the Emergency Services Department, Emergency Medical Services, Safety & Risk Management, local Fire Departments, and our partner local law enforcement agencies are dedicated to serving the students, faculty, staff, and visitors of the WCU Campus. We all share the goal of providing an environment where our students can pursue their college experience in a safe and secure environment. Our most important partnership however, is with the campus community. Without their support, engagement, and effort we could not be successful.

The Annual Security and Fire Safety Report is a collaborative effort between the Western Carolina University Police Department, Division of Student Affairs, Emergency Management, and the Safety & Risk Management Department. It contains information regarding statistical data, WCU Policies, Timely Warnings, Emergency Notifications, informational links, and other relevant information. We are hopeful that you find it helpful.

While, the WCU statistics illustrate a very low crime rate; however, it is important for everyone to remember that we are not immune from criminal activity. As a community we are all responsible for and to each other to keep our campus community safe. Please feel free to contact the WCU Police Department at 828-227-7301 with any questions.

Sincerely,

Earnest R. Hudson, Jr.
Chief of Police
Introduction

Introduction to the Clery Act


Jeanne Clery was tortured, raped, and murdered in her dorm room at Lehigh University in 1986. Her parents believe Jeanne would have been more cautious if she had known about other violent crimes at Lehigh University. The Clery Act was enacted in 1990. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose statistical information about crimes and fires on and near their respective campuses. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to $35,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

Western Carolina University Policy 116 Clery Act Compliance [link]

PROCEDURES AND RESPONSIBILITY FOR PREPARING THE ANNUAL REPORT TO COMPLY WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The 2012 report is compiled and edited by the Director of Student Community Ethics, 114 Scott East Building, Cullowhee, North Carolina 28723, phone 828-227-7234. The WCU Police Department records statistics on reported crimes according to the Clery Act and the Uniform Crime Reporting System of the Federal Bureau of Investigation. The Director of University Police reports these statistics to the Director of Student Community Ethics for the purpose of this report. The Director of Student Community Ethics records statistics on disciplinary actions and judicial referrals as required by the Clery Act for the purpose of this report. Annually, the Vice Chancellor for Student Affairs, or designee, sends a letter to all non-police campus security authorities informing them of their responsibility to report crimes to the police and asking for information on any crimes not reported to the police. A list of individuals considered “non-police campus security authorities” is available from the Student Affairs Office. The Director of Student Community Ethics reviews all crimes reported by non-police campus security authorities to minimize double counting of incidents. Further questions about this report may be directed to the Director of Student Community Ethics.

In the future reporting years in compliance with University Policy 116 [link] the annual report will be compiled, edited and submitted by the Clery Compliance Coordinator who will be assigned to the University Police Department.
Departmental Information

The Western Carolina University Police Department

We are proud to be a part of a dynamic university in a growing region. Although we have been providing law enforcement and public safety services to the university community for over thirty years, many individuals are not aware of who we are and the role we play in supporting the University’s mission.

The Western Carolina University Police Department (WCUPD) is comprised of professional certified/commissioned police officers authorized under N.C. G.S. 17C and N.C.G.S. 116-40.5 and support staff. WCUPD Officers receive the same level of training as municipal and county law enforcement officers. Officers are required to complete a minimum of over 700 hours of training at a regional police academy and pass a statewide examination to become certified as a police officer in the state of North Carolina. Additionally, WCPD Officers meet and usually exceed the annual in-service training requirements for police officers. All WCUPD Officers are certified through the North Carolina Department of Justice.

WCUPD Officers are authorized to carry firearms and enforce laws and make arrests on University property and adjacent roadways. The WCUPD works closely with the Sylva Police Department, Jackson County Sheriff’s Office, and the North Carolina Highway Patrol to enhance the safety and protection of members of the university community and the surrounding area. The WCUPD also works closely with the Office of Student Community Ethics and the Residential Living Department in enforcing the Student Code of Conduct.

The WCUPD is a full-service agency that is available 24 hours a day, throughout the year. The WCUPD works towards building partnerships with the university community to provide a safer environment. The WCUPD 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 9-1-1 from their cellular telephones and report an emergency to the Jackson County Communications Center.

We are concerned with the quality and delivery of customer-oriented services. We encourage you to visit the WCU Police Department web page at http://www.wcu.edu/about-wcu/campus-services/university-police/index.asp. Our office address is 114 E. University Way, Cullowhee, NC 28723.
Other agencies with law enforcement jurisdiction on the WCU campus include the Jackson County Sheriff’s Department, the North Carolina Highway Patrol, the State Bureau of Investigation, and the North Carolina Alcohol Law Enforcement Agency.

For faculty, staff members, and students who live off-campus in the unincorporated areas of the county, including off-campus student organizations, the Jackson County Sheriff’s Department is the primary provider of law enforcement services. For faculty, staff members, and students who live off-campus in the incorporated area of Sylva, the Sylva Police Department is the municipal police department that provides law enforcement services.

**Mutual Aid Agreements**

**Law Enforcement Services**

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 head of the requesting agency. In order to secure assistance during a law enforcement emergency, the Western Carolina University Police Department has entered into mutual aid agreements with the following law enforcement agencies:

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

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

**Emergency Management**

North Carolina General Statutes §166A, entitled the North Carolina Emergency Management Act, has authorized the Emergency Management Offices of Western Carolina University and all UNC System Universities to enter into an agreement with the North Carolina Department of Public Safety, Emergency Management Division to provide temporary assistance in response to an occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property, resulting from any natural or man-made cause.
The Emergency Services Department

The Western Carolina University Emergency Services Department is responsible for developing and implementing institution-wide programs and projects that promote safety, disaster planning, training, mitigation, response, prevention and recovery for all-hazards and emergencies that affect WCU campuses. We work in close-partnership with other Western Carolina University public safety departments, such as WCU Police, WCU EMS, and WCU Safety and Risk Management to promote a safe and disaster resilient institution.

The mission of the office is to provide a comprehensive safety, security, and emergency management program for Western Carolina University in order to save lives, protect property, promote continuity of operations, and reduce the overall effects of large-scale disasters. Western Carolina University uses an integrated approach to safety, security, and preparedness on campus and in the surrounding community, coordinating a network designed to provide a safe environment, to prevent problems before they occur, to respond swiftly and effectively when problems arise and to maintain essential services and business operations after a serious incident.

The Emergency Services Department is comprised of three units; Emergency Management, Public Safety Systems Support, and the Emergency Communications Center.

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

The Public Safety Systems Support unit provides administration, planning, and management of university public safety and emergency communications systems. We oversee the campus wide CCTV system, emergency notification systems (outdoor siren, texting, computer desktop emergency pop-up, etc.), emergency callboxes, campus wide two-way radio system, and computer aided dispatch and public safety records management systems. The unit also coordinates with the WCU Police Department to provide facility threat and vulnerability assessments and crime prevention through environmental design (CPTED) services.

The Western Carolina University Emergency Communications Center (ECC) provides a wide variety of both emergency and non-emergency communications services to the campus, 24 hours a day, 7 days a week. The ECC is responsible for answering emergency and non-emergency calls for service, dispatching these calls, initiating Police and EMS responses, and coordinating with the Jackson County 911 Center for fire department and advanced life support EMS services. In addition to traditional emergency and non-emergency calls for the service, the ECC receives calls from elevator phones, outdoor emergency
call boxes, residence hall emergency calls boxes, and monitors various campus systems for security and fire alarms, dispatching appropriate resources for each.

The ECC also provides call taking and dispatching services to a number of other campus departments, consistently prioritizing different levels of communications. Aside from WCU PD and EMS, the Emergency Communications Center processes after hours calls for service for: Counseling and Psychological Services, Parking Services, Facilities, and Cat Tran.

The Emergency Services Department may be contacted at 828-227-3445 (non-emergency) or 828-227-8911 (emergency). For additional preparedness information please visit the Emergency Preparedness web page at http://www.wcu.edu/about-wcu/campus-services/university-police/emergency-preparedness/.

**Department of Student Community Ethics**

The Western Carolina University Department of Student Community Ethics (DSCE) works with the Western Carolina University community to educate students about their rights and responsibilities as stated in the WCU Community Creed and Code of Student Conduct. The DSCE strives to make WCU a positive living and learning environment through outreach and education to the university and surrounding community. The DSCE administers the student conduct process to address alleged violations of the WCU Code. The student conduct process is intended to be educational in its nature and allow students to learn from any incidents that they may be involved in. Additionally, the DSCE staff provides programming related to Academic Integrity, Alcohol and Drug Education and a variety of other programming efforts across campus. The Department of Student Community Ethics is located in Scott Hall in the Student Affairs Office Suite. You can contact the DSCE by calling 828.227.7234.

http://dsce.wcu.edu

http://wcucode.wcu.edu

http://academicintegrity.wcu.edu

http://partysmat.wcu.edu

**Department of Safety and Risk Management**

The Western Carolina University Safety and Risk Management (WCUSRM) office is responsible for assessing the risk exposures associated with university facilities and establishing programs to control the risk of accidents, fires, environmental, health exposures, financial losses, and comply with safety and environmental regulations.

WCU SRM develops and oversees the implementation of specific safety procedures, policies, and insurance coverage for university operations. The department also conducts safety audits, inspections, and training programs for university employees and students.

For questions or concerns please contact the Safety and Risk Management Office at 3476 Old Cullowhee Road, Cullowhee, NC 28723, 828-227-7443


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**Office of Equal Opportunity & Diversity Programs**


For questions or concerns, please contact the Office of Equal Opportunity & Diversity Programs, 520 H.F. Robinson Administration Building, Cullowhee, NC 28723, Phone: 828-227-7116.


**Behavioral Assessment Team**

The WCU Behavioral Assessment Team ("BAT") is composed of a core group of multi-disciplinary professionals who 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 WCU PD Police, Counseling and Psychological Services and/or the Department of Psychology, and others as may be appropriate in the judgment of the Director of Human Resources, including the Emergency Manager and representatives from the Division, Department or Office involved. When the BAT is convened to discuss a student, the Vice Chancellor for Student Affairs shall include WCU PD, 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 provides legal counsel to the BAT.

The Director of Human Resources can be contacted at 828-227-7218.  
The Vice Chancellor for Student Affairs can be contacted at 828-227-7234.  
For more information please refer to University Policy 109 at:  

**Campus Security Authorities**

**Campus Security Authority** (CSA) personnel are persons designated by the Western Carolina University who, as a result of their functions and duties at the University, have an obligation under the law to notify the Western Carolina University Police Department of alleged Clery Crimes that are reported to them. CSAs need not be employees of the University (e.g., students and volunteers).

The University CSAs must immediately verbally report via telephone at (828) 227-8911 information about potential crimes, including Clery Crimes, to the WCU PD for investigation, if possible, and potential inclusion in the Annual Security Report, in accordance with Policy. 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.  
CSA’s are defined by their University function; not by job title. If someone has significant responsibility for student and campus activities, he or she is a CSA. While an individual’s ordinary responsibilities and functions at the University would not classify them as a CSA, the individual may take on a responsibility which would then qualify them as a CSA. Individuals who have responsibility for campus security, other than University Police or the Director of Emergency Management, are also CSAs, such as security personnel at athletic events.
Designated staff from the following functional areas are included in the list of CSAs:

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

Western Carolina University Clery Compliance Policy #116 http://www.wcu.edu/WebFiles/PDFs/POL-GA-116.pdf

**Pastoral Counselors and Professional Counselors**

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

Timely Warnings

The WCU PD firmly believes that members of the campus community have a right to know about crimes being committed in the community. In the event that a situation arises, either on or off campus, that constitutes a threat to members of the campus community, a campus wide “Timely Warning” will typically be issued. The warning will be issued through the university’s email system to students, faculty, and staff.

Anyone with information regarding a timely warning incident should report the circumstances to the WCU PD immediately by phone at (828)-227-8911.

The U.S. Department of Education states that timely reporting to the campus community must 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 WCU PD may decide NOT to issue a timely warning if it determines that one or more of the following factors outweigh any potential danger to the members of the campus community:

- The suspect is apprehended or other facts indicate that a danger has passed and is unlikely to reappear;
- The timely warning would jeopardize an ongoing criminal investigation or the safety of an individual;
- The timely warning would cause a suspect to flee or evade detection;
- The timely warning would result in the destruction of evidence;
- Or the timely warning would likely identify the victim.

If a report is not filed, or if the WCU PD is not notified in a manner that would allow the department to post a “timely” warning, no warning will be issued.

Emergency Notification

For any emergency or dangerous situation on campus that may cause an immediate threat to the health and safety of students and/or employees, all members of the WCU campus community are asked to immediately notify the WCU PD and Public Safety Department by calling 828-227-8911.

WCU Emergency Services, WCU PD, and the WCU Department of Public Relations hold joint responsibility for issuing emergency notifications to the campus community. If the WCU PD or WCU Department of Emergency Services determines that a “significant emergency or dangerous situation involving an immediate threat to the health or safety of the students or employees” exists then the WCU Alert system is activated and an emergency notification sent out to the campus community. The University has written emergency notification procedures that address the following:
• The procedures the University will use to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the students or employees on campus.

• A description of the process the University will use to confirm that there is a significant emergency or dangerous situation, determine the appropriate segment or segments of the campus community to receive a notification, determine the content of the notification, and initiate the notification system.

• A statement that WCU will, without delay, immediately notify the campus community upon the confirmation of the significant emergency or dangerous situation involving an immediate threat to the health and safety of the faculty, staff, and students on campus.

• A list of the titles of the persons, or organizations, responsible for carrying out the notification process.

• The University's procedures to test emergency notification systems.

To learn more about the University's emergency notification systems, policies, procedures, and guidelines visit: http://news-prod.wcu.edu/emergency-information/.

**Informational Messages**

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

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

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

- **RAVE**
  - RAVE allows students, faculty, staff, and parents to receive voice, text, and email message in case of emergency.
  - Register for WCU Alerts today: [http://news-prod.wcu.edu/emergency-information](http://news-prod.wcu.edu/emergency-information)

- **Outdoor Siren System**
  - The outdoor siren system alert means there is an emergency on campus, a potentially dangerous condition, or an impending threat (i.e. severe weather, hazardous materials spill, or a person with a gun). When the siren sounds, everyone on the 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/emergency-information](http://news-prod.wcu.edu/emergency-information).

- **Alertus Computer Pop-up Emergency Notification**
  - 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. Additional information on Alertus can be found at [http://thereporter.wcu.edu/2013/07/new-desktop-emergency-notification-system-to-be-tested-on-campus-aug-2](http://thereporter.wcu.edu/2013/07/new-desktop-emergency-notification-system-to-be-tested-on-campus-aug-2).

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

- **Emergency Information Web Page**
  - In the event of an emergency, this page will provide the most current information on the nature of the emergency and the university’s response to the situation. [http://news-prod.wcu.edu/emergency-information](http://news-prod.wcu.edu/emergency-information)

- **WWCU-FM (90.5 FM)**
  - This channel will broadcast updated information during an emergency [http://www.wwcufm.com](http://www.wwcufm.com).
Crime Reporting

How to Report a Crime
All campus community members are urged to contact the Western Carolina University Police Department (WCUPD) at 828-227-7301 (non-emergencies), dial 828-227-8911 (emergencies only), or by using the Code Blue telephones located near the Residential Halls, Parking Lots or by some buildings. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported to the WCUPD as soon as possible. In addition you may report a crime at the following contacts:

Emergency Number - 828.227.8911

If you suspect that the suspicious behavior that you detected is actually a crime-in-progress, please call the WCUPD emergency number. Information that the tele-communicator needs include:

- What is the person's last known location and direction of travel?
- What made the person's actions suspicious?
- Did the person say anything? If so, what?
- Did the person appear intoxicated?
- Were any weapons displayed or was there threat of a weapon?

Also, be prepared to give information about the person including:

- Race
- Sex
- Age
- Height
- Weight
- Complexion
- Eye and hair color
- Facial hair
- Scars
- Tattoos

If the suspicious person is in a vehicle, please provide the vehicle make, model, color, and license plate number if you can.
**WCU PD Non-Emergency Number - 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. Just as with the crime-in-progress situation, please be prepared to give as much information as possible about the person, vehicle, or situation.

**Anonymous/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, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. The WCU PD encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the WCU Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made by one of the following methods:

**WCU PD TIPS Line - 828.227.TIPS (8477)**

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

**Silent Witness Web Site**

The [Silent Witness web site](#) allows a user to send an e-mail message to the WCU PD. The web site does not track or retain the sender’s e-mail address. WCU PD considers the message to have been submitted anonymously. The Silent Witness web site is unmonitored and it should not be used to report crimes in progress. 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 Off-Campus Crimes

If a crime happens off campus, the Jackson County Sheriff’s Department is likely to be the primary investigative agency with WCU PD investigators providing support if requested. From an off-campus phone you may reach the Sheriff’s office in a non-emergency by dialing 911. From on-campus phones and for off-campus non-emergencies you may reach the Sheriff’s office by calling 828-586-1911.

Persons who are victimized while on the premises of the Cherokee Center should report the incident to the Cherokee Police Department 828-497-4131 and to the Director of the Cherokee Center 828-497-7920. The Director of the Cherokee Center will notify the WCU PD so that accurate statistics may be compiled.

WCU students and faculty at the Programs at Biltmore Park should report incidents to the Biltmore Park Security by calling 828-450-6993 and/or the Asheville Police Department by calling 911 for emergencies or non-emergencies 828-252-1110. The Director of the Programs at Biltmore Park will notify the WCU Police so that accurate statistics may be compiled.

FOR MORE INFORMATION CALL:

WESTERN CAROLINA UNIVERSITY POLICE DEPARTMENT – 828-227-7301
JACKSON COUNTY SHERIFF – 828-586-1911
SYLVA POLICE DEPARTMENT – 828-586-2916
CHEROKEE POLICE DEPARTMENT-828-497-4131


Clery Reportable Crimes

“Clery Crime” means any one (1) or more of the following major categories of crimes reportable under the Clery Act:

- Criminal Homicide, including murder, non-negligent manslaughter, and negligent manslaughter;
- Sex Offenses including forcible and non-forcible offenses;
- Robbery;
- Aggravated Assault;
- Burglary;
- Motor Vehicle Theft;
- Arson;
- Dating violence (New in 2014)
- Domestic violence (New in 2014) and
- Stalking (New in 2014)

“Dating Violence” means violence committed by a person – (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

“Domestic Violence” means felony or misdemeanor crimes of violence committed – (i) by a current or former spouse of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction; or (v) 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.

“Stalking” is engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (i) fear for his/her safety or the safety of others; or (ii) suffer substantial emotional distress.

“Hate Crime” means a criminal offense against a person or property that is motivated, in whole or in part, by the offender’s bias based on another person’s actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability. Hate crimes offenses are murder and non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny/theft, simple assault, intimidation, or destruction/damage/vandalism of property.

Crimes of Violence or Non-Forcible Sex Offenses

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 the university 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 the purposes of this paragraph.


**Daily Crime Log and Fire Safety Log**

In compliance with the Clery Act, WCU PD compiles a daily Crime Log. The Crime Log can be viewed at the Western Carolina University Police Department during regular business hours of 8:00 a.m. until 5:00 p.m., Monday through Friday. WCUPD is located at 114 E. University Way, Cullowhee, NC. 28723. The log can also be accessed via the web at http://www.wcu.edu/about-wcu/campus-services/university-police/daily-activity-reports.asp

The Fire Safety Log may also be viewed at the Western Carolina University Police Department during regular business hours of 8:00 a.m. until 5:00 p.m., Monday through Friday. WCUPD is located at 114 E. University Way, Cullowhee, NC. 28723.


**Definitions of Geography**

For the use of this report "Campus" is defined as any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor). "Public" is defined as all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes. "Residence" is defined as an on-campus residence hall and is a subset of "Campus" total. "Non-Campus" is defined as any building or property owned or controlled by a student organization recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. "Hate" crimes are a subset of the total of all other columns and are those which met the FBI definition of hate crimes.
## Crime Statistics, Arrests, and Disciplinary Action Tables

### Criminal Offenses: On-campus

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>Total Occurrences: On-campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
</tr>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>c. Forcible sex offenses (including forcible rape)</td>
<td>5</td>
</tr>
<tr>
<td>d. Nonforcible sex offenses</td>
<td>0</td>
</tr>
<tr>
<td>e. Robbery</td>
<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
<td>3</td>
</tr>
<tr>
<td>g. Burglary</td>
<td>38</td>
</tr>
<tr>
<td>h. Motor vehicle theft</td>
<td>0</td>
</tr>
<tr>
<td>i. Arson</td>
<td>0</td>
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</table>

### Criminal Offenses: On-campus Residence

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>Total Occurrences: On-campus Residence</th>
</tr>
</thead>
<tbody>
<tr>
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<td>2010</td>
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<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Criminal Offense</td>
<td>Total Occurrences: Non-campus</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td></td>
<td>2010</td>
</tr>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>c. Forcible sex offenses (including forcible rape)</td>
<td>0</td>
</tr>
<tr>
<td>d. Nonforcible sex offenses</td>
<td>0</td>
</tr>
<tr>
<td>e. Robbery</td>
<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
<td>0</td>
</tr>
<tr>
<td>g. Burglary</td>
<td>0</td>
</tr>
<tr>
<td>h. Motor vehicle theft</td>
<td>0</td>
</tr>
<tr>
<td>i. Arson</td>
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</table>
### Criminal Offenses: Public Property

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>Total Occurrences: Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
</tr>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>c. Forcible sex offenses (including forcible rape)</td>
<td>0</td>
</tr>
<tr>
<td>d. Nonforcible sex offenses</td>
<td>0</td>
</tr>
<tr>
<td>e. Robbery</td>
<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
<td>0</td>
</tr>
<tr>
<td>g. Burglary</td>
<td>0</td>
</tr>
<tr>
<td>h. Motor vehicle theft</td>
<td>0</td>
</tr>
<tr>
<td>i. Arson</td>
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</tr>
</tbody>
</table>

### Hate Crimes: On-campus, In Residence Halls, Non-campus and Public Property

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>Total Occurrences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
</tr>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
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</tr>
<tr>
<td>c. Forcible sex offenses (including forcible rape)</td>
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</tr>
<tr>
<td>d. Nonforcible sex offenses</td>
<td>0</td>
</tr>
<tr>
<td>Criminal Offense</td>
<td>2010</td>
</tr>
<tr>
<td>-----------------</td>
<td>------</td>
</tr>
<tr>
<td>e. Robbery</td>
<td>0</td>
</tr>
<tr>
<td>f. Aggravated assault</td>
<td>0</td>
</tr>
<tr>
<td>g. Burglary</td>
<td>0</td>
</tr>
<tr>
<td>h. Motor vehicle theft</td>
<td>0</td>
</tr>
<tr>
<td>i. Arson</td>
<td>0</td>
</tr>
</tbody>
</table>

**Arrests: On-campus**

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>Number of Arrests: On-campus</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
</tr>
<tr>
<td>a. Illegal weapons possessions</td>
<td>3</td>
</tr>
<tr>
<td>b. Drug Law violations</td>
<td>34</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>59</td>
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</tbody>
</table>

**Arrests: On-campus in Residence Halls**

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>Number of Arrests: On-Campus in Residence Halls</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
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<tr>
<td>a. Illegal weapons possessions</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug Law violations</td>
<td>26</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>27</td>
</tr>
<tr>
<td><strong>Arrests: Non-campus</strong></td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Criminal Offense</td>
<td>Number of Arrests: Non-campus</td>
</tr>
<tr>
<td></td>
<td>2010</td>
</tr>
<tr>
<td>a. Illegal weapons possessions</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug Law violations</td>
<td>2</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Arrests: Public Property</strong></th>
<th>Number of Arrests: Public Property</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Offense</td>
<td></td>
<td>2010</td>
<td>2011</td>
</tr>
<tr>
<td>a. Illegal weapons possessions</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug Law violations</td>
<td>6</td>
<td>7</td>
<td>16</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>25</td>
<td>40</td>
<td>16</td>
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<table>
<thead>
<tr>
<th><strong>Disciplinary Actions/Judicial Referrals: On-campus</strong></th>
<th>Number of Disciplinary Actions/Judicial Referrals: On-campus</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Offense</td>
<td></td>
<td>2010</td>
<td>2011</td>
</tr>
<tr>
<td>a. Illegal weapons possessions</td>
<td></td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>b. Drug Law violations</td>
<td></td>
<td>92</td>
<td>80</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td></td>
<td>245</td>
<td>180</td>
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</table>
### Disciplinary Actions/Judicial Referrals: On-campus in Residence Halls

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>Number of Disciplinary Actions/Judicial Referrals: On-campus in Residence Halls</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
</tr>
<tr>
<td>a. Illegal weapons possessions</td>
<td>3</td>
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<tr>
<td>b. Drug Law violations</td>
<td>69</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>196</td>
</tr>
</tbody>
</table>

### Disciplinary Actions/Judicial Referrals: Non-campus

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>Number of Disciplinary Actions/Judicial Referrals: Non-campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
</tr>
<tr>
<td>a. Illegal weapons possessions</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug Law violations</td>
<td>13</td>
</tr>
<tr>
<td>c. Liquor law</td>
<td>25</td>
</tr>
</tbody>
</table>

### Disciplinary Actions/Judicial Referrals: Public Property

<table>
<thead>
<tr>
<th>Criminal Offense</th>
<th>Number of Disciplinary Actions/Judicial Referrals: Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
</tr>
<tr>
<td>a. Illegal weapons possessions</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug Law violations</td>
<td>8</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>4</td>
</tr>
</tbody>
</table>
Drug or Alcohol Abuse Education Programs

Western Carolina University has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and disciplinary sanctions.

Resources/information for Employees and Students:

WCU Policy 38 Illegal Drugs and Illegal Use or Abuse of Alcohol


WCU Health Services (Bird Building) 828-227-7640


WCU Counseling and Psychological Services (Bird Building) 828-227-7649


Programs/Sanctions for Students include but are not limited to:

- Alcohol Wise, Under the Influence, Marijuana 101(Programs from 3rd Millennium Classrooms)
- Alcohol Awareness Week
- Safe Spring Break Week
- Catamounts Advocating Harm Reduction
**Possession, Use, and Sale of Alcoholic Beverages and Underage Drinking**

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

COUNSELING AND REHABILITATION FOR THOSE WITH A SUBSTANCE ABUSE PROBLEM

In addition to the Western Carolina University Counseling and Psychological Services Center which provides counseling services to students with a substance abuse problem, treatment programs in the area are Smoky Mountain Counseling Center (Haywood county), Mountain Youth Resources (Macon county), New Beginnings in Sylva, the North Carolina Alcohol and Drug Abuse Center in Black Mountain, Bridgeway in Brevard, Mission-St. Joseph's Hospital in Asheville, and Woodbridge in Clayton, Georgia. There are numerous Narcotics Anonymous group meetings both on campus and throughout the area. For information call 227-7469.

<table>
<thead>
<tr>
<th>Drug</th>
<th>Effects and Health Risks</th>
<th>Penalties Related to Possession, Sale, or Use: NC Law*</th>
<th>Penalties for Possession or Use: The University</th>
<th>Penalties for Sale: The University</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD</td>
<td>Mainly psychological, hallucination or perception distortions; unable to function normally, accidents common; can produce anxiety, elevation in temperature, heart rate, and respiration</td>
<td>POSS.-MAX: 1 year imprisonment and fine (for any amount)</td>
<td>Suspension from enrollment of employment for at least one semester or its equivalent (first offense) with more severe penalties for second offense, including student expulsion and employee discharge.</td>
<td>Student expulsion and faculty/staff discharge.</td>
</tr>
<tr>
<td>Drug</td>
<td>Effects and Health Risks</td>
<td>Penalties Related to Possession, Sale, or Use: NC Law*</td>
<td>Penalties for Possession or Use: The University</td>
<td>Penalties for Sale: The University</td>
</tr>
<tr>
<td>-------</td>
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<td>---------------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>HEROIN</td>
<td>Physical/psychological dependence; relaxer and pain reliever, causing sluggishness and sleep at inappropriate or dangerous times; AIDS a possibility with intravenous injection; addiction can be passed to child born to user; overdose can result in death</td>
<td>POSS.-MAX: 1 year imprisonment and fine (for any amount)</td>
<td>Suspension from enrollment of employment for at least one semester or its equivalent (first offense) with more severe penalties for second offense, including student expulsion and employee discharge.</td>
<td>Student expulsion and faculty/staff discharge.</td>
</tr>
<tr>
<td>OPIUM</td>
<td>Less potent than heroin; physical or psychological dependence; sluggishness and sleep at inappropriate or dangerous times; AIDS a possibility</td>
<td>POSS.-MAX: 1 year imprisonment and fine (100+ dosage units); for lesser amounts, 2 years imprisonment and $2,000. SALE-MAX: 2 years</td>
<td>Suspension from enrollment of employment for at least one semester or its equivalent (first offense) with more severe penalties for second offense, including student expulsion and employee discharge.</td>
<td>Student expulsion and faculty/staff discharge.</td>
</tr>
<tr>
<td>Drug</td>
<td>Effects and Health Risks</td>
<td>Penalties Related to Possession, Sale, or Use: NC Law*</td>
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</tr>
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<td>----------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------</td>
<td>------------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td></td>
<td>with intravenous injection; addiction can be passed to unborn child;</td>
<td>imprisonment</td>
<td>expulsion and employee discharge.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>death possible from overdose</td>
<td>and fine (for any amount); 23 1/4 years imprisonment and fine of $500,000 for trafficking.</td>
<td>suspension from enrollment of employment for at least one semester or its equivalent (first offense) with more severe penalties for second offense, including student expulsion and employee discharge.</td>
<td>student expulsion and faculty/staff discharge.</td>
</tr>
<tr>
<td>COCAINE</td>
<td>Powder or crystals; affects respiration, heart rate, blood pressure, sugar levels; leads to tumors, chronic fatigue, dangerous weight loss, sexual impotence, insomnia; habitual use, irritability, paranoia, hallucinations; seizures, heart</td>
<td>POSS.-MAX: 1 year imprisonment and fine (100+ dosage units); for lesser amounts, 2 years imprisonment and $2,000 fine.</td>
<td>Sale-MAX: 2 years imprisonment and fine (for any amount); 18 1/4 years imprisonment and fine of $250,000 for trafficking.</td>
<td></td>
</tr>
<tr>
<td>Drug</td>
<td>Effects and Health Risks</td>
<td>Penalties Related to Possession, Sale, or Use: NC Law*</td>
<td>Penalties for Possession or Use: The University</td>
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</tr>
<tr>
<td></td>
<td>fibrillation, stroke. Death may follow.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSILOCYBIN</td>
<td>Mainly psychological; hallucinations or perception distortions,</td>
<td>POSS.-MAX: 1 year imprisonment and fine (for any amount)</td>
<td>Suspension from enrollment of employment</td>
<td>Student expulsion and faculty/staff discharge</td>
</tr>
<tr>
<td></td>
<td>loss of normal function, accidents common; can produce anxiety, elevation in temperature, heart rate, and respiration.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BARBITURATES (e.g., valium and seconal)</td>
<td>Psychological/physical dependence; difficult breathing, lethargy, allergic reactions, nausea, dizziness; infant deformities; in high</td>
<td>POSS.-MAX: 1 year imprisonment and fine (100+ dosage units); for lesser amounts, 2 years, $2,000 fine.</td>
<td>Suspension from enrollment of employment for at least one semester or its equivalent (first offense) with more severe penalties for second offense, including student expulsion and employee discharge.</td>
<td>Student expulsion and faculty/staff discharge</td>
</tr>
<tr>
<td>Drug</td>
<td>Effects and Health Risks</td>
<td>Penalties Related to Possession, Sale, or Use: NC Law*</td>
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</tr>
<tr>
<td>MARIJUANA</td>
<td>Effects range from motor impairment to throat and lung cancer (2 1/2 times tobacco tar). Particularly threatening for students is the way it damages short-term memory and decreases concentration and learning abilities.</td>
<td>POSS.-MAX: 1 year imprisonment and fine (more than 1 1/2 oz.); 120 days imprisonment and fine (up to 1 1/2 oz.)</td>
<td>Probation, under conditions including participation in drug education and counseling, regular drug testing, and other appropriate measures. Failure to comply shall bring suspension from enrollment or employment for balance of probation period. Subsequent offenses will bring progressively more severe penalties.</td>
<td>MIN: Suspension from enrollment or employment for at least one semester or its equivalent. For second offense, student expulsion and faculty/staff discharge.</td>
</tr>
<tr>
<td>ALCOHOL</td>
<td>Slows heart, nervous system, and brain. Can stop breathing. Prolonged use can cause artery disease and heart failure; and cancer, cirrhosis, and hepatitis can destroy the liver.</td>
<td>POSS.-MAX: 2 years imprisonment and fine.</td>
<td>Disciplinary warning or probation and/or fine or possession underage (21) or unauthorized place; and/or referral for prosecution.</td>
<td>Sale not allowed on campus. Violation subject to disciplinary actions and/or referral for prosecution.</td>
</tr>
</tbody>
</table>
**Weapons on Campus**

In 2012, North Carolina law and Western Carolina University policy prohibit the possession of weapons on the University Campus or on any property owned by or under the control of the institution. The definition of the term “weapon” as used in this policy is identical to that in the corresponding State law. A “weapon” is defined as a firearm, stun gun, dynamite cartridge, bomb, grenade, mine, or other powerful explosive, BB gun, air rifle or air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razor or razor blades (except for personal shaving), and any other weapon prohibited by law now or in the future unless the object described above is used as a tool by an employee in the normal scope and course of employment.

The prohibition does not apply to armed forces personnel, officers and soldiers of the state militia and National Guard, and law enforcement personnel employed by the institution or acting in the discharge of their official duties. The University, acting through its Police Chief or his/her designee, reserves the right under this policy to determine whether any person described above is acting in the discharge of his/her official duties. The University has determined that individuals described above are acting in the discharge of their official duties if they are attending a class or visiting campus while within their jurisdiction, in uniform, during their working hours while on duty. Persons described above attending class or visiting the campus while either outside of their jurisdiction or not in uniform are not considered by the University to be acting in the discharge of their official duties. Such persons, if in possession of a weapon, must report to the University Police immediately so arrangements can be made to secure their weapon.

The law does not apply to weapons used solely for educational purposes or WCU-sanctioned ceremonial purposes. Individuals who wish to bring a weapon to campus for educational purposes must have a faculty member certify, in writing, that the weapon will be used for educational purposes. Individuals who wish to bring a weapon to campus for WCU-sanctioned ceremonial purposes, must have the event sponsor certify, in writing, that the weapon will be used for ceremonial purposes. The written certification, signed by the certifying official, must be filed with and approved by the University Police before the weapon is brought onto WCU property.

The University will not store weapons, including hunting weapons, for students or other individuals.


Preventing and Responding to Sex Offenses

Western Carolina University offers programming to the student community about sexual assaults and date rape throughout each year. Several campus departments sponsor the Red Zone program which is held during the Fall Semester of each year (http://www.wcu.edu/student-life/division-of-student-affairs/departments/intercultural-affairs/annual-events/red-zone/). The WCU PD offers sexual assault education and information programs to University students and employees upon request. Literature on date rape education, risk reduction, services, and University response is available through the WCUPD at http://www.wcu.edu/about-wcu/campus-services/university-police/index.asp. Additionally the Office of the Vice Chancellor of Student Affairs has an informational website at http://sexualassault.wcu.edu.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The WCUPD strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to WCUPD by calling 828-227-8911. Filing a police report with a police officer will not obligate the victim to cooperate with prosecution, nor will it subject the victim to scrutiny or judgmental opinions. Filing a police report will:

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

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and/or through the Department of Student Community Ethics, 828-227-7234. It is important to note that the criminal justice system and the University Administrative processes are two distinct and separate processes. A Victim Services Officer from the WCU PD can guide and advise the victim of the available options, services and support the victim may call upon. Counseling options are available from the University through the Counseling and Psychological Service Center, 828-227-7469. Counseling and support services outside the University system can be obtained through the local REACH office, 828-631-4488.

University disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Code of Conduct http://www.wcu.edu/student-life/division-of-student-affairs/departments/student-community-ethics/code-of-student-conduct.asp. Student victims have an option to change their academic and/or on-campus living arrangements after an alleged sexual assault, if such changes are reasonably available.
**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/](http://www.sheriff.jacksonnc.org/) or accessed directly on-line at [http://sexoffender.ncdoj.gov/](http://sexoffender.ncdoj.gov/).

**Missing Persons**

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 WCU PD at 828-227-8911. WCU PD will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by WCU in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, WCU will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by completing the appropriate registration forms during Residential Living check-in procedures. Registration will be accomplished through MY CAT on the WCU Student Information System (“Banner”). Students will be responsible for updating confidential contact information in Banner.

A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should WCUPD determine that the student has been missing for 24 hours, WCUPD will notify the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, WCU will notify the student’s parent or legal guardian immediately after WCUPD has determined that the student has been missing for 24 hours.

Crime Prevention Programs for Students and Employees


Additionally, University organizations sponsor the Red Zone. The Red Zone refers to the period of time early in the first and second year at college during which students are more at-risk for unwanted sexual experiences on college campuses [http://www.wcu.edu/student-life/division-of-student-affairs/departments/intercultural-affairs/annual-events/red-zone/](http://www.wcu.edu/student-life/division-of-student-affairs/departments/intercultural-affairs/annual-events/red-zone/) To combat this, throughout this period of time, departments across Western Carolina University sponsor programs to promote healthy relationships, and convey the message that WCU does not tolerate abuse in our campus community.

The Growth & Learning Opportunities for Women series aims to shed light on important issues facing WCU women today to give participants the tools and skills for their personal and professional lives [http://www.wcu.edu/student-life/division-of-student-affairs/departments/intercultural-affairs/get-involved/g.l.o.w..asp](http://www.wcu.edu/student-life/division-of-student-affairs/departments/intercultural-affairs/get-involved/g.l.o.w..asp). Topics range from communication and red flags in romantic relationships, a healthy mind and body, emotional intelligence and media stereotypes. As part of the Residential Living Programs, Residential Assistants include a mandatory planned alcohol education programs during the Academic Year as part of their regular programming.


Additionally the Office of Equal Opportunity and Diversity Programs provides programming and informational workshops. This includes mandatory workshops such as Discriminatory Harassment training, Compliance Issues, and Faculty Search Committee training. In addition, efforts are underway to develop special programs upon request in areas such as: Equal Opportunity (Discrimination Laws), Affirmative Action, and The ADA and Disability Issues. [http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/chancellors-division/equal-opportunity-and-diversity-programs/](http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/chancellors-division/equal-opportunity-and-diversity-programs/).

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. The WCU Behavioral Assessment Team (“BAT”) is composed of a core group of multi-disciplinary professionals who will analyze potentially threatening situations and advise administrators as to recommended courses of action to mitigate risk to the campus. The co-coordinators will make preliminary assessments of potentially threatening situations and, if warranted, convene the BAT. The Director of Human Resources shall convene the BAT for employee related issues and the Vice Chancellor for Student Affairs shall convene the BAT for student related issues. For more information 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

**Safety Tips**

- Take responsibility for your own security.
- Make sure that residence hall doors are locked during prescribed hours. If not, tell your RA.
- Lock your room door at all times. It only takes seconds for items to disappear.
- If you lose a key, report it immediately.
- Mark your property, specifically items like books and other small high value property. Use your driver's license number or your student ID number, and mark everything.
- Record serial numbers of your stereo equipment, televisions, and appliances.
- Don't bring valuable jewelry, antiques, or heirlooms to campus.
- Valuables in your vehicle should be placed out of sight; under the seat or in the trunk.
- Report crimes and suspicious activity immediately by calling the WCU Police Department at 828-227-8911.
- Be aware of your surroundings, others who are around you, and any dark areas where someone might be hiding.
- Be alert to potential danger. If it doesn't look right or feel right, trust your instincts.
- Avoid anything that does not feel safe. If you don't feel comfortable, leave the area.
- Anticipate possible problems and know where campus emergency and pay phones are located. **Note:** Emergency phones on campus can be identified by a blue light on top (see picture).
- Walk with friends whenever possible.
- Avoid jogging or biking alone. And, if you must go alone, stay in well-lit, well-traveled areas.
- Have your keys out and ready before reaching your door or vehicle.
- Don't take shortcuts through dark areas.
- If you think someone is following you, change directions and call the police.
- If you see someone looking into the windows of parked cars or vehicles, driving slowly and aimlessly through the lots, call the police.
- If you have an automatic teller card, memorize the personal identification code. Don't keep it with the card.
- Keep accurate records of your checks. Be alert for checks missing from the middle of your book.
- Keep a close eye on your credit cards and protect the numbers. If one is lost or stolen, report it immediately to the company and to the police.
Some key things to remember:

- Be aware of your surroundings.
- Watch your property.
- Mark your property.
- Thieves generally break into vehicles to steal the things that they can see.


Security and Access

University custodians lock academic and administrative buildings around 11 p.m. Monday through Friday, and open the buildings at 7 a.m. the following day. The buildings are locked from 5 p.m. Saturday until 7 a.m. Monday. Exceptions: In Belk Building, Fine and Performing Arts Center, and Music/English 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, and Reid and Breese gymnasiums.

Residence halls are locked twenty-four hours a day. Resident students receive electronic access cards to their buildings and may enter at will. All residence hall visitors and guests must be escorted at all times. Please remember: Security is breached if doors to residence halls are propped open.

WCU PD Officers periodically check exterior doors to campus buildings, and periodically patrol inside buildings. Students and faculty and staff members should not remain in academic or administrative buildings during "closed" hours.

Western Carolina University Facilities Management is responsible for providing and maintaining the campus's exterior lighting and observes standard foot-candle specifications. Facilities Management personnel identify and trim trees and shrubbery that interfere with lighting. In planting and maintaining shrubbery around the buildings and near thoroughfares, our grounds crews try to preserve lines-of-sight for pedestrians and vehicular traffic. Please report inoperable lights or hazardous conditions to the University Police Department or to the Physical Plant.

Emergency Response and Evacuation Procedures

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

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

Exercising and Testing Campus Emergency Response Plans

Effective emergency response is predicated upon planning and practice. Western Carolina University conducts annual response training and exercises to familiarize campus officials, staff, faculty, and campus and local first responders with emergency procedures. The University conducted two (2) comprehensive emergency exercises in 2012.

- The first exercise took place in January 2012 and included participation from campus and local public safety agencies. The informal tabletop exercise scenario, a chemical release at a water treatment plant adjacent to the campus, allowed the campus to exercise the emergency notification systems, evacuation plan for half of campus, emergency response and safety measures for campus and local public safety personnel.

- The second exercise, held in May 2012, provided campus officials, campus public safety departments, and local public safety agencies the opportunity to test joint emergency response and operations plans. The formal tabletop exercise complied with the Homeland Security Exercise and Evaluation Program. The scenario, a car chase through campus resulting in a crash into gas storage tanks, provided the opportunity for the university to test emergency notification systems, interoperable communications between campus and local first responders, shelter in place and evacuation procedures, media management, emergency response and safety measures for campus and local public safety personnel.

The Emergency Services Department may be contacted at 828-227-3445 (non-emergency) or 828-227-8911 (emergency). Additionally, during emergencies, individuals may dial 9-1-1 from their cellular telephones and report an emergency to the Jackson County Communications Center. For additional preparedness information please visit the Emergency Preparedness web page at http://www.wcu.edu/about-wcu/campus-services/university-police/emergency-preparedness/.

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Personal Emergency Response Guidelines

Emergency preparedness is the responsibility of every faculty member, staff member, and student of Western Carolina University. Every building occupant may prepare for emergencies and disasters through the following methods:

**Personal and Community Preparedness**
- Actively participate in fire safety training including fire extinguisher training and fire evacuation drills.
- Become familiar with your work areas and building. Pay attention to the location of fire evacuation maps, fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building.
- Recognize potential fire hazards and report them immediately.
- Keep your work areas clean and free of debris and other combustible materials.
- Make building security your own responsibility. Ensure that doors are secured and notify the Physical Plant of any malfunctions in locking mechanisms.
- Immediately report suspicious persons to University Police.
- Use caution when approaching suspicious situations, people, packages, etc.
- Maintain accountability of your personal belongings.
- Register your cell phone for emergency alerts on the WCU Alert system at [http://news-prod.wcu.edu/emergency-information](http://news-prod.wcu.edu/emergency-information)
- Remain aware of your surroundings.

**Definitions**

**ALL Clear** - This means the immediate danger is over and that most functions may resume normal operations, occupants may re-enter buildings and/or move about campus without restriction unless specifically directed otherwise. Specific guidance regarding Class Schedules and University Events will be posted to the emergency webpage.

**Evacuation** – This is the movement of persons from a dangerous or potentially dangerous place to a safe place. Examples are the evacuation of a building due to bomb threat or fire. In an extreme situation i.e. flood, large portions and/or the entire campus may be required to evacuate.

**Evacuation Assembly Area (EAA)** – This is the area(s) to which all building occupants should report following a building evacuation. Most EAAs are pre-identified locations, although specific incidents may require the EAA to relocate.

**Shelter and/or Secure in place** – This is a term that may be used in an emergency i.e. threat of violence, severe weather, or hazardous materials spill. This precaution is to enhance your safety while you remain inside in your facility. People should go indoors and take refuge there until an evacuation can be safely initiated or an all clear is given. During a threat of violence, students, staff and faculty may be directed to shelter and secure in place. This is a precautionary measure aimed at keeping you safe while indoors. When possible, exterior doors to buildings should be locked. During this time people whom you know or do not fit the description of the suspect(s) may be let into your building.
Building Coordinator – A pre-designated person(s) responsible for acting as a liaison for each building on campus. The duties of building coordinator include both planning and preparedness functions, as well as specific responsibilities during an emergency or disaster.

Evacuation and Sheltering

Building Evacuation
In the event of a sudden emergency, such as a fire, natural gas leak, or hazardous materials spill within the building, all occupants may have to evacuate. Building evacuation plans with evacuation routes highlighted are posted throughout the building. If an evacuation of the building is necessary:

- Pull the fire alarm for incidents that you may safely do so (see section V).
- Dial 828-227-8911 (x8911 from a campus phone) or 911 Jackson County Emergency Services 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.
- Attempt to account for everyone in the department.
- Alert police and fire personnel about potentially trapped victims (e.g., mobility impaired, trapped, or injured victims).
- 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 (included in Appendix). In the event of inclement weather and/or prolonged evacuations, department heads should determine whether employees should seek shelter in another facility or leave campus.

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

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

**Campus Evacuation / Closure**

Certain disasters, such as severe flooding, severe winter weather, or disease outbreaks may cause a cancellation of classes and a closure of the campus. University officials will notify the campus community via the WCU ALERT System, [http://news-prod.wcu.edu/emergency-information/](http://news-prod.wcu.edu/emergency-information/), if the campus must close because of a disaster or emergency. If the campus closes, take the following steps:

- When the university closes, all faculty and staff (except emergency personnel or critical and essential staff) must leave campus.
- Departments within the building should prepare for extended closures through business continuity planning.
- Before evacuating, review departmental checklists to secure offices or consult with supervisors for specific departmental tasks.
- Stay tuned to local media and the University emergency webpage for updates and information on the reopening of the campus. You will not be allowed to return to campus until the university is officially reopened.
- **Review the Adverse Weather Policy** for employees if the hazard is weather related.

**Statement of ADA Accessibility during Emergency Evacuations**

The Americans with Disabilities Act (ADA) requires that public establishments offer equal access and services to people who are physically and mentally disabled. Western Carolina University is responsible for ensuring that all buildings are in compliance with ADA standards. Accessibility is a primary concern during emergency situations. The fire alarm system includes an ADA compliant strobe light to alert hearing-impaired individuals. Although alarm systems are designed for hearing impaired individuals, building occupants should ensure that all persons understand evacuation orders and assist disabled individuals during an emergency situation when possible.

Emergency evacuation is dependent upon occupants being able to hear audible warnings, and walk down stairways (elevators are not safe to use in fire emergencies without fire department supervision). Therefore, special provisions may be needed to evacuate people with hearing or sight disabilities and for persons who are non-ambulatory. The following procedures describe the basic steps to follow:

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

**Hazard Specific Response Actions**

**Fire**

**Before the fire:**
• Plan and practice escape routes.
• 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.

**During the fire:**
• 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.
• 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 (9-911 from a campus phone) or hang an article of clothing out the window to help signal for help.

Explosion

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

Chemical Spills/Release inside the Building

• Call Campus Emergency Services at 828-227-8911 (x8911 from a campus phone) immediately.
• Move away from the release area, informing others as you go.
• If spilled material is combustible or flammable, turn off ignition sources as you leave.
• Close doors to the affected area(s).
• Provide information to emergency personnel.
• Leave the area and warn others.
• If you are involved with the use of hazardous materials you must be trained on the proper use and storage of hazardous materials, including proper procedures for preventing spills and the appropriate emergency procedures to be implemented if a spill occurs. All campus hazardous materials users should be trained on proper use and storage of hazardous materials, including proper procedures for preventing spills and emergency procedures when a spill occurs.

Bombs and Bomb Threats

When receiving a bomb threat over the telephone:
• Keep the caller on the line and talking as long as possible (pretend to have difficulty in hearing - ask the caller to repeat what he/she said).
• Try to get as much information as possible about the location of the bomb and a description of the bomb and the caller. Use the Bomb Threat Checklist to record all information.
• Stay on the line as long as the caller continues to provide useful information. If possible, have someone else use another line to call University Police.
• After the caller hangs up, immediately call 828-227-8911 (x8911 from a campus phone) and notify the University Police.
• If an evacuation of the building is ordered, take the Bomb Threat Checklist with you and give it to the Police.

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

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

Active Shooter
If you have not seen the video “Shots Fired”, contact the Office of Emergency Management or University Police to schedule a presentation. http://www.wcu.edu/about-wcu/campus-services/university-police/emergency-preparedness/faculty-and-staff-preparedness-information.asp

If You Hear Shots Fired: Choose to Survive!

Get Out!
• If you hear gunshots or are otherwise alerted to a life-threatening situation, determine if you can safely evacuate the facility.
• If it is possible to do so, leave the facility by the closest exit.
• Be prepared to respond to the commands of arriving law enforcement officers. Remember that responding law enforcement officers will not be able to tell the "bad guys" from the "good guys." Therefore, be prepared to respond to commands such as "show your hands" or "get on the ground."
• Understand that law enforcement officers have been trained to respond to active shooters and other emergencies in a particular way. Do not argue with or ignore the commands from law enforcement officers. These officers issue these commands for their protection and the protection of others.
• Remember that active shooters and other life-threatening incidents are rapidly evolving, fluid events. Public safety and University officials must often make split-second decisions in how they respond to events.
• Go to a predetermined assembly point when you evacuate. This allows for the accountability for all individuals in classrooms or offices.
• Do not re-enter a facility until allowed by a law enforcement officer or University official.
Call Out!
- Regardless of whether you evacuate or shelter-in-place, call for help.
- Call the University's emergency number at 828.227.8911 or the Jackson County 911.
- Be prepared to stay on the telephone line and give your location, a description of the events and their location, and what you see or hear. Also, give your name and telephone number.

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

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

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

Other Considerations:
- If you are outside, take cover until it is safe to enter a facility.
- During an emergency, access to certain areas of campus may be restricted. Do not intentionally go to a part of campus where an emergency is occurring. Be aware that some roads may be closed. Wait until you are notified that it is clear to enter the affected area.
- Unless you are calling for help, do not use your cellular telephone. Responding public safety officials may need to use the cellular telephone for emergency communications. Too many callers can overwhelm the cellular telephone tower and prevent emergency communications.
Medical Emergencies
Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell, or 911 to reach Jackson County Emergency Services and tell the dispatcher that you require medical assistance.

- Do not move the victim unless it is necessary to remove him or her from a dangerous location or situation.
- If trained, use pressure to stop bleeding.
- If trained, use CPR if there is no pulse and the victim is not breathing.
- Be prepared to provide the following information:
  - Location of injured person (e.g. which room, number, etc.).
  - Type of injury or problem.
  - The individual's present condition.
  - The sequence of events leading to the emergency.
  - Medical history and name of injured person’s doctor, if known.
  - The phone number where you are.

Personal Injury Procedures:

- Clothing on Fire:
  - Do not run; drop to the floor and roll around to smother the flame or drench with water.
  - Obtain medical attention; if necessary, Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell.
  - Report incident to supervisor and/or the University Police, (828) 227-8911.

- Hazardous Material Splashed in Eye:
  - Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
  - Forcibly hold eye open to ensure water wash reaches under eyelids.
  - Obtain medical attention. Make sure to take Material Safety Data Sheet(s) of the chemical with you.
  - Report incident to supervisor and/or the University Police, (828) 227-8911.

- Minor Cuts and Puncture Wounds:
  - Vigorously wash injury with soap and water for several minutes.
  - Obtain medical attention; if necessary, Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell.
  - Report incident to supervisor and/or the University Police, (828) 227-8911.

- Chemical/Biological Spill on Body:
  - Remove contaminated clothing.
  - Vigorously wash exposed area with soap and water for one minute.
  - Obtain medical attention; if necessary, Call Campus Emergency Services at 8911 from a campus phone, 828-227-8911 from a cell.
  - Report incident to supervisor and/or the University Police, (828) 227-8911.
Psychological Crisis

Students in Crisis
Working with college students on a day-to-day basis provides many rewarding experiences as well as unexpected challenges. Some of those unexpected challenges arise because many of our students are struggling with issues in their personal lives that may have the potential to impact our campus community. It’s with those students in mind that the Division of Student Affairs provides, “Helping Students” - A Guide for Assisting Students in Need. Getting students the help they need before they’re in crisis is a goal we should always be working towards. Please take a few moments to review the guide, developed specifically for faculty and staff, to familiarize you with the many programs and resources available to our students.

As a Result of Emergency Situation
A psychological crisis may occur as a result of emergencies, disasters, or other critical incidents such as suicide, rape, violence, death, serious accidents, fires, explosions, bomb threats, threats to the public welfare, or other traumatic or tragic events affecting the campus community.

For an unusual or potentially dangerous situation:
- Never try to handle a dangerous situation by yourself.
- Call University Emergency Services 828-227-8911 (x8911 from a campus phone), and they will notify the on-call counselor.
- Clearly state that you need immediate assistance. Give your name, your location, and state the nature of the problem.
- All suicide attempts should be reported to the University Police, so that proper procedures will be followed to ensure the safety of those involved.

Natural Disaster/Hazards

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

Flooding (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.
Other Hazards and Incidents

Trapped in an elevator
• Use the emergency telephone inside the elevator to call for assistance.
• Press the elevator alarm inside the elevator to signal for help.

Flooding inside the building (busted pipes, etc.)
• Cease using electrical equipment.
• Evacuate the building if necessary and proceed to your Evacuation Assembly Area (EAA).
• Call Physical Plant at 828-227-7442 (x7442 from a campus phone) or University Police at 828-227-7301.
• If there are injuries; 828-227-8911, x8911 from a campus phone, or 911 to reach Jackson County Emergency Services.

Emergencies Not Listed
• Emergencies that do not fit into the categories above may also occur. In these situations, or in any situation in which you are unsure of the appropriate response, call 828-227-8911 (x8911 from a campus phone) and report the emergency. The dispatcher will give you instructions on how to respond.

Utility and Facility Issues
• During regular business hours contact facilities management to report utility and/or facility issues. After hours and on the weekend you may contact the Physical Plant at 828-227-7442 or the University Emergency Communications Center on the non-emergency line, 828-227-7301.
<table>
<thead>
<tr>
<th>FOR BAD WEATHER</th>
<th>FOR VIOLENT THREAT IN YOUR BUILDING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shelter in Place:</strong></td>
<td><strong>Follow the 5 OUTS for Shelter &amp; Secure:</strong></td>
</tr>
<tr>
<td><strong>1. Get Low</strong></td>
<td><strong>1. GET Out</strong></td>
</tr>
<tr>
<td>Go to the lowest level of the building, if possible.</td>
<td>Get out of the facility, if possible.</td>
</tr>
<tr>
<td><strong>2. Avoid Windows</strong></td>
<td><strong>2. CALL Out</strong></td>
</tr>
<tr>
<td>Stay away from the windows.</td>
<td>Use mobile phone to call 828-227-8911 or 911.</td>
</tr>
<tr>
<td><strong>3. Go to Interior</strong></td>
<td><strong>3. KEEP Out</strong></td>
</tr>
<tr>
<td>Go to interior rooms and hallways.</td>
<td>Do not lock exterior doors. Close, lock, and barricade interior doors, if possible.</td>
</tr>
<tr>
<td><strong>4. Protect Yourself</strong></td>
<td><strong>4. HIDE Out</strong></td>
</tr>
<tr>
<td>Use arms to protect head and neck in a “drop and tuck” position.</td>
<td>Seek shelter in nearest secured place. Turn off lights and any devices indicating that the room is occupied. Keep out of the line of sight. BE QUIET. Do not respond to anyone at the door.</td>
</tr>
<tr>
<td><strong>5. Keep in the Know</strong></td>
<td><strong>5. TAKE Out</strong></td>
</tr>
<tr>
<td>Monitor emergency communications for specific instructions.</td>
<td>Last resort. Use anything to distract or disable the suspect.</td>
</tr>
</tbody>
</table>
EMERGENCY PROCEDURES

EMERGENCY
828-227-8911
University Police
Business Line:
828-227-7301

EVACUATION INFORMATION
- Take personal belongings. (keys, books, wallet, etc.)
- Do not use elevators, use nearest stairs.
- Follow directions given by designated evacuator.
- Evacuate the building using the nearest accessible exit.
- Go to designated evacuation point and do not return to building until instructed to do so.
- Assist persons with disabilities.
- Every person MUST evacuate the building.

EARTHQUAKE
- DROP-COVER-HOLD
  Under a table or desk or against an interior wall until shaking stops. Do NOT
  stand in a doorway.
  Follow directions given by designated evacuator.
- After shaking stops, check yourself and others for injuries.
- EVACUATION IS NOT AUTOMATIC, evacuate only if the fire alarm is sounding
  or if directed by emergency personnel.
- Do not use elevator.
- If you are outdoors, find a spot away from buildings, trees, streetlights and
  power lines.
- Be prepared for aftershocks!!
- Every person MUST evacuate the building.

HAZARDOUS WASTE
- If contaminated, remove clothing and rinse with water for 15 minutes.
- If immediate hazard exists, dial 911 from campus phone or 828-227-8911 from cell.
- For small spills, those not involving immediate danger, confine spill and call University Police at 828-227-8911.

MEDICAL EMERGENCY
- Dial 911 from campus phone or 828-227-8911 from cell.
- Be ready to describe the nature & severity of medical problem and provide estimated age/ gender.
- Look for Emergency Medical ID.

BOMB THREAT OR SUSPICIOUS OBJECT
- Report all threatening calls to 911 from campus phone or 828-227-8911 from cell.
- Be sure to ask caller:
  Where is the bomb going to explode?
  What is the bomb?
  What kind of bomb is it?
  What does it look like?
  Why did you place the bomb?
- Be attentive to caller for recall when questioned by the police.
- If suspicious object is found, do NOT handle--dial 911.

SHELTER IN PLACE
- Stay in building; close and lock windows and doors.
- Move into an interior room away from windows.
- Do not use the elevators.
- Make a list of who is there and call University Police at 828-227-8911 to report.
- Remain in shelter until emergency personnel announce that it is safe.

ACTIVE SHOOTER
- RUN: If there is an escape path, attempt to evacuate. Leave your belongings behind, and help
  others if possible. Prevent others from entering the area and call 911 when you are safe.
- HIDE: If you cannot get out safely, you need to hide. Lock and/or blockade the door and
  silence your cell phone. Stay quiet and out of the shooters view. Be aware of your surroundings and
  try not to trap or restrict your options for escape.
- FIGHT: As a last resort, and only if your life is in danger, you may need to attempt to incapacitate
  the shooter. Work in unison if others are with you. Act with physical aggression and use
  improvised weapons (chairs, fire extinguisher, etc.) if able.

PHIRE
- Activate nearest fire alarm and dial 911, non-campus phone -- call 828-227-8911.
- Fire extinguisher instructions:
  P- pull safety pin from handle.
  A- aim nozzle at base of fire.
  S- squeeze the trigger handle.
  S- sweep from side to side (watch for re-flash).
- Evacuate building, do not return until authorized by emergency personnel.

PHONE USE
- During an emergency avoid using any phone service except for life safety.
BOMB THREAT CHECKLIST

QUESTIONS TO ASK:
1. When is the bomb going to explode? ____________________________
2. Where is the bomb right now? ____________________________
3. What does the bomb look like? ____________________________
4. What kind of bomb is it? ____________________________
5. What will cause it to explode? ____________________________
6. Did you place the bomb? ____________________________
7. Why? ____________________________
8. What is your address? ____________________________
9. What is your name? ____________________________
10. What is your phone number? ____________________________

CALLER’S VOICE AND MANNER: If the voice sounded familiar, who did it sound like? ____________________________

(Check all that apply)

- Calm
- Laughing
- Lisp
- Disguised
- Accent
- Angry
- Crying
- Stutter
- Nasal
- Local
- Normal
- Ragged
- Cracking
- Rational
- Foreign
- Excited
- Raspy
- Distinct
- Coherent
- Not Local
- Loud
- Fast/Rapid
- Slurred
- Deliberate
- Regional
- Soft
- Slow
- High Pitched
- Distorted
- Broken
- Familiar
- Pleasant
- Deep
- Squeaky
- Sincere
- Clearing Throat
- Deep Breathing

BACKGROUND SOUNDS: (Check all that apply)

- Street Noises
- House Noises
- Clear or Quiet
- Office Machinery
- Air Plane
- Music
- Booth
- Factory Machinery
- Train
- PA system
- Voices
- Animal Machinery
- Vehicle Noises
- Party Noises
- Long Distance
- Other
- Motor
- Static
- Crockery
- Mixed
- Office
- Local

THREAT LANGUAGE. (Check all that apply)

- Well Spoken (educated)
- Foul
- Male
- Race?
- Fair
- Taped
- Female
- Age?
- Poor
- Incoherent
- Irrational
- Read by the caller

CALL INFORMATION:

Phone # call received on? ____________________________
Phone number from caller ID or Display ____________________________
Date & Time of call? ____________________________
Length of call? (Minutes and Seconds) ____________________________

Immediately call WCU Police On-Campus x8911 or Off-Campus (828)-227-8911

Fill out completely immediately during/after bomb threat.
Introduction

The Higher Education Opportunity Act, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The Higher Education Opportunity Act (HEOA) requires two (2) new safety-related requirements on institutions that participate in federal student financial aid programs which follow:

1. Fire Log: Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Western Carolina University complies with this rule and maintains the Daily Fire Log for public viewing at the University Police Department located in the Camp Annex Building, 114 East University Way, Cullowhee, NC 28723.

2. Annual Fire Safety Report: Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Western Carolina University complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the “Annual Security & Fire Safety Report.” Information contained in this annual fire safety report includes: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliance, smoking and open flames. The “Annual Security & Fire Safety Report” must include three years of data.
Western Carolina University Student Housing Fire Safety Systems

Approximately 4000 residential students live on the Cullowhee Campus. Residential facilities consist of twelve (12) traditional residence halls, each with its own special appeal. In addition to traditional residence halls, approximately 250 men and women live in the Village. Comprised of six (6) buildings, the Village is arranged into several single-gender “houses”, as well as a few co-ed "houses."


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

Cullowhee Campus Student Housing Fire Alarm & Safety Systems

Albright / Benton

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 3
- Devices: The fire alarm system utilizes both smoke (photoelectric and ionization) and heat detectors. Smoke detectors are located in the hallways, office rooms, common areas, apartments, and storage rooms. Heat detectors are located in the mechanical rooms.
- The following notification devices are in the building: manual pull stations, audio, and visual.
- The system monitors water flow and tamper devices associated with the sprinkler system.
Fire Door

- Fire doors are a part of the rated egress stairwells.

Fire Suppression

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

Sprinkler System

- Type(s): Wet
- Coverage: Building is fully covered in accordance with North Carolina Building Code.

Buchanan

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 3
- Devices: The fire alarm system utilizes both smoke (ionization) and heat detectors. Smoke detectors are located in the hallway, offices, common areas, and storage rooms. Heat detectors are located in the laundry rooms and mechanical rooms.
- The following notification devices are in the building: manual pull stations, audio, and visual.
- The system monitors water flow and tamper devices associated with the sprinkler system.

Fire Doors

- Fire doors are a part of the rated egress stairwells.

Fire Suppression

- Portable fire extinguishers are located in the building per North Carolina Building Code.
Sprinkler System

- Type(s): Wet
- Coverage: Building is fully covered in accordance with North Carolina Building Code.

Balsam

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 3
- Devices: The fire alarm system utilizes both smoke (photoelectric and ionization) and heat detectors. Smoke detectors are located in the sleeping rooms, hallways, offices, conference rooms, common areas, mechanical rooms, and storage rooms. Heat detectors are located in the kitchens, mechanical rooms, and laundry rooms.
- The following notification devices are in the building: manual pull stations, audio, and visual.
- The system monitors water flow and tamper devices associated with the building sprinkler system.
- The system monitors the kitchen hood suppression systems.

Fire Doors

- Fire doors are part of the rated egress stairwells.

Fire Suppression

- Portable fire extinguishers are located in the building per North Carolina Fire Code.
- Kitchen hood suppression systems are located at each kitchen stove.

Sprinkler System

- Type(s): Wet
- Coverage: Building is fully covered in accordance with North Carolina Building Code.
Blue Ridge

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 3
• Devices: The fire alarm system utilizes both smoke (photoelectric and ionization) and heat detectors. Smoke detectors are located in the sleeping rooms, hallways, offices, conference rooms, common areas, mechanical rooms, and storage rooms. Heat detectors are located in the kitchens, mechanical rooms, and laundry rooms.
• The following notification devices are in the building: manual pull stations, audio, and visual.
• The system monitors water flow and tamper devices associated with the building sprinkler system.
• The system monitors the kitchen hood suppression systems.

Fire Doors
• Fire doors are part of the rated egress stairwells.

Fire Suppression
• Portable fire extinguishers are located in the building per North Carolina Fire Code.
• Kitchen hood suppression systems are located at each kitchen stove.

Sprinkler System
• Type(s): Wet
• Coverage: Building is fully covered in accordance with North Carolina Building Code.
Central Drive Hall

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 3
- Devices: The fire alarm system utilizes both smoke (photoelectric and ionization) and heat detectors. Smoke detectors are located in the sleeping rooms, hallways, conference rooms office rooms, common areas, mechanical rooms, and storage rooms. Heat detectors are located in the kitchens, mechanical rooms, and attic spaces.
- The following notifications devices are in the building: manual pull stations, audio, and visual.
- The system monitors water flow and tamper devices associated with the building sprinkler system.

Fire Doors
- Fire doors are a part of the rated egress stairwells

Fire Suppression
- Portable fire extinguishers are located in the building per North Carolina Fire Code.
- Kitchen hood suppression systems are located at each kitchen stove.

Sprinkler System
- Type(s): Wet and Dry
- Coverage: Building is fully covered in accordance with North Carolina Building Code.
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 3
- Devices: The fire alarm system utilizing smoke (photoelectric and ionization) detectors. Smoke detectors are located in the sleeping rooms, hallways, kitchens, common areas, conference rooms, storage rooms, and mechanical rooms.
- The following notification devices are in the building: manual pull stations, audio, visual, and voice.
- The system monitors water flow and tamper devices associated with the building sprinkler system.
- The system monitors the kitchen hood suppression systems.
- The system activates the smoke evacuation system for the stairwells.

Fire Doors
- Fire doors are a part of the rated egress stairwells.

Fire Suppression
- Portable fire extinguishers are located in the building per North Carolina Fire Code.
- Kitchen hood suppression systems are located at each kitchen stove.

Sprinkler System
- Type(s): Wet
- Coverage: Building is fully covered in accordance with North Carolina Building Code.
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 3
- Devices: The fire alarm system utilizes both smoke (photoelectric and ionization) and heat detectors. Smoke detectors are located in sleeping rooms, hallways, common areas, storage rooms, office rooms, conference rooms, and mechanical rooms. Heat detectors are located in mechanical rooms.
- The following notification devices are in the building: manual pull stations, audio, and visual.
- The system monitors water flow and tamper devices associated with the building sprinkler system.

Fire Doors
- Fire doors are a part of the rated egress stairwells.

Fire Suppression
- Portable fire extinguishers are located in the building per North Carolina Fire Code.
- Kitchen hood suppression systems are located at each kitchen stove.

Sprinkler System
- Type(s): Wet
- Coverage: Building is fully covered in accordance with North Carolina Building Code.
Norton

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 3
- Devices: The fire alarm system utilizes both smoke (photoelectric and ionization) and heat detectors. Smoke detectors are located in the sleeping rooms, hallways, kitchens, common areas, storage rooms, and apartments. Heat detectors are located in the mechanical rooms.
- The following notification devices are in the building: manual pull stations, audio, and visual.
- The system monitors water flow and tamper devices associated with the building sprinkler system.

Fire Doors
- Fire doors are a part of the rated egress stairwells.

Fire Suppression
- Portable fire extinguishers are located in the building per North Carolina Fire Code.
- Kitchen hood suppression systems are located at each kitchen stove.

Sprinkler System
- Type(s): Wet and Dry
- Coverage: Building is fully covered in accordance per North Carolina Building Code.
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 3
- Devices: The fire alarm system utilizes both smoke (photoelectric and ionization) and heat detectors. Smoke detectors are located in the hallways, common areas, and mechanical rooms. Heat detectors are located in the mechanical rooms.
- Standalone 120v smoke detectors are located in the sleeping rooms.
- The following notification devices are in the building: manual pull stations, audio, and visual.

Fire Doors:

- Fire doors are part of the rated egress stairwells.

Fire Suppression

- Portable fire extinguishers are located in the building per North Carolina Fire Code.
- Kitchen hood suppression systems are located at each kitchen stove.

Sprinkler System

- Type(s): Wet
- Coverage: Building is fully covered in accordance per North Carolina Building Code.
Robertson

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 2
- Devices: The fire alarm system utilizes both smoke (photoelectric and ionization) and heat detectors. Smoke detectors are located in the hallways, common areas, laundry areas, and mechanical rooms. Heat detectors are located in the mechanical rooms.
- Standalone 120v smoke detectors are located in the sleeping rooms.
- The following notification devices are in the building: manual pull stations, audio, and visual.
- The system monitors water flow and tamper devices associated with the building sprinkler system.
- The system monitors the kitchen hood grease suppression systems.

Fire Doors
- Fire doors are a part of the rated egress stairwells.

Fire Suppression
- Portable fire extinguishers are located in the building per North Carolina Fire Code.
- Kitchen hood suppression systems are located at each kitchen stove.

Sprinkler System
- Type(s): Wet
- Coverage: Building is fully covered in accordance per North Carolina Building Code.
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 2
- Devices: The fire alarm system utilizes both smoke (photoelectric and ionization) and heat detectors. Smoke detectors are located in the hallways, common areas, laundry areas, and mechanical rooms. Heat detectors are located in the kitchen rooms and mechanical rooms.
- The following notification devices are in the building: manual pull stations, audio, and visual.
- The system monitors water flow and tamper devices associated with the building sprinkler system.
- The system activates the smoke evacuation system for the center stairwell.

Fire Doors
- Fire doors are a part of the rated egress stairwells.

Fire Suppression
- Portable fire extinguishers are located in the building per North Carolina Fire Code.
- Kitchen hood suppression systems are located at each kitchen stove.

Sprinkler System
- Type(s): Wet
- Coverage: Building is fully covered in accordance per North Carolina Building Code.
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 3X
- Devices: The fire alarm system utilizes both smoke (photoelectric and ionization) and heat detectors. Smoke detectors are located in the hallways, common areas, and mechanical rooms. Heat detectors are located in the mechanical rooms.
- The following notification devices are in the building: manual pull stations, audio, and visual.
- The system monitors water flow and tamper devices associated with the building sprinkler system.

Fire Doors
- Fire doors are a part of the rated egress stairwells.

Fire Suppression
- Portable fire extinguishers are located in the building per North Carolina Fire Code.
- Kitchen hood suppression systems are located at each kitchen stove.

Sprinkler System
- Type(s): Wet and Dry
- Coverage: Building is fully covered in accordance per North Carolina Building Code.
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 3
- Devices: The fire alarm system utilizes both smoke (photoelectric and ionization) and heat detectors. Smoke detectors are located in the hallways, common areas, and mechanical rooms. Heat detectors are located in the mechanical rooms.
- The following notification devices are in the building: manual pull stations, audio, and visual.
- The system monitors water flow and tamper devices associated with the building sprinkler system.
- The system activates the smoke evacuation system for the center stairwell.

Fire Doors:
- Fire doors are a part of the rated egress stairwells.

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

Sprinkler System
- Type(s): Wet
- Coverage: Building is fully covered in accordance per North Carolina Building Code.
Highland Biological Station Housing Fire Alarm & Safety Systems

Valentine House
Emergency Lighting and Exit Signage

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

Fire Alarm System

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

Fire Suppression

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

Howell Cottage
Emergency Lighting and Exit Signage

- Emergency lighting is located in the hallway areas.

Fire Alarm System

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

Fire Suppression

- Portable fire extinguishers are located in the building per North Carolina Fire Code.
Wright and Deacon Cottages

Emergency Lighting and Exit Signage

- Emergency lighting is located in the hallway areas.

Fire Alarm System

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

Fire Suppression

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

Duplex 1 and 2

Emergency Lighting and Exit Signage

- Emergency lighting is located in the common room areas.

Fire Alarm System

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

Fire Suppression

- Portable fire extinguishers are located in the building per North Carolina Fire Code.
Campus Student Housing Fire Safety Practices and Standards

Fire safety and prevention is of paramount importance in a campus living environment, where the primary responsibility rests on each resident to be vigilant. To safeguard lives and protect property, it is critical that Western Carolina University’s fire detection, alarm systems, and fire suppression systems are reliable. Inspections and system testing performed in accordance with local, state, and federal codes help to ensure that the system operates as designed.

If a fire occurs in any building, building occupants should immediately notify Western Carolina University (WCU) Public Safety by dialing 828-227-8911 or 911. If a member of the WCU community finds evidence of a fire that has been extinguished, and the person is not sure if Public Safety has already responded, the community member should immediately notify the WCU Public Safety Department to investigate and document the incident. Please see University Policy 12, Fire Protection, for details on reporting requirements, evacuation requirements, and alarm monitoring procedures for Cullowhee Campus facilities. [http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-12.asp](http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-12.asp)

The campus fire alarm systems alert community members of potential hazards. Community members are required to heed an activated fire alarm system, and evacuate a building immediately. Use the nearest available exit to evacuate the building. Building occupants should familiarize themselves with the exits in each building. Residential Living has pre-designated meeting spaces for each facility. Resident Directors and Resident Advisors review evacuation procedures and designated meeting locations at Hall and Floor meetings at the start of each semester. If you are unsure of your designated route and/or designated meeting place check with your RA or RD.
**Campus Student Housing Evacuation Procedures**

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

- If there is smoke in your room, keep low to the floor. Crawl to your window and open it a few inches to allow in fresh air.
- If your room is clear of smoke, touch your door before opening. If it is hot, do not open! Stay in your room and wait for emergency personnel to reach you. Hang a sheet from your window to identify your location. If smoke is entering the room, stuff all openings with towels, etc.
- If your door is not hot, exit the room toward the nearest fire exit. If the situation allows, take a coat, wear shoes, and carry a towel for smoke. Close your windows, turn out the lights, and shut your door. Do not stop for personal belongings. Activate the fire alarm system if it is not already sounding.
- Once in the corridor, close your door and head quickly, but without panic, to the outside stairwell exit. Do not use the elevators.
- Exit down the stairway, making room for the people on the lower floors as they enter the stairway.
- After you have exited, move away from the building to the designated evacuation area and wait for further instructions. If University Police are not already on site, please call x8911 (landline) 828-227-8911 (cell phone), or 911 from a safe location.
  - Speak slowly and clearly so you can be understood
  - Give your name
  - Give the exact location of the fire or emergency
  - Give any other relevant information (is anyone hurt, etc)
- Keep out of the way of emergency personnel. If you believe someone is trapped on your floor, report this immediately to fire fighters or University Police.
- Do not re-enter the building for any reason. If you have any information regarding a fire, you are encouraged to tell the nearest University Police Officer or a Residential Living staff member.

When a fire alarm is activated, the elevators will automatically recall to a pre-designated fire safe floor. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. Campus elevator emergency phones automatically dial the WCU Emergency Communications Center that is staffed 24 hours a day, 7 days a week, 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. A sample has been provided for reference.
If you detect a fire or smell smoke:

1. **DO NOT PANIC**
2. Call 828-227-8911, or 8911 from any campus phone, and pull the fire alarm
3. Feel closed doors before opening them:
   a. **IF THE DOOR IS COOL TO TOUCH**, open the door and quickly evacuate the building.
   i. **DO NOT USE THE ELEVATOR**, follow the evacuation route
   ii. Close all doors as you exit the building.
   iii. If smoke is encountered stay low, close to the floor.
   iv. Gather at a safe distance from the building as directed.
   v. Keep away from emergency vehicles, and fire hydrants.
   b. **IF THE DOOR IS HOT - DO NOT OPEN THE DOOR**
   i. Seal the door with towels if necessary.
   ii. Call for help (8911)
   iii. Stay close to a window to signal the fire department
   iv. **DO NOT JUMP**
4. If you require assistance to evacuate you should notify a staff member or contact 8911 immediately during an emergency.
5. All fire alarms should be treated as actual emergencies

**FIRE SAFETY POLICY**

The setting of fires, tampering with fire safety equipment (including smoke detectors, pull stations, fire extinguishers, sprinklers, exit signs, etc) pulling false fire alarms, or failing to immediately or properly evacuate the building during a fire alarm are violations of state fire code and the code of student conduct. Students found in violation of this policy face potential probation, educational sanctions, financial sanctions, removal from student housing, and legal action.

**CAMPUS SAFETY**

1. Always lock your room door as you leave.
2. Do not prop exterior doors
3. Walk with a friend never alone
4. Contact University Police or housing staff about suspicious behavior

**LOCATE THE FIRE SAFETY EQUIPMENT NEAR YOUR ROOM, INCLUDING PULL STATIONS, FIRE EXTINGUISHERS, AND THE NEAREST EXIT.**

**WCU UNIVERSITY POLICE: EMERGENCY - 828.227.8911 | NON-EMERGENCY - 828.227.7301**
## Campus Student Housing Building Evacuation Drills

### 2012 Evacuation Drills

<table>
<thead>
<tr>
<th>Building</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albright/Benton</td>
<td>9/26/2012</td>
<td>6:30pm</td>
</tr>
<tr>
<td>Balsam</td>
<td>9/24/2012</td>
<td>9:00pm</td>
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</tr>
<tr>
<td>Buchanan</td>
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</tr>
<tr>
<td>Central</td>
<td>9/26/2012</td>
<td>9:30pm</td>
</tr>
<tr>
<td>Harrill</td>
<td>9/26/2012</td>
<td>8:30pm</td>
</tr>
<tr>
<td>Madison</td>
<td>9/25/2012</td>
<td>8:00pm</td>
</tr>
<tr>
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</tr>
<tr>
<td>Reynolds</td>
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<td>8:30pm</td>
</tr>
<tr>
<td>Robertson</td>
<td>9/25/2012</td>
<td>9:30pm</td>
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</tr>
<tr>
<td>Walker</td>
<td>9/27/2012</td>
<td>7:00pm</td>
</tr>
<tr>
<td>Albright/Benton</td>
<td>1/24/2012</td>
<td>7:30pm</td>
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<tr>
<td>Balsam</td>
<td>1/24/2012</td>
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<tr>
<td>Harrill</td>
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### 2011 Evacuation Drills

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<td>Scott</td>
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<td>Building</td>
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<td>Time</td>
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2010 Evacuation Drills

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<tr>
<td>Scott</td>
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<tr>
<td>Walker</td>
<td>2/2/2010</td>
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</tbody>
</table>
Policies on Prohibited Items & Activities in Campus Student Housing Facilities

Items Prohibited in Student Housing Buildings/Rooms

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

Please review the Guide to Residential Living for additional information; http://www.wcu.edu/WebFiles/PDFs/Guide_to_Residential_Living_2012-2013.pdf

University Policy on Smoking

All University owned buildings, including residence halls, at Western Carolina University have been designated as non-smoking buildings. Smoking is not permitted anywhere in these buildings, or within 50 feet of any building. Please see policy 45 for specifics; http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-45.asp
Policy on Candles/Open Flames/Incense in Campus Student Housing Facilities

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.

This list is not all-inclusive. If you have questions, please contact the Department of Residential Living at: housingquestions@email.wcu.edu or via phone at: 828-227-7303.

Fire Safety Training

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

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

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

Plans for Future 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. During the summer of 2012 the Village fire alarm system was replaced with a modern system consistent with the campus wide standard for fire alarm systems.
## Fire Statistics for On-Campus Student Housing

### 2012 Fire Statistics for On-Campus Student Housing

<table>
<thead>
<tr>
<th>Cullowhee Campus Building</th>
<th># of Fires</th>
<th>Date</th>
<th>Time</th>
<th>Cause</th>
<th>Injuries</th>
<th>Deaths</th>
<th>Property Damage</th>
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<tr>
<td>Albright/Benton</td>
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<td>N/A</td>
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<th>Cause</th>
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*Spring of 2012 Harrill Residence Hall was offline and unoccupied while undergoing a major renovation. While under contractor control a construction fire occurred in the basement. There were no injuries or deaths and the property damage was the responsibility of the contractor.

### 2011 Fire Statistics for On-Campus Student Housing

<table>
<thead>
<tr>
<th>Cullowhee Campus Building</th>
<th># of Fires</th>
<th>Date</th>
<th>Time</th>
<th>Cause</th>
<th>Injuries</th>
<th>Deaths</th>
<th>Property Damage</th>
</tr>
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<td>Time</td>
<td>Cause</td>
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<td>Deaths</td>
<td>Property Damage</td>
</tr>
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<td>Valentine House</td>
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2010 Fire Statistics for On-Campus Student Housing

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<th>Date</th>
<th>Time</th>
<th>Cause</th>
<th>Injuries</th>
<th>Deaths</th>
<th>Property Damage</th>
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<td>Date</td>
<td>Time</td>
<td>Cause</td>
<td>Injuries</td>
<td>Deaths</td>
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</table>
Western Carolina University

Relevant Policies


#38 Illegal Drugs and Illegal use or abuse of alcohol- http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-38.asp


#82 University Facility Use Policy- http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-82.asp


#102 University Center BYOB Alcohol Service Policy- http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/university-policies/numerical-index/university-policy-102.asp


#115 Trespassing on University Property-

Information/Resources

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

University Resources

WCU Police Department- Emergencies 828-227-8911/non-Emergencies 828-227-7301
WCU Police Resources

Emergency Preparedness Resources

Human Resources 828-227-7218:

Equal Opportunity and Diversity Programs-828-227-7116:

Student Affairs-828-227-7234
Student Affairs Main Page:
Student Affairs Resources:
Intercultural Affairs-828-227-2276:
Residential Living- 828-227-7303:

Counseling and Psychological Services 828-227-7469:
Student Health Services 828-227-7640:
Department of Student Community Ethics 828-227-7234:
Student Code of Conduct:

Safety and Risk Management 828-227-7443:
Safety & Health Manual:
http://www.wcu.edu/WebFiles/pplantsafetymanual.pdf

Off Campus Resources

Crisis Counseling
Reach of Macon (Jackson) Counties 828-369-5544 or 828-586-8969:
http://www.reachofmaconcounty.org/home/
Smoky Mountain Center 1-800-849-6127
http://www.smokymountaincenter.com/
National Domestic Violence Hotline 1-800-367-7287
http://www.thehotline.org/
Rape, Incest, & Abuse Hotline 1-800-656-4673
http://www.rainn.org/
Ernestine Walkingstick Shelter-828-488-5572
Medical Services
Department of Public Health-828-586-8994
http://health.jacksonnc.org/
Medwest Harris Hospital 828-586-7000
http://www.medwesthealth.org/patients_visitors/medwest-harris.aspx
Cherokee Hospital 828-497-9163
https://www.facebook.com/CherokeeIndianHospitalAuthority

Support Services for Victims
Department of Social Services-828-586-5546
http://www.jcdss.org/
Reach of Macon (Jackson County) 828-369-5544 or 828-586-8969
http://www.reachofmaconcounty.org/home/
Ernestine Walkingstick Center-828-488-5772

Legal Assistance
District Attorney’s Office 828-586-7586
http://www.ncdistrictattorney.org/30/mikebonfoey.html
Jackson County Clerk of Court 828-586-7512
http://www.jacksonnc.org/clerk-of-court.html
Magistrate’s Office-828-631-2195
http://www.nccourts.org/County/Jackson/Staff/Magistrates.asp
WNC Legal Aid-828-586-8931
http://www.legalaidnc.org/public/learn/locations/offices/Sylva/default.aspx

Law Enforcement (Emergencies 911)
Jackson County Sheriff’s Department-828-586-8901
http://www.sheriff.jacksonnc.org/
Sylva Police-828-596-2916
http://www.sylvapolice.com/
Cherokee Police-828-554-6600
http://nc-cherokee.com/cpd/
Prisoner Release Information
Jackson County Jail-828-586-8901
http://www.sheriff.jacksonnc.org/

NC Dept. of Corrections-1-919-716-3700
http://webapps6.doc.state.nc.us/opi/offenderreleasesearch.do?method=view

NC Automated Victim Assistance and Notification System 1-877-627-2826
https://www.ncdps.gov/Index2.cfm?a=000003,002144,001978

North Carolina Sex Offender Registry
http://sexoffender.ncdoj.gov/