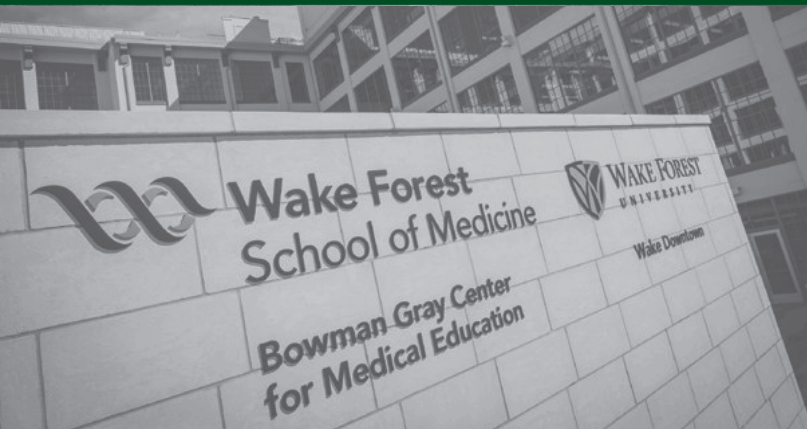


# Wake Forest University

## 2020 Annual Security and Fire Safety Report

Information for 2020 – 2021 Academic Year

Containing 2017, 2018, 2019 Statistics



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Campuses addressed in this report include:

Reynolda, Charlotte, Brookstown, Wake Washington, Casa Artom, Flow House, Salamanca, Barcelona, Worrell House, London INSTEP, Cambridge INSTEP, Wake Forest Baptist Medical Center, Innovation Quarter and Boone

All policy statements contained in this report apply to all campuses unless otherwise indicated.

## WAKE FOREST UNIVERSITY

### 2020 Annual Crime and Fire Report

#### **INTRODUCTION**

Working with our community to provide a safe place to learn and grow.

This report is prepared to fulfill the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (a.k.a. the “Clery Act”), The Report is prepared by staff members of Wake Forest University. This report may be found at the University Police web site: [www.wfu.edu/police](http://www.wfu.edu/police) and the Wake Forest Baptist Medical Center (WFBMC) Security Services Department’s web site: <http://www.wakehealth.edu/Security/>. The report will be mailed to anyone requesting a paper copy. Anyone may obtain a paper copy at the administrative office of the University Police in Alumni Hall on the Reynolda Campus. Copies can also be obtained at the WFBMC Security Services Department Administration office located on the WFBMC main campus adjoining Reynolds Tower, Main Floor.

Crime statistics in this publication are for the Reynolda Campus referred to in this report as “WFU Reynolda campus” which is located at 1834 Wake Forest Road and the Wake Forest Baptist Medical Center main campus referred to in the report as “WFBMC main campus”. Separate campus locations associated with these main campuses are also included in this report. Prior to the 2019 Report, both campuses published separate Annual Security and Fire Safety Reports. Statistical data was submitted to the U. S. Department of Education as one university listing data for every location. One location reported by WFBMC was Innovation Quarter. In 2018 two additional locations were opened in Innovation Quarter. Two buildings were renovated and opened for use. These two buildings are connected by a lobby entrance and access doors between floors 1 to 4 in each building. One building is the Bowman Gray Center for Medical Education (Medical School students) at 475 Vine St. and the other is Wake Downtown at 455 Vine St. (WFU Undergraduate and Graduate students). Security in Innovation Quarter until 2018 had been provided by Sunstates Security LLC under contract with WFBMC. Security at the two new locations is provided by the WFU Police who report crime statistics to WFBMC for inclusion in the Innovation Quarter campus crime statistics. Crime statistics for

other locations in Innovation Quarter leased or owned by WFBMC is provided by Sunstates Security and local law enforcement agencies other than WFU Police.

Statistics in this report are obtained from the incident reports of the WFU Police, WFBMC Security Services, Sunstates Security, statistics from incident reports of other local law enforcement agencies (including overseas) and information from other campus officials identified as Campus Security Authorities.

For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities and to all University Deans, Directors, and Department Heads.

All statistics are gathered, compiled, and reported to the University community via this report, which is published by the WFU Police Department. The WFU Police Department submits the annual crime statistics published in this report to the U.S. Department of Education (ED). The statistical information gathered by the U.S. Department of Education is available to the public through the ED website.

Campus Security Authorities include but are not limited to: faculty/staff advisors to registered student organizations, coaches for Intercollegiate Athletics and Intramural Sports, Directors of Residence Life and staff who directly monitor student residences, Deans, Vice Presidents for Campus Life, Directors of Student Development, Director and Advisors for International Studies, and Directors of the Benson Center. Campus Security Authorities (CSA) can report statistical information for this report via the CSA input page located on the Wake Forest University Police web page <https://police.wfu.edu/clery/campus-security-authority/> or the WFBMC web site at: <http://www.wakehealth.edu/Security/> .

## **Pastoral and Professional Counselors**

When acting in their roles as pastoral and professional counselors, such counselors are not considered Campus Security Authorities and therefore are exempt from disclosing reported offenses. It is the policy of Wake Forest University to encourage pastoral and professional counselors, if and when they deem it appropriate, to inform the person they are counseling of the University's voluntary, confidential reporting options. These options include reporting information through Silent Witness located on the University Police web page (and are described in the "Voluntary, Confidential Reporting" section of this report).

Pastors and counselors are located on the Wake Forest University, Reynolda Campus and the Bowman Gray Center for Medical Education.

Pastors and counselors should encourage victims to submit a confidential report (that will not include the name of the victim) to the University Police or Wake Forest Baptist Medical Center

Security Services when there could be a danger to the community. Pastors are available for confidential reporting at the WFU Chaplains office 336-758-5017 and the Innovation Quarter (IQ) Chaplain: 3rd floor: Bowman Gray Center for Medical Education 1213, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101. Contact: Michelle Nicolle, IQ Chaplain, 336-713-9766, [mnicolle@wakehealth.edu](mailto:mnicolle@wakehealth.edu). Counselors are available for confidential counseling at University Counseling Center 336-758-5273 and Student Counseling and Wellness Services, Waiting Room: Bowman Gray Center for Medical Education 1213, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101. Contact: [studentwellness@wakehealth.edu](mailto:studentwellness@wakehealth.edu) (confidential email) or Dr. Paige Greason, [pgreason@wakehealth.edu](mailto:pgreason@wakehealth.edu), 336.713.3357 or Ryan MacLeod, [rmacleod@wakehealth.edu](mailto:rmacleod@wakehealth.edu), 336.713.6302.

The University Police works closely with the Winston-Salem Crime Stoppers program that allows a person to provide anonymous information about crime activity. The phone number is 336-727-2800. Crime Stoppers allows a person to provide crime solving assistance to the authorities without being directly involved in the investigation process. This program can be used to report previous crimes that have not been reported. Crime Stoppers should not be used to report crimes in progress or emergencies. Call 911.

WFU Police also provides Silent Witness. Silent Witness is a web-based program that allows anonymous reporting to the police department. The sender's return address is blocked so the report is completely anonymous. Silent Witness can be accessed from the University Police web page at [www.wfu.edu/police](http://www.wfu.edu/police).

**The following steps are how you can contribute to a safe and healthy Community.**

1. **BE ALERT.** Your safety depends mostly upon your own attitude and actions. Use common sense and do not place yourself in a location or situation to become a victim of crime.
2. **IF YOU OBSERVE ANY SUSPICIOUS ACTIVITY OR WISH TO REPORT ANY CRIMINAL ACT, CALL THE POLICE IMMEDIATELY.** For police, fire or medical emergencies on the Reynolda campus, you may contact University Police by calling 911 from any campus phone or 336-758-5591 from an off-campus phone or cell phone. You may contact Medical Center Security by calling 6- 9111 from any house phone or 336-716-9111 from an off-campus phone or cell phone. You may also use any of the emergency call boxes throughout the campus. Simply push the button, or follow the instructions on the phone, to be in direct contact with University Police or Medical Center Security. The campus community is encouraged to accurately and promptly report all crimes and safety related incidents to the University Police or Medical Center Security. At Charlotte, Wake Washington, or Brookstown, dial 911. In England dial 999, in Italy and Spain dial 112, and in Austria dial 133.
3. **IF YOU BECOME AWARE OF A CRIME, OBSERVE A SUSPICIOUS PERSON OR SITUATION, OR ARE A VICTIM YOURSELF, PROMPTLY REPORT IT TO THE POLICE.**

Timely reports increase the likelihood that critical evidence will be obtained, stolen property will be recovered, and the offender will be successfully prosecuted. This is especially important in cases involving sex offenses. A prompt report to the police will also ensure that you are made aware of all available victim support services.

4. **AVOID WALKING ALONE AT NIGHT.** Make arrangements to walk in groups, whenever possible. In Winston-Salem, use the University Shuttle or use the Medical Center Van Service. Hours of operation for the Reynolda Campus Shuttle can be found at:

<https://parking.wfu.edu/ride-the-wake/>. Hours of operation for the Medical Center Van Services can be found at <http://intranet.wakehealth.edu/Departments/Van-Services/>. At Innovation Quarter campus, you may also contact Sunstates Security at 336-713-1568 for a security escort. If you must travel alone at night, stay on well-lit paths and sidewalks.

5. **KEEP YOUR ROOM DOOR LOCKED AT ALL TIMES.** Locking your door with your key, wherever you reside, is an effective way to reduce theft and enhance personal safety. **The vast majority of thefts occur from unlocked rooms when the occupant is gone only briefly.** Do not prop open exterior doors and close any doors you find propped open. Propped doors are a high risk and greatly increase chances of your victimization. University Police Communications monitors doors with key card readers and door alarms. WFBMC (at WFBMC main campus) and Sunstates (at Innovation Quarter campus) monitor doors with card access readers and door alarms. Other campuses do not have monitored card readers. Police or Security Officers are dispatched immediately to investigate any propped doors. Do not open your door to someone you do not know.

6. **DO NOT LEND YOUR KEY OR KEY CARD TO ANYONE.** Your action could result in both you and/or an innocent victim being referred to the campus Conduct system. Report a lost or stolen key to the local Police and your R.A. immediately. On the WFBMC main campus report a lost or stolen key to WFBMC Security Services or at Innovation Quarter to Sunstates Security.

7. **REPORT OBSCENE, ANNOYING, OR HARASSING PHONE CALLS OR E-MAIL MESSAGES IMMEDIATELY.** University Police or WFBMC Security Services will investigate, and as patterns develop, will work closely with telecommunications and Information Technology Services to help identify offenders. At other campuses, report to the local police.

8. **REPORT ALL SECURITY-RELATED MAINTENANCE PROBLEMS.** Locks, doors, windows, exterior lights in need of replacement, shrubbery in need of trimming or other unsafe conditions should be reported immediately to Facilities or Engineering by calling the Service Response Center at 336-716-0007 at WFBMC campus, on the Reynolda Campus contact the Facilities Management Service Line at 336-758-HALL (x4255), or Sunstates at 336-713-1568 at the Innovation Quarter campus. Campus facilities and landscaping are maintained in a manner to minimize hazardous conditions. WFBMC Security Services, University Police and Sunstates

routinely check for malfunctioning lights and other unsafe physical conditions. Any conditions found are reported to the appropriate department. At other campuses report maintenance issues to the branch administrator.

9. IDENTIFY YOUR VALUABLES USING OPERATION ID (Reynolda Campus only). Use engravers available from your R.A. or University Police to mark your valuables. Then, fill out an Operation I D form at <http://police.wfu.edu/forms-pubs/operation.ID/#form> .

10. PARK YOUR CAR IN WELL-LIT AREAS AND KEEP IT LOCKED. Lock all valuables in your trunk.

11. REGISTER YOUR BICYCLE WITH UNIVERSITY PARKING MANAGEMENT (Reynolda Campus only). They will issue a registration sticker to affix to your bicycle to deter theft and aid in recovery if it is stolen. Bicycle registration is mandatory. University Police strongly recommends a U-style lock. A registered and properly locked bicycle is much less likely to be stolen. Registration is fast and free.

12. PARTICIPATE IN PERSONAL SAFETY AND SECURITY AWARENESS PROGRAMS. The University Police frequently conduct programs that promote crime resistance skills that are also available for students at the Medical Center and Innovation Quarter campuses. Rape Aggression Defense (RAD) is a personal defense course offered to women at the Reynolda Campus. For information on RAD or other programs, please call University Police at 336-758-5591 or the Title IX Coordinator at 336-758-7258.

13. BE AWARE OF CAMPUS CRIME TRENDS. A Police Beat column can be read in The Old Gold and Black or on the University Police website. More information on campus crime is available from the University Police. University Police maintain a daily Crime/Fire Log which can be found online at: <https://police.wfu.edu/clery/daily-crime-fire-log/> . A printed copy can be obtained at the University Police Office in Alumni Hall. The Crime/Fire log for the Medical Center and Innovation Quarter campuses can be found at: <http://www.wakehealth.edu/Security/Daily-Crime-Log.htm> . A printed copy can be obtained at the WFBMC Center Security Services Department Administration office. Crime logs are not maintained for the other campuses because there is no campus police or security officers at those locations.

14. PROTECT YOUR LAPTOP. Always have your Laptop secured, whether in your room or in study areas, as it is a high value, targeted item for theft. Neither WFU nor WFBMC cover property loss or damage due to unforeseeable incidents that may occur. Many property insurance policies will cover the loss or theft of your belongings.



# UNIVERSITY POLICIES

## Reporting of a crime, fire or other emergency

All students, employees, and visitors are encouraged to accurately and promptly report all potential criminal activity, suspicious behavior, and any emergencies to the campus police or security personnel listed below for the applicable campus (where such personnel exists) and/or to the local law enforcement agency with jurisdiction at the campus. Prompt reporting assists in the investigation of the crime, issuance of timely warnings and emergency notifications.

Reynolda Campus  
WFU Police  
Emergency 911 (campus phone)  
or 336-758-5591  
Non-Emergency 311 (on campus phones  
only)

Wake Forest Baptist Medical Center  
Security Services  
Emergency 6-9111 (336-716-9111)  
Non-Emergency 6-3305 (336-716-3305)  
Winston-Salem Police 911

Innovation Quarter  
Sunstates Security 336-713-1568  
Wake Forest Police - Contact Sunstates  
Security  
Winston-Salem Police 911

Brookstown Center  
Winston-Salem, N.C.  
Winston-Salem Police 911

Charlotte Center  
Charlotte, N.C.  
Charlotte-Mecklenburg Police 911

Barcelona  
Barcelona, Spain  
Barcelona Police 112

Casa Artom  
Venice, Italy  
Venice Police 112

Flow House  
Vienna, Austria  
Vienna Police 133

Salamanca Center  
Salamanca, Spain  
Salamanca Police 112

Worrell House and  
London Instep  
London, England  
London Police 999

Cambridge INSTEP  
Cambridge, England  
Cambridge Police 999

Boone Campus  
Boone, N.C.  
Appalachian State University Police  
Emergency 828-262-8000  
Boone Police 911

Wake Washington  
Washington, D. C.  
Fire & Police 911

When reporting a crime or emergency, call 911 from any University phone. When calling from an off-campus phone or cell phone, dial 336-758-5591. In response to a call, University Police will take the required action, dispatching an officer, and when necessary on-campus Emergency Medical Technicians, county ambulance services and the fire department. The Communications Center also has radio contact with all area emergency services. When you observe a crime or emergency, call 911 immediately. Use the numbers listed for each separate campus listed above.

All Reynolda Campus crimes should be reported accurately and promptly to the University Police, the Title IX Office or Dean of Students (or to the appropriate police agency, if WFU Police does not have jurisdiction at that campus, as noted in the “Campus Law Enforcement Authority and Jurisdiction” section), when the victim of a crime elects to make such a report, or when the victim of a crime is unable (physically/mentally) to make such a report.

There are 50 blue light call boxes on campus. Anyone using a call box is directly connected to the University Police Communications Center. Police Officers are dispatched to an activated call box and can, if necessary, speak directly with the person using the call box via the officer’s portable radio. Call boxes and campus lighting are routinely checked by University Police Officers and repair requests are made to University Facilities Management.

## **Response to a Report**

Dispatchers are available at these respective telephone numbers 24 hours a day to answer your calls. In response to a call, the agencies will take the required action, either dispatching an officer or asking the victim to report to police headquarters to file an incident report. All reported crimes will be investigated by the appropriate agency and may become a matter of public record.

All WFU Police incident reports, WFBMC Security incident reports and Sunstates Security incident reports may be forwarded to the Dean of Students Office (WFU) for review and referral or to the Office of Student Affairs (BGCME) for potential action, as appropriate. WFU Police Investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Student Conduct. If assistance is required from the respective local law enforcement agencies or the respective local Fire Departments, WFU Police will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including WFU Police Department, will offer the victim a wide variety of services. At other campuses local law enforcement agencies will respond to reports following their procedures. Wake Forest, by written correspondence, requests Clery statistics from these law enforcement agencies at the end of the calendar year.

## Campus law enforcement authority and jurisdiction

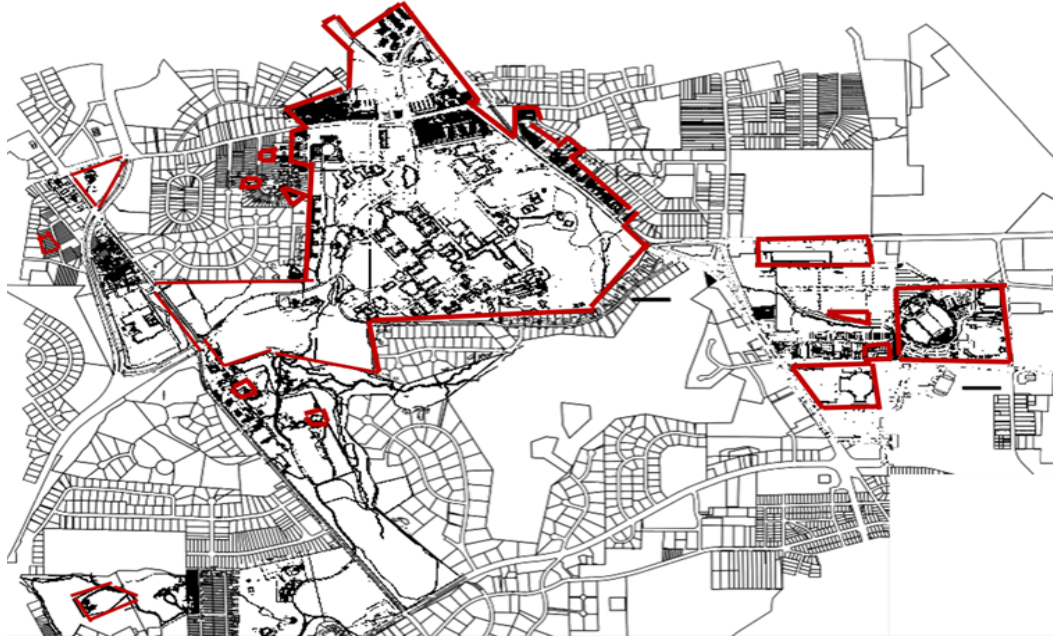
WFU REYNOLDA CAMPUS, AND INNOVATION QUARTER (Wake Downtown at 455 Vine St. and Bowman Gray Center for Medical Education at 475 Vine St.)

The Wake Forest University Police Department is comprised of professional men and women whose purpose is to provide a safe environment in which students and employees may live, learn and work. The professionally-trained department consists of police officers, security officers, communications officers and support staff who often work with local, state and federal agencies to resolve cases (see page 10). The primary concern of the Department is to protect and assist the campus community. It operates 24 hours a day, 365 days a year, watching for circumstances that threaten the campus and taking appropriate action.

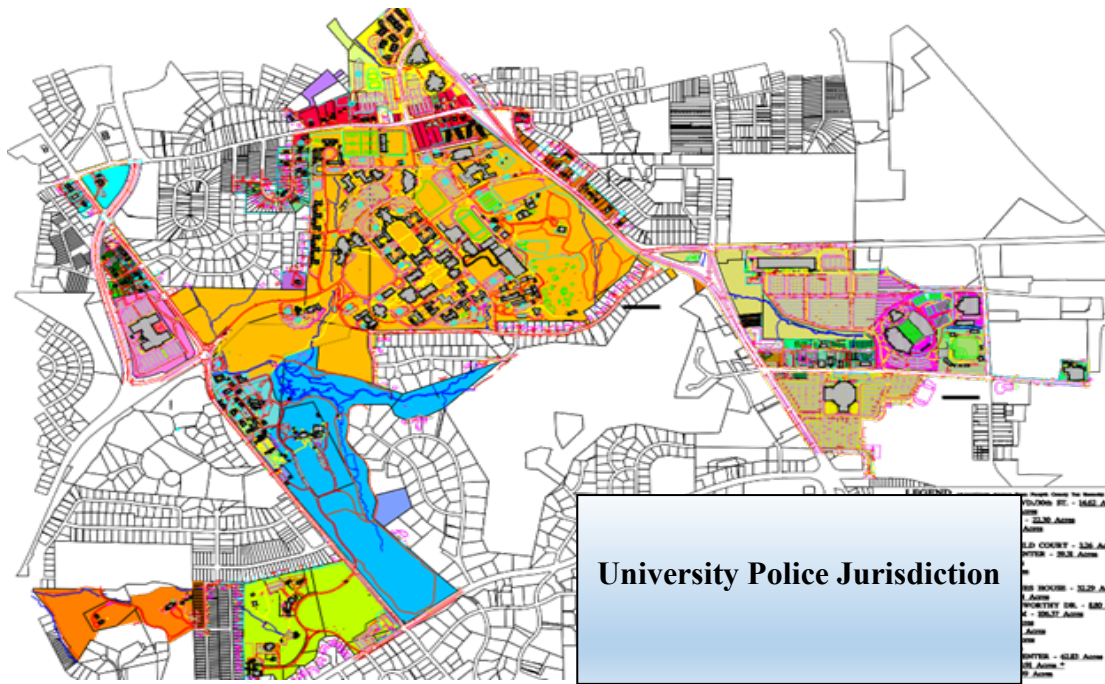
The University Police Communications Center also operates 24 hours a day, 365 days a year. When reporting a crime or emergency, call 911 from any University phone. When calling from an off-campus phone or cell phone dial 336-758-5591. In response to a call, University Police will take the required action, dispatching an officer, and when necessary on-campus Emergency Medical Technicians, county ambulance services and the fire department. The Communications Center also has radio contact with all area emergency services. When you observe a crime or emergency, call 911 immediately. University Police Officers are fully sworn police officers under the laws of the State of North Carolina by the Attorney General's Office. They have full arrest powers on all University property and on public property adjacent to the University. University Police Officers enforce University policies as well as local, state and Federal laws.

The jurisdiction of the University Police consists of all property owned by Wake Forest University (see areas shaded on the color map page 9) and includes BGCME and Wake Downtown. University Police Security Officers are non-sworn members (no arrest power) of the Police Department who are responsible for security (i.e., they are responsible for enforcing university policies, and those policies include enforcing violations of the law. University Police Security Officers document violations of University policy/law and contact University Police and/or other local law enforcement agencies to report observed violations of federal laws and state laws). The jurisdiction of University Police Security Officers is limited to Wake Forest University owned or leased property. Security Officers primary assignments include Gate Houses, foot patrol in assigned buildings, and evening foot patrol of campus buildings.

# ANNUAL SECURITY AND FIRE SAFETY REPORT



**CLERY ON CAMPUS** - The area outlined in red on the map above is designated as On Campus (Reynolda Campus) for the Annual Security and Fire Safety Report.



**University Police Jurisdiction**

Police Districts Not Shown  
10,000 SF - 144.1 Acres  
21.30 Acres  
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Bowman Gray Center for Medical Education (BGCME) is identified as the School of Medicine on the above map and Wake Downtown is the adjacent connected building. BGCME (455 Vine St.) and Wake Downtown (475 Vine St.) are reported for Clery purposes in the Innovation Quarter statistics in this report. Those two locations are only a portion of Innovation Quarter (see the map on page 12 for the entire Innovation Quarter jurisdiction). University Police patrol both the Bowman Gray Center and Wake Downtown. Clery statistics for these locations are reported to the Baptist Medical Center by the University Police and the Winston-Salem Police.

The University Police maintains a strong working relationship with the Winston-Salem Police, Forsyth County Sheriff, State Highway Patrol, U.S. Secret Service and Postal Inspector. The Winston-Salem Police notifies the University Police when a student is involved in criminal activity at a non-campus location.

The University Police maintains a Memorandum of Understanding, under the laws of North Carolina, with the Winston-Salem Police Department. This agreement allows each department to provide assistance including investigators to the other when necessary, for the purposes of investigating alleged criminal incidents. The University Police does not have any written agreements including memoranda of understanding with the Charlotte Police, Washington D.C.

Police, Appalachian State University Police or any overseas police department that has jurisdiction at separate campuses overseas regarding the investigation of crimes that occur at these locations, nor does the University Police have jurisdiction at these locations.

#### REPORTING A CRIME

Police incident reports are forwarded to Division of Campus Life, Judicial Affairs for potential action, as appropriate. Any report of sexual discrimination or sexual misconduct will be reported to the Title IX Office. A Detective will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Judicial Affairs Office. University Police Victims Services are available to any victim of a crime. The University Police maintains a strong working relationship with the Winston-Salem Police, Forsyth County Sheriff, State Highway Patrol, U.S. Secret Service and Postal Inspector. The University Police maintains a Memorandum of Understanding, under the laws of North Carolina, with the Winston-Salem Police Department. This agreement allows each department to provide assistance including investigators to the other when necessary, for the purposes of investigating alleged criminal incidents. The Winston-Salem Police notifies the University Police when a student is involved in criminal activity at a non-campus location.

The department maintains a Daily Crime Log which is available to the public for review during normal business hours at University Police Records, Alumni Hall or on the web at:

<https://police.wfu.edu/clery/daily-crime-fire-log/>

#### WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA, LONDON INSTEP, CAMBRIDGE INSTEP, CHARLOTTE, BROOKSTOWN, AND WAKE WASHINGTON

The Wake Forest University Police Department does not have jurisdiction on the above listed campuses and therefore has no enforcement authority, including the authority to make arrests, at these locations. Furthermore, University Police does not have a working relationship with the State and local police and does not have a Memorandum of Understanding with these police departments regarding the investigation of crimes that occur at these locations. The University Police maintains contact with the U.S. State Department to obtain information on international travel advisories. Criminal acts should be reported to the local police department.

The Charlotte Police Department has law enforcement authority, jurisdiction and authority to make arrests at the Charlotte campus, the Washington D.C. Police Department has law enforcement authority, jurisdiction and authority to make arrests at the Wake Washington campus, The Winston-Salem Police Department has law enforcement authority, jurisdiction and authority to make arrests at Brookstown, the Venice Police, Vienna Police, Salamanca Police, London Police and Cambridge Police has law enforcement authority, jurisdiction and authority to make arrests at the respective overseas campuses.

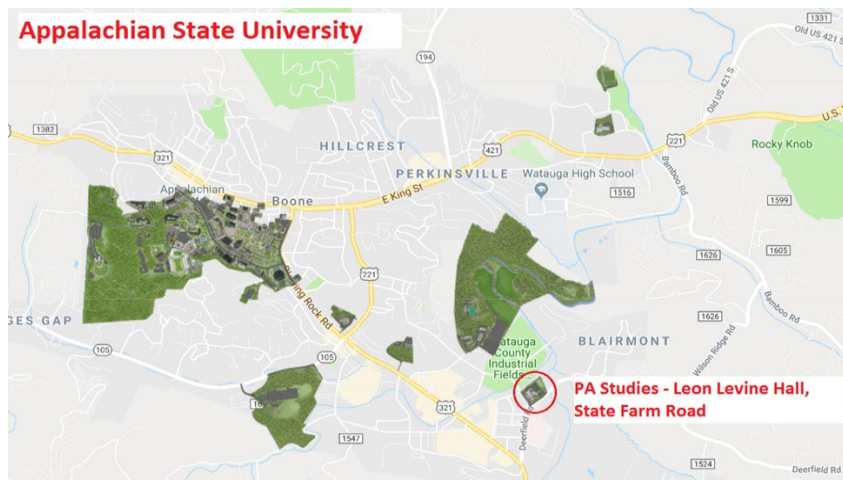
WFU does not have a police or security presence on the campuses listed in this section and is not required to maintain a Daily Crime Log.

## BOONE CAMPUS

The WFU Boone Campus is a separate BGCME campus that is located on the campus of Appalachian State University. The Wake Forest School of Medicine Physicians Assistant Program holds classes at Leon Levine Hall of Health Sciences. The Boone Campus does not have any WFU campus police or security personnel on site, nor do they have any jurisdiction at this location. Therefore, WFU police and security personnel have no enforcement authority at this campus, including any authority to make arrests.

All crimes on Appalachian State property should be reported to Appalachian State University Police Emergency 828-262-8000. Appalachian State Police Officers are full sworn police officers under the laws of the State of North Carolina. They have full arrest powers on all University property and public property adjacent to the University. University Police Officers enforce University policies as well as local, state and Federal laws. Wake Forest Police does not have a Memorandum of Understanding with Appalachian University Police or the Boone Police Department regarding the investigation of crimes that occur at this location.

As mentioned WFU does not have a security presence on the Boone Campus and is not required to maintain a crime log, however the Appalachian University Police crime log is available at <https://police.appstate.edu/crime-log>. While we encourage students and employees interested in learning more about reported crimes at the Boone Campus to consult this important resource, WFU cannot verify the accuracy or completeness of Appalachian State University's Daily Crime Log.



Map of University Hall-PA Program in Boone

**WAKE FOREST BAPTIST MEDICAL CENTER – Winston-Salem, N.C.**

The Wake Forest Baptist Medical Center Security Services Department (herein referred to as “WFBMC Security Services”) is committed to providing a safe environment for all members of the WFBMC community. WFBMC Security Services, which operates 24 hours/7 days a week, is composed of professional personnel whose purpose is to provide a safe environment in which students and employees may learn and work.

Security officers document violations of WFBMC policy and may contact local law enforcement agencies to report observed violations of federal and state laws. WFBMC Security Services also maintains a Daily Crime Log for the WFBMC campus, the Innovation Quarter and in certain off-campus buildings or property owned or controlled by Wake Forest Baptist Health and Wake Forest School of Medicine; and on public property within or immediately adjacent to the campuses. The Log is available to the public for review via the web at <http://www.wakehealth.edu/Security/Daily-Crime-Log.htm> or in person at the WFBMC Center Security Services Department Administration office.

WFBMC Security Services personnel and Sunstates Security personnel are non-commissioned security officers who do not possess statutory authority to conduct criminal investigations or effect arrests. Security officers are not sworn officers and have no service jurisdiction outside of WFBMC campuses and properties, but they are responsible for enforcing WFBMC policies related to ensuring the safety for students, faculty, staff, patients and visitors on WFBMC campuses and properties. Sunstates Security contracts its Innovation Quarter security services to WFBMC. When criminal reporting or investigation is required at WFBMC or Innovation Quarter, WFBMC Security Services will contact the Winston Salem Police Department. There are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between WFBMC or Sunstates Security and the Winston-Salem Police Department or other law enforcement agencies. WFBMC Security Services maintains a strong working relationship with state and local police agencies, including Winston-Salem Police Department, Forsyth County Sheriff’s Office, State Bureau of Investigation, Federal Bureau of Investigation, and North Carolina State Highway Patrol. In the instance of a fire, WFBMC Security Services will contact the Winston-Salem Fire Department. If medical assistance is needed WFBMC Security Services will contact Forsyth County EMS. WFBMC Security Services will immediately respond to all reported incidents and emergencies on the Medical Center campus. Additionally, any student or staff report of sexual discrimination or sexual misconduct will be reported to the Title IX Office.

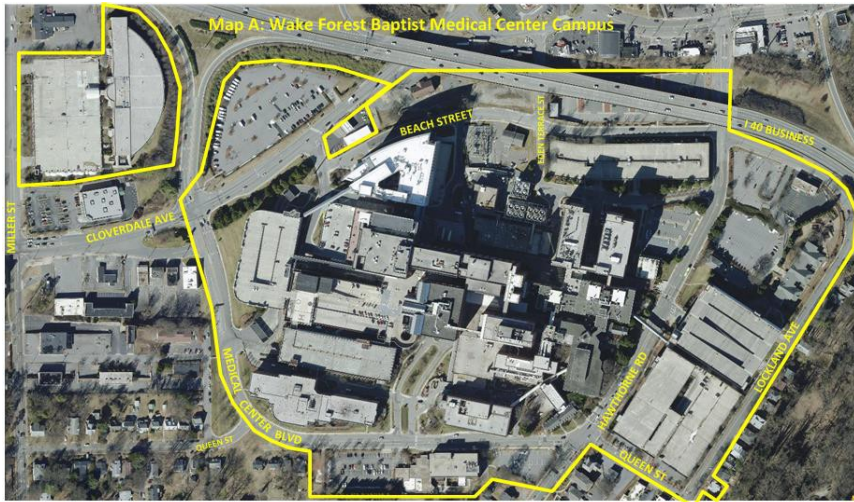
At the Innovation Quarter campus, Sunstates security officers will respond to incidents and if needed, WFBMC Security Services may also respond. Sunstates Security maintains a 24-hour



dispatch center in the Innovation Quarter and will notify Winston-Salem Fire Department, Forsyth County EMS or Winston-Salem Police in an emergency.

At the Bowman Gray Center for Medical Education (BGCME) and Wake Downtown (both located within the Innovation Quarter) Wake Forest University Police have sworn officers present they can be reached through Sunstates Security Dispatch at 336-713-1568 or WFU Police Dispatch at 336-758-5591. University Police will follow the procedures explained under Response to a Report, page 7.

The following maps illustrate the WFBMC jurisdiction:



## Voluntary Confidential Reporting

### WFU REYNOLDA CAMPUS, BROOKSTOWN, BGCME, AND WAKE DOWNTOWN

Confidential reports may be made to the University Police where the name of the victim will not appear in the report. Victims may also make anonymous reports via Silent Witness located on the University Police website.

The Title IX Office will also take confidential reports for students and employees at any campus. In compliance with applicable laws and regulations, the University will take precautions to protect the privacy of both the complainant and the respondent. However, students should understand that under conditions of serious or continuing threat to students and employees, the University is required by federal law to inform the community of the occurrence for the protection of all members of the community. In addition, the University cannot guarantee confidentiality by other students who may be involved as witnesses.

To discuss confidentiality concerns and options, students are encouraged to contact the *Safe Office at 336-758-5285 (available 24/7)*. <http://safeoffice.wfu.edu> . The Safe Office only serves the Reynolda Campus.

Statistics from confidential reports, except those made exclusively to pastors or professional counselors, are included in the University's Annual Security and Fire Report. Pastors and counselors should encourage victims to submit a voluntary confidential report (that will not include the name of the victim) to the University Police when there could be a serious or continuing threat to the community. Pastors, who are not counselors, at the Chaplains office 336-758-5017 and counselors at University Counseling Center 336-758-5273 are where victims can obtain confidential assistance.

### WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA, LONDON INSTEP, CAMBRIDGE INSTEP, CHARLOTTE AND WAKE WASHINGTON

Students and employees at these locations can contact Chaplains and Counselors on the Reynolda campus to obtain information on how to report crimes on a voluntary confidential basis through the WFU Police Departments Silent Witness program. However, there are no mechanisms available on-site at these locations to report crimes on a voluntary, confidential basis for inclusion in the WFU Annual Security and Fire Safety Report. Crimes should be reported to the local authorities and confidentiality cannot be guaranteed at these police departments.

## BOONE CAMPUS

From the Appalachian State Annual Campus Security and Fire Safety Report: “The University recognizes the often-sensitive nature of interpersonal violence incidents and is committed to protecting the privacy of any individual who makes a report. Different university officials and personnel are, however, only able to offer varying levels of privacy protection to victims of interpersonal violence. Reports made to non-law enforcement officials will be kept confidential and identifying information about the victim shall not be made public, to the extent permitted by law. Reports made to law enforcement, if criminal prosecution is pursued, may be made public under the public records law found in Chapter 132 of the North Carolina General Statutes as follows: A public law enforcement agency shall temporarily withhold the name or address of a complaining witness [victim] if release of the information is reasonably likely to pose a threat to the mental health, physical health, or personal safety of the complaining witness [victim] or materially compromise a continuing or future criminal investigation or criminal intelligence operation. Information temporarily withheld under this subsection shall be made available for release to the public in accordance with G.S. 132-6 as soon as the circumstances that justify withholding it cease to exist.”

## WAKE FOREST BAPTIST MEDICAL CENTER AND INNOVATION QUARTER

WFBMC students and employees may request that the WFBMC Security Services personnel file a report on behalf of the victim with the details of the incident and Security Services may do so without revealing the student’s or employee’s identity. This confidential report will protect the student’s or employee’s identity while assisting with notification to other students and employees of potential risk. Confidential reports are included among crime statistics for the WFBMC and Innovation Quarter campuses but do not provide identifying information.

### Voluntary and Confidential Reporting

There are procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Should a student or employee become the victim of a crime and choose not to pursue action or is unable to do so under the applicable campus judicial or employee process or through the public criminal justice system, students and employees may still want to consider making a confidential report. In addition to the Silent Witness Form <https://police.wfu.edu/forms/silent-witness-form/>, students and employees may request that the WFBMC Security Services and/or the WFU PD personnel file a report on behalf of the victim with the details of the incident. This may be done without revealing the student’s or employee’s identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment and the student’s or employee’s identity is known to WFBMC Security Services and/or the WFU PD). This confidential report will protect the student’s or employee’s identity while assisting with notification to other students and employees of potential risk. With such information, Wake Forest University can keep an accurate record of the number

of incidents involving students, employees and visitors; 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. At BGCME the Chaplains office, who are not counselors, can be contacted at 336-713-9766 and Student Counseling and Wellness Services can be contacted at 336-713-3357.

## **Reporting to Meet Disclosure Requirements**

Members of the community are helpful when they immediately report crimes or emergencies to the WFU Police (BGCME) , WFBMC Security Services and/or for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary. A list of the titles of each person or organization to whom WFBMC and BGCME students and employees should report the criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure are as follows:

- Director of Security Services
- Security Services Operational Manager
- Security Services Systems Manager
- Security Services Investigations Coordinator
- Security Services Supervisors
- Senior Security Officers
- Security Officers
- Emergency Communications Dispatcher

Contact the above at the following phone numbers

Wake Forest Baptist Medical Center  
Security Services  
Emergency 6-9111 (336-716-9111)  
Non-Emergency 6-3305 (336-716-3305)

Innovation Quarter  
Sunstates Security 336-713-1568  
Wake Forest Police - Contact  
Sunstates Security

# Crime statistics

## NOTE: the following definitions apply to all crime charts in this report

**On Campus** = The core campus including buildings used for an academic purpose within one mile of the campus.

**Non-Campus** = Any off campus building, or property owned or controlled by a student organization that is officially recognized by the University. Any off-campus building or property owned or controlled by the University that is used in direct support of, or in relation to, the Universities educational purpose and is frequently used by students.

**Public Property** = Any public property within the campus, immediately adjacent to and accessible from the campus.

**Residential Facilities** = Any University owned building on campus that serves as a residence for students.

**Arrests** = The physical arrest or issuing of a citation to a person accused of violating state law.

**Referred for Disciplinary Action** = The referral of a student who has violated state law to the Dean of Students for disciplinary action.

**Domestic Violence, Dating Violence, and Stalking** = The number of these crimes reported.

**Unfounded** = A complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred.

## WFU REYNOLDA CAMPUS (Winston-Salem, North Carolina) CRIME STATISTICS

INCIDENT	ON CAMPUS			RESIDENTIAL FACILITY			NON- CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	1	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	7	13	8	7	13	7	0	3	0	0	0	0
Fondling	1	2	4	1	2	3	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	0	3	0	0	0	1	0
Burglary	10	10	10	6	8	9	0	0	0	0	0	0
Motor Vehicle Theft	16	2	8	0	0	0	0	0	0	0	0	0
Arson	1	0	0	1	0	0	0	0	0	0	0	0

**NOTE:** In the Non-Campus statistics under local police for 2016 there are 2 robberies and 1 burglary that occurred at a hotel out of state where students were staying. None of the students were victims of these crimes. By Department of Education guidelines crimes at hotels where students are staying on University business must be reported regardless of the location and non-affiliation with the University.

**Unfounded** = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. No unfounded reports in 2017, 4 in 2018 and none in 2019.

## ARRESTS AND REFERRALS

ARRESTS	ON CAMPUS			RESIDENTIAL FACILITY			NON- CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT												
Illegal Weapons ARRESTS	0	0	0	0	0	0	0	0	0	0	0	1
Drug Law ARRESTS (2)	7	8	0	5	5	0	0	0	0	2	3	0
Liquor Law ARRESTS (2)	14	6	8	6	4	3	0	0	0	0	3	0

(2) Includes citations

REFERRALS	ON CAMPUS			RESIDENTIAL FACILITY			NON- CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT												
Illegal Weapons Referral	1	1	0	1	1	0	0	0	0	0	0	0
Drug Law Referral	37	77	46	34	59	42	0	0	0	0	0	0
Liquor Law Referral	372	567	403	339	526	375	0	0	0	0	4	1

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The following chart presents the incidents of Domestic Violence, Dating Violence, and Stalking reported to Wake Forest University and local police.

INCIDENT	ON CAMPUS			RESIDENTIAL FACILITY			NON-CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Domestic Violence	1	0	1	0	0	0	0	0	0	0	0	0
Dating Violence	4	1	0	3	0	0	0	1	0	0	0	0
Stalking	1	1	0	0	0	0	0	0	0	0	0	0

Wake Forest University reports the crime required by the Clery Act that occurred on or within the institution's Clery Geography that were reported to a Campus Security Authority.

## HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act, the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Sex Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported to the WFU Police during 2017, 2018, or 2019.

## FIRE SAFETY REPORT – Reynolda Campus

(Fire safety policies for the Reynolda Campus will apply to all campuses unless specifically noted in each of the respective campus fire safety reports)

One hundred and sixty-six fire drills were conducted in campus residence halls during 2019. Procedures for Student Housing Evacuation in the case of a fire:

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the WFU Police. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

1. Individual student responsibilities:
  - a. Wear shoes and something to protect you from the elements.
  - b. Close all windows and doors and exit quietly and orderly.
  - c. Leave through the pre-assigned or alternate exit and report to the determined evacuation area.
2. Sanctions for not evacuating
  - a. Minimum \$100.00 dollar fine.
  - b. Educational sanctions.

General procedures that students and employees should follow in the case of a fire.

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key and/or key card in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Office of Residence Life and Housing staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds, shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident should report to their assigned assembly area. Office of Residence Life & Housing staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

1. Steps for reporting a fire
  - a. Activate the fire alarm/pull station.
  - b. Evacuate the building.
  - c. Call University Police at 911 and provide the following information:



- i. Your name
- ii. Your building, location of fire, nature of fire
- d. Inform officials of any students unable to evacuate.
- e. Go to your evacuation area so Residence Life & Housing staff will know you evacuated.
- f. Wait for further instructions from emergency personnel or Residence Life & Housing staff.

## 2. Fire Extinguisher Use

- a. At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building!
- b. Be familiar with the location and proper methods for using the extinguishers in your building.
- c. Check all fire extinguishers periodically and report any problems promptly to maintenance.
- d. Fire extinguishers are located in all residence hall offices.

## 3. Fire Incident Report

Per federal law, WFU is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. The following procedures should be followed to ensure proper documentation and investigation of fire related incidents:

- a. All fires (active or extinguished) and false alarms must be reported to the University Police at 911. University Police and the Winston-Salem Fire Department will be dispatched.
- b. The Fire Department will assure that everything has been properly extinguished.
  - i. The GHD on duty will contact the Coordinator of Housing immediately following a fire alarm.
  - ii. Reports are to be completed and returned by the responding staff member and submitted to supervisor and Coordinator of Housing within 24 hours following the incident.
- c. Report all fires that have occurred to the WFU Fire Prevention Coordinator at (336) 758-4329

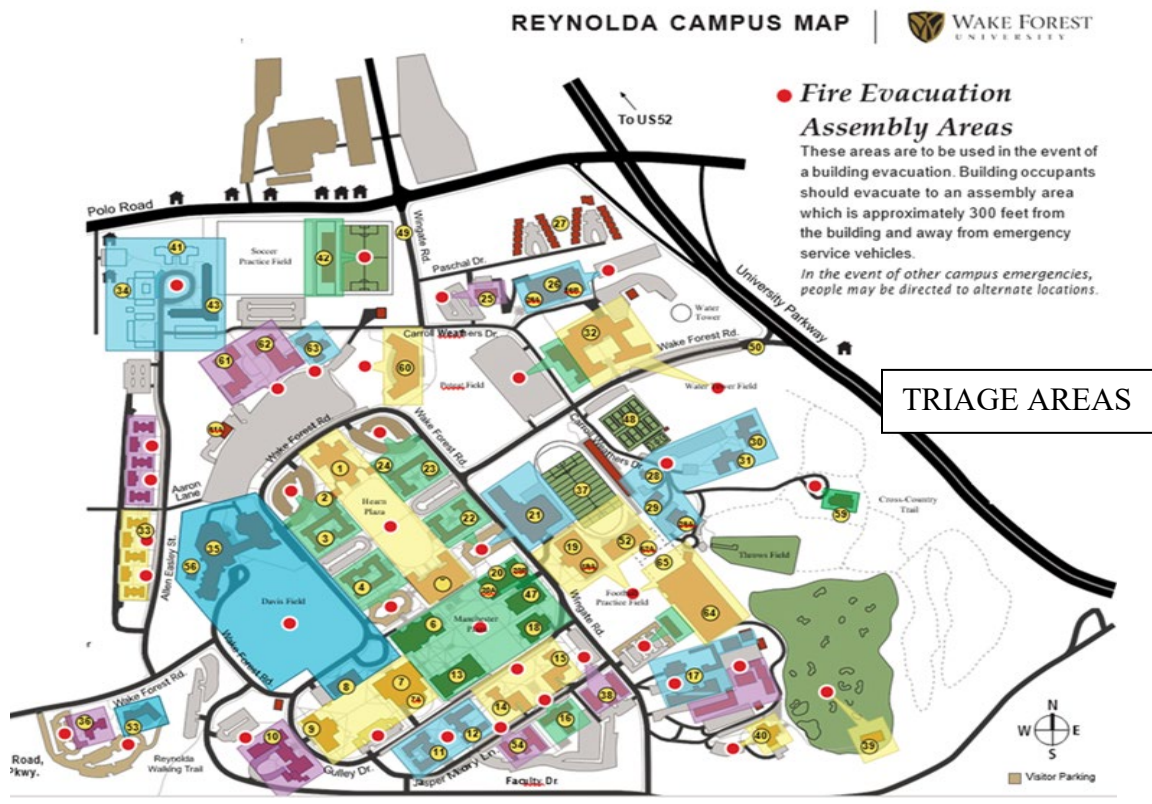
## 4. Fire Safety

Students and employees should be thoroughly familiar with your building, the fire lanes around your building, Fire Safety equipment, and emergency procedures. Your attitude and knowledge towards fire safety helps create a safety-conscious community.

## 5. Fire Alarm and Sprinkler System Policies

Giving false fire alarms or tampering with fire alarm or sprinkler equipment is an offense under state of North Carolina criminal law.

- a. “It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving a false alarm of fire, or to break the glass key protector, or to pull the side arm, or lever of any station or signal box of any fire station, or willfully, misuse or damage a portable fire extinguisher or in any way to willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm, fire detection, smoke detection, or fire extinguishing system.”
- b. Causing false fire alarms, for tampering with fire alarms, fire extinguishers or sprinkler equipment is a misdemeanor under state of North Carolina criminal law as well as a violation of Wake Forest University policy. Criminally, this offense is punishable by a fine not to exceed five hundred dollars (\$500), imprisonment for not more than six months, or both. Students found responsible for violations of this policy may face immediate cancellation of the student’s Housing and Dining Agreement. Students should take special precautions to avoid tampering with or accidentally activating the building sprinkler or fire alarm systems. Sprinkler heads should not be used as a way to hang items in the room. The city of Winston-Salem Fire Code requires that students not place any personal items or University furniture within 18 inches of any sprinkler head, including in room closets.
- c. Any student who does not leave the residence hall during a fire alarm will be subject to a maximum penalty of \$100 and/or mandatory participation in a work program, imposed by the campus Conduct system/or Housing Agreement.
- d. Students should take special precautions to avoid tampering with, molesting, or accidentally activating the building sprinkler or smoke detection system. For example, sprinkler heads should not be used as a way to hang items in the room. Students may be held liable for damages that occur in rooms/common areas and/ or be required to pay a Winston- Salem citation as a result of sprinkler or smoke detection system activation or tampering. The University typically receives a citation for all false activations of the fire alarm systems which result in a monetary system fine on a tiered cost schedule.



## ELECTRICAL APPLIANCE POLICY FOR RESIDENCE HALLS & OFF CAMPUS HOUSING

In order to ensure maximum health and safety standards in the residence halls, several categories of electrical appliances have been established. They are:

- a. Appliances that may not be used or stored in residence hall. These include toaster ovens, convection ovens, electric skillets, waffle or crepe pans, crock pots, hot plates, hamburger makers, space heaters, electric blankets, fog machines, generators, or halogen lamps. Pre-approved air conditioners (as a result of a medical appeal) registered with the Office of Residence Life and Housing are allowed as long as they are a maximum 5,000 BTU's.
- b. Appliances that may be used and stored in student rooms. These include hair dryers, blenders, hot-air popcorn poppers, and fans.

- c. Appliances that may be stored in rooms and used in kitchens or ironing rooms. These include irons, oil popcorn poppers, coffee makers, George Foreman grills (and similar items), toasters, and hot pots of any kind.
- d. Refrigerators that meet University standards (maximum 10 amps/3 cubic feet) are permitted.
- e. The University prohibits the use of halogen lamps and plug-in air fresheners in student residential areas.
- f. Overhead, or room, lights will not be covered with any material.
- g. Though neon lights are permitted within the residence halls, they may not be placed in windows or be seen from the exterior of the building.
- h. Only microwaves provided by the University may be used within student rooms. Students may not bring additional microwaves to campus.
- i. Black (or dark) overhead light bulbs are prohibited in student rooms and hallways. These bulbs are permitted in student organization lounges only when standard fluorescent lighting in one area can be activated simultaneously.
- j. Though permitted for no more than 90 days, students may install string lights so long as this is done without damage to University property. Lights can only be hung inside student rooms, not outside or in the hallways.
- k. Students may not install string lights or television cables through the ceiling tiles, or grid because of potential damage. This is not permitted in any instance. Any violation of this will result in automatic removal and potential fines for damage caused.
- l. Any type of open flame (candles and incense, for example) is strictly prohibited. The presence of any type of open flame (or evidence of a flame) on University property will result in a \$100 fine.
- m. Smoking is prohibited inside residential facilities, within 50 feet of residence halls and within 25 feet of university building doorways and entrances.

Any violation of these policies will result in a \$50 fine. Second offenses will result in an additional \$100 fine and potential confiscation of the appliance.

## **ELECTRICAL POLICY FOR RESIDENCE HALLS & OFF CAMPUS HOUSING**

The fire marshal has dictated that the use or possession of extension cords, multiple plugs, multi plug converters, or air fresheners with an additional plug adaptor is prohibited within all of the residence halls and off campus housing. The fire marshal has approved the use of Underwriters Laboratories (UL) approved power strips with circuit breakers. Extension cords, multiple plugs, multi plug converters, or plug-in air fresheners will be confiscated by staff, and students using them may be fined a minimum of \$75.

## **FIRE SAFETY EDUCATION AND TRAINING PROGRAMS**

All new Residence Life and Housing staff members are provided with training at the beginning of the academic year on building evacuation procedures.

All students have access to the “Guide to Community Living” published by the Office of Residence Life and Housing on their website. This document provides basic information on fire prevention, fire drills, fire marshal inspections, appliance policy, electrical extension cord policy, fire evacuation policy, fireworks policy and flammable materials policy.

## **FIRE SAFETY SYSTEM IMPROVEMENTS**

The university does not have any planned improvements in fire safety at this time

The department maintains a Daily Fire Log which is available to the public for review during normal business hours at Police Dispatch at Alumni Hall or online at:

<https://police.wfu.edu/clery/daily-crime-fire-log/>

# ANNUAL SECURITY AND FIRE SAFETY REPORT

**FIRE STATISTICS RESIDENCE HALLS** NOTE: Residence Halls on all of the following fire statistics charts are located at 1834 Wake Forest Rd. Other locations are listed by their street address.

**2017**

RESIDENTIAL FACILITY	TOTAL NUMBER OF FIRES	CAUSE OF FIRE	NUMBER OF INJURIES	NUMBER OF DEATHS RELATED TO FIRE	ESTIMATED PROPERTY DAMAGE
Babcock Residence Hall	0				
Bostwick Residence Hall	0				
Collins Residence Hall	0				
Davis Residence Hall	0				
Dogwood	0				
Taylor/Efird Residence Hall	0				
Poteat/Huffman Residence Hall	0				
Johnson Residence Hall	0				
Kitchin Residence Hall	0				
Luter Residence Hall	0				
Magnolia	0				
Maya Angelou Hall	0				
Martin Residence Hall	0				
Palmer Residence Hall	0				
Piccolo Residence Hall	0				
Student Apts A	0				
Student Apts B	0				
Polo Residence Hall	0				
NC Apts # 1	0				
NC Apts # 2	0				
NC Apts # 3	0				
NC Apts # 4	0				
NC Apts # 5	0				
NC Apts # 6	0				
NC Apts # 7	0				
NC Apts # 8	0				
NC Apts # 9	0				
NC Apts # 10	0				
South Residence Hall	0				
109-111 Rosedale Circle	0				
135 Rosedale Circle	0				
136 Rosedale Circle	0				
149 Rosedale Circle	0				
900 Polo Road	0				
904 Polo Road	0				
1012 Polo Road	0				
1022 Polo Road	0				
1024 Polo Road	0				
1026 Polo Road	0				
1210 Polo Road	0				
1141 Polo Road	0				
1145 Polo Road	0				
1056 Polo Road	0				
1157 Polo Road	0				
1109 Polo Road	0				
1115 Polo Road	0				
1125 Polo Road	0				
1165 Polo Road	0				
2440 Reynolda Rd.	0				
3307 University Pkwy	0				
3321 University Pkwy	0				
3327 University Pkwy	0				
3333 University Pkwy	0				
3417 University Pkwy	0				
3425 University Pkwy	0				
3451 University Pkwy	0				
3269 University Pkwy	0				
100 Friendship Circle	0				
2505 Henning Drive	0				
1126 Idlewild Court	0				
115 Rosedale	0				
1440 Brookwood Drive	0				
1444 Brookwood Drive	0				

2018

RESIDENTIAL FACILITY	TOTAL NUMBER OF FIRES	CAUSE OF FIRE	NUMBER OF INJURIES	NUMBER OF DEATHS RELATED TO FIRE	ESTIMATED PROPERTY DAMAGE
Babcock Residence Hall	0				
Bostwick Residence Hall	0				
Collins Residence Hall	0				
Davis Residence Hall	0				
Dogwood	0				
Taylor/Efird Residence Hall	0				
Poteat/Huffman Residence Hall	0				
Johnson Residence Hall	0				
Kitchin Residence Hall	0				
Luter Residence Hall	1	Cooking	0	0	\$0-99
Magnolia	0				
Maya Angelou Hall	0				
Martin Residence Hall	0				
Palmer Residence Hall	0				
Piccolo Residence Hall	0				
Student Apts A	0				
Student Apts B	0				
Polo Residence Hall	0				
NC Apts # 1	0				
NC Apts # 2	0				
NC Apts # 3	0				
NC Apts # 4	0				
NC Apts # 5	0				
NC Apts # 6	0				
NC Apts # 7	0				
NC Apts # 8	0				
NC Apts # 9	0				
NC Apts # 10	0				
South Residence Hall	0				
109-111 Rosedale Circle	0				
135 Rosedale Circle	0				
136 Rosedale Circle	0				
149 Rosedale Circle	0				
900 Polo Road	0				
904 Polo Road	0				
1012 Polo Road	0				
1022 Polo Road	0				
1024 Polo Road	0				
1026 Polo Road	0				
1210 Polo Road	0				
1141 Polo Road	0				
1145 Polo Road	0				
1056 Polo Road	0				
1157 Polo Road	0				
1109 Polo Road	0				
1115 Polo Road	0				
1125 Polo Road	0				
1165 Polo Road	0				
2440 Reynolda Rd.	0				
3307 University Pkwy	0				
3321 University Pkwy	0				
3327 University Pkwy	0				
3333 University Pkwy	0				
3417 University Pkwy	0				
3425 University Pkwy	0				
3451 University Pkwy	0				
3269 University Pkwy	0				
100 Friendship Circle	0				
2505 Henning Drive	0				
1126 Idlewild Court	0				
115 Rosedale	0				
1440 Brookwood Drive	0				
1444 Brookwood Drive	0				

2019

RESIDENTIAL FACILITY	TOTAL NUMBER OF FIRES	CAUSE OF FIRE	NUMBER OF INJURIES	NUMBER OF DEATHS RELATED TO FIRE	ESTIMATED PROPERTY DAMAGE
Babcock Residence Hall	0				
Bostwick Residence Hall	0				
Collins Residence Hall	1	Cooking	0	0	\$0-99
Davis Residence Hall	0				
Dogwood	0				
Deacon Place Bldg # 2 *	0				
Deacon Place Bldg # 3 *	0				
Deacon Place Bldg # 4 *	0				
Deacon Place Bldg # 5 *	0				
Deacon Place Bldg # 6 *	0				
Deacon Place Bldg # 7 *	0				
Deacon Place Bldg # 8 *	0				
Deacon Place Bldg # 9 *	0				
Deacon Place Bldg # 10 *	0				
Deacon Place Bldg # 11 *	0				
Taylor/Efird Residence Hall	0				
Poteat/Huffman Residence Hall	0				
Johnson Residence Hall	0				
Kitchin Residence Hall	0				
Luter Residence Hall	0				
Magnolia	0				
Maya Angelou Hall	0				
Martin Residence Hall	0				
Palmer Residence Hall	0				
Piccolo Residence Hall	0				
Student Apts A	0				
Student Apts B	0				
Polo Residence Hall	1	Other	0	0	\$0-99
NC Apts # 1	0				
NC Apts # 2	0				
NC Apts # 3	0				
NC Apts # 4	0				
NC Apts # 5	0				
NC Apts # 6	0				
NC Apts # 7	1	Cooking	0	0	\$0-99
NC Apts # 8	0				
NC Apts # 9	0				
NC Apts # 10	0				
South Residence Hall	0				
109-111 Rosedale Circle	0				
135 Rosedale Circle	0				
136 Rosedale Circle	0				
149 Rosedale Circle	0				
900 Polo Road	0				
904 Polo Road	0				
1012 Polo Road	0				
1022 Polo Road	0				
1024 Polo Road	0				
1026 Polo Road	0				
1210 Polo Road	0				
1141 Polo Road	0				
1145 Polo Road	0				
1156 Polo Road	0				
1157 Polo Road	0				
1109 Polo Road	0				
1115 Polo Road	0				
1125 Polo Road	0				
1165 Polo Road	0				
2440 Reynolda Road	0				
3307 University Pkwy	0				
3321 University Pkwy	0				
3327 University Pkwy	0				
3333 University Pkwy	0				
3417 University Pkwy	0				
3425 University Pkwy	0				
3451 University Pkwy	0				
3455 University Pkwy	0				
3269 University Pkwy	0				



100 Friendship Circle	0				
2505 Henning Drive	0				
1126 Idlewild Court	0				
115 Rosedale	0				
1440 Brookwood Drive	0				
1444 Brookwood Drive	0				

\* Deacon Place is at the corner of Long Dr. and University Parkway

2019

## FIRE SAFETY SYSTEMS

Residence Halls are located at 1834 Wake Forest Rd unless noted

BUILDING	TYPE OF FA SYSTEM	NUMBER OF EVACUATION DRILLS	MONITORED BY SIMPLEX	MONITORED BY UNIVERSITY POLICE	# OF INITIATING DEVICES (PULL STATION, SMOKE, HEAT, DUCT & ION DETECTORS)	Sprinkler SYSTEMS			TYPE OF SPRINKLER SYSTEM
						Full	Partial	None	
Babcock Residence Hall	Simplex 4100ES addressable	4	x	x	238	x			13R / Wet
Bostwick Residence Hall	Simplex 4100ES addressable	4	x	x	180	x			13R / Wet
Collins Residence Hall	Simplex 4100ES horn/strobe	4	x	x	206	x			13R / Wet
Davis Residence Hall	Simplex 4100ES horn/strobe	4	x	x	319	x			13R / Wet
Dogwood Residence	Simplex 4100ES speaker/strobes	4	x	x	495	x			13R /Wet
Deacon Place Bldg # 2 *	Silent Knight 5808	2	x	No	4	x			13R / Wet
Deacon Place Bldg # 3 *	Silent Knight 5808	2	x	No	4	x			13R / Wet
Deacon Place Bldg # 4 *	Silent Knight 5808	2	x	No	4	x			13R / Wet
Deacon Place Bldg # 5 *	Silent Knight 5808	2	x	No	4	x			13R / Wet
Deacon Place Bldg # 6 *	Silent Knight 5808	2	x	No	3	x			13R / Wet
Deacon Place Bldg # 7 *	Silent Knight 5808	2	x	No	3	x			13R / Wet
Deacon Place Bldg # 8 *	Silent Knight 5808	2	x	No	1	x			13R / Wet
Deacon Place Bldg # 9 *	Silent Knight 5808	2	x	No	1	x			13R / Wet
Deacon Place Bldg # 10 *	Silent Knight 5808	2	x	No	1	x			13R / Wet
Deacon Place Bldg # 11 *	Silent Knight 5808	2	x	No	1	x			13R / Wet
Taylor/Efird Residences	Simplex 4100ES horn/strobe	4	x	x	353	x			13R / Wet
Poteat/Huffman	Simplex 4100ES horn/strobe	4	x	x	316	x			13R / Wet
Johnson Residence Hall	Simplex 4100ES addressable	4	x	x	183	x			13R / Wet
Kitchin Residence Hall	Simplex 4100ES addressable	4	x	x	280	x			13R / Wet
Luter Residence Hall	Simplex 4100ES horn/strobe	4	x	x	261	x			13R / Wet
Magnolia Residence	Simplex 4100ES addressable	4	x	x	471	x			13R / Wet
Maya Angelou Hall	Simplex 4100ES addressable	3	x	x	246	x			13R / Wet
Martin Residence Hall	Simplex 4100ES addressable	4	x	x	118	x			13R / Wet
Palmer Residence Hall	Simplex 4100ES addressable	4	x	x	61	x			13R / Wet
Piccolo Residence Hall	Simplex 4100ES addressable	4	x	x	60	x			13R / Wet
Student Apts A	Simplex 4020 addressable horn/strobe	4	x	x	93	x			13R / Wet
Student Apts B	addressable horn/strobe	4	x	x	94	x			13R / Wet
Polo Residence Hall	Simplex 4120 addressable	4	x	x	374	x			13R / Wet
NC Apts # 1	addressable speaker/strobe	4	x	x	52	x			13R / Wet
NC Apts # 2	addressable speaker/strobe	4	x	x	33	x			13R / Wet
NC Apts # 3	addressable speaker/strobe	4	x	x	55	x			13R / Wet
NC Apts # 4	addressable speaker/strobe	4	x	x	33	x			13R / Wet
NC Apts # 5	Simplex 4100U addressable	4	x	x	53	x			13R / Wet
NC Apts # 6	Simplex 4100U addressable	4	x	x	55	x			13R / Wet
NC Apts # 7	addressable speaker/strobe	4	x	x	33	x			13R / Wet
NC Apts # 8	addressable speaker/strobe	4	x	x	45	x			13R / Wet
NC Apts # 9	addressable speaker/strobe	4	x	x	33	x			13R / Wet
NC Apts # 10	addressable speaker/strobe	4	x	x	45	x			13R / Wet
South Residence Hall	Simplex 4100U addressable	4	x	x	344	x			13 / Wet
109-111 Rosedale Circle	Simplex 4010 addressable horn/strobe	4	x	x	20			x	N/A
135 Rosedale	Simplex 4010 horn/strobes	0	x	No	9			x	N/A
136 Rosedale	Battery	0	No	No	5			x	N/A
149 Rosedale	Battery	0	No	No	5			x	N/A
900 Polo Road	Battery	0	No	No	7			x	N/A
904 Polo Road	Battery	0	No	No	5			x	N/A
1012 Polo Road	Simplex 4010 addressable horn/strobe	0	x	No	15			x	N/A
1022 Polo Road	Battery	0	No	No	11			x	N/A
1024 Polo Road	Battery	0	No	No	5			x	N/A
1026 Polo Road	Battery	0	No	No	5			x	N/A
1056 Polo Road	Battery	0	No	No	5			x	N/A
1210 Polo Road	Simplex 4010 addressable horn/strobe	4	x	No	16			x	N/A
1141 Polo Road	addressable horn/strobe	4	x	X	2			x	N/A
1145 Polo Road	Simplex 4010 addressable horn/strobe	4	x	X	20			x	N/A
1157 Polo Road	addressable horn/strobe	4	x	x	11			x	N/A
1109 Polo Road	addressable horn/strobe	4	x	x	12			x	N/A
1115 Polo Road	Simplex 4010 addressable horn/strobe	4	x	x	19			x	N/A
1125 Polo Road	addressable	4	x	x	7			x	N/A
1165 Polo Road	Battery	0	No	No	4			x	N/A
2440 Reynolda Road	Battery	0	No	No	4			x	N/A
3307 University Pkwy	Battery	0	No	No	7			x	N/A
3321 University Pkwy	addressable horn/strobe	0	x	No	9			x	N/A
3327 University Pkwy	Simplex 4010 addressable horn/strobe	0	x	No	19			x	N/A

3333 University Pkwy	addressable horn/strobe	0	x	No	21			x	N/A
3417 University Pkwy	Simplex 4010 addressable horn/strobe	0	x	No	11			x	N/A
3425 University Pkwy	addressable horn/strobe	0	x	No	10			x	N/A
3451 University Pkwy	Battery	0	No	No	7			x	N/A
3455 University Pkwy	Battery	0	No	No	5			x	N/A
3269 University Pkwy	Battery	0	No	No	7			x	N/A
100 Friendship Circle	Battery	0	No	No	9			x	N/A
2505 Henning Drive	Battery	0	No	No	9			x	N/A
1126 Idlewild Court	Battery	0	No	No	4			x	N/A
115 Rosedale	Battery	0	No	No	7			x	N/A
1440 Brookwood Drive	Battery	0	No	No	7			x	N/A
1444 Brookwood Drive	Battery	0	No	No	7			x	N/A

\* Deacon Place is at the corner of Long Dr. and University Parkway

## BAPTIST MEDICAL CENTER (Winston-Salem, North Carolina)

### CRIME STATISTICS

INCIDENT	ON CAMPUS			RESIDENTIAL FACILITY			NON-CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder&Non-Negligent												
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	4	0	0	0	1	1	0	0	0	0
Burglary	0	1	1	0	0	0	1	0	1	0	0	0
Motor Vehicle Theft	0	1	1	0	0	0	0	0	0	0	0	0
Arson	0	0	1	0	0	0	0	0	0	0	0	0

**Unfounded** = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2017, 2018, or 2019.

### HATE CRIMES

A Hate Crime is a criminal offense that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Sex Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported to the police during 2017, 2018, or 2019.

## ARRESTS AND REFERRALS

ARRESTS	ON CAMPUS			RESIDENTIAL FACILITY			NON-CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT												
Illegal Weapons ARRESTS*	1	3	1	0	0	0	0	0	0	0	0	0
Drug Law ARRESTS*	14	9	14	0	0	0	3	2	0	5	2	6
Liquor Law ARRESTS*	3	7	1	0	0	0	0	0	0	1	4	0

\* Includes citations issued for the listed crime.

REFERRALS	ON CAMPUS			RESIDENTIAL FACILITY			NON-CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT												
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0	0	0	0

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

DOMESTIC	ON CAMPUS			RESIDENTIAL FACILITY			NON-CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT												
Domestic Violence	0	3	3	0	0	0	4	3	0	0	0	0
Dating Violence	0	0	3	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

## FIRE STATISTICS

RESIDENTIAL FACILITY		TOTAL NUMBER OF FIRES	CAUSE OF FIRE	NUMBER OF INJURIES REQUIRING TREATMENT	NUMBER OF DEATHS RELATED TO FIRE	ESTIMATED PROPERTY DAMAGE
2017	Global Health	0				
2018	Global Health	0				
2019	Global Health	0				

Global Health House 325 Lockland Avenue

## FIRE SAFETY SYSTEMS

TYPE OF FA SYSTEM	MONITORED BY JOHNSON	MONITORED BY SECURITY	NUMBER OF DETECTORS	SPRINKLER SYSTEM
Johnson Control	YES	NO	3	NO

## ANNUAL FIRE SAFETY REPORT - WFBMC Campus

### *Procedures in Case of Fire*

General procedures that students and employees should follow in the case of a fire:

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key and/or key card in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- When the alarm sounds, shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident should report to their assigned assembly area. Office of Residence Life and Housing staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

#### 1. Individual Responsibilities

- a. Wear shoes and something to protect you from the elements.
- b. Close all windows and doors and exit quietly and orderly.
- c. Leave through the pre-assigned exit or alternate and report to the determined evacuation area.

#### 2. Steps for reporting a fire

- a. Evacuate the building.
- b. Call Security Emergency Communications at 6-9111 or 336-716-9111 or Winston-Salem Fire Department at 911 and provide the following information:
  - i. Your name
  - ii. Location of fire, nature of fire
- c. Inform officials of any students or visitors unable to evacuate.
- d. Go to your evacuation area. (Residents of 325 Lockland Ave. Global Health house go to the corner of Lockland Ave & Queen St., which is also the triage area)
- e. Wait for further instructions from emergency personnel.

#### 3. Fire Extinguisher Use

- a. At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building!
- b. Be familiar with the location and proper methods for using the extinguishers in your building. (PASS – Pull, Aim, Squeeze, Sweep)
- c. Check all fire extinguishers periodically and report any problems promptly to Security Services 336-716-3305.

4. **Fire Incident Report**

Per federal law, WFU is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. The following procedures should be followed to ensure proper documentation and investigation of fire related incidents:

  - a. All fires (active or extinguished) and false alarms must be reported to the Security Services at 6- 9111 or 336-716-9111. Security Services personnel and the Winston-Salem Fire Department will be dispatched.
  - b. The Fire Department will ensure that everything has been properly extinguished.
5. **Fire Safety**

Students and employees should be thoroughly familiar with your building, the fire lanes around your building, Fire Safety equipment, and emergency procedures.
6. **Fire Alarm and Sprinkler System Policies**

Giving false fire alarms or tampering with fire alarm or sprinkler equipment is an offense under state of North Carolina criminal law. See Chapter 14 - Criminal Law § 14-286.

  - a. "It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving a false alarm of fire, or to break the glass key protector, or to pull the side arm, or lever of any station or signal box of any fire station, or willfully, misuse or damage a portable fire extinguisher or in any way to willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm, fire detection, smoke detection, or fire extinguishing system."
  - b. "Any person violating this statute or any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500), imprisonment for not more than six months, or both."
7. Students should take special precautions to avoid tampering with, molesting, or accidentally activating the building sprinkler or smoke detection system. The city of Winston-Salem Fire Code requires that students not place any personal items or furniture within 18 inches of any sprinkler head, including in room closets if a sprinkler head is installed within it.

#### ***Procedures for Student Housing Evacuation in Case of a Fire***

In the event of a fire, the Environmental Health and Safety expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave as directed in the Area Evacuation Plan. The Area Evacuation Plan is provided to each occupant of the Global Health House. Once safely outside a building, it is appropriate to contact 911 and the Security Services. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, WFBMC Environment Health and Safety policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the

alarm delay the exit from the building.

### ***Electrical Appliance, Open Flame, and Smoking Policy for On-Campus Housing***

In order to provide for the safety of students residing in the Global Health House, 325 Lockland Avenue, WFBMC has established a policy regarding several categories of electrical appliances. This policy includes the following requirements:

- a. Appliances that may not be used or stored in Global Health House. These include toaster ovens, convection ovens, electric skillets, waffle or crepe pans, crock pots, hot plates, hamburger makers, space heaters, electric blankets, fog machines, generators, or halogen lamps. Preapproved air conditioners (as a result of a medical appeal) registered with the Global Health House, are allowed as long as they are a maximum 5,000 BTU's.
- b. Appliances that may be used and stored in student rooms include musical appliances, hair dryers, blenders, hot-air popcorn poppers, and fans.
- c. Appliances that may be stored in rooms and used in kitchens or ironing rooms include irons, oil popcorn poppers, coffee makers, George Foreman grills (and similar items), toasters, and hot pots of any kind. Global Health House has kitchens and appliances furnished for food preparation.
- d. Refrigerators that meet designated standards (maximum 10 amps/3 cubic feet) are permitted.
- e. Use of halogen lamps and plug-in air fresheners in student residential areas are prohibited.
- f. Overhead and room lights may not be covered with any material.
- g. Though neon lights are permitted within the Global Health House, they may not be placed in windows or be seen from the exterior of the building.
  - h. Only microwaves provided by the WFBMC may be used within student rooms. Students may not bring additional microwaves to campus.
  - i. Black (or dark) overhead light bulbs are prohibited in student rooms and hallways.
  - j. Though permitted for no more than 90 days, students may install string lights so long as this is done without damage to WFBMC property. Lights can only be hung inside student rooms, not outside or in the hallways.
  - k. Students may not install string lights or television cables through the ceiling tiles, or grid because of potential damage. This is not permitted in any instance. Any violation of this will result in automatic removal and potential fines for damage caused.
  - l. Any type of open flame (candles and incense, for example) is strictly prohibited.
  - m. Smoking is prohibited in the Global Health House.

### ***Electrical Extensions Policy for Residence Halls and Off Campus Housing***

The fire marshal has dictated that the use or possession of extension cords, multiple plugs, multi plug

converters, or air fresheners with an additional plug adaptor is prohibited within the Global Health House. The fire marshal has approved the use of Underwriters Laboratories (UL) approved power strips with circuit breakers.

#### ***Fire Safety Education and Training Programs***

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the University's fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them. Fire safety education and training programs are taught by local fire authorities

Students living at Global Health House are presented with written information which includes:

- a. Individual student responsibilities
- b. Steps for reporting a fire
- c. Fire extinguisher use
- d. Fire incident reporting
- e. Fire safety
- f. Fire alarm and sprinkler policies
- g. Fire evacuation assembly areas

***Plans for Improvement to Fire Safety***-The Medical Center Environmental Health and Safety does not have any planned improvements in fire safety at this time.



## INNOVATIVE QUARTER

### CRIME STATISTICS

There are no residence halls at Innovative Quarter, there is no non-campus property associated with this campus.

INCIDENT	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	3	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0
Arson	0	0	0	0	0	0

**Unfounded** = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2017, 2018, or 2019.

### HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Hate crimes are reported for the following

crimes: Murder, Non-negligent Manslaughter, Sex Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported to the police during 2017, 2018, or 2019.

## ARRESTS AND REFERRALS

ARRESTS	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
INCIDENT						
Illegal Weapons ARRESTS *	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0

\* Includes citations issued for the listed crime.

REFERRALS	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
INCIDENT						
Illegal Weapons Referral	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
INCIDENT						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

## BROOKSTOWN (Winston-Salem, North Carolina)

### CRIME STATISTICS

There are no residence halls at Brookstown, there is no non-campus property associated with this campus.

INCIDENT	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

**Unfounded** = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2017, 2018, or 2019.

### HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity,

ethnicity, national origin, or disability. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Sex Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported to the police during 2017, 2018, or 2019.

## ARRESTS AND REFERRALS

ARRESTS	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
INCIDENT						
Illegal Weapons ARRESTS *	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0

\* Includes citations issued for the listed crime.

REFERRALS	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
INCIDENT						
Illegal Weapons Referral	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
INCIDENT						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

# CHARLOTTE (Charlotte, North Carolina) CRIME STATISTICS

There are no residence halls at Charlotte, there is no non-campus property associated with this campus.

INCIDENT	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

**Unfounded** = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2017, 2018, or 2019.

## HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Under the Clery Act the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Sex Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and

Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported to the police during 2017, 2018, or 2019.

### ARRESTS AND REFERRALS (To the campus Judicial Office)

ARRESTS	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
INCIDENT						
Illegal Weapons ARRESTS *	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0

\* Includes citations issued for the listed crime.

REFERRALS	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
INCIDENT						
Illegal Weapons Referral	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0

### DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
INCIDENT						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

## WORRELL HOUSE (London, England) CRIME

### STATISTICS **There is no non-campus property associated with this campus**

INCIDENT	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

**Unfounded** = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2017, 2018, or 2019.

## ARRESTS AND REFERRALS

ARRESTS	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT									
Illegal Weapons ARRESTS *	0	0	0	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0	0	0	0

REFERRALS	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT									
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The following chart presents the incidents of Domestic Violence, Dating Violence, and Stalking reported to Wake Forest University and local police.

	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

## HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Hate crimes are reported for the following crimes:



Murder, Non-negligent Manslaughter, Sex Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported to the police during 2017, 2018, or 2019.

## **FIRE SAFETY REPORT – Worrell House Campus**

The Fire Safety Report contains information about fire safety policies and procedures in student residential facilities as well as statistics for any fires occurring in those facilities.

### **FIRE STATISTICS**

RESIDENTIAL FACILITY		TOTAL NUMBER OF FIRES	CAUSE OF FIRE	NUMBER OF INJURIES REQUIRING TREATMENT	NUMBER OF DEATHS RELATED TO FIRE	ESTIMATED PROPERTY DAMAGE
2017	Worrell House	0				
2018	Worrell House	0				
2019	Worrell House	0				

Worrell House is located at 36 Steele’s Road, London, England NW3 4RG

### **FIRE SAFETY SYSTEMS**

TYPE	SMOKE DETECTORS	HEAT DETECTORS	PULL STATIONS	EXTINGUISHERS	SIGNS
Local alarm	16	4	5	6	22

Worrell House 36 Steele’s Rd., London, England NW3 4RG

### **FIRE SAFETY**

No fire drills were conducted during 2019.

#### **Procedures for Student Housing Evacuation in Case of a Fire:**

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 999 to summon the London Fire Department. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member’s only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

**1. Individual Student Responsibilities**

- a. Wear shoes and something to protect you from the elements.
- b. Close all windows and doors and exit quietly and orderly.
- c. Leave through the pre-assigned exit or alternate and report to the determined evacuation area on the sidewalk outside the residence or where instructed by your Faculty Director.

**2. Steps for reporting a fire**

- a. Activate the fire alarm/pull station.
- b. Evacuate the building.
- c. Call the fire department at 999 and provide the following information
  - i. Your name
  - ii. The location and nature of the fire.
- d. Inform officials of any students unable to evacuate.
- e. Go to your evacuation area so staff will know you evacuated.
- f. Wait for further instructions from emergency personnel.

**3. Fire Extinguisher Use**

- a. At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building!
- b. Be familiar with the location and proper methods for using the extinguishers.
- c. Check all fire extinguishers periodically and report any problems promptly.

**4. Fire Incident Report**

Per federal law, WFU is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. The following procedures should be followed to ensure proper documenting and investigation of fire related incidents:

- a. All fires (active or extinguished) and false alarms must be reported to the Faculty Director and/or House Local Administrator.
- b. All fires (active or extinguished) and false alarms must be reported to the London Fire Department by calling 999

**APPLIANCE, SMOKING AND OPEN FLAME POLICY**

1. All small appliances brought to the House are to be carefully monitored.
2. No smoking in the House.
3. No open flames.

**FIRE SAFETY EDUCATION AND TRAINING PROGRAMS**

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the University's fire safety policies. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them. **Each semester the House Local Administrator presents an introduction to Worrell House which includes fire precautions and the procedures the students and employees should follow in the case of a fire (including evacuation procedures discussed below).**

**FIRE EVACUATION**

General procedures that students and employees should follow in the case of a fire.

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to**

**fight a fire unless you have been trained to do so.**

- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- When the alarm sounds, shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- Each resident should report to their assigned assembly area. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel. **In the event of a fire or fire drill residents should gather on the sidewalk away from the entrance to the residence. Fire drills may be conducted by the Faculty Director.**

## **FIRE SAFETY IMPROVEMENTS**

**The university has upgraded house emergency lighting and plans to extend the rear fire escape and fire door on the ground floor.**

## FLOW HOUSE (Vienna, Austria) CRIME STATISTICS

There is no non-campus property associated with this campus.

INCIDENT	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

**Unfounded** = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2017, 2018, or 2019.

### ARRESTS AND REFERRALS

ARRESTS	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Illegal Weapons ARRESTS *	0	0	0	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0	0	0	0

REFERRALS	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The following chart presents the incidents of Domestic Violence, Dating Violence, and Stalking reported to Wake Forest University and local police.

INCIDENT	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Wake Forest University reports the crime required by the Clery Act that occurred on or within the institution's Clery Geography that were reported to a Campus Security Authority.

## HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Sex Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported to the police during 2017, 2018, or 2019.

## FIRE SAFETY REPORT – Flow House Campus

The Fire Safety Report contains information about fire safety policies and procedures in student residential facilities as well as statistics for any fires occurring in those facilities.

## FIRE STATISTICS

RESIDENTIAL FACILITY		TOTAL NUMBER OF FIRES	CAUSE OF FIRE	NUMBER OF INJURIES REQUIRING TREATMENT	NUMBER OF DEATHS RELATED TO FIRE	ESTIMATED PROPERTY DAMAGE
2017	Flow House	0				
2018	Flow House	0				
2019	Flow House	0				

Flow House is located at Gustav Tschermak Gasse 20, Vienna 1190 Austria

## FIRE SAFETY SYSTEMS

TYPE	SMOKE DETECTORS	HEAT DETECTORS	PULL STATIONS	EXTINGUISHERS	SIGNS
Local alarm	31	4	4	8	3

## FIRE SAFETY

Two drills are conducted.

### Procedures for Student Housing Evacuation in Case of a Fire:

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to phone 122 to summon the Vienna Fire Department. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

#### 1. Individual Student Responsibilities

- a. Wear shoes and something to protect you from the elements.
- b. Close all windows and doors and exit quietly and orderly.
- c. Leave through the pre-assigned exit or alternate and report to the determined evacuation area on the sidewalk outside the residence or where instructed by your Faculty Director.

#### 2. Steps for reporting a fire

- a. Activate the fire alarm/pull station.
- b. Evacuate the building.
- c. Call the fire department at 122 and provide the following information
  - i. Your name
  - ii. The location and nature of the fire.
- d. Inform officials of any students unable to evacuate.
- e. Go to your evacuation area so staff will know you evacuated.
- f. Wait for further instructions from emergency personnel.

### 3. Fire Extinguisher Use

- a. **At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building!**
- b. **Be familiar with the location and proper methods for using the extinguishers.**
- c. **Check all fire extinguishers periodically and report any problems promptly.**

### 4. Fire Incident Report

Per federal law, WFU is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. The following procedures should be followed to ensure proper documentation and investigation of fire related incidents:

- a. **All fires (active or extinguished) and false alarms must be reported to the Faculty Director and/or House Local Administrator.**
- b. **All fires (active or extinguished) and false alarms must be reported to the Local Fire Department by calling 122**

## APPLIANCE, SMOKING AND OPEN FLAME POLICY

1. **All small appliances brought to the House are to be carefully monitored.**
2. **No smoking in the House.**
3. **No open flames.**

## FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the University's fire safety policies. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them. Fire safety education and training programs are taught each semester by the House Local Administrator who presents an introduction to Flow House which includes fire precautions and evacuation. In this introduction, procedures that students and employees should follow in case of a fire are reviewed and include the following:

## FIRE EVACUATION

General procedures that students and employees should follow in the case of a fire.

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- When the alarm sounds, shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- Each resident should report to their assigned assembly area. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel

**In the event of a fire or fire drill residents should gather on the sidewalk away from the entrance to the residence. Fire drills may be conducted by the Faculty Director.**

**FIRE SAFETY IMPROVEMENTS**

The university does not have any planned improvements in fire safety at this time.

**CASA ARTOM (Venice, Italy) CRIME STATISTICS**

There is no non-campus property associated with this campus.

INCIDENT	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

**Unfounded** = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2017, 2018, or 2019.



## ARRESTS AND REFERRALS

ARRESTS	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT									
Illegal Weapons ARRESTS *	0	0	0	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0	0	0	0

\* Includes citations

REFERRALS	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT									
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The following chart presents the incidents of Domestic Violence, Dating Violence, and Stalking reported to Wake Forest University and local police.

	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Wake Forest University reports the crime required by the Clery Act that occurred on or within the institution's Clery Geography that were reported to a Campus Security Authority.

## HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Sex Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported to the police during 2017, 2018, or 2019.

## FIRE SAFETY REPORT – Casa Artom

The Fire Safety Report contains information about fire safety policies and procedures in student residential facilities as well as statistics for any fires occurring in those facilities.

## FIRE STATISTICS

RESIDENTIAL FACILITY	TOTAL NUMBER OF FIRES	CAUSE OF FIRE	NUMBER OF INJURIES REQUIRING TREATMENT	NUMBER OF DEATHS RELATED TO FIRE	ESTIMATED PROPERTY DAMAGE
2017 Casa Artom	0				
2018 Casa Artom	0				
2019 Casa Artom	0				

Casa Artom is located at Dorsoduro 699, San Gregorio, Venice, Italy

## FIRE SAFETY SYSTEMS

TYPE	SMOKE DETECTORS	HEAT DETECTORS	PULL STATIONS	EXTINGUISHERS	SIGNS
Local alarm	6	0	2	10	2

## FIRE SAFETY

There was 1 fire drill conducted in 2019.

### Procedures for Student Housing Evacuation in Case of a Fire:

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to phone 112 to summon the Venice Fire Department. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames

and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

#### 1. Individual Student Responsibilities

- a. Wear shoes and something to protect you from the elements.
- b. Close all windows and doors and exit quietly and orderly.
- c. Leave through the pre-assigned exit or alternate and report to the determined evacuation area on the sidewalk outside the residence or where instructed by your Faculty Director.

#### 2. Steps for reporting a fire

- a. Activate the fire alarm/pull station.
- b. Evacuate the building.
- c. Call the fire department at 112 and provide the following information
  - i. Your name
  - ii. The location and nature of the fire.
- d. Inform officials of any students unable to evacuate.
- e. Go to your evacuation area so staff will know you evacuated.
- f. Wait for further instructions from emergency personnel.

#### 3. Fire Extinguisher Use

- a. At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building!
- b. Be familiar with the location and proper methods for using the extinguishers.
- c. Check all fire extinguishers periodically and report any problems promptly.

#### 4. Fire Incident Report

Per federal law, WFU is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. The following procedures should be followed to ensure proper documentation and investigation of fire related incidents:

- a. All fires (active or extinguished) and false alarms must be reported to the Faculty Director and/or House Local Administrator.
- b. All fires (active or extinguished) and false alarms must be reported to the Local Fire Department by calling 112

### **APPLIANCE, SMOKING AND OPEN FLAME POLICY**

1. All small appliances brought to the House are to be carefully monitored.
2. No smoking in the House.
3. No open flames.

### **FIRE SAFETY EDUCATION AND TRAINING**

Each semester the House Local Administrator presents an introduction to Casa Artom which includes fire precautions and evacuation.

### **FIRE SAFETY EDUCATION AND TRAINING PROGRAMS**

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the University's fire safety policies. During these programs, trainers

emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a “buddy” assigned to them. Fire safety education and training programs are taught each semester by the House Local Administrator who presents an introduction to Casa Artom which includes fire precautions and evacuation. In this introduction, procedures that students and employees should follow in case of a fire are reviewed and include the following:

## **FIRE EVACUATION**

General procedures that students and employees should follow in the case of a fire.

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- When the alarm sounds, shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- Each resident should report to their assigned assembly area. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel. **In the event of a fire or fire drill residents and staff should gather on the sidewalk away from the entrance to the residence. Fire drills may be conducted by the Faculty Director.**

## **FIRE SAFETY IMPROVEMENTS**

**There are no changes in fire safety systems planned.**

## SALAMANCA (Salamanca, Spain) CRIME STATISTICS

There are no residence halls at Salamanca, there is no non-campus property associated with this campus.

INCIDENT	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

**Unfounded** = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2017, 2018, or 2019.

### ARRESTS AND REFERRALS \* includes citations

ARRESTS	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
Illegal Weapons ARRESTS *	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0

REFERRALS	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
Illegal Weapons Referral	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0

### DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The following chart presents the incidents of Domestic Violence, Dating Violence, and Stalking reported to Wake Forest University and local police.

INCIDENT	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

Wake Forest University reports the crime required by the Clery Act that occurred on or within the institution's Clery Geography that were reported to a Campus Security Authority.

### HATE CRIMES

A Hate Crime is a criminal offense that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Sex Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported to the police during 2017, 2018, or 2019.

## BARCELONA (Barcelona, Spain) CRIME STATISTICS

INCIDENT	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	2	0	0	2	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

Note: the 2 robberies reported for 2108 occurred in apartment buildings rented by students and non-students, no one affiliated with WFU were victims.

**Unfounded** = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2017, 2018, or 2019.

### ARRESTS AND REFERRALS

ARRESTS	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Illegal Weapons ARRESTS *	0	0	0	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0	0	0	0

\* Includes citations

REFERRALS	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT									
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0

### DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The following chart presents the incidents of Domestic Violence, Dating Violence, and Stalking reported to Wake Forest University and local police.

INCIDENT	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Wake Forest University reports the crime required by the Clery Act that occurred on or within the institution's Clery Geography that were reported to a Campus Security Authority.

### HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Sex Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported to the police during 2017, 2018, or 2019.



## FIRE STATISTICS

The Fire Safety Report contains information about fire safety policies and procedures in student residential facilities as well as statistics for any fires occurring in those facilities.

RESIDENTIAL FACILITY		TOTAL NUMBER OF FIRES	CAUSE OF FIRE	NUMBER OF INJURIES REQUIRING TREATMENT	NUMBER OF DEATHS RELATED TO FIRE	ESTIMATED PROPERTY DAMAGE
2017	Erasmus	0				
2017	San Marius	0				
2017	Valencia 317	0				
2017	Plaza Tetuan 10	0				
2017	Marina 331	0				
2017	Sant Antoni Maria Claret 3	0				
2017	Lepanto 325	0				
<b>2018</b>						
2018	Erasmus	0				
2018	San Marius	0				
2018	Valencia 317	0				
2018	Plaza Tetuan 10	0				
2018	Marina 331	0				
2018	Sant Antoni Maria Claret 3	0				
2018	Lepanto 325	0				
<b>2019</b>						
2019	Erasmus	0				
2019	San Marius	0				
2019	Valencia 317	0				
2019	Plaza Tetuan 10	0				
2019	Marina 331	0				
2019	Sant Antoni Maria Claret 3	0				
2019	Lepanto 325	0				

Erasmus is located at Torrent de L'Olla 212, Barcelona, Spain and San Marius is located at Gran de Gracia 117, Barcelona, Spain. Other locations do not have names, just addresses.

## FIRE SAFETY SYSTEMS

LOCATION	TYPE	SMOKE DETECTORS	FIRE HOSE	EXTINGUISHERS	CENTRAL MONITORING
Erasmus	Local alarm	Y	Y	Y	Y

San Marius	Local alarm	Y	Y	Y	Y
Valencia 317	Local alarm	Y	N	Y	N
Plaza Tetuan 10	Local alarm	Y	N	Y	N
Marina 331	Local alarm	Y	N	Y	N
Sant Antoni Maria Claret 3	Local alarm	Y	N	Y	N
Lepanto 325	Local alarm	Y	N	Y	N

## FIRE SAFETY

### Procedures for Student Housing Evacuation in Case of a Fire:

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to phone 112 to summon the Barcelona Fire Department. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

#### 1. Individual Student Responsibilities

- a. Wear shoes and something to protect you from the elements.
- b. Close all windows and doors and exit quietly and orderly.
- c. Leave through the pre-assigned exit or alternate and report to the determined evacuation area on the sidewalk outside the residence or where instructed by your Faculty Director.

#### 2. Steps for reporting a fire

- a. Activate the fire alarm/pull station.
- b. Evacuate the building.
- c. Call the fire department at 112 and provide the following information
  - i. Your name
  - ii. The location and nature of the fire.
- d. Inform officials of any students unable to evacuate.
- e. Go to your evacuation area so staff will know you evacuated.
- f. Wait for further instructions from emergency personnel.

#### 3. Fire Extinguisher Use

- a. At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building!
- b. Be familiar with the location and proper methods for using the extinguishers.
- c. Check all fire extinguishers periodically and report any problems promptly.

#### 4. Fire Incident Report

Per federal law, WFU is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. The following procedures should be followed to ensure proper documentation and investigation of fire related incidents:

- a. All fires (active or extinguished) and false alarms must be reported to the Faculty Director and/or House Local Administrator.
- b. All fires (active or extinguished) and false alarms must be reported to the Local Fire Department by calling 112

## **APPLIANCE, SMOKING AND OPEN FLAME POLICY**

1. All small appliances brought to the House are to be carefully monitored.
2. No smoking in the House.
3. No open flames.

## **FIRE SAFETY EDUCATION AND TRAINING**

Each semester the House Local Administrator presents an introduction to Barcelona which includes fire precautions and evacuation.

## **FIRE SAFETY EDUCATION AND TRAINING PROGRAMS**

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the University's fire safety policies. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them. Fire safety education and training programs are taught each semester by the House Local Administrator who presents an introduction to Barcelona which includes fire precautions and evacuation. In this introduction, procedures that students and employees should follow in case of a fire are reviewed and include the following:

## **FIRE EVACUATION**

General procedures that students and employees should follow in the case of a fire.

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- When the alarm sounds, shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- Each resident should report to their assigned assembly area. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel. **In the event of a fire or fire drill residents and staff should gather on the sidewalk away from the entrance to the residence. Fire drills may be conducted by the Faculty Director.**

## **FIRE SAFETY IMPROVEMENTS**

There are no changes in fire safety systems planned.

## LONDON INSTEP (London, England) CRIME STATISTICS

INCIDENT	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

**Unfounded** = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2017, 2018, or 2019.

## ARRESTS AND REFERRALS

ARRESTS	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Illegal Weapons ARRESTS *	0	0	0	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0	0	0	0

(\*) Includes citations

REFERRALS	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The following chart presents the incidents of Domestic Violence, Dating Violence, and Stalking reported to Wake Forest University and local police.

INCIDENT	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Wake Forest University reports the crime required by the Clery Act that occurred on or within the institution's Clery Geography that were reported to a Campus Security Authority.

## HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Sex Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported to the police during 2017, 2018, or 2019.

## FIRE STATISTICS

RESIDENTIAL FACILITY		TOTAL NUMBER OF FIRES	CAUSE OF FIRE	NUMBER OF INJURIES REQUIRING TREATMENT	NUMBER OF DEATHS RELATED TO FIRE	ESTIMATED PROPERTY DAMAGE
2017	29-31 Clifton Gardens	0				
2018	29-31 Clifton Gardens	0				
2019	29-31 Clifton Gardens	0				
2017	129-131 Sutherland	0				
2018	129-131 Sutherland	0				
2019	129-131 Sutherland	0				

**FIRE SAFETY SYSTEMS**

TYPE	SMOKE DETECTORS	SPRINKLER	FIRE BLANKET	EXTINGUISHERS	SIGNS
29-31 Clifton Gardens	Lounge and each room	No	1	1	1
129-131 Sutherland	Lounge and each room	No	1	1	2

**FIRE SAFETY**

2 drills were conducted during 2019.

**Procedures for Student Housing Evacuation in Case of a Fire:**

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to phone 999 to summon the London Fire Department. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

**1. Individual Student Responsibilities**

- a. Wear shoes and something to protect you from the elements.
- b. Close all windows and doors and exit quietly and orderly.
- c. Leave through the pre-assigned exit or alternate and report to the determined evacuation area on the sidewalk outside the residence or where instructed by your Faculty Director.

**2. Steps for reporting a fire**

- a. Activate the fire alarm/pull station.
- b. Evacuate the building.
- c. Call the fire department at 999 and provide the following information
  - i. Your name
  - ii. The location and nature of the fire.
- d. Inform officials of any students unable to evacuate.
- e. Go to your evacuation area so staff will know you evacuated.
- f. Wait for further instructions from emergency personnel.

**3. Fire Extinguisher Use**

- a. At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building!
- b. Be familiar with the location and proper methods for using the extinguishers.
- c. Check all fire extinguishers periodically and report any problems promptly.

**4. Fire Incident Report**

Per federal law, WFU is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. The following procedures should be followed to ensure proper documenting and investigation of fire related incidents:

- a. All fires (active or extinguished) and false alarms must be reported to the Faculty Director and/or House Local Administrator.
- b. All fires (active or extinguished) and false alarms must be reported to the Local Fire Department by calling 999

## **APPLIANCE, SMOKING AND OPEN FLAME POLICY**

1. All small appliances brought to the House are to be carefully monitored.
2. No smoking in the House.
3. No open flames.

## **FIRE SAFETY EDUCATION AND TRAINING**

Each semester the House Local Administrator presents an introduction to London which includes fire precautions and evacuation.

## **FIRE SAFETY EDUCATION AND TRAINING PROGRAMS**

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the University's fire safety policies. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them. Fire safety education and training programs are taught each semester by the House Local Administrator who presents an introduction to London which includes fire precautions and evacuation. In this introduction, procedures that students and employees should follow in case of a fire are reviewed and include the following:

## **FIRE EVACUATION**

General procedures that students and employees should follow in the case of a fire.

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- When the alarm sounds, shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- Each resident should report to their assigned assembly area. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel. **In the event of a fire or fire drill residents and staff should gather on the sidewalk away from the entrance to the residence. Fire drills may be conducted by the Faculty Director.**

## **FIRE SAFETY IMPROVEMENTS**

There are no changes in fire safety systems planned.

## CAMBRIDGE INSTEP (Cambridge, England) CRIME STATISTICS

There is no non-campus property associated with this campus.

INCIDENT	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

**Unfounded** = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2017, 2018, or 2019.

**ARRESTS** (\*) Includes citations **AND REFERRALS**

ARRESTS	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Illegal Weapons ARRESTS *	0	0	0	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0	0	0	0



REFERRALS	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT									
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The following chart presents the incidents of Domestic Violence, Dating Violence, and Stalking reported to Wake Forest University and local police.

INCIDENT	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Wake Forest University reports the crime required by the Clery Act that occurred on or within the institution's Clery Geography that were reported to a Campus Security Authority.

## HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Sex Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported to the police during 2017, 2018, or 2019.

## FIRE STATISTICS

RESIDENTIAL FACILITY		TOTAL NUMBER OF FIRES	CAUSE OF FIRE	NUMBER OF INJURIES REQUIRING TREATMENT	NUMBER OF DEATHS RELATED TO FIRE	ESTIMATED PROPERTY DAMAGE
2017	Cambridge INSTEP	0				
2018	Cambridge INSTEP	0				
2019	Cambridge INSTEP	0				

INSTEP is located at Warkworth House Warkworth Terrace, Cambridge CB1 1EG, Cambridge

## FIRE SAFETY SYSTEMS

TYPE	SMOKE DETECTORS	ALARM BELL	PULL STATIONS	EXTINGUISHERS	SIGNS
Local alarm	13	9	5	5	5

## FIRE SAFETY

No fire drills were conducted during 2019.

### Procedures for Student Housing Evacuation in Case of a Fire:

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to phone 999 to summon the Cambridge Fire Department. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

#### 1. Individual Student Responsibilities

- Wear shoes and something to protect you from the elements.
- Close all windows and doors and exit quietly and orderly.
- Leave through the pre-assigned exit or alternate and report to the determined evacuation area on the sidewalk outside the residence or where instructed by your Faculty Director.

#### 2. Steps for reporting a fire

- Activate the fire alarm/pull station.
- Evacuate the building.
- Call the fire department at 999 and provide the following information
  - Your name
  - The location and nature of the fire.
- Inform officials of any students unable to evacuate.
- Go to your evacuation area so staff will know you evacuated.
- Wait for further instructions from emergency personnel.

### 3. Fire Extinguisher Use

- a. At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building!
- b. Be familiar with the location and proper methods for using the extinguishers.
- c. Check all fire extinguishers periodically and report any problems promptly.

### 4. Fire Incident Report

Per federal law, WFU is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. The following procedures should be followed to ensure proper documentation and investigation of fire related incidents:

- a. All fires (active or extinguished) and false alarms must be reported to the Faculty Director and/or House Local Administrator.
- b. All fires (active or extinguished) and false alarms must be reported to the Local Fire Department by calling 999

## APPLIANCE, SMOKING AND OPEN FLAME POLICY

1. All small appliances brought to the House are to be carefully monitored.
2. No smoking in the House.
3. No open flames.

## FIRE SAFETY EDUCATION AND TRAINING

Each semester the House Local Administrator presents an introduction to Cambridge which includes fire precautions and evacuation.

## FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the University's fire safety policies. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them. Fire safety education and training programs are taught each semester by the House Local Administrator who presents an introduction to Cambridge which includes fire precautions and evacuation. In this introduction, procedures that students and employees should follow in case of a fire are reviewed and include the following:

## FIRE EVACUATION

General procedures that students and employees should follow in the case of a fire.

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- When the alarm sounds, shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- Each resident should report to their assigned assembly area. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel. **In the event of a fire or fire drill residents and staff should gather on the sidewalk away from the entrance to the residence. Fire drills may be conducted by the Faculty Director.**

**FIRE SAFETY IMPROVEMENTS**

There are no changes in fire safety systems planned.

**WAKE WASHINGTON (Washington, D.C.) CRIME STATISTICS**

There is no non-campus property associated with this campus.

INCIDENT	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	1	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

**Unfounded** = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2017, 2018, or 2019.

## ARRESTS AND REFERRALS (To the campus Judicial Office)

ARRESTS	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT									
Illegal Weapons ARRESTS *	0	0	0	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0	0	0	0

\* Includes citations issued for the listed crime.

REFERRALS	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT									
Illegal Weapons Referral	0	0	0	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

	ON CAMPUS			RESIDENTIAL FACILITY			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
INCIDENT									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

## HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Sex Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and

Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported to the police during 2017, 2018, or 2019.

## FIRE STATISTICS

RESIDENTIAL FACILITY		TOTAL NUMBER OF FIRES	CAUSE OF FIRE	NUMBER OF INJURIES REQUIRING TREATMENT	NUMBER OF DEATHS RELATED TO FIRE	ESTIMATED PROPERTY DAMAGE
2017	Meridian 331	0				
2017	Meridian 704	0				
2017	Meridian 1204	0				
2017	Meridian 1304	0				
2018	Meridian 331	0				
2018	Meridian 704	0				
2018	Meridian 1204	0				
2018	Meridian 1304	0				
2019	Meridian 331	0				
2019	Meridian 704	0				
2019	Meridian 1204	0				
2019	Meridian 1304	0				

Meridian is located at 415 -425 L Street NW, Washington, DC Room numbers are listed above.

## FIRE SAFETY SYSTEMS

TYPE	SMOKE DETECTORS	Monitored	Sprinkler	EXTINGUISHERS	SIGNS
ALL APARTMENTS					
Local alarm	Yes	Yes	Yes	Hallways	Hallways

## FIRE SAFETY

No fire drills were conducted during 2019.

### Procedures for Student Housing Evacuation in Case of a Fire:

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to phone 911 to summon the Washington Fire Department. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

### 1. Individual Student Responsibilities

- a. Wear shoes and something to protect you from the elements.
- b. Close all windows and doors and exit quietly and orderly.
- c. Leave through the pre-assigned exit or alternate and report to the determined evacuation area on the sidewalk outside the residence or where instructed by your Apartment building representative.

### 2. Steps for reporting a fire

- a. Activate the fire alarm/pull station.
- b. Evacuate the building.
- c. Call the fire department at 911 and provide the following information
  - i. Your name
  - ii. The location and nature of the fire.
- d. Inform officials of any students unable to evacuate.
- e. Go to your evacuation area so staff will know you evacuated.
- f. Wait for further instructions from emergency personnel.

### 3. Fire Extinguisher Use

- a. At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building!
- b. Be familiar with the location and proper methods for using the extinguishers.
- c. Check all fire extinguishers periodically and report any problems promptly.

### 4. Fire Incident Report

Per federal law, WFU is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. The following procedures should be followed to ensure proper documentation and investigation of fire related incidents:

- a. All fires (active or extinguished) and false alarms must be reported to the University Administrator (336-758-4050)
- b. All fires (active or extinguished) and false alarms must be reported to the Local Fire Department by calling 911

## APPLIANCE, SMOKING AND OPEN FLAME POLICY

1. All small appliances brought to the Apartment are to be carefully monitored.
2. No smoking in the Apartment.
3. No open flames.

## FIRE SAFETY EDUCATION AND TRAINING

Each semester the University Administrator presents an introduction to Washington, which includes fire precautions and evacuation.

## FIRE EVACUATION

General procedures that students and employees should follow in the case of a fire.

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.

- When the alarm sounds, shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- Each resident should report to their assigned assembly area. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel. **In the event of a fire or fire drill residents should gather on the sidewalk away from the entrance to the residence. Fire drills may be conducted by the Apartment Manager.**

### **FIRE SAFETY IMPROVEMENTS**

There are no changes in fire safety systems planned.



## BOONE CAMPUS (Boone, North Carolina) CRIME STATISTICS

WFBMC PA program on the campus of Appalachian State University. There are no residence halls for WFBMC students at Appalachian, there is no non-campus property associated with this campus.

INCIDENT	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

**Unfounded** = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2017, 2018, or 2019.

## ARRESTS AND REFERRALS (To the campus Judicial Office)

ARRESTS	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
INCIDENT						
Illegal Weapons ARRESTS *	0	0	0	0	0	0
Drug Law ARRESTS *	0	0	0	0	0	0
Liquor Law ARRESTS *	0	0	0	0	0	0

\* Includes citations issued for the listed crime.

REFERRALS	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
INCIDENT						
Illegal Weapons Referral	0	0	0	0	0	0
Drug Law Referral	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

	ON CAMPUS			PUBLIC PROPERTY		
	2017	2018	2019	2017	2018	2019
INCIDENT						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

## HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Sex Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported to the Police during 2017, 2018, or 2019.

### Timely Warning

The timely warning policies for WFU Reynolda Campus will apply for all campuses unless otherwise indicated.

#### WFU REYNOLDA CAMPUS, BROOKSTOWN, AND INNOVATION QUARTER (Wake Downtown)

In an effort to provide timely notice to the Wake Forest community, and in the event of a serious incident, within the WFU Clery Geography (On Campus, Public Property, and Noncampus property) which may pose a serious or ongoing threat to members of the Wake Forest community, a blast email Crime Alert (Timely Warning) is sent to all students and employees. The alerts are generally written by the Major of Police, or the Director of Crisis Communication and they are approved and distributed to the community by the Associate Vice President or the Director of Crisis Communications of Communications and External Relations (CER), University Advancement. Crime Alerts will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that provides information to assist with potentially preventing similar occurrences. Updates to the community about any particular case resulting in a Crime Alert may be distributed via blast email, and/or may be posted on the University Police website.

Crime Alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non-negligent manslaughter, burglary, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by University Police. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Wake Forest community members and a Crime Alert would not be distributed. The Major of Police or designee reviews all reports to determine if there is an on-going threat to the community and whether the distribution of a Crime Alert is warranted. Cases involving sexual assault are often reported long after the incident occurred, thus there is no opportunity to distribute a "timely" warning notice to the community. Sex offenses will be considered on a case by case basis

depending on when and where the incident occurred, when it was reported, and the amount of information known by the WFU Police Department. Crime Alerts may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of WFU Police.

Timely Warning Notices/Crime Alerts will be issued to the campus community via email blast to all WFU assigned email accounts (all students and employees). Timely warnings may also be issued using the WAKE ALERT system which may include a banner on the University homepage.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA, LONDON INSTEP, CAMBRIDGE INSTEP, CHARLOTTE AND WAKE WASHINGTON

The policies for WFU Reynolda Campus will apply for these campuses except that Timely warnings will be given directly to the students by the Faculty Director or House Manager who is responsible for the content of the message.

WAKE FOREST BAPTIST MEDICAL CENTER AND INNOVATION QUARTER (except for Wake Downtown)

Crime Alerts are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, criminal homicide, burglary and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by WFBMC. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Wake Forest community members and a Crime Alert would not be distributed. Cases involving sexual assault are often reported long after the incident occurred, thus there is no opportunity to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by WFBMC Security Services. Timely Warning Notices/Crime Alerts may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of the Director of Security Services or designee.

In the event of an incident that may pose a serious or ongoing threat to members of the WFBMC and Innovation Quarter campuses, a RAVE notification and/or a campus wide email will be sent. A Crime Alert (Timely Warning) is sent to all students and employees. Crime Alerts will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that provides information to assist with potentially preventing similar occurrences. Updates to the campuses about any particular case resulting in a Crime Alert may

be distributed via campus wide email, and/or may be posted on WFBMC's Security Services website: <http://www.wakehealth.edu/Security/>.

Timely warnings may be issued for other crime classifications and locations even though that is not required by the law, at the sole discretion of WFBMC Security Services. Timely Warning Notices are typically written and distributed by WFBMC Security Services in consultation with the WFBMC's Communications and Marketing Department.

The Director of Security Services or designee reviews all reports to determine if there is an ongoing threat to the community and the distribution of a Crime Alert is warranted.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor

## BOONE

Bowman Gray Center for Medical Education (BGCME) students attending classes at the BGCME Boone campus which is located on the campus of Appalachian State University in leased facilities (Leon Levine Hall of Health Sciences, 1179 State Farm Road), will receive all Crime alerts distributed by WFBMC Security Services. All policies for Crime alerts on the BGCME campus apply.

All BGCME students are provided with a username and password which allows them to sign up for AppState Alert. ASU Police issues Safety Alerts. The following is from the Appalachian State Annual Security and Fire Safety Crime Report: "A campus wide 'timely warning,' called a Safety Alert, will be issued to the campus community in the event that a situation arises, either on or off campus, which in the judgement of the Chief of Appalachian Police or his designee constitutes an ongoing or continuing threat. The Chief of Appalachian Police will generally make the determination, in consultation with other University officials, if a Safety Alert is to be issued. However, in some cases of immediate or ongoing threats, the university police tele-communicators and supervisors may issue timely warnings".

The warning will be issued through the university emergency notification system to students, faculty, and staff via an email message and text message in cases that pose an imminent threat to campus. The Safety Alert will provide details of the crime, a description of the suspect, and information that will aid in the prevention of similar incidents, including safety information and protective steps. Appalachian Police may omit some information from the safety alert if providing it could identify the victim or compromise law enforcement efforts to respond. The information in the Safety Alert will include a description of the incident and location but will not divulge information that could lead to the identity of the victim and will link to information that promotes safety and would aid in the prevention of similar incidents. If there is an emergency or immediate threat to the health or safety of students or employees occurring on campus, ASU will activate its emergency notification system, called AppState-ALERT.

Warnings for cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by ASU Police or local law enforcement. Timely warnings may be issued for other Clery Act crime classifications when ASU Police determines such crimes pose a serious or on-going threat to students and employees.

Timely Warning Notices/Crime Alerts may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of ASU Police.

## **Emergency Response and Evacuation Procedures**

### **Emergency Alerts (Emergency/Immediate Notification)**

Wake Forest University has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident, and structural fire.

In the event of an emergency, WFU will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the University community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors. Specific procedures and methods applicable to each campus are discussed in the following sections.

#### **WFU REYNOLDA CAMPUS, BROOKSTOWN, AND INNOVATION QUARTER (Wake Downtown)**

The University maintains a Crisis Management Team which may be activated by senior university officials for response to emergencies on campus. The Team follows the guideline of the University Crisis Plan and the accompanying Incident Command System for the Wake Forest University Crisis Management Plan. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

University units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans. Team members and University Police have received U.S. Department of Homeland Security Incident Command training. The University Crisis Management Team conducts emergency response drills and exercises annually in conjunction with other emergency agencies and includes County Emergency Management, Winston- Salem Police, Fire and EMS. These drills and exercises may include tabletop exercises, functional exercises, and/or tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

The University public website WAKE READY <http://wakeready.wfu.edu/> has information on emergency situations, evacuation, safety tips, alert methods, shelter in place and frequently asked questions. The WAKE ALERT web site <http://wakealert.wfu.edu/> is used during emergencies to convey important information and the status of the emergency to the campus and outside of the campus community and may include a notification banner on the University homepage. The Office of Communications and External Relations is responsible for the content on WAKE READY and WAKE ALERT. Both WAKE READY and WAKE ALERT are accessible to the public outside the University.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
Text	Major of Police	Police on duty supervisor	On duty police supervisor	Police Communications	Director of Crisis Comm.
Outdoor Siren	Major of Police	Police on duty supervisor	On duty police supervisor	Police Communications	Police Communications
Indoor Voice Alert (not all buildings)	Major of Police	Police on duty supervisor	On duty police supervisor	Police Communications	Director of Crisis Comm.
<b>SECONDARY</b>					
Twitter	Director of Crisis Comm.	Director, Digital Communications	Assoc. VP, Comm. & External Rel.	Director, Crisis Communications	Director, Digital Communications
Website	Director of Crisis Comm.	Director, Digital Communications	Assoc. VP, Comm. & External Rel.	Director, Digital Communications	Digital team
Weather and Emergency Line	Director of Crisis Comm.	Director, Digital Communications	Assoc. VP, Comm. & External Rel.	Director, Crisis Communications	Director, Digital Communications
Email	Director of Crisis Comm.	Director, Digital Communications	Assoc. VP, Comm. & External Rel.	Director, Crisis Communications	Director, Digital Communications

The WFU Police staff is responsible for responding to reported emergencies and confirming the existence of a significant emergency or dangerous situation, sometimes in conjunction with campus administrators, local first responders and/or the national weather service.

In the event that an emergency or dangerous situation involving an immediate threat to the health and safety of students or staff exists on campus, University Police, and/or Communications and External Relations, after confirmation of the emergency by University officials, medical personnel, fire officials, city police or University Police officers on scene, determine the content

of the message and will use some or all of the systems described above in the table to communicate the threat to the WFU Community.

Notification will be made by using some or all of the following methods depending on the type of emergency: WAKE ALERT SYSTEM. The WAKE ALERT has multiple components for emergency notification; text/phone notification, outdoor and indoor siren/ voice alert, website, e-mail, voice mail, Twitter and the Weather and Emergency Phone Line (336-758-5935), additionally if deemed appropriate, face to face communication may be used to communicate emergency information. Due to the size of the campuses, notifications will normally be sent out to all recipients. A segmented message may be sent to a select group, such as a Residence Hall if the recipients and message contents can be determined without delay. The Police Supervisor on duty will determine if a segmented message is appropriate. WFU will, without delay, and taking into account the safety of the community, determine the content of the notification, and initiate the WAKE ALERT, unless issuing a notification would, in the judgment of the responsible authorities, compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

**Registration:** Wake Forest University uses cell phone numbers of students, faculty and staff to send text alerts and voice messages during an emergency. While undergraduate students are required to provide their cell phone number, faculty, staff, and graduate and professional students are highly encouraged to provide an updated cell phone number.

Faculty and staff can register by adding their cell phone number in Workday under Personal Information. All students can register by adding a cell phone number through WIN, the Wake Information Network (<https://win.wfu.edu/>), and navigating to Personal and selecting Personal Information.

Step-by-step instructions on how members of the WFU community can register for Wake Alert can be found at <https://wakeready.wfu.edu/alert-methods/text-alerts/>.

A number of preformatted messages exist in each system to facilitate notification. During unusual or changing situations University Police Communicators may type or speak messages into the systems. The content of these messages may be composed by the WFU Police Supervisor on duty, the Crisis Management Team, University Communications, senior university administration, or a combination of these groups. All the groups mentioned have the authority to activate the Wake Alert system; in an emergency, the police supervisor on duty may activate the system for rapid dissemination. Police Communicators have the authority to issue an alert if a supervisor is unavailable.

Follow-up information will be distributed using some or all of the identified communication systems.

WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA,  
LONDON INSTEP, CAMBRIDGE INSTEP

These campuses will follow the emergency response procedures outlined for WFU Reynolda Campus with the exception that overseas notification of an imminent threat or danger is provided by our risk management provider WorldAware. If a significant incident occurs WorldAware



requesting student or staff confirm their safety will be sent. If safety is not confirmed, then the event will be escalated to the WFU Security Managers.

#### CHARLOTTE AND WAKE WASHINGTON

Charlotte and Wake Washington will follow the emergency response procedures outlined for WFU Reynolda Campus with the exception that local Emergency Alerts will be given directly to the students by the Faculty Director.

#### WAKE FOREST BAPTIST MEDICAL CENTER BOONE, AND INNOVATION QUARTER (Bowman Gray Center for Medical Education)

WFBMC maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

University units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

WFBMC Security Services responds to all emergencies at the WFBMC campus. At the Innovation Quarter campus, contract security Sunstates Security, LLC (referred to herein as “Sunstates”) and local law enforcement respond to emergencies. WFBMC employs an automated Emergency Notification System (RAVE) to notify the campuses upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on the WFBMC, Boone campus, and Innovation Quarter (Bowman Gray Center for Medical Education) campuses. The system can make notifications via e-mail, telephone, pager and text messaging and can be used to provide follow-up information to the community. All students, faculty, and staff are required to participate in the notification system. Contact information is electronically obtained from student or employment registration processes and separate registration is not required.

Confirmation of a reported emergency or dangerous situation may be established by the response of WFBMC Security Services personnel, local law enforcement, other dispatched public emergency responders, and/or in conjunction with campus administrators or the national weather center. The number of reports concerning the event, as well as consistency in the details of such reports, may also aid in establishing confirmation of a reported emergency or dangerous situation. When confirmed either by a specific or by accumulated reports, Emergency Communications personnel or the on-duty WFBMC Security Services supervisor may initiate activation of the RAVE emergency notification system.

Emergency Communications personnel or the on-duty WFBMC Security Services supervisor will, without delay, and taking into account the safety of the community, determine the content

of the notification and initiate the notification system unless, in the professional judgment of responsible authorities, issuing a notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The content of notifications may involve utilization of pre-scripted messaging or appropriately constructed messaging that plainly describes the event and action to be taken by the campuses. Notification would not occur if, in the professional judgment of the authorities, efforts to assist a victim, contain, or respond to the emergency would be compromised. Additional forms of campus-wide notification may include use of the campus wide email alert, Intranet website postings, overhead public-address system, pagers and text messaging.

Examples of incidents that may trigger a campus-wide emergency notification are the following: immediate criminal threats, violent acts, fire, gas leaks, tornadoes, contagious viruses, etc. WFBMC Security Services will consult with police, fire and disaster authorities when confirming that there is a significant emergency, determining who to notify, the content of the notification, and initiation of the notification system.

Based on the magnitude of an event, WFBMC Emergency Management may activate an incident command center for management of the crisis. The incident command team provides coordination of internal response to the event, manages resources, and maintains decision making authority related to the event. The designated Incident Commander and incident command staff, with the assistance of WFBMC Communications and Marketing, will prepare notifications and will use some or all of the systems described below to communicate the threat to the WFBMC, Boone, or Innovation Quarter community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population, and determine appropriate timing of release as well as notification to the larger community using external media sources (radio, TV) and direct notification to local emergency management organizations. All notifications will be released to all students, faculty, staff and employees regardless of campus assignments and will identify the nature of the threat/safety event, location, and action to be taken. Follow up notifications will utilize, at a minimum, the same resources as initial notification.

In the event of an emergency, WFBMC will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the WFBMC community, Boone, or Innovation Quarter upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors. Notification will be made by using some or all of the following methods depending on the type of emergency: Wake Forest Baptist Medical Center Alert System/MIR3 system (which contains email, cell phone text, voice message alert); fire alarm (where available), public address systems (where available), WFBMC social media, local media, webpage and/or in person communication. If any of these systems fail or the WFBMC Security Services Director or designee deems it appropriate, in person communication may be used to communicate an emergency.

Follow up and a final all clear messages will be sent as information becomes available.

Emergency Notification Process							
Event	Primary Delivery Method (1)	Secondary Delivery Method	Primary Message Creator	Secondary Message Creator	Approving Authority: Content and Sending	Primary Message Sender/Distributor	Secondary Message Sender/Distributor
Active Threat	Rave, Overhead Paging	Intranet, Email, In-person	Emergency Management	Emergency Manager	Emergency Dispatcher, Security Supervisor or Security Admin(2)	Emergency Dispatcher	Emergency Manager
Health / Safety Emergencies	Rave, Audible Alarms, Overhead Paging	Intranet, Email, In-person	Emergency Management	Emergency Manager	Emergency Manager, Security Supervisor (2)	Emergency Dispatcher	Emergency Manager
Environmental Emergencies	Rave, Audible Alarms, Overhead Paging	Intranet, Email, In-person	Emergency Management	Emergency Manager	Emergency Manager, Security Supervisor (2)	Emergency Dispatcher	Emergency Manager
	(1) RAVE messages can be delivered via phone, text format, or email.			(2) Upon confirmation of an event, each is authorized to initiate message without additional approval.			

Local emergency response (fire/police) may establish incident command in accordance with statutory authority. WFBMC resources and incident command may be utilized in conjunction with, or subordinate to, local response resources.

## BOONE

The Boone campus will follow the procedures for Wake Forest Baptist Medical Center. WFBMC PA students may sign up for WFBMC MIR3 and AppState-ALERT (ASU) to receive timely warnings and emergency notifications for both locations.

## Emergency Evacuation Procedures - ALL CAMPUSES

Emergency evacuation procedures are tested at least once each year. Fire evacuation procedures are practiced multiple times per year in residence halls. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Emergency response staff on the scene will communicate information to students and employees regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At WFU, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

## **GENERAL BUILDING EVACUATION PROCEDURES**

If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify WFU Police (336-758-5591), WFBMC Security Services (336-716-9111), ASU Police (828-262-8000), or dial 911.

### **How to evacuate:**

- Remain calm
- When you hear a fire alarm, proceed to the nearest exit, leave the building immediately.
- Alert others as you leave and ask if they need help.
- Close doors to slow the spread of fire.
- Do not use elevators unless told to do so by emergency workers.
- Do not attempt to extinguish a fire yourself if you risk putting yourself in danger.

### **Things to watch for:**

- Watch for people who need help, particularly people with limited mobility or physical disabilities.
- Activate an alarm if told to do so by police or emergency workers.
- Remain at an emergency assembly point. A head count may be taken, and emergency workers may have additional instructions.
- Do not go back into a building until firefighters, police or University officials say it is safe.

### **How to prepare for a fire-related emergency:**

- Know your building's floor plan. Remember where the stairs, fire extinguishers and emergency exits are located.
- If you regularly visit the same location within a building, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit.
- Exit signs may be obstructed by heavy smoke, so you must know how to find an exit.

### **How to prepare for general emergencies:**

- Know your building's floor plan. Remember where the stairs, fire extinguishers and emergency exits are located.
- If you regularly visit the same location within a building, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit. Exit signs may be obstructed in heavy smoke, so you must know how to find an exit.

### **How to prepare to leave campus:**

- If the campus is evacuated, or you choose to seek shelter with family or friends, plan ahead.

- Tell your family and friends what your plan is, what route you will take, what means of transportation you use and when you expect to arrive.
- If you have a vehicle, ensure that it is in good condition and keep at least half a tank of gas in the vehicle. If you do not have a car, plan for alternative means of transportation.
- Take an emergency kit with you.
- Leave a note telling others when you left and where you are going.
- Be sure to keep your campus ID and vehicle registration with you. Access to the campus may be restricted by closing gates and staffing the gatehouses.

### **Shelter-in-Place Procedures –What it Means to “Shelter-in-Place”**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

### **Basic “Shelter-in-Place” Guidance**

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

### **How You Will Know to “Shelter-in-Place”**

A shelter-in-place notification may come from several sources, WFU Police, WFBMC Security, Sunstates Security, ASU Police, Office of Residence Life and Housing Staff members, other University employees, Local police, or other authorities utilizing the University’s emergency communications tools.

### **How to “Shelter-in-Place”**

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - An interior room;
  - Above ground level; and
  - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)

6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to WFU Police, WFBMC Security, Sunstates Security, or ASU Police so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

## Test of emergency response and evacuation

### WFU REYNOLDA CAMPUS, BROOKSTOWN, AND INNOVATION QUARTER (Wake Downtown)

During 2019 WFU Emergency Management conducted 6 Active Shooter response trainings on the Reynolda campus for faculty and staff and one at Wake Downtown. In January a Police Communications relocation drill was held to test communications and RAVE operation from a remote location. In April training regarding campus protests was held. Attending were WFU Incident Management Team members, Winston-Salem Police and Fire and County Emergency Management. All emergency alert procedures were tested in August. Active Shooter Lessons training was conducted in November and included Winston-Salem Police and Fire. Also attending were WFU Incident Management staff, County Emergency Management and representatives from Forsyth Tech.

In conjunction with the drill Wake Forest University's written Evacuation Procedures were distributed to the entire campus community, faculty, staff, and students, via email.

Emergency response procedures are available at:  
<https://wakeready.wfu.edu/emergency-situations/>

Additional information can be obtained from the Office of Emergency Management located in Alumni Hall.

### WAKE FOREST BAPTIST MEDICAL CENTER, BOONE, AND INNOVATION QUARTER

In conjunction with other emergency agencies, local first responders, and/or WFU personnel, WFBMC conducts emergency response drills and exercises each year, such as tabletop exercises, and WFBMC emergency management conducted three active shooter training drills in 2019. In January 2019 a full evacuation drill was held at BGCME and Wake Downtown. Each training is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. Documentation of performed tests and related drills is available at the Office of Emergency Management located on the second floor, Comprehensive Cancer Center, 301 Medical Center Boulevard, Winston-Salem, NC 27157-0001

WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA, LONDON INSTEP, CAMBRIDGE INSTEP, CHARLOTTE AND WAKE WASHINGTON

Although these locations do not have independent notification systems, students who have signed up for text alerts will receive test notifications. Procedures for these campuses will follow the testing as described for the WFU Reynolda Campus. Overseas locations also receive emergency notifications from WorldAware. WorldAware does not conduct tests that are received by subscribers.

## Monitoring of students at non-campus locations

### REYNOLDA CAMPUS

There are no non-campus student organizations recognized by this campus. Therefore, local police are not used to monitor and record criminal activity at non-campus locations of student organizations.

### WAKE FOREST BAPTIST MEDICAL CENTER AND INNOVATION QUARTER

There are no non-campus student organizations recognized by these campuses. Therefore, local police are not used to monitor and record criminal activity at non-campus locations of student organizations.

WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA, LONDON INSTEP, CAMBRIDGE INSTEP, CHARLOTTE, WAKE WASHINGTON, BROOKSTOWN, AND BOONE

There are no non-campus student organizations recognized by these campuses. Therefore, local police are not used to monitor and record criminal activity at non-campus locations of student organizations.

## Security and accessibility to university property and buildings

### REYNOLDA CAMPUS

There are three entrances to the University: Polo Road entrance, Reynolda Road entrance and University Parkway entrance. Guard Houses are located at the Reynolda and University entrances. These entrances are staffed by University Police security officers from 10:00 p.m. to 6:00 a.m. every day. The Polo Road entrance is closed during these hours. Entrance to the University during these hours requires an issued student or faculty/staff gate pass. Gate passes may also be issued for individuals who have legitimate business on campus and a sponsor. Residence Halls are accessible to the building occupants and their authorized guests by

electronic key cards. Individual rooms are accessible by key. Academic and administrative buildings are open and accessible to the public 24 hours a day with the exception of a limited number of buildings that have posted hours or limited access by the use of key cards.

#### BAPTIST MEDICAL CENTER AND INNOVATION QUARTER

WFBMC has policies concerning access to campus facilities, including its one campus residence as well as security considerations used in the maintenance of campus facilities. During normal business hours, the administrative and academic facilities at the WFBMC campus and Innovation Quarter campus are open and accessible to students, staff, faculty and visitors of WFBMC and Innovation Quarter. After normal business hours and during breaks, these facilities are locked and only accessible to authorized individuals. WFBMC Security Services, Sunstates security officers and/or Wake Forest University Police conduct routine security and safety patrols of the academic and administrative buildings to monitor conditions and report any unusual circumstances. The WFBMC residential facility, Global Health House, is only accessible to building residents and their authorized guests and visitors. Residents are helpful if they avoid allowing access to the residential building to unknown individuals. WFBMC Security Services officers monitor security in the residential facility and encourage building residents to report suspicious or unusual activity. See the “Campus Security Policies and Procedures” section above for additional information regarding security considerations.

Each employee and student is provided with a photo identification badge that must be worn in a visible location (*above the waist, pocket height, is preferred*) at all times while on WFBMC property, including the WFBMC campus and Innovation Quarter campus. An employee/student without a WFBMC issued ID badge may be asked to leave, stop work/studying or be denied access to the WFBMC and Innovation Quarter campuses until the badge is replaced or positive identification is obtained. Students and employees should immediately report lost or stolen ID badges to the WFBMC Identification Office at 336-716-0069. There are police or security on duty 24 hours, 7 days a week.

#### BROOKSTOWN, CHARLOTTE, AND WAKE WASHINGTON

Students are issued key cards for entry to these locations. The buildings are locked after office hours, keycard entry after hours may require prior permission unless a class is in session. Students are not to loan or give their key cards to anyone. Lost cards must be reported to the Director of the Center. At Wake Washington there is a lobby security guard on duty and the building is closed on the weekends.

#### WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA, LONDON INSTEP, AND CAMBRIDGE INSTEP

Students are issued keys for entry to the above listed campuses. These buildings are locked 24 hours, 7 days a week. Students are not to loan or give their key to anyone. Lost keys must be



reported to the House Local Administrator and the Faculty Director. There are no security officers working at these locations.

## BOONE

School of Medicine PA students are issued an “AppCard” (Student ID). PA students can access University Hall and all non-residential student common areas on the main campus and are permitted to use all ASU main campus student resources and assistance. Appalachian State University Police conduct routine patrols of campus buildings to evaluate and monitor security related matters.

## Security consideration in maintaining campus facilities

### REYNOLDA CAMPUS

University Police Officers and Security Officers conduct routine patrols of academic, residential and other University facilities to monitor and assess for any security concerns. Residence Life and Housing staff also act as an additional set of eyes and ears in residential buildings and report any security related matters to the University Police.

Wake Forest University maintains campus facilities in a manner that minimizes hazardous conditions. Walkways are illuminated with lighting and malfunctioning lighting and door locks, for example, are reported to Facilities Management for repair by phoning the Customer Service Center at 336-758-4255 submitting a service request at the Facilities Maintenance web site: <http://facilities.wfu.edu/maintain/maintenance/> University Police annually do a lighting safety walk with representatives of Student Government to identify areas where additional lighting may be needed.

### WAKE FOREST BAPTIST MEDICAL CENTER AND INNOVATION QUARTER

WFBMC has current policies concerning security of campus facilities, including the one residential facility. The WFBMC campus and Innovation Quarter campus maintain campus facilities in a manner that minimize hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. WFBMC Security Services and Sunstates work closely with Facilities Management to promptly address burned out lights as well as malfunctioning door locks or other physical conditions that enhance security. Other members of the community are helpful when they report equipment problems to WFBMC Security Services, Sunstates or to Facilities Management.

During normal business hours, the administrative and academic facilities at the WFBMC campus, and Innovation Quarter campus are open and accessible to students, staff, faculty and visitors of WFBMC and Innovation Quarter. After normal business hours and during breaks, these facilities are locked and only accessible to authorized individuals. WFBMC Security Services, Sunstates security officers and/or Wake Forest University Police (BGCME and Wake

Downtown) conduct routine security and safety patrols of the academic and administrative buildings to monitor conditions and report any unusual circumstances.

The residential facility, Global Health House, is only accessible to building residents and their authorized guests and visitors. Residents are helpful if they avoid allowing access to the residential building to unknown individuals. WFBMC Security Services officers monitor security in the residential facility and encourage building residents to report suspicious or unusual activity. Global Health House is maintained like other campus facilities.

Maintenance issues should be reported to Facilities Management for repair by phoning the WFBMC Security Services at 336-716-3305.

BROOKSTOWN, WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA, LONDON INSTEP, CAMBRIDGE INSTEP, CHARLOTTE AND WAKE WASHINGTON

Campus facilities are maintained in a manner that minimizes hazardous conditions. Maintenance needs should be reported to the Program director and/or House Manager, who is responsible for ordering repairs.

BOONE

Although WFU does not have a police or security presence at this location. The Appalachian State University Police Department employs security officers that conduct building security checks and lighting surveys from 4:00 p.m. to 7:00 a.m. each day. Appalachian State University maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. Security breaches and lighting outages are reported by WFU and ASU personnel to the appropriate Physical Plant maintenance shop the next business day. In addition, Appalachian State University Police and Security officers report unsafe facility and grounds conditions, such as handrails, steps and unsafe roadway conditions (ice/snow) to the Physical Plant.

## Security awareness programs

REYNOLDA CAMPUS AND BROOKSTOWN

The University Police offer an extensive series of crime prevention and security awareness educational programs to the University and local communities designed to inform them about the prevention of crimes. The University Police provide security awareness programs to inform the campus community about campus security procedures and practices and fire safety beginning with Freshman Orientation because it is very important to be aware of any threat. Students and employees must exercise responsibility for their own safety.

During the 2019 academic year, WFU Police offered approximately 37 crime prevention and security awareness programs to 595 participants. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to call WFU Police to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at 336-758-5591.

As part of the department's community-oriented policing philosophy, WFU Police Department offers crime prevention presentations monthly each semester to Residence Halls by officers assigned as liaison to Residence Halls and student groups as requested. Topics of these presentations include personal safety awareness, Rape Aggression Defense (R.A.D.), fire safety, and property protection strategies. Anyone interested in having a WFU Police Officer speak to his or her classroom, Residence Hall, or group should contact them at 336-758-5591.

Specific educational programs are also provided by the University Police to address domestic violence, drug abuse, and acquaintance rape. CSA's receive one full day of training on campus and have online training available all year. Rape Aggression Defense (RAD) is taught to female students, staff, faculty. This course is offered for academic credit each semester. Customized programs on most security-related topics such as Workplace Violence are prepared for campus groups and organizations upon request. University Police present programs at new employee orientation. University Police works closely with and supports the work of the Title IX Office, Safe Office and PREPARE, a student organization for sexual misconduct awareness and prevention. All first-year students are required to attend the Safe Office's and PREPARE's educational programs, and similar sessions are offered to other students.

Programs were also presented in conjunction with the Safe Office, Health Exercise Sciences, and Human Resources. Programs for incoming students are presented during new student orientation by the University Police, the Safe Office and the Office of Wellbeing. Programs for new employees are given by the Title IX Office and Human Resources as a part of new employee orientation. Human Resources as a part of new employee orientation. Awareness programs are presented throughout the year by the Safe Office, the Title IX Office, PREPARE, and Student Government.

Police officers also participate in Speak Out and Tie a Yellow Ribbon presented by the PREPARE and the Safe Office. During these events officers talk to students, faculty and staff about sexual assault awareness and stalking behaviors. Evaluations are conducted after the Resource Officer courses.

In these programs, students and employees are encouraged to be responsible for their own security and the security of others.

Rape Aggression Defense (RAD) - is a comprehensive course that begins with awareness, prevention and avoidance. It progresses to the basics of hand-to-hand defense training. The course is not a martial arts program, though it teaches realistic self-defense tactics and techniques. The class includes 15 hours of instruction and students receive 1 credit hour. Women gain confidence in knowing how to make an educated decision about resistance in spontaneous, violent attacks. Faculty and staff classes are also offered in the summer. Eight classes were presented during the year. This class is evaluated with a Pre and Post-test and an evaluation of instructors. <http://rad.studentlife.wfu.edu/>

Safe Spring Break Program - Collaborates with campus partners for the Safe Spring Break program. This program is set up in the Benson center with stations- Fatal Vision, safe travel information, hydration & food information when consuming alcohol, and sexual assault awareness information.

Operation ID - a program for registering property with University Police. Register your serial numbers with University Police through their website under "Operation ID". On your personal items engrave your driver's license number; engravers are obtained from University Police.

Fatal Vision Program- Fatal Vision Goggles are training tools used to visually demonstrate various levels of impairments and the dangers of impaired driving. The demonstration often includes the wearer attempting to throw tennis balls back and forth to other students, attempting to walk a straight line, as well as other various skills to demonstrate the difficulty of performing basic tasks while wearing the goggles.

In addition to the aforementioned programs, Resource Officers also present programs in the Residence Halls on identity theft, pedestrian safety and Greek Life where topics such as alcohol, dating violence, stalking, and harassment are discussed. Greek members are also trained on hosting a safe social event. During the year Resource Officers presented over 21 classes in Residence Halls.

## Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking (All Campuses)

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end and prohibit dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines domestic violence, dating violence, sexual assault, and stalking using definitions provided both by the U. S. Department of Education as well as state law regarding what behavior constitutes these offenses;
- c. Defines what behavior and actions constitute consent using the definition of consent found in the Student Code of Conduct (North Carolina does not have a consent definition);
- d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act. Information regarding:
  - i. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs.
  - ii. how the institution will protect the confidentiality of victims and other necessary parties.
  - iii. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community; and
  - iv. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures;

- v. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA, LONDON INSTEP, CAMBRIDGE INSTEP, CHARLOTTE AND WAKE WASHINGTON

Programs are available to students and employees when they are on the main (Reynolda) campus. No other campus-specific crime prevention or security awareness programs are offered to students or employees associated with these campuses.

WAKE FOREST BAPTIST MEDICAL CENTER BOONE, AND INNOVATION QUARTER

WFBMC Security Services provides crime prevention and security awareness programs to inform students and employees about campus crimes and that encourages them to take responsibility for their safety and the safety of others. Trained WFBMC Security Services personnel provide special educational safety programs. Although these crime prevention and security awareness programs are general in nature, they can be customized to fit specific concerns and groups. During 2019, WFBMC offered approximately 29 crime prevention and security awareness programs. Topics such as personal safety, alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the prior academic year.

All educational safety programs are available upon request by calling 336-716-3305. Visit the following webpages for other educational programs:

<http://www.wakehealth.edu/school/>

<http://www.wakehealth.edu/HR/>

<http://www.wakehealth.edu/Security/>

Employee Assistance Program Services (Internal website)

<http://intranet.wakehealth.edu/Departments/SOPR/>

Click on the following title to access the Employee Assistance Program Policy.

Preventive educational programs are available to employees and students upon request and include:

- Substance Abuse
- Self Defense
- Violence Management
- Rape Awareness
- Personal Safety
- Management of Aggression

WFBMC will assist crime victims by providing information on counseling and other support services available. Information on counseling, mental health and other services and the availability of changes in academic and on-campus living situations for victims are available

through the Counseling and Wellness Services and the education program offices that coordinate student services, including the Student Wellness Center (Confidential); Title IX Office (Private/Not Confidential) or Student Affairs (Private/Not Confidential).

Participants in these programs are asked to be alert, security-conscious and involved and advised to call WFBMC Security Services to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at (336)716-3305.

The Wake Forest University Police offer an extensive series of crime prevention and security awareness educational programs to the WFBMC campuses and local communities that are designed to inform attendees about the prevention of crimes and safety. Specific educational programs are provided by the Wake Forest University Police to address sexual assault, domestic violence, dating violence, stalking, drug abuse, and acquaintance rape.

The Wake Forest University Police also provide a full day training and online training for WFBMC Campus Security Authorities (CSAs) are offered and receive one full day of training and have online training available all year.

Courses and programs offered are either research informed or assessed for value, effectiveness, and outcome.

In 2019, the WFBMC Human Resources Department conducted new employee orientation weekly. This orientation generally covers topics such as sex discrimination and sexual harassment.

The Title IX Office offers employee training that addresses sexual assault, domestic violence, dating violence, and stalking. The Title IX Office training includes information on risk reduction and safe and positive bystander intervention.

Additionally, during new and returning student orientations, students are required to attend a session called "Security and Safety". Part of this session is an online presentation and there was an in-person presentation led by the Title IX Coordinator. Information in the session covers general student safety, how to contact security, resources available to students if they are a victim of a crime and/or feel unsafe, as well as information about the Student Sexual Misconduct & Discrimination Policy, including definitions of sexual discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking and how to report such offenses. The training also includes information on risk reduction and safe and positive bystander intervention.

Faculty, staff and students are required to complete an on-line Annual Compliance Training module on an annual basis. The training module includes information about campus security and sexual misconduct resources.

Courses and programs offered are either research informed or assessed for value, effectiveness, and outcome.

### How to Be an Active Bystander – All Campuses

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”<sup>1</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list<sup>2</sup> of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

### Risk Reduction – All Campuses

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

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don’t know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cash money.
7. **Don’t allow yourself to be isolated** with someone you don’t trust or someone

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

<sup>2</sup> Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse



- you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
  9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
  10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
  11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
  12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
  13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
  14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
  15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
    - a. **Remember that being in this situation is not your fault.** You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
    - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
    - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
    - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
  16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
  17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Primary Prevention and Awareness Programs listed in the following chart were conducted by the Title IX Office and/or the SAFE Office. New Employee training for the Reynolda Campus is conducted by the Title IX Office and Human Resources. New Employee training for WFBMC campus is conducted by WFBMC's Human Resources. The following chart includes programming for ALL CAMPUSES.

<u>Date</u>	<u>Program Information</u>			<u>Target Audience</u>
<u>Date Held</u>	<u>Name of Program</u>	<u>Topic</u>	<u>Location</u>	<u>Audience</u>
1/11/2019	Stop, Drop & Roll for Mandatory Reporters	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Angelou Hall	New RAs
1/23/2019	Hack-a-thon (proposed changes to Title IX regulations)	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Benson Center	Faculty, staff & students
2/4/2019	Harassment and Discrimination Prevention	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Online	New Hires
2/5/2019	Culture of Respect Pillar 2	Sexual Assault, Domestic Violence, Dating	Reynolda Hall	Faculty, staff & students

		Violence & Stalking		
2/6/2019	Hearing Board Training	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Benson Center	Hearing Board members
2/7/2019	NCAA Sexual Misconduct Prevention Training	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Athletics	Coaches & Athletics staff
2/14/2019	Hearing Board Training	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Reynolda Hall	Hearing Board members
2/15/2019	Awareness Table	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Benson Center	Faculty, staff & students
2/18/2019	Title IX Overview/Orientation	Sexual Assault, Domestic Violence, Dating	Bowman Gray Center for Medical Education	Med. School Class of 2021

		Violence & Stalking		
2/19/2019	Culture of Respect Pillar 3	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Reynolda Hall	Faculty, staff & students
2/26/2019	Responding to Student Disclosures of Sexual Misconduct	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Farrell Hall	School of Business faculty
2/27/2019	Harassment and Discrimination Prevention & Protection of Minors	Sexual Assault, Domestic Violence, Dating Violence & Stalking	On-line	Campus ministers
3/1/2019	Title IX Overview	Sexual Assault, Domestic Violence, Dating Violence & Stalking	ZSR Library	Econ TA's
3/1/2019	Culture of Respect Pillar 6	Sexual Assault, Domestic Violence, Dating	Reynolds Gym	Faculty, staff & students

		Violence & Stalking		
3/13/2019	Investigation Training	Sexual Misconduct	Medical School	Staff in HR, Risk Mgmt., Compliance, Legal
3/18/2019	NCAA In-Person Training for Football	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Pruitt Football Center	Football players
4/1/2019	Bystander Intervention	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Wingate Hall	Divinity students
4/3/2019	Title IX Overview	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Tribble Hall	WGS students
4/4/2019	Harassment and Discrimination Prevention	Sexual Assault, Domestic Violence, Dating Violence & Stalking	On-line	New Hires

4/4/2019	Title IX Overview	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Greene Hall	Psychology faculty
4/8/2019	Bystander Intervention	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Wingate Hall	Divinity students
Ongoing	Harassment and Discrimination Prevention	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Online	Tutors in Learning Assistance Program
4/11/2019	Sexual Misconduct & Bystander Intervention	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Military Science Bldg.	ROTC students & faculty
4/15/2019	NCAA Sexual Misconduct Prevention Training	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Pruitt Football Center	Athletes

4/17/2019	Sexual Misconduct in the Workplace	Sexual Assault, Domestic Violence, Dating Violence & Stalking	School of Medicine	SOM Ophthalmology faculty & clinicians
5/7/2019	Bystander Intervention	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Alumni Hall	CER staff
5/13/2019	Title IX Overview	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Medical School	Students in Medical Student Research Program
5/28/2019	Title IX Overview	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Benson Center	New summer employees
5/30/2019	Protection of Minors	Sexual Assault	Benson Center	PHI employees
6/6/2019	Mandatory Reporting	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Reynolda Hall	Academic Advisors in the College

6/6/2019	Hearing Board 201 Training	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Reynolda Hall	Hearing Board members
6/27/2019	Title IX Overview	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Medical School	new P.A. students
7/8/2019	Orientation	Sexual Assault, Domestic Violence, Dating Violence & Stalking	BGCME	First year medical students
7/16/2019	Investigation Training	Sexual Misconduct	Reynolda Hall	HR Staff + Jake
7/25/2019	WFBH Compliance and Privacy Annual Training	Sexual Assault, Harassment, Dating Violence, Domestic Violence and Stalking	Online	WFBH employees
7/31/2019	Title IX Hearing Board Training 101	Sexual Assault, Domestic Violence, Dating	Reynolda Hall	Shannon Ashford, Katie Osbeck + Jake



		Violence & Stalking		
8/5/2019	Sexual Assault Prevention for Student Athletes	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Benson Center	Women's Soccer Team
8/5/2019	Sexual Assault Prevention for Student Athletes	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Benson Center	Men's Soccer Team
8/12/2019	Sexual Assault Prevention for Student Athletes	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Baker Auditorium	Football Team
8/12/2019	Sexual Assault Prevention for Coaches/Staff	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Baker Auditorium	Football coaches/staff
8/14/2019	Professional Conduct in the Workplace	Professional Misconduct	Law School Auditorium	New law students

8/16/2019	Sexual Misconduct & Mandatory Reporting for RAs	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Benson Center	New RAs
8/16/2019	Sexual Misconduct & Mandatory Reporting for RAs	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Benson Center	Returning RAs
8/16/2019	Stop, Drop, & Roll Framework Conversation	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Carswell Hall	Debate grad students & coaches
8/20/2019	Behind Closed Doors training for RAs	Relationship Violence	Efird Hall	New RAs
8/22/2019	Sexual Assault Prevention for Student Athletes	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Tribble Hall	Women's Cross Country Team
8/22/2019	Sexual Assault Prevention for Student Athletes	Sexual Assault, Domestic Violence, Dating	Tribble Hall	Men's Cross Country Team

		Violence & Stalking		
9/4/2019	Sexual Misconduct & Mandatory Reporting for TAs	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Kirby Hall	Dept. of Econ TAs
9/8/2019	Training for Bystander Intervention Facilitators	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Benson 401B	First year undergrad students
10/21/2019	NCAA Sexual Assault, Domestic Violence, Dating Violence & Stalking	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Pugh Auditorium	Athletics staff and coaches
10/21/2019	NCAA Sexual Assault, Domestic Violence, Dating Violence & Stalking	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Team Meeting Room at Couch Baseball Park	Baseball team
11/8/2019	Title IX Overview	Title IX Overview	Reynolda 301	UCC staff

12/12/2019	NCAA Sexual Assault, Domestic Violence, Dating Violence & Stalking	Sexual Assault, Domestic Violence, Dating Violence & Stalking	Decker Auditorium	Athletics staff and coaches
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### PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING AT THE BOONE CAMPUS

In addition to those programs accessible to WFU students and employees on the Reynolda Campus or online, Programs for BGCME members are available through Appalachian State University Police, <https://police.appstate.edu/>, and Student Health Services, <https://healthservices.appstate.edu/>. All incoming students and new employees are provided with programming and strategies intended to prevent interpersonal violence before an incident occurs through the changing of social norms and other approaches. Ongoing prevention and awareness programs and campaigns are also offered throughout the year.

## Drug and Alcohol Policies and Enforcement

Wake Forest University prohibits the unlawful possession, use, and sale of alcoholic beverages and illegal drugs on all campuses.

### REYNOLDA CAMPUS, BROOKSTOWN, WAKE WASHINGTON, AND CHARLOTTE

Intoxication, public consumption or public displays of alcoholic liquors, wines or beer in the residence halls or elsewhere on campus is prohibited, except as described in the University's Substance Abuse Policy. All persons on campus are subject to state and federal regulations concerning the use of alcohol and WFU Police enforce all State underage drinking laws and Federal and State drug laws on the Reynolda campus. Public display is defined as the possession and/or consumption of alcoholic beverages in any public or unregistered area of campus. The unlawful possession, use, sale and consumption of alcohol by anyone less than 21 years of age are violations of N. C. state law. The District of Columbia also prohibits alcohol consumption by anyone under 21 years of age.

The Washington D.C Police has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws on the Wake Washington Campus.

The Charlotte-Mecklenburg Police has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws on the Charlotte Campus.

The Winston-Salem Police has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws on the Brookstown Campus.

#### WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA, LONDON INSTEP, AND CAMBRIDGE INSTEP

Intoxication on the overseas campus is prohibited. Violation of any law regarding alcohol is prohibited. Please refer to the “Substance Abuse Policy and Program” of the Student Code of Conduct and Conduct Procedures for a complete description of policies at <http://static.wfu.edu/files/pdf/students/judicial-handbook.pdf>.

The Barcelona Police, Venice Police, Vienna Police, Salamanca Police, London Police, Cambridge Police has primary responsibility for the enforcement of underage drinking laws as well as the enforcement of Federal drug laws on the respective overseas campuses.

#### WAKE FOREST BAPTIST MEDICAL CENTER AND INNOVATION QUARTER

Illegal possession, use, and sale of alcoholic beverages are prohibited. Intoxication, public consumption, public displays, or sale of alcoholic liquors, wine or beer is generally prohibited on the WFBMC and Innovation Quarter campuses. All persons on the WFBMC and Innovation Quarter campuses are subject to state and federal regulations concerning the use of alcohol. “Public display” is defined as the possession and/or consumption of alcoholic beverages on WFBMC property. Off campus consumption of alcohol by anyone less than 21 years of age is a violation of state law.

The Winston Salem Police Department has primary responsibility for the enforcement of State drinking laws as well as the enforcement of Federal and State drug laws. The WFU Police Department also has primary responsibility for the enforcement of State drinking laws as well as the enforcement of Federal and State drug laws at BGCME and Wake Downtown.

#### BOONE

The Wake Forest Baptist Medical Center Substance Abuse Policy and the Appalachian State Policy <https://police.appstate.edu/alcohol-drugs-weapons> both apply. The Appalachian Police Department has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws.

## Drug-Free Schools and Communities Act

REYNOLDA CAMPUS, BROOKSTOWN, WAKE WASHINGTON, CHARLOTTE, WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA, LONDON INSTEP, AND CAMBRIDGE INSTEP

In compliance with the Drug Free Schools and Communities Act, Wake Forest University publishes information regarding the University's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for WFU students and employees. A complete description of these topics, as provided in the University's annual notification to students and employees, is available online at: <https://aod.thrive.wfu.edu/>

Information on employee drug or alcohol-abuse programs required by section 120(a) through (d) of HEA can be found at: <https://prod.wp.cdn.aws.wfu.edu/sites/82/2016/03/Substance-Abuse-Prevention.pdf>

Use, possession, manufacture, sale, distribution, and transportation of illegal drugs and drug paraphernalia is prohibited. Students found to be involved in illegal drugs, either on or off campus, will be subject to disciplinary action, which may include dismissal from the University, and parents will be notified. See the Student Handbook for sanctions.

<https://studentconduct.wfu.edu/undergraduate-student-handbook/>

WAKE FOREST BAPTIST MEDICAL CENTER, BOONE, AND INNOVATION QUARTER

### ***Drug Free Schools and Communities Act***

Use, possession, manufacture, sale, distribution and/or transportation of illegal drugs and drug paraphernalia are prohibited. Students found to be involved with illegal drugs, either on or off campus, will be subject to disciplinary action (which may include dismissal from academic programs).

The Winston Salem Police Department has primary responsibility for the enforcement of State drinking laws as well as the enforcement of Federal and State drug laws.

In compliance with the Drug Free Schools and Communities Act, WFBMC publishes information regarding educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and school policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for students and employees.

A complete description of these topics, as provided in the WFBMC's annual notification to students is available online at: <https://school.wakehealth.edu/-/media/WakeForest/School/Files/Education-and-Training/Student-Affairs/Wake-Forest-School-of-Medicine-Student-Handbook.pdf>, employee information is found in Appendix A and includes copies of the student and employee announcements.

[Student Substance Abuse Policy](#)      [Employee Substance Abuse Policy](#)

Students and employees at the Boone campus are cautioned that the Wake Forest Baptist Medical Center Substance Abuse Policy and the Appalachian State Policy <https://police.appstate.edu/alcohol-drugs-weapons> since both apply.

## Missing Student

REYNOLDA CAMPUS (includes students at Wake Downtown who live on Reynolda Campus), WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, BARCELONA, LONDON INSTEP, WAKE WASHINGTON, AND CAMBRIDGE INSTEP

In accordance with the Higher Education Opportunity Act, Wake Forest University must develop and implement certain procedures to be followed when residential students are determined to be missing for 24 hours. Students residing in University housing, may register a confidential as a part of their housing application. Students will be notified of this opportunity via their Housing Application on an annual basis. Under the provisions of this policy, a student may identify up to two individuals whom the University will contact in the event that University Police determine the student is missing. This policy applies only to students who reside in University housing. Missing student contact information is separate and distinct from emergency contact information. Missing student contact information will be kept confidential, and will only be accessed by University Police and authorized University officials in the event a student is determined to be missing by University Police. The Missing student contact information may only be used in furtherance of an investigation. The full policy may be accessed on the Residence Life and Housing website.

Suspected missing students should be reported immediately to the police department that has jurisdiction on your campus (see page 6) and the WFU Police. If members of the WFU community believe that a student has been missing for 24 hours, it is critical that they report that information to WFU Police by calling (336) 758-5591. A student is determined to be missing when the WFU Police have verified that reported information is credible and circumstances warrant declaring the person missing. Should the WFU Police investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the

student is missing by the WFU Police. If the student is under the age of 18 and is not an emancipated individual, WFU Police will notify the student's custodial parent or guardian and any other designated contact person within 24 hours. For all missing students, WFU will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If anyone believes that a resident student is missing (from a North Carolina campus), they should immediately contact the WFU Police at 911 from an on-campus phone or 336-758-5591 from a cell phone. University Police will begin an investigation and notify the Office of Residence Life and Housing. If WFU Police determine that the student is missing for 24 hours they will contact the student's registered confidential contact. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, WFU Police will inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours of the determination by WFU Police that the student is missing. If the student is under 18 years of age and is not emancipated, WFU will notify the student's parents or legal guardian in addition to any other designated contact person within 24 hours.

#### BAPTIST MEDICAL CENTER

In accordance with the Higher Education Opportunity Act, WFBMC must develop and implement certain procedures to be followed when residential students are determined to be missing for 24 hours. Students residing in the Global Health House, WFBMC's on-campus housing, will be informed annually that each student has the option to identify a person to be designated as a confidential missing person contact to be notified by WFBMC no later than 24 hours after the time the student is determined to be missing by the designated University officials authorized to make that determination (specifically, the WFBMC Security Services or the local law enforcement agency in the jurisdiction from which the student went missing. Students residing in Global House may speak with someone about registering a confidential missing person contact by calling 336-713-9182 or emailing [lsnyder@wakehealth.edu](mailto:lsnyder@wakehealth.edu) who will implement the Missing Person Procedures. The registration is optional, and the contact name will only be accessed and contacted if a student is officially determined to be missing for 24 hours. The confidential contact should be someone who will be likely to know your location.

When students are informed of their option to provide a confidential contact, they are advised that their confidential contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement personnel, and the information will not be disclosed outside of a missing person investigation. In the event a student under 18 years of age and not emancipated, WFBMC must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students,



WFBMC will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If anyone believes that a resident student is missing, they should immediately contact Medical Center Security Emergency Communications at **6-9111** or **336-716-9111**. If members of the WFBMC community believe that a student has been missing for 24 hours, it is critical that they report that information to Medical Center Security Services by calling 336-716-9111. Medical Center Security will begin an investigation and notify Local Law Enforcement. If Medical Center Security Services determines the student is missing for 24 hours or deemed “at risk” due to some indication of threat or suspicion of harm, they will contact the student’s registered confidential contact. If the student is under 18 years of age and is not emancipated, Medical Center Security Services will notify the student’s parents or legal guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, WFBMC will inform the Winston Salem Police Department that the student is missing within 24 hours.

#### BROOKSTOWN, BOONE, SALAMANCA AND CHARLOTTE

These campuses do not have student housing and the Missing Student program does not apply.

### Disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding

REYNOLDA CAMPUS, BROOKSTOWN, WAKE WASHINGTON, CHARLOTTE, WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA, LONDON INSTEP, CAMBRIDGE INSTEP, AND INNOVATION QUARTER (Wake Downtown)

Wake Forest will, upon written request, disclose to the alleged victim and the accused of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Wake Forest will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested. The University Police provides Victims’ Assistants who are trained to help you through every step from the crime scene to court and obtaining on or off-campus counseling.

## WAKE FOREST BAPTIST MEDICAL CENTER, BOONE, AND INNOVATION QUARTER

WFBMC will, upon written request, disclose to an alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by WFBMC against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. For the ASU statement of student code of conduct and disciplinary actions that apply to students enrolled at ASU, including BGCME students at ASU see <https://studentconduct.appstate.edu/pagesmith/8>.

## Sex Offender Register

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

## REYNOLDA CAMPUS, BROOKSTOWN, CHARLOTTE, WAKE FOREST BAPTIST MEDICAL CENTER, BOONE, AND INNOVATION QUARTER

The North Carolina Bureau of Investigation maintains a web site where registered sex offenders are listed. The web address is: <http://sexoffender.ncsbi.gov/>

## WAKE WASHINGTON

The offender registry is online at <http://sexoffender.dc.gov/>

## WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA, LONDON INSTEP, AND CAMBRIDGE INSTEP

There is no sex offender register available in these countries.

## Violence Against Woman Act (VAWA)

### REYNOLDA CAMPUS, BROOKSTOWN, CHARLOTTE, WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA, LONDON INSTEP, AND CAMBRIDGE INSTEP AND INNOVATION QUARTER (Wake Downtown)

Wake Forest University does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be

forms of sex-based discrimination and are also prohibited, whether sexually based or not, and include dating violence, domestic violence, and stalking. As a result, Wake Forest University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. In this context, Wake Forest University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

#### WAKE FOREST BAPTIST MEDICAL CENTER, BOONE, AND INNOVATION QUARTER

WFBMC does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not, and include dating violence, domestic violence, and stalking. As a result, WFBMC issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a WFBMC official. In this context, WFBMC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the WFBMC community. WFBMC's Nondiscrimination Statement and WFBMC Harassment Policy can be found under the header POLICIES at [titleix.wfu.edu](http://titleix.wfu.edu)

## DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING DEFINITIONS (VAWA)

DATING VIOLENCE – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: 1) the length of the relationship, 2) the type of relationship, and 3) the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

- A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- B) Dating violence does not include acts covered under the definition of domestic violence.
- C) For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

DOMESTIC VIOLENCE – includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) system. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”.

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined a nonforcible sexual intercourse with a person who is under the statutory age of consent.

STALKING – engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others, or 2) suffer substantial emotional distress. For the purposes of this definition—

(i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The University prohibits any of the above acts on all campuses.

## North Carolina law relating to VAWA Definitions

REYNOLDA CAMPUS, BROOKSTOWN, CHARLOTTE, WAKE FOREST BAPTIST MEDICAL CENTER, BOONE, AND INNOVATION QUARTER

State law places domestic violence and dating violence under North Carolina Statute 50-B and stalking under North Carolina Statute 14-277.3A

G. S. 50B-1 Domestic violence means the commission of one or more of the following acts upon an aggrieved party or upon a minor child residing with or in the custody of the aggrieved party by a person with whom the aggrieved party has or has had a personal relationship, but does not include acts of self-defense: (1) Attempting to cause bodily injury, or intentionally causing bodily injury; or (2) Placing the aggrieved party or a member of the aggrieved party's family or household in fear of imminent serious bodily injury or continued harassment. For purposes of this section, the term "personal relationship" means a relationship wherein the parties involved: (1) Are current or former spouses; (2) Are persons of opposite sex who live together or have lived together; (3) Are related as parents and children, including others acting in loco parentis to a minor child, or as grandparents and grandchildren; (4) Have a child in common; (5) Are current or former household members; (6) Are persons of the opposite sex who are in a dating relationship or have been in a dating relationship. For purposes of this subdivision, a dating relationship is one wherein the parties are romantically involved over time and on a continuous basis during the course of the relationship.

### North Carolina State Law Sexual Assault Definitions

G. S. 14-27.2 First Degree Rape. A person is guilty of rape in the first degree if the person engages in vaginal intercourse (1) With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim: or (2) with another person by force and against the will of the other person, and: a. employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon; or b. inflicts serious personal injury upon the victim or another person; or c. the person commits the offense aided and abetted by one or more other persons.

G. S. 14-27.3 Second Degree Rape. A person is guilty of rape in the second degree if the person engages in vaginal intercourse with another person: (1) by force and against the will of the other person; or (2) who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally disabled, mentally incapacitated, or physically helpless.

G. S. 14-27.4 First Degree Sexual Offense. A person is guilty of a sexual offense in the first degree if the person engages in a sexual act: (1) With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim; or (2) with another person by force and against the will of the other person, and: a. employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon; or b. inflicts serious personal injury upon the victim or another person; or c. the person commits the offense aided and abetted by one or more other persons.

G. S. 14-27.5 Second Degree Sexual Offense. A person is guilty of a sexual offense in the second degree if the person engages in a sexual act with another person: (1) by force and against the will of the other person; or (2) who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally disabled, mentally incapacitated, or physically helpless.

NOTE: for G. S. 14-27.4 and 14.27.5 Sexual Act means cunnilingus, fellatio, anilingus, or anal intercourse, but does not include vaginal intercourse. Sexual Act also means the penetration, however slight, by any object into the genital or anal opening of another person's body.

G.S. 14-27.5A Sexual Battery. A person is guilty of sexual battery if the person, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person: (1) by force or against the will of the other person; or (2) who is mentally disabled, mentally incapacitated, or physically helpless, and person performing the act knows or should reasonable know that the other person is mentally disabled, mentally incapacitated, or physically helpless.

G. S. 14-178 Incest. A person commits the offense of incest if the person engages in carnal intercourse with the person's (i) grandparent or grandchild, (ii) parent or child or stepchild or legally adopted child, (iii) brother or sister of the half or whole blood, or (iv) uncle, aunt, nephew, or niece.

G. S. 14-27.7A Statutory Rape. A defendant is guilty of a Class B1 felony if the defendant engages in vaginal intercourse or a sexual act with another person who is 15 years of age or younger and the defendant is at least six years older than the person, except when the defendant is lawfully married to the person. (b) a defendant is guilty of a Class C felony if the defendant engages in vaginal intercourse or a sexual act with another person who is 15 years of age or

younger and the defendant is more than four but less than six years older than the person, except when the defendant is lawfully married to the person.

G. S. 14-277.3A Stalking. - A defendant is guilty of stalking if the defendant willfully on more than one occasion harasses another person without legal purpose or willfully engages in a course of conduct directed at a specific person without legal purpose and the defendant knows or should know that the harassment or the course of conduct would cause a reasonable person to do any of the following; (1) Fear for the person's safety or the safety of the person's immediate family or close personal associates. (2) Suffer substantial emotional distress by placing that person in fear of death, bodily injury, or continued harassment.

## Laws at branches relating to VAWA Definitions

### WORRELL HOUSE, LONDON INSTEP, AND CAMBRIDGE INSTEP

Domestic Violence - The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behavior, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

Dating Violence – There are no jurisdiction-specific laws relating to this offense in England.

Stalking - a person's course of conduct amounts to stalking of another person if— (a) it amounts to harassment of that person, (b) the acts or omissions involved are ones associated with stalking, and (c) the person whose course of conduct it is knows or ought to know that the course of conduct amounts to harassment of the other person. (3) The following are examples of acts or omissions which, in particular circumstances, are ones associated with stalking— (a) following a person, (b) contacting, or attempting to contact, a person by any means, (c) publishing any statement or other material— (i) relating or purporting to relate to a person, or (ii) purporting to originate from a person, (d) monitoring the use by a person of the internet, email or any other form of electronic communication, (e) loitering in any place (whether public or private), (f) interfering with any property in the possession of a person, (g) watching or spying on a person.

Sexual Assault -The country of England defines sexual assault as follows: UK Statute 2003 c. 42 Pt. 1 s. 3, Sexual Offences Act 2003 c. 42 Sexual Assault (May 1, 2004 - present)

Sexual assault: (1) A person (A) commits an offence if— (a) he intentionally touches another person (B), (b) the touching is sexual, (c) B does not consent to the touching, and (d) A does not reasonably believe that B consents. (2) Whether a belief is reasonable is to be determined having regard to all the circumstances, including any steps A has taken to ascertain whether B consents.

## SALAMANCA AND BARCELONA

Domestic Violence - the violence which, as a manifestation of discrimination, the unequal situation and the power relations of men over women, is exercised against women by those who are or have been their spouses or those who have been connected to them through similar relations of effectivity, even without cohabitation

Dating Violence – There are no jurisdiction-specific laws relating to this offense in Spain

Stalking – There are no jurisdiction-specific laws relating to this offense in (NAME OF JURISDICTION), but the term “physical harassment” exists, which is “whoever inflicts a degrading treatment on another person, seriously damaging his moral integrity”.

Sexual Assault – The country of Spain defines sexual assault as follows: Whoever attempts against the sexual freedom of another person, using violence or intimidation, will be punished as being responsible for sexual assault. When the sexual assault consists of sexual intercourse by vaginal, anal or oral route, or introduction of bodily members or objects by one of the first two routes, the person responsible will be punished as a prisoner of rape with a prison sentence of six to 12 years. He who, without violence or intimidation and without consent, perform acts that attempt against the freedom or sexual indemnity of another person, will be punished, as responsible for sexual abuse.

## CASA ARTOM

Domestic Violence - One or more acts, serious or not episodic, of physical, sexual, psychological or economic occurring within the family or household, or between related persons, currently or regardless of whether the perpetrator shares or has shared the same residence with the victim.

Dating Violence – No specific law

Stalking - Unless the conduct is punished as a more serious crime, any person who repeatedly threatens or harasses another person, in order to cause a persistent state of anxiety or fear or to produce reasonable fear for his or her safety or for his or her immediate family or to force the victim to change his/her lifestyle, is punished with imprisonment from six months to four years. The punishment is increased if the stalker is a former partner of the victim. The punishment is increased up to half if the victim is a minor, or a pregnant woman, or a disabled person or the act is committed using weapons or by a disguised person. The crime is punishable on complaint of the victim. The deadline for the complaint is six months and the complaint is not necessary if the crime is committed against a minor or a disabled person, or when the act is connected with other crimes which do not need a complaint for prosecution.

Sexual Assault – The country of Italy defines sexual assault as follows: Any person who by violence or threats or by abuse of authority, forcing individuals to perform or undergo sexual acts is punishable by imprisonment. On crimes against sexual freedom (<sup>1</sup>) Art. 519. Of rape. Any person who by violence or threats, compels individuals to copulation is punishable by imprisonment



## FLOW HOUSE

Domestic Violence - Intimate Partner Violence occurs when a person and their children are subject to physical, psychological or sexual violence in their family or are repeatedly persecuted and harassed (stalked)

Dating Violence – No specific law

Stalking – “persistent persecution”. Criminal law distinguishes four types of stalking, for each of them imprisonment up to one year can be imposed: a) trying to come close to the victim, b) contacting the victim by repeated letters, phone calls, emails, or SMS, c) ordering goods or services for the victim using her/his personal data and d) make other persons contact the victim using the victim’s personal data.

Sexual Assault – The country of Austria defines sexual assault as follows: Section 177 Sexual Coercion; Rape (1) Whoever coerces another person: 1. with force; 2. by a threat of imminent danger to life or limb; or 3. by exploiting a situation in which the victim is unprotected and at the mercy of the perpetrator’s influence, to suffer the commission of sexual acts of the perpetrator or a third person on himself or to commit them on the perpetrator or a third person, shall be punished with imprisonment

## WAKE WASHINGTON

Domestic Violence – In D.C., domestic violence is called an intrafamily offense. An intrafamily offense is anything that could be punished as a criminal offense (type of conduct), when it is committed by someone related to you in certain ways (relationship). The offender must be related to the victim by: blood (parent, child, sibling, or other relative), marriage or domestic partnership, legal custody or adoption. having a child in common, sharing a residence, now or in the past, having a romantic or dating relationship (sexual or non-sexual), now or in the past, having a relationship (marriage, domestic partnership, dating) with the same person the abuser has or had a relationship with.

Dating Violence – See Domestic Violence

Stalking – It is unlawful for a person to purposefully engage in a course of conduct directed at a specific individual with the intent to cause that individual to: fear for his or her safety or the safety of another person; feel seriously alarmed, disturbed, or frightened; or suffer emotional distress; that the person knows would cause that individual reasonably to: fear for his or her safety or the safety of another person; feel seriously alarmed, disturbed, or frightened; or suffer emotional distress; or that the person should have known would cause a reasonable person in the individual’s circumstances to: fear for his or her safety or the safety of another person; feel seriously alarmed, disturbed, or frightened; or suffer emotional distress.

Sexual Assault: The District of Columbia defines sexual assault as follows: District of Columbia rape and sexual assault laws are categorized as sexual abuse. A person is guilty of first degree sexual abuse if the person engages in a sexual act:

- By using force against the other person;
- By threatening any person with death, bodily injury, or kidnapping;
- After rendering the other person unconscious; or
- After administering a drug, intoxicant, or other similar substance that substantially impairs the ability of the other person to control his or her conduct.

## Consent – Local law

WFU REYNOLDA CAMPUS, CHARLOTTE, BROOKSTOWN, WAKE FOREST BAPTIST MEDICAL CENTER, BOONE, AND INNOVATION QUARTER

North Carolina Law does not define the term consent.

WORRELL HOUSE, LONDON INSTEP, AND CAMBRIDGE INSTEP

UK Statute 2003 c. 42 Pt. 1 s. 74, Sexual Offenses Act 2003 c. 42 s. 74 Consent (May 1, 2004 - present) “Consent” For the purposes of this Part, a person consents if he agrees by choice, and has the freedom and capacity to make that choice.

FLOW HOUSE, CASA ARTOM, SALAMANCA, AND BARCELONA

No laws define consent in these jurisdictions.

WAKE WASHINGTON

“Consent” means words or overt actions indicating a freely given agreement to the sexual act or contact in question. Lack of verbal or physical resistance or submission by the victim, resulting from the use of force, threats, or coercion by the defendant shall not constitute consent. D.C. Code § 22-3001.

## Consent – University definition

ALL CAMPUSES

The University’s definition of Sexual Assault mandates that each participant obtains and gives effective consent in **each instance and before each** sexual act. For the purposes of this policy, the University’s defines effective consent as follows:

- Consent is informed, freely and actively given through mutually understandable words or actions that indicate a willingness to participate in the sexual activity.
- Consent cannot be gained by ignoring or acting in spite of the objections of another.
- Consent can be withdrawn at any time and for any reason.
- If there is any ambiguity or confusion, the initiator of the sexual activity should stop and clarify the other's willingness to continue and capacity to consent.
- Assumptions about consent or willingness to engage in sexual activity should never be made.
- Consent cannot be inferred from:
  1. Silence, passivity, or lack of resistance alone;
  2. A current or previous dating or sexual relationship (or the existence of such a relationship with anyone else);
  3. Attire;
  4. The spending of money;
  5. Consent given to another person (i.e., consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person); or
  6. Consent previously given (i.e., consenting to one sexual act does not imply consent to another sexual act).
- Consent cannot be obtained through the use of physical force, violence, duress, intimidation, coercion or the threat, expressed or implied, of bodily injury. Whether a party used such methods to obtain consent will be determined by reference to the perception of a reasonable person found in the same or similar circumstances.
- Consent may never be given by:
  1. Minors, even if the other participant did not know the minor's age;
  2. Mentally disabled persons, if their disability was reasonably knowable to a sexual partner who is not mentally disabled; or
  3. Persons who are incapacitated (whether as a result of drugs, alcohol or otherwise), unconscious, asleep or otherwise physically helpless or mentally or physically unable to make informed, rational judgments. The use of alcohol or drugs does not diminish one's responsibility to obtain Effective Consent and does not excuse conduct that constitutes Sexual Misconduct under this Policy.

## TITLE IX

ALL CAMPUSES

TITLE IX OFFICE

The Title IX Office is responsible for oversight and coordination of the University's Title IX compliance efforts, including:

- ensuring prompt, equitable and impartial Title IX process for all students, faculty, and staff
- handling investigations of sex discrimination and sexual misconduct reports
- coordinating effective responses to reports of sex discrimination and sexual misconduct
- facilitating the implementation of interim measures and other accommodations
- identifying and addressing patterns of complaints involving possible sex discrimination and sexual misconduct
- coordinating assessment of campus climate around issues of sex discrimination and sexual misconduct
- coordinating the informal resolution process for reports involving non-violent allegations
- overseeing the formal resolution, grievance process (e.g., student conduct hearings)

The Title IX Office also collaborates with other University offices, such as the [Safe Office](#), the [Office of the Dean of Students](#), and [Office of Wellbeing](#), to offer awareness campaigns and prevention programs that seek to promote positive and healthy behaviors that foster healthy, mutually respectful relationships, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Reports of sexual misconduct should be reported to the University's Title IX Office: Aishah Casseus, JD, Title IX Coordinator, 336-758-7258. [casseua@wfu.edu](mailto:casseua@wfu.edu) or [titleixcoordinator@wfu.edu](mailto:titleixcoordinator@wfu.edu) The office is located at room 307 Reynolda Hall.

The University takes a very strong stand on the issue of sexual assault. The University will vigorously address instances of sexual misconduct and will endeavor to preserve a victim's confidentiality. The Sex and Gender Discrimination and Harassment Policy and Title IX Sexual Harassment and Non-Title IX Sexual Misconduct can be accessed at:

<http://titleix.wfu.edu/policies/reynolda-student-sexual-misconduct-policy/>. The policy forbids University employees from discouraging anyone from reporting discrimination, harassment, and sexual misconduct and it is a violation to retaliate against any person making a complaint. The University's definition of sexual misconduct mandates that each participant obtains and gives effective consent in each instance of sexual activity. Consent means permission for something to happen or agreement to do something. For example, a person consents to sexual activity if/when they give permission for the activity to occur or agree to engage in the activity. Consent is unambiguous, informed, active (not passive), voluntary (freely given), mutually understandable words and/or actions that indicate a willingness to participate in the sexual activity.

Whether someone has given consent is based on the totality of the circumstances and is determined by reference to a reasonable person in the same or similar circumstances. Once consent to a sexual act has been given, consent can be withdrawn at any time by communicating

words and/or actions to the other person before or during that sexual act. Consent is automatically withdrawn if someone becomes unconscious or falls asleep during a sexual act.

Consent cannot be inferred from silence, passivity, or a lack of resistance. Non-verbal communication alone may or may not be sufficient to constitute consent. Furthermore, consent cannot be inferred from a current or previous dating or sexual relationship (or the existence of such a relationship with anyone else), from someone's attire, spending money, or consent previously given. In other words, consenting to one sexual act does not imply consent to another sexual act.

Consent cannot be coerced. Examples of coercion that prevent consent include physical force, violence, duress, intimidation, deception, or the threat, expressed or implied, of bodily injury.

The use of alcohol or other drugs does not diminish one's responsibility to obtain consent before sexual activity and does not excuse conduct that violates this Policy.

Consent may never be given by: 1. Minors, even if the other participant did not know the minor's age; 2. Mentally disabled persons, when the Respondent knows or should know (based on a reasonable person standard) that the individual allegedly giving consent is not capable of consenting due to the disability; or 3. Persons who are Incapacitated

“Incapacitated” means that a person does not have the capacity to consent. A person does not have the capacity to consent to a sexual act if, at the time of the act, they cannot understand the sexual nature of the proposed act, cannot understand that they have the right to refuse to participate in the act, or are otherwise unaware that the sexual activity is occurring.

For example, a person is Incapacitated if, because of the effect of alcohol, narcotics, drugs, or other substances, the person cannot understand the sexual nature of the proposed act or cannot understand that they have the right to refuse to participate in the act, and the Respondent knows or should know (based on a Reasonable Person standard) that the other person does not have the capacity to consent.

Other examples of persons who do not have the capacity to consent include persons who are unconscious, asleep, or physically helpless. “

#### Sexual Assault (Violence Against Women Act Definitions)

“Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault can occur between individuals of the same or different sexes and/or genders.

Rape is defined as the carnal knowledge of a person, without consent of the victim, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined a nonforcible sexual intercourse with a person who is under the statutory age of consent.

## RESOURCES FOLLOWING EXPERIENCES OF SEXUAL VIOLENCE

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Aishah Casseus, JD, Title IX Coordinator, 336-758-7258. [casseua@wfu.edu](mailto:casseua@wfu.edu) or [titleixcoordinator@wfu.edu](mailto:titleixcoordinator@wfu.edu) The office is located at room 307 Reynolda Hall. Victims are also encouraged to report the matter to WFU Police or WFBMC Security Services as described in the campus-specific sections below.

Victims are advised that reports of domestic violence, dating violence, sexual assault and stalking made to WFU Police and/or WFBMC Security Services will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

### WFU REYNOLDA CAMPUS, CHARLOTTE, BROOKSTOWN, WAKE FOREST BAPTIST MEDICAL CENTER, WAKE WASHINGTON, AND INNOVATION QUARTER

This may be a time in which an individual will have to make many decisions and may feel a variety of emotions that might make it difficult to cope alone. Wake Forest University and our local community are both well-equipped to assist individuals who have experienced sexual violence, relationship violence, or stalking, whether through having individuals to talk to and support them, obtaining medical attention, planning for their physical and emotional safety, making adjustments to their housing or class schedule, visiting a counselor or seeking support, engaging with legal authorities, and/or engaging with the WFU Title IX sexual misconduct process.

*If an individual has experienced sexual assault, dating or domestic violence, or stalking:*  
**They are not alone. Resources are available to help.**

- **For emergency needs, call 911.** This notification activates resources to provide emergency medical or safety care.

- **Report the incident(s) to Law Enforcement.**
  - *Law Enforcement:* University Police are available by calling 911 on a campus phone or 336-758-5591 from a cell phone. Individuals may also choose to contact Winston-Salem Police Department by calling 911 from a cell phone. On the WFBMC main campus contact the Security Department at 6-9111 (336-716-9111) and at Innovation Quarter call Sunstates Security 336-713-1568. Both security departments will notify the appropriate law enforcement agency.
    - Wake Forest University Police has jurisdiction regarding crimes that occur on Wake Forest owned or controlled property (with the exception of the Charlotte Branch or overseas property). If a member of the Wake Forest community reports a sexual assault that occurred off campus, an on-duty police officer will assist the individual with notifying the appropriate law enforcement agency.
    - Timely reports increase the likelihood that critical evidence will be obtained. If an individual decides to file legal charges, the University or Winston-Salem Police can advise them on how to proceed.
  - In Charlotte, report to the Charlotte Police Department at 911.
- **Contact the Safe Office.** The Reynolda Campus Safe Office is available 24/7 during the academic year at: 336-758-5285 and is located at the ground floor of Reynolds Gym, room B104-107. The Safe Office is available to confidentially respond to urgent needs, assist individuals as they evaluate their options, and support them as they plan for their safety and begin the healing process.
- **Contact the Title IX Office.** The Title IX Office is available at 336-758-7258. The office is located at room 307 Reynolda Hall.
- **Seek medical care.** Contact the University Student Health Service (336-758-5218) or a local hospital (Wake Forest University Baptist ER – 336-713-9000 or Novant Health Forsyth Medical Center ER – 336-718-2001 in Winston-Salem, In Charlotte the 911 operator can direct you to the nearest hospital). It is crucial that individuals seek medical attention as soon as possible, and Student Health Service staff and emergency room personnel at local hospitals are trained to respond sensitively to individuals who have experienced violence.
  - It is important to try to preserve all physical evidence to maintain all of the available legal options. For incidents of sexual, dating, or domestic violence, having an Evidence Collection Kit completed at a local hospital within 96 hours will assist an investigation, should an individual decide now (or later) that they want to pursue prosecution. For individuals impacted by stalking, keep a log of all dates, times, witnesses, and incidents that have occurred.
  - A medical professional can also determine the possibilities and any required treatment for physical injury, sexually transmitted infections/diseases or pregnancy.
- **Seek support.** There are many professional resources on campus or within the community that are available to support individuals through the healing process. Individuals may also choose to seek support in family or friends.

WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA, LONDON INSTEP, AND CAMBRIDGE INSTEP

Overseas report the incident to local law enforcement. The phone numbers are: Spain – 112, Italy - 112, Austria - 133, and England – 999.

### On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Wake Forest University will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

#### **Reynolda Campus Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking**

<b>Confidential Reynolda</b>		
<b>The Safe Office</b>		
Provides confidential crisis response, support service and education for students regarding sexual misconduct, including assault, and relationship violence or stalking.	Available 24/7 for urgent needs: 336-758-5285	<a href="http://safe.studentlife.wfu.edu">http://safe.studentlife.wfu.edu</a>
<b>University Counseling Center</b>		
Counseling Services and after hours crisis response	336-758-5273 For assistance after hours, contact Student Health	<a href="http://counselingcenter.wfu.edu/">http://counselingcenter.wfu.edu/</a>
<b>Office of the Chaplain</b>		
Spiritual Support	336-758-5210	<a href="http://chaplain.studentlife.wfu.edu/">http://chaplain.studentlife.wfu.edu/</a>
<b>Student Health Service</b>		
Medical concerns including exams, preventative medications, including Plan B, STI or Pregnancy testing, and Rape Drug screenings	336-758-5812	<a href="http://shs.wfu.edu/">http://shs.wfu.edu/</a>



<b>CHOICES Office</b>		
Education and counseling related to alcohol and other drug concerns	336-758-5812	<a href="http://choices.studentlife.wfu.edu/">http://choices.studentlife.wfu.edu/</a>
<b>Reporting Reynolda Campus Resources</b>		
<b>Title IX Coordinator, Aishah Casseus and Deputy Coordinators</b>		
Private University reporting option for incidents of sexual misconduct, including issuance of interim measures	336-758-7258 <a href="mailto:casseua@wfu.edu">casseua@wfu.edu</a> <a href="mailto:titleixcoordinator@wfu.edu">titleixcoordinator@wfu.edu</a>	<a href="http://titleix.wfu.edu/">http://titleix.wfu.edu/</a>
<b>University Police</b>		
Safety needs or making a police report	Emergencies: 336-758-5591 Non-Emergencies 336-758-5591	<a href="http://police.wfu.edu/">http://police.wfu.edu/</a> Silent Witness: <a href="http://police.wfu.edu/services/witness/">http://police.wfu.edu/services/witness/</a>
<b>Dean of Students</b>		
Conduct proceedings and private University reporting option	336-758-5226	<a href="http://services.studentlife.wfu.edu/">http://services.studentlife.wfu.edu/</a>
<b>Residence Life and Housing (including RA' and GHD's)</b>		
Housing needs; Deacon Card access requests	336-758-5185 or 336-758-7777	<a href="http://rlh.wfu.edu/">http://rlh.wfu.edu/</a> <a href="http://rlh.wfu.edu/current-students/deacon-onecard/">http://rlh.wfu.edu/current-students/deacon-onecard/</a>
<b>Office of Academic Advising</b>		
Academic Needs	336-758-3320	<a href="http://advising.wfu.edu/">http://advising.wfu.edu/</a>
<b>Center for International Studies</b>		
Coordinating health and safety response for WFU student abroad	336-758-5939	<a href="http://studyabroad.wfu.edu/">http://studyabroad.wfu.edu/</a>
<b>Student Financial Aid</b>		
Financial Aid	336-758-5154	<a href="http://financialaid.wfu.edu/">http://financialaid.wfu.edu/</a>
<b>Visa &amp; Immigration Assist.</b>		

Global Wake Forest J-1 Visa - Center for Global Programs & Studies	336-758-4978 336-758-5938	<a href="http://global.wfu.edu/iss/scholars/j1/">http://global.wfu.edu/iss/scholars/j1/</a> <a href="http://global.wfu.edu/iss/">http://global.wfu.edu/iss/</a>
Legal Assistance		
Dean of WFU Law School	336-758-5061	<a href="http://elder-clinic.law.wfu.edu/">http://elder-clinic.law.wfu.edu/</a>

## BAPTIST MEDICAL CENTER AND INNOVATION QUARTER

Counseling and Well-Being Services (Confidential)	Contact	Location
Provides confidential support service and education for students regarding sexual misconduct, including assault, and relationship violence or stalking.	<a href="mailto:counselingservices@wakehealth.edu">counselingservices@wakehealth.edu</a> (confidential email) or Dr. Paige Bentley, <a href="mailto:pbentley@wakehealth.edu">pbentley@wakehealth.edu</a> , 336-713-3357; or Ryan MacLeod, <a href="mailto:rmacleod@wakehealth.edu">rmacleod@wakehealth.edu</a> , 336-713-6302	Waiting Room: Bowman Gray Center for Medical Education 1213, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101
Chaplain (Confidential)	Contact	Location
Provides confidential support	Michelle Nicolle, Chaplain <a href="mailto:mnicolle@wakehealth.edu">mnicolle@wakehealth.edu</a> , 336-713-9766	3rd floor: Bowman Gray Center for Medical Education 1213, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101
WFU Baptist Medical Center (Confidential)	Contact	Location
Medical Concern including wellness exams, SANE forensic exams, STI or pregnancy testing, and Rape Drug Screening (1)	Emergency Department 336-713-9000 To request an appointment: 336-716-9253	Medical Center Blvd. Winston-Salem, N.C. 27157 <a href="https://www.wakehealth.edu/Specialty/Emergency-Department">https://www.wakehealth.edu/Specialty/Emergency-Department</a>
Title IX Office (Not Confidential)	Contact	Location
Private reporting option for incidents of sexual harassment, sexual assault, domestic violence, dating violence, including issuance of interim measures; conducts Title IX investigations and proceedings	Aishah Casseus , Title IX Coordinator <a href="mailto:casseua@wfu.edu">casseua@wfu.edu</a> or <a href="mailto:titleixcoordinator@wfu.edu">titleixcoordinator@wfu.edu</a> 336-748-7258  Jessica Harris Telligman, Deputy Title IX Coordinator/Investigator <a href="mailto:jtelligm@wakehealth.edu">jtelligm@wakehealth.edu</a> 336-758-4997	3 rd Floor, Reynolda Hall, Wake Forest University or 3rd floor: Bowman Gray Center for Medical Education 1213, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101  <a href="https://school.wakehealth.edu/Education-and-Training/Student-Affairs/Title-IX">https://school.wakehealth.edu/Education-and-Training/Student-Affairs/Title-IX</a>  <a href="https://titleix.wfu.edu/">https://titleix.wfu.edu/</a>

<b>Security Office (Not Confidential)</b>	<b>Contact</b>	<b>Location</b>
Private reporting option, safety needs or making a police report	Emergency Communications 336-716-3305	Main Floor, Ambulatory Care Building, Wake Forest Baptist Medical Center, Medical Center Blvd, Winston-Salem, NC <a href="https://school.wakehealth.edu/Campus-and-Community-Life/Campus-Safety-and-Security">https://school.wakehealth.edu/Campus-and-Community-Life/Campus-Safety-and-Security</a>
<b>Student Affairs (Not Confidential)</b>	<b>Contact</b>	<b>Location</b>
Private reporting option, including issuance of interim measures, and accommodations	Nicole Allen Assistant Director, Title IX Deputy Coordinator, Student Affairs <a href="mailto:chaallen@wakehealth.edu">chaallen@wakehealth.edu</a> , 336-713-7880	2nd floor: Bowman Gray Center for Medical Education, Wake Forest School of Medicine, 475 Vine Street, Winston- Salem, NC 27101

Contact information for on and off campus resources can be found listed in the Student Sexual Misconduct & Discrimination Policy as well as on the Title IX Office website at <https://school.wakehealth.edu/Education-and-Training/Student-Affairs/Title-IX> and at: <https://titleix.wfu.edu>

## WFU REYNOLDA CAMPUS, BROOKSTOWN, BAPTIST MEDICAL CENTER AND INNOVATION QUARTER

### Off Campus Community Resources

<b>Winston-Salem Community Resources</b>		
<b>Advocacy and Support</b>		
<b>Family Services</b>		
<ul style="list-style-type: none"> <li>Community advocacy and support services</li> <li>Individual and group counseling and education opportunities</li> <li>Domestic Violence Shelter (information available through DV Crisis Line)</li> <li>Legal assistance</li> </ul>	336-722-8173 Or 1-800-316-5513  Sexual Assault 24/7 Crisis Line: 336-722-4457  Domestic Violence 24/7 Crisis Line: 336-723-8125 1200 S. Broad Street	<a href="http://www.fsifamily.org/">http://www.fsifamily.org/</a> 1200 S. Broad Street Winston-Salem, N.C. 27101
<b>Safe on Seventh (by Family Services)</b>		
“One Stop Shop” for assistance with	336-722-8173 or 1-800-316-5513	<a href="http://www.fsifamily.org/">http://www.fsifamily.org/</a>

interpersonal violence concerns including criminal and civil justice system, law enforcement, victim advocates, and legal advocates		Seventh Floor Forsyth County Hall of Justice 200 N. Main St. Winston-Salem, N. C. 27101
Health and Safety Resources		
WFU Baptist Medical Center		
Medical Concern including wellness exams, SANE forensic exams, STI or pregnancy testing, and Rape Drug Screening (1)	Emergency Department 336-713-9000 To request an appointment: 336-716-9253	<a href="http://www.wakehealth.edu/index.htm">http://www.wakehealth.edu/index.htm</a>  Medical Center Blvd. Winston-Salem, N. C. 27157
Novant Health Forsyth Medical Center		
Medical Concern including wellness exams, SANE forensic exams, STI or pregnancy testing, and Rape Drug Screening (1)	Emergency Department: 336-718-2001 To request an appointment: 336-718-5000	<a href="http://www.novanthealth.org/forsyth-medical-center.aspx">http://www.novanthealth.org/forsyth-medical-center.aspx</a>  3333 Silas Creek Parkway Winston-Salem, N. C. 27103
Forsyth County Health Department		
Provides free and confidential testing for STIs and HIV	Appointment information: 336-703-3324	<a href="http://www.co.forsyth.nc.us/PublicHealth/">http://www.co.forsyth.nc.us/PublicHealth/</a>
Winston-Salem Police Department		
Safety needs or filing police report for incidents occurring outside of WFU Reynolda Campus	Emergency: 911 Non-Emergency: 336-773-7700	<a href="http://www.cityofws.org/departments/police">http://www.cityofws.org/departments/police</a>
Mental Health Resources		
Mental health community resource referrals are confidential and available upon request through the Wake Forest University Counseling Center.	336-758-5273	

Legal or Visa Assistance		
Contact the WFU Law School for a list of legal or Visa attorneys in Winston-Salem	336-758-5435	

(1) SANE forensic exams are conducted by nurses trained to collect evidence in sexual assaults. The university strongly recommends that victims have forensic exams conducted at WFU Baptist Medical Center or Novant Health Forsyth Medical Center. The examination does not require the filing of a police report, but the exam will be valuable if the victim later decides to file a report.

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

## BOONE

ON-CAMPUS ASSISTANCE:		OFF-CAMPUS ASSISTANCE:	
University Police Emergency	828-262-8000	Police, Fire and Medical Emergencies	911
University Police Department	828-262-2150	Boone Police Department	828-268-6900
University Counseling Center	828-262-3180	OASIS, Inc. 24-hour domestic violence and sexual assault crisis line.	828-262-5035
Evening Crisis Coverage	828-262-2150	Watauga County Sheriff's Department	828-264-3761
Student Health Services	828-262-3100	Daymark (24 Hour Emergency Number)	828-264-8759 (828-264-4357)

WORRELL HOUSE, FLOW HOUSE, CASA ARTOM, SALAMANCA, BARCELONA, LONDON INSTEP, CAMBRIDGE INSTEP, CHARLOTTE AND WAKE WASHINGTON

Off campus resources for branches are available through local law enforcement or the Faculty Director.

**Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs****What to do immediately**

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at:

WFU REYNOLDA CAMPUS, BROOKSTOWN, WAKE FOREST BAPTIST MEDICAL CENTER AND INNOVATION QUARTER

WFU Baptist Medical Center or Novant Health Forsyth Medical Center, both are in Winston-Salem. In North Carolina, evidence may be collected even if you chose not to make a report to law enforcement. WFU Baptist Medical Center obtains the victim's name at check-in. If the victim wishes, the evidence kit collected at the hospital will be transferred to the Winston-Salem Police Evidence Room. The kit will be listed under the name of Jane Doe with the time and date of the incident. Novant Health Forsyth Medical Center collected kits are sent to the State Bureau of Investigation Crime Lab in Raleigh, North Carolina where they are stored pending testing for one year. The Winston-Salem Police Department may also be reached directly by calling 911 or 336-773-7700. Reports may be made in person at 725 N. Cherry St., Winston-Salem. Additional information about the Winston-Salem Police department may be found online at: <http://www.cityofws.org/departments/police>

**CHARLOTTE AND WAKE WASHINGTON**

In Charlotte the nearest hospital with a SANE nurse is Novant Health Presbyterian Medical Center, 200 Hawthorne Ln, Charlotte, NC 28204, (704) 384-4000. In Washington D.C. the nearest hospital with a SANE nurse is MedStar Washington Hospital Center, 2021 K St NW #520, Washington, DC 20006, (202) 877-7000.

**ALL CAMPUSES**

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence which may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, as such evidence may be useful to University hearing

boards/investigators or police. Although the University strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus law enforcement and/or local police), it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The University Police, WFBMC Security, the Title IX Coordinator, University Police Victim Services, Branch Administrator, or the Safe Office will assist any victim with notifying local police if they so desire.

The institution's student and employee, for all campuses, sexual misconduct policy, including a description of the appeal procedures can be found under the header POLICIES at: [titleix.wfu.edu](http://titleix.wfu.edu).

The University will provide or make arrangements for resources both on and off campus, to include medical and counseling assistance, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate the university sexual misconduct policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

It is crucial that you seek medical attention as soon as possible. It is important to try to preserve all physical evidence to prove a crime and to maintain all of your legal options. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with University Police or other law enforcement to preserve evidence in the event that the victim changes their mind at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

### **Procedures The Institution Will Follow Upon Receipt of a Report of Dating Violence, Domestic Violence, Sexual Assault, or Stalking**

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, student financial aid, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the University Police or local law enforcement. Students and

employees should contact the Title IX Coordinator or a Deputy Title IX Coordinator at 336-758-7258 or [casseua@wfu.edu](mailto:casseua@wfu.edu) . Reports can also be made via the University Compliance Hotline at 1.877.880.7888 toll-free. [www.tnwinc.com/reportline](http://www.tnwinc.com/reportline) .

If a report of domestic violence, dating violence, sexual assault or stalking by a student or employee is reported to the University, the procedures that the University will follow as well as a statement of the standard of evidence that will be used during any Title IX disciplinary hearing on campus arising from such a report are listed below:

Incident Being Reported:	Procedure Wake Forest University (WFU) Will Follow:	Evidentiary Standard
<b>Sexual Assault</b> <b>Domestic Violence</b> <b>Dating Violence</b> <b>Or Stalking</b>	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs. delayed report), WFU will assist the complainant with access to medical care</li> <li>2. WFU will assess immediate safety needs of complainant</li> <li>3. WFU will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>4. WFU will provide complainant with referrals to on and off campus mental health providers</li> <li>5. WFU will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties</li> <li>6. WFU will provide a Trespass Warning to the accused party if deemed appropriate</li> <li>7. WFU will provide written instructions on how to apply for a Protective Order</li> <li>8. WFU will direct individuals to a copy of the Sex &amp; Gender Discrimination &amp; Harassment Policy and inform the complainant regarding timeframes for inquiry, investigation and resolution</li> <li>9. WFU will simultaneously inform the complainant and respondent of the outcome of the investigation and hearing.</li> <li>10. WFU will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</li> </ol>	Preponderance of the evidence (1)



## WAKE FOREST BAPTIST MEDICAL CENTER AND INNOVATION QUARTER

Incident Being Reported	Procedure Wake Forest Baptist Medical Center (WFBMC) will follow:	Evidentiary Standard
<b>Sexual Assault</b>  <b>Domestic Violence</b>  <b>Dating Violence</b>  <b>Or Stalking</b>	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs. delayed report), WFBMC will assist the complainant with access to medical care</li> <li>2. WFBMC will assess immediate safety needs of complainant</li> <li>3. WFBMC will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>4. WFBMC will provide complainant with referrals to on and off campus mental health providers</li> <li>5. WFBMC will assess need to implement interim or long-term protective measures, such change in class schedule, "No Contact" directive between both parties</li> <li>6. WFBMC will issue a Trespass Warning to the accused party if deemed appropriate</li> <li>7. WFBMC will provide written instructions on how to apply for a Protective Order</li> <li>8. WFBMC will direct individuals to a copy of the Sex &amp; Gender Discrimination &amp; Harassment Policy and inform the complainant regarding timeframes for inquiry, investigation and resolution</li> <li>9. WFBMC will simultaneously inform the complainant and respondent of the outcome of the investigation and hearing.</li> <li>10. WFBMC will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</li> </ol>	Preponderance of evidence (1)

(1) Under the preponderance standard, the burden of proof is met when the party with the burden convinces the fact finder that "more likely than not" that the claim is true.

### **Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

WFU REYNOLDA CAMPUS, CHARLOTTE, BROOKSTOWN, WAKE FOREST BAPTIST MEDICAL CENTER, BOONE, AND INNOVATION QUARTER

## **NORTH CAROLINA DECLARATION OF RIGHTS**

Under North Carolina State Law, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

1. The right as prescribed by law to be informed of and to be present at court proceedings of the accused.
2. The right to be heard at sentencing of the accused in a manner prescribed by law, and at other times as prescribed by law or deemed appropriate by the court.
3. The right as prescribed by law to receive restitution.
4. The right as prescribed by law to be given information about the crime, how the criminal justice system works, the rights of victims, and the availability of services for victims.
5. The right as prescribed by law to receive information about the conviction or final disposition and sentence of the accused.
6. The rights as prescribed by law to receive notification of escape, release, proposed parole or pardon of the accused, or notice of a reprieve or commutation of the accused's sentence.
7. The right as prescribed by law to present their views and concerns to the Governor or agency considering any action that could result in the release of the accused, prior to such action becoming effective.
8. The right as prescribed by law to confer with the prosecution.

Further, Wake Forest University complies with North Carolina law in recognizing orders of protection (50B) issued in North Carolina or protective orders from other states. Individuals should provide a copy of the order to the University Police, WFBMC Security, Sunstates Security or the Title IX Coordinator depending on which location(s) they frequent. Additionally, individuals may meet with the University Police or WFBMC Security and the Title IX Office to develop a Safety Action Plan, which is a plan for reducing the victim's risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc. The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services but may request the police to assist them to obtain a local order. You can file a petition in the county where you live (permanently or temporarily), or in the county where the abuser lives. In order to obtain a restraining order under North Carolina General Statute 50-B, the person you are seeking to restrain must fall into one of the following categories: spouse or ex-spouse, persons of opposite sex who are or have lived together, have a child in common, parent and child (or in loco parentis), grandparents and grandchildren, persons of the opposite sex who are or have been in a dating relationship. Protection from abuse orders may be available through the Forsyth County

Domestic Violence Center which is located on the 7<sup>th</sup> floor of the County Hall of justice. Multiple agencies are available at that one location to assist victims to obtain services. The University may issue an Institutional No Contact Order if deemed appropriate or at the request of the victim or accused to a student or employee.

The Safe Office provides private consultations for students, parents, staff, and faculty regarding sexual and relationship violence or stalking concerns. Call the Safe Office 24/7 for urgent needs at 336-758-5285.

Orders of protection and restraining orders (Reynolda, Wake Downtown, BGCME, WFBMC, and Brookstown) can be obtained at the Forsyth County Courthouse. These orders are designed to protect the victim from further harm. An advocate from the Safe Office will assist victims of interpersonal violence to request an Order. Additionally, the Title IX Office may issue administrative no contact orders.

#### PROTECTIVE ORDERS AT WAKE WASHINGTON

To obtain a protective order the complainant must go to a Domestic Violence Intake Center. The Centers are located at the Moultrie Courthouse at 500 Indiana Avenue, NW, Room 4550, Washington, DC 20001, (202) 879-0157 and the United Medical Center at 1328 Southern Avenue, SE, Suite 311, Washington, DC 20032. You must file a petition for a Civil Protection Order. The process of requesting the petition, filling out the paperwork, getting the case scheduled, and appearing before the judge can take a while so be prepared to spend a few hours to complete this process.

#### PROTECTIVE ORDERS AT CASA ARTOM, FLOW HOUSE, SALAMANCA, BARCELONA, WORRELL HOUSE, LONDON INSTEP, CAMBRIDGE INSTEP

England: In the U.K., a criminal prosecution is necessary in order to obtain a restraining order. To get one, you first have to report the offender to the police and press criminal charges. Once you have reported the crime, the police and Crown Prosecution Service (CPS) will determine whether there is enough evidence to prosecute the offender and seek a restraining order at sentencing. Spain: To get a restraining order, a victim will require a Spanish Lawyer, as a restraining order can only be implemented by a Judge. Under the Spanish Criminal Code, once a restraining order has been obtained against an individual the recipient cannot go within a certain distance of the victim. Italy: in Italy the order is called an ordinanza restrittiva. It is recommended that a lawyer is employed to assist. The injured party can go to the police station, tell what happened, and initially also ask for a warning to the offender (in cases of stalking or abuse). The General Warning must start from the Public Prosecutor's Office, after having analyzed the evidence. At the Prosecutor's Office, you will be asked to make a statement (Affidavit), where you explain the reasons for which you are requesting this protection, and it is a declaration made under oath and that could be reported in the Court. After a week the warning is brought to a Court, it is analyzed by the judge who decides to highlight the restrictive order

that has immediate value but will take effect when there is notification to the person to whom it was issued. Austria: Police EBO, this is a measure to protect victims who are in a situation of immediate danger to their life, health or freedom. The EBO is a measure that can only be imposed by the police. No other person or institution can “apply” for a police EBO. The victim’s consent is not necessary. Criminal law protective measures can only be imposed when a violent crime has been reported. Austria has mandatory prosecution, so any violent crime has to be prosecuted by the authorities, even in cases of light bodily injuries; no initiative or consent of the victim is needed. At all campuses overseas staff members can assist to reach local officials.

#### ALL CAMPUSES

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence which may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, as such evidence may be useful to University hearing boards/investigators or police. Although the University strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus law enforcement and/or local police), it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. The University Police, WFBMC Security, the Title IX Coordinator, University Police Victim Services, Branch Administrator, or the Safe Office will assist any victim with notifying local police if they so desire.

The institution’s student and employee, for all campuses, sexual misconduct policy, including a description of the appeal procedures can be found under the header POLICIES at: [titleix.wfu.edu](http://titleix.wfu.edu).

The University will provide or make arrangements for resources both on and off campus, to include medical and counseling assistance, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate the university sexual misconduct policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

It is crucial that you seek medical attention as soon as possible. It is important to try to preserve all physical evidence to prove a crime and to maintain all of your legal options. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with University Police or other law enforcement to preserve evidence in the event that the victim changes their mind at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order

**Procedures The Institution Will Follow Upon Receipt of a Report of Dating Violence, Domestic Violence, Sexual Assault, or Stalking**

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, student financial aid, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the University Police or local law enforcement. Students and employees should contact the Title IX Coordinator or a Deputy Title IX Coordinator at 336-758-7258 or [casseua@wfu.edu](mailto:casseua@wfu.edu) . Reports can also be made via the University Compliance Hotline at 1.877.880.7888 toll-free. [www.tnwinc.com/reportline](http://www.tnwinc.com/reportline) .

If a report of domestic violence, dating violence, sexual assault or stalking by a student or employee is reported to the University, the procedures that the University will follow as well as a statement of the standard of evidence that will be used during any Title IX disciplinary hearing on campus arising from such a report are listed below:

Incident Being Reported:	Procedure Wake Forest University (WFU) Will Follow:	Evidentiary Standard
<b>Sexual Assault</b> <b>Domestic Violence</b> <b>Dating Violence</b>	1. Depending on when reported (immediate vs. delayed report), WFU will assist the complainant with access to medical care 2. WFU will assess immediate safety needs of complainant 3. WFU will assist complainant with contacting local police if complainant requests AND	Preponderance of the evidence (1)

<p><b>Or Stalking</b></p>	<p>complainant provided with contact information for local police department</p> <ol style="list-style-type: none"> <li>4. WFU will provide complainant with referrals to on and off campus mental health providers</li> <li>5. WFU will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties</li> <li>6. WFU will provide a Trespass Warning to the accused party if deemed appropriate</li> <li>7. WFU will provide written instructions on how to apply for a Protective Order</li> <li>8. WFU will direct individuals to a copy of the Sex &amp; Gender Discrimination &amp; Harassment Policy and inform the complainant regarding timeframes for inquiry, investigation and resolution</li> <li>9. WFU will simultaneously inform the complainant and respondent of the outcome of the investigation and hearing.</li> <li>10. WFU will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</li> </ol>	
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## WAKE FOREST BAPTIST MEDICAL CENTER AND INNOVATION QUARTER

Incident Being Reported	Procedure Wake Forest Baptist Medical Center (WFBMC) will follow:	Evidentiary Standard
<p><b>Sexual Assault</b></p> <p><b>Domestic Violence</b></p> <p><b>Dating Violence</b></p>	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs. delayed report), WFBMC will assist the complainant with access to medical care</li> <li>2. WFBMC will assess immediate safety needs of complainant</li> <li>3. WFBMC will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>4. WFBMC will provide complainant with referrals to on and off campus mental health providers</li> </ol>	<p>Preponderance of evidence (1)</p>

<b>Or Stalking</b>	<ol style="list-style-type: none"> <li>5. WFBMC will assess need to implement interim or long-term protective measures, such change in class schedule, “No Contact” directive between both parties</li> <li>6. WFBMC will issue a Trespass Warning to the accused party if deemed appropriate</li> <li>7. WFBMC will provide written instructions on how to apply for a Protective Order</li> <li>8. WFBMC will direct individuals to a copy of the Sex &amp; Gender Discrimination &amp; Harassment Policy &amp; and inform the complainant regarding timeframes for inquiry, investigation and resolution</li> <li>9. WFBMC will simultaneously inform the complainant and respondent of the outcome of the investigation and hearing.</li> <li>10. WFBMC will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</li> </ol>	
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(1) Under the preponderance standard, the burden of proof is met when the party with the burden convinces the fact finder that "more likely than not" that the claim is true.

**Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

WFU REYNOLDA CAMPUS, CHARLOTTE, BROOKSTOWN, WAKE FOREST BAPTIST MEDICAL CENTER, BOONE, AND INNOVATION QUARTER

**Supportive Measures (All Campuses)**

“**Supportive Measures**” are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a Claimant and/or a Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Wake Forest’s Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Wake Forest’s educational environment or deter Sexual Harassment and Sexual Misconduct.

Supportive Measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. Wake Forest will maintain as confidential any Supportive Measures provided to a Claimant or a Respondent, to the extent that maintaining such confidentiality would not impair Wake Forest's ability to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

The protection of our community is very important to Wake Forest University. Anyone who feels they may or are a victim of crime on campus should immediately notify the Wake Forest University Police or on property of WFBMC notify WFBMC Security. If the crime occurs off campus immediately notify the police department in the location where it occurred. A delay in reporting may cause the situation to escalate.

To request changes or assistance in requesting changes to academic, living, transportation, protective measures and/or working situation or protective measures, a victim should contact either the Title IX Coordinator at 336-758-7258 or the Victim's Assistance Office at University Police at 336-758-4332, or the Safe Office at 336-758-5285.

Students, faculty, and staff can update privacy settings to limit what aspects of personal information is displayed in the WFU Internal directory by logging into WIN, the Wake Information Network (<https://win.wfu.edu/>), navigating to Personal and selecting "Privacy Settings." Step-by-step instructions on how members of the WFU community can update these privacy settings can be found at <https://help.wfu.edu/support/solutions/articles/13000048901>. Students can contact the Office of the Registrar at [registrar@wfu.edu](mailto:registrar@wfu.edu) or 336.758.5207 to request to have all of their information confidential. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant, including accommodations and protective measures (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).)

The Police Records System used by the University Police allows command personnel (Captain and higher ranks) to block the victim's name or the entire report from access by other law enforcement agencies. Reports can also be checked as confidential or sealed further restricting access to victim information. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims nor house identifiable information regarding victims in the University Police departments Daily Crime Log, in the annual crime 149 statistics, or online. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.



## CHANGE IN VICTIM'S ACADEMIC AND LIVING SITUATION

### ALL CAMPUSES

The University will make every effort to make changes in a victim's academic, transportation, working and living situation if requested and reasonably available regardless of whether a victim has reported an offense to the campus or local police. Changes in an academic situation should be made through the Dean's Office and housing changes should be made by the Office of Residence Life and Housing. (See Guide to Community Living for information.) Academic and housing changes may also be requested through the Title IX Coordinator, including those for Global Health House (Baptist Medical Center Campus). Overseas contact the Faculty Director or House Manager who can make reasonable accommodations with input from the Title IX Coordinator.

### BROOKSTOWN, WAKE WASHINGTON, BOONE, SALAMANCA, CHARLOTTE, AND INNOVATION QUARTER

Campus housing is not provided at the above locations.

## SEXUAL MISCONDUCT DISCIPLINARY POLICY AND PROCEDURES

### ALL CAMPUSES

Wake Forest University is committed to providing programs, activities, and a safe academic and working environment that are free from sex discrimination (including discrimination on the basis of sex, sexual orientation, gender identity, and gender expression) and sexual misconduct (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking). As a recipient of Federal funds, the University also complies with Title IX of the Higher Education Amendments of 1972, 20 U.S. C. § 1681 *et seq.* ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities. Sexual harassment, which includes sexual violence, is a form of sex discrimination. The University's commitment to nondiscrimination applies to admissions, employment, access to and treatment in University programs and activities. For the University's full non-discrimination policy, see <http://sopr.wfu.edu/nondiscrimination-statement/>.

When students, employees, or other individuals experience acts of sexual misconduct or other forms of gender discrimination or harassment, their sense of safety and trust are violated. This may significantly interfere with their success at the University. Our community expects that all

interpersonal relationships and interactions – especially those of an intimate nature – are based upon values of mutual respect, dignity, responsibility, open communication, and clear consent. Sex discrimination, sexual harassment and sexual misconduct are violations of our institution’s values and policies and present barriers to fulfilling the University’s missions. Unlawful gender discrimination, sexual harassment and sexual misconduct will not be tolerated and are expressly prohibited. Reports of discrimination and harassment will be promptly and equitably reviewed and investigated. When harassment or discrimination is discovered, the University will promptly take steps to prevent its recurrence and to correct any found discriminatory effects.

The Sex & Gender Discrimination and Harassment Policy describes prohibited conduct, establishes prompt and equitable grievance procedures for responding to reports of sex or gender discrimination, harassment, or misconduct as defined in this policy, and outlines resources available to all students.

### Coverage

This Policy applies to allegations of Sexual Harassment and Sexual Misconduct made by or against a student or an employee of Wake Forest or a third party, regardless of sex, sexual orientation, sexual identity, gender expression, or gender identity. Allegations of Sexual Harassment and Sexual Misconduct made by or against a student or employee of Wake Forest University Baptist Medical Center, Wake Forest University Health Sciences, or Wake Forest University School of Medicine will be addressed under the Wake Forest University Baptist Medical Center Sex and Gender Discrimination and Harassment Policy and Grievance Procedures.

### Reporting

The University encourages anyone who experiences or becomes aware of an incident of prohibited conduct involving a student to immediately report the incident to the University through any of the following reporting options:

#### File a Criminal Complaint with the Police or Security (Non-Confidential)

##### **Reynolda Campus**

**University Police** P.O. Box 7686, Winston-Salem, NC 27109

Phone On Campus: 911

Cell or Off Campus: 336-758-5591

[police@wfu.edu](mailto:police@wfu.edu)

##### **Wake Forest Baptist Medical Center**

**Security Services** Main Floor, Ambulatory Care Building, Wake Forest Baptist Medical Center

Emergency 6-9111 (336-716-9111)

Non-Emergency 6-3305 (336-716-3305)

**Innovation Quarter**

Sunstates Security 336-713-1568  
Wake Forest Police 336-713-1568  
Winston-Salem Police 911

**Winston-Salem Police Department** 101 N. Main St., Winston-Salem, NC 27101

Emergencies: 911  
Non-emergencies 336-773-7700

**Boone**

Appalachian University Police – 828-262-8000 or Boone Police 911

**Wake Washington – 911****Salamanca or Barcelona Police – 112****Venice Police – 112****Vienna Police – 133****London and Cambridge Police – 999**

**File a Report with the University Title IX Coordinator (Non-confidential) for all campuses (student or staff).**

**Aishah Casseus , JD**

Reynolda Hall \ Suite 307  
336-758-7258

[casseua@wfu.edu](mailto:casseua@wfu.edu)

[titleixcoordinator@wfu.edu](mailto:titleixcoordinator@wfu.edu)

[titleix.wfu.edu](http://titleix.wfu.edu)

**Deputy Title IX Coordinators on the Reynolda Campus****Jessica Telligman, JD Deputy Title IX Coordinator Title IX Investigator**

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**Deputy Title IX Coordinators on the Wake Forest Baptist Hospital, Innovation Quarter and Boone campuses.**

**Jessica Telligman**, JD Deputy Title IX Coordinator Title IX Investigator

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336.758.4997

**Nicole Allen**

Student Affairs Administrator  
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Bowman Gray Center for Medical Education, 2<sup>nd</sup> floor, 2213  
[chaallen@wakehealth.edu](mailto:chaallen@wakehealth.edu)  
336.713.7880

**Gail Curtis, PA**

Chair  
Department of PA Studies  
[gcurtis@wakehealth.edu](mailto:gcurtis@wakehealth.edu)  
336.716.2027

**File an Anonymous Report with the Compliance Hotline**

1-877-880-7888 toll-free [www.tnwinc.com/reportline](http://www.tnwinc.com/reportline)

The Compliance Hotline can be reached toll free at 1-877-880-7888 or by submitting an online report at [www.tnwinc.com/reportline](http://www.tnwinc.com/reportline) . Both methods of reporting are available 24 hours a day, 7 days a week, can be accessed from any location, and are available in numerous languages. To ensure caller confidentiality and anonymity, this service is administered by an independent company, The Network.

**File an Anonymous Silent Witness Police Report**

The University provides an option for anonymous reporting of campus crime by the crime victim or a third party reporting on behalf of a crime victim. To fill out an online crime reporting form go to: <http://police.wfu.edu/forms-pubs/witness/>

**Note:** If a disclosure is made to a mandated reporter, including Resident Advisors and Graduate Hall Directors, a staff member is required by law and policy to immediately report the disclosure of sexual misconduct to the Title IX Coordinator.

**Coverage**

The Reynolda campus policy applies to allegations of Sexual Harassment and Sexual Misconduct made by or against a student or an employee of Wake Forest or a third party, regardless of sex, sexual orientation, sexual identity, gender expression, or gender identity. Allegations of Sexual Harassment and Sexual Misconduct made by or against a student or employee of Wake Forest University Baptist Medical Center, Wake Forest University Health Sciences, or Wake Forest University School of Medicine will be addressed under the Wake Forest University Baptist Medical Center Sex and Gender Discrimination and Harassment Policy and Grievance Procedures.

The Title IX Sexual Harassment Pre-Hearing and Hearing Grievance Procedures apply only to allegations of Sexual Harassment in Wake Forest's Education Program or Activity (as defined herein), and to alleged Sexual Misconduct (if any) arising from the same facts and circumstances as the

allegations of Sexual Harassment. The Sexual Misconduct Pre-Hearing and Applicable Hearing and Administrative Grievance Procedures will apply to allegations of Sexual Misconduct and, at the direction of the Title IX Coordinator, to related allegations of Retaliation. Allegations of Retaliation that do not occur within the context of an existing investigation or hearing will be determined by the Title IX Coordinator following an investigation.

The University has the right to review and investigate any alleged violations of this policy that occur in the context of a University-sponsored program or activity or that otherwise may affect the University's working or learning environments, regardless of whether the conduct occurred on or off campus.

The University's ability to investigate and/or impose disciplinary sanctions may be limited where the alleged conduct occurred outside the context of a University-sponsored program or activity or occurred off campus, or one party is not a member of the University community. In such cases, the University reserves the right to take any steps that it deems appropriate to address the alleged conduct where said conduct has a continuing adverse effect on or creates a hostile environment for students, employees, and/or third parties while on University owned, leased, or controlled property or in any University sponsored employment or educational program or activity. In all cases, the University may provide appropriate resources to those individuals impacted and, where appropriate, the broader University community.

### **Prohibited Conduct**

The University strictly prohibits Sexual Misconduct and Sexual Discrimination.

**"Sexual Harassment"** as defined by Title IX and in this Policy means conduct on the basis of sex that satisfies one or more of the following:

(1) an employee of the Wake Forest University conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (commonly referred to *quid pro quo* harassment);

(2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Wake Forest's Education Program or Activity; or

(3) **"Sexual Assault," Sexual Assault** is any sexual act directed against another person, without the consent of the person, including instances where the person is incapable of giving consent. Sexual Assault can occur between individuals of the same or different sexes and/or genders. Sexual Assault includes the following:

- **Rape:** The carnal knowledge of a person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;

- **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;
- **Sexual Assault with an Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of a person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;
- **Fondling:** The touching of the private body parts of a person for the purpose of sexual gratification, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**“Dating Violence,”** as defined in 34 U.S.C. § 12291(a)(10): violence committed by a person—(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) 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,”** as defined in 34 U.S.C. § 12291(a)(8): felony or misdemeanor crimes of violence under North Carolina law and committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction; or

**“Stalking,”** as defined in 34 U.S.C. § 12291(a)(30): engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress. A “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s

property. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

“**Sexual Misconduct**” is defined as follows:

(1) Conduct that would otherwise meet the definition of Sexual Harassment but does not meet the geographical or personal jurisdictional requirements under Title IX and its implementing regulations. For example, an alleged sexual assault that occurs in an off-campus apartment leased by a student would not satisfy the geographical jurisdiction of Title IX, but that alleged assault would be addressed under this Policy as Sexual Misconduct.

(2) Non-Title IX Sexual/Gender-Based Harassment: Non-Title IX Sexual or gender-based harassment is a form of discrimination that includes verbal, written, or physical behavior, directed at someone, or against a particular group, because of that person’s or group’s sex, gender identity, actual or perceived sexual orientation, or based on gender stereotypes, when that conduct is unwelcome and meets the following criteria:

(a) Submission to or rejection of the conduct is made either explicitly or implicitly a term or condition of an individual’s education, employment, University living environment, or participation in a University activity or program; or

(b) Submission to or rejection of the conduct is used as the basis for, or as a factor in, decisions affecting an individual’s education, employment, University living environment, or participation in a University activity or program; or

(c) the conduct has the purpose or effect of creating an intimidating, hostile, or offensive educational, employment, University living, or University activity or program environment(s) for an individual, or

(d) the conduct unreasonably interferes with the educational, employment, or University living, or University activity or program environment(s) of an individual; and

(e). The conduct is sufficiently severe or pervasive that it alters the terms, conditions, or privileges of an individual’s education, employment, University living environment, or participation in a University activity or program.

Conduct may be verbal or nonverbal, written, or electronic. Sexual or gender-based harassment can occur between any persons, including those the same or opposite sex, and either as single or repeated incidents. Whether conduct is sufficient to constitute harassment is evaluated under the totality of the circumstances, including the frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely an offensive utterance. These factors are evaluated from both subjective and objective viewpoints, considering not only the effect that the conduct actually had on the person, but also the



impact it would likely have had on a reasonable person in the same situation. The conduct must subjectively and objectively meet this definition to be sexual or gender-based harassment under this Policy.

The definition of Non-Title IX Sexual Misconduct applies differently to Wake Forest students, employees, and third-parties.

This definition applies to Wake Forest students from the time a student moves into an on-campus residence or matriculates at Wake Forest, whichever is sooner, and continues until the student is no longer enrolled at Wake Forest. This includes conduct taking place anywhere in the world and is not limited to conduct within Wake Forest's Education Programs or Activities.

This definition applies to Wake Forest employees and non-student third parties only to the extent the conduct giving rise to the complaint is directly related to the University's Education Programs or Activities.

(3) Sexual exploitation. Conduct that is defined as taking non-consensual, unjust, or abusive sexual advantage of another, for one's own advantage or benefit; or to benefit or advantage anyone other than the person being exploited. Sexual exploitation encompasses a wide range of behaviors including, but not limited to:

- (a) inducing incapacitation with the intent to rape or sexually assault another person;
- (b) non-consensual video or audio-recording of sexual activity;
- (c) allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
- (d) engaging in Peeping Tommery (voyeurism);
- (e) knowingly transmitting a sexually transmitted disease, including HIV, to another student;
- (f) prostituting another person (i.e. – personally gaining money, privilege, or power from the sexual activities of another person); or
- (g) indecent exposure (willfully exposing one's genitals in any public place, and in the presence of another person).

The definition of Sexual Exploitation applies differently to Wake Forest students, employees, and third-parties.

This definition applies to Wake Forest students from the time a student moves into an on-campus residence or matriculates at Wake Forest, whichever is sooner, and continues until the student is no longer enrolled at Wake Forest. This includes conduct taking place anywhere in the world and is not limited to conduct within Wake Forest's Education Programs or Activities.

This definition applies to Wake Forest employees and non-student third parties only to the extent the conduct giving rise to the complaint is directly related to the University's Education Programs or Activities.

## Consent

**“Consent”** means permission for something to happen or agreement to do something. For example, a person consents to sexual activity if/when they give permission for the activity to occur or agree to engage in the activity. Consent is unambiguous, informed, active (not passive), voluntary (freely given), mutually understandable words and/or actions that indicate a willingness to participate in the sexual activity.

Whether someone has given consent is based on the totality of the circumstances and is determined by reference to a reasonable person in the same or similar circumstances. Once consent to a sexual act has been given, consent can be withdrawn at any time by communicating words and/or actions to the other person before or during that sexual act. Consent is automatically withdrawn if someone becomes unconscious or falls asleep during a sexual act.

Consent cannot be inferred from silence, passivity, or a lack of resistance. Non-verbal communication alone may or may not be sufficient to constitute consent. Furthermore, consent cannot be inferred from a current or previous dating or sexual relationship (or the existence of such a relationship with anyone else), from someone’s attire, spending money, or consent previously given. In other words, consenting to one sexual act does not imply consent to another sexual act.

Consent cannot be coerced. Examples of coercion that prevent consent include physical force, violence, duress, intimidation, deception, or the threat, expressed or implied, of bodily injury.

The use of alcohol or other drugs does not diminish one's responsibility to obtain consent before sexual activity and does not excuse conduct that violates this Policy.

Consent may never be given by:

1. Minors, even if the other participant did not know the minor’s age;
2. Mentally disabled persons, when the Respondent knows or should know (based on a reasonable person standard) that the individual allegedly giving consent is not capable of consenting due to the disability; or
3. Persons who are Incapacitated.

## Amnesty

Wake Forest considers the reporting and adjudication of Sexual Harassment and Sexual Misconduct to be of paramount importance. Wake Forest does not condone underage drinking or the use of illegal drugs; however, Wake Forest will extend amnesty to students who are Claimants, Respondents, witnesses, and others involved in a grievance process from punitive sanctioning for illegal use of drugs and/or alcohol when evidence of such use is discovered or submitted in the course of a grievance process. Similarly, Wake Forest may, in its discretion, provide amnesty for other conduct code violations that are discovered in the course of a grievance process. Notwithstanding the provision of amnesty for students as described in this paragraph, Wake Forest reserves the right to

refer Complainants, Respondents, witnesses, and others involved in a grievance process for substance abuse assessment, education, and/or treatment.

### **Simultaneous Police and University Investigations**

Sexual Misconduct may be a violation of University policy *and* a crime. Disciplinary action at the University is not a substitute for criminal or civil legal action. Therefore, the University encourages students to report alleged criminal conduct promptly to University Police or local law enforcement agencies and to the Title IX Office. Individuals have the right to simultaneously report a crime to law enforcement and to the University.

If a crime related to sexual misconduct is reported to University Police, they will contact the University Title IX Office, thereby allowing the Title IX Office to conduct a review in accordance with this policy. If a report is made to the Winston-Salem Police Department or other local law enforcement agencies, information from those agencies may be submitted to the Wake Forest University Police Department, who will provide said information to the University Title IX Office for review.

If a criminal complaint is filed in addition to a complaint with the University, the University will not wait for the conclusion of any criminal investigation or proceedings before commencing its own investigation; however, the University's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the University may take interim measures as necessary to limit the effects of any ongoing Sexual Misconduct. Such interim measures may result in actions being taken that may impact both the Respondent student and the Complainant and may include no contact orders and/or changes in class schedules and/or housing assignments. The University will take steps to minimize the burden on the Complainant. The University investigation will be conducted in a prompt, fair, and impartial manner by the University Title IX Coordinator or designee, who has had training on investigating cases of Sexual Misconduct. During and after the University investigation, measures will be taken by the University to ensure the preservation of evidence for internal purposes and/or a criminal investigation.

### **Privacy and Disclosure**

Except as may be permitted by FERPA or as required by law or to carry out any investigation or resolution under this Policy, Wake Forest will keep private the identity of any individual who has made a report or complaint of Sexual Harassment or Sexual Misconduct (including any individual who has made a report or filed a Formal Complaint), any Claimant, any Respondent, and any witness.

Wake Forest may report alleged Sexual Harassment and/or Sexual Misconduct to local law enforcement if warranted by the nature of the allegations at issue, and Wake Forest administrators will share information regarding alleged Sexual Harassment and/or Sexual Misconduct, as appropriate and necessary, in order to address and resolve the allegation(s) at issue, prevent the

recurrence of similar Sexual Harassment and/or Sexual Misconduct, and address the effects of the Sexual Harassment and/or Sexual Misconduct. Additionally, information regarding alleged Sexual Harassment and/or Sexual Misconduct may be used as a statistical, anonymous report for data collection purposes under the Clery Act.

To comply with FERPA, Title IX, and other applicable laws and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, grievance processes carried out under this Policy are not open to the general public. Accordingly, documents prepared in connection with such processes; documents, statements, or other information introduced in interviews, meetings, and proceedings; and the final outcome letter may not be disclosed outside of those processes except as may be required or authorized by law.

As permitted by and subject to the limitations of FERPA, Wake Forest reserves the right to notify parent(s) or guardian(s) of a student Respondent of the outcome of any investigation involving that Respondent, redacting names of any other students who do not consent to the disclosure of their information. At the written request of a party, Wake Forest may include a party's advisor on communications and share access to documents, including the investigation report. This access is subject to the advisor's acknowledgment and agreement to maintain the confidentiality of the documents. While Wake Forest strongly encourages parties to maintain privacy in connection with a grievance process, Wake Forest does not prohibit parties from discussing the allegations under investigation or in any way inhibit the parties from gathering or presenting Relevant Evidence. In addition, Wake Forest's policy does not prohibit disclosure of the final outcome letter by either the Claimant or the Respondent. Parties are cautioned, however, that they remain subject to this Policy's prohibition against Retaliation.

## **Steps in the Process**

### **I. Complaint Intake**

#### **A. Meeting with Claimaint**

When Wake Forest has Actual Knowledge of Sexual Harassment (or allegations thereof) against a person in the United States in its Education Program or Activity, Wake Forest is obligated to respond and to follow Title IX's specific requirements, which are addressed and incorporated in the Pre-Hearing Grievance Procedures and Hearing Procedures set forth in this Policy. Wake Forest will also follow these Pre-Hearing Grievance Procedures when Wake Forest has Actual Knowledge of Sexual Misconduct (or allegations thereof).

Promptly upon receiving allegations of Sexual Harassment against a person in the United States in Wake Forest's Education Program or Activity or upon receiving allegations of Sexual Misconduct, the Title IX Coordinator will contact the Claimant to discuss the availability of Supportive Measures with or without the filing of a Formal Complaint and to explain to the Claimant the process for filing a Formal Complaint

- To **Confidential Campus Resources** like the Office of the Chaplain, Student Health Services, and the University Counseling Center. Contact information may be requested or found at <http://titleix.wfu.edu/>.

- To an **Investigation** conducted in a prompt, fair, and impartial manner.
- To **Respond** to the Complainant's allegations.
- To a **Support Person** of their choosing during the process. A senior staff counselor from the University Counseling Center is available for support at a disciplinary hearing. A Respondent may also choose to be assisted at a hearing by an **Advisor** of their choice.
- To reasonable efforts to ensure the preservation of **Privacy** during the investigation under the Family Educational Rights and Privacy Act (FERPA).
- To reasonable **Interim Measures**, such as a class schedule change, extensions of time on assignments, temporary housing (if available), and/or assistance in changing academic and living situations. In addition, no-contact orders may also be issued to prevent any contact, whether in person or indirectly, between the Respondent student and the Complainant.
- To request an **Informal Resolution** of the case (except in certain instances of sexual assault). Respondents have the right to bypass or end the Informal Resolution Process at any time.
- To a fair **Formal Hearing Panel**, if a panel is convened upon completion of an investigation and to resolve the case.
- To **Identify Witnesses** who may be interviewed during an investigation or who may be called to answer questions during a hearing.
- To reasonable **Accommodations** during the hearing, such as not being in the same room as the Complainant.
- To **Submit Questions** that the Respondent believes the Complainant or a witness should be asked during the hearing. The Hearing Chairperson may use their discretion to determine whether questions and/or information submitted is relevant. The Hearing Chairperson may choose to reframe or omit them as necessary.
- To be **Notified in Writing** of the Hearing Panel's decision and, if applicable, the sanctions imposed.
- To **Appeal** the decision of the Hearing Panel within fourteen (14) days of the written decision.

The Title IX Coordinator or designated investigator will ensure that the Respondent receives these rights in writing.

## **B. Notice of Potential University Actions Against Student Groups or Organizations**

If it is determined that a report reveals involvement of, or a pattern of behavior by a particular student group or organization, the Title IX Coordinator may impose any appropriate remedial or protective measures contemplated by this policy in consultation with the relevant University officials. Such measures may include, but are not limited to, modification, suspension or termination of a student group's or organization's agreement or status with the University to the extent permitted by law and University policy.

## **II. Referral for Adaptive Resolution**

If, at any time prior to a responsibility determination by the hearing officer, the Title IX Coordinator determines that the matter is appropriate for Adaptive Resolution, the Title IX Coordinator will ask both parties if they wish to suspend the formal resolution process and engage in an Adaptive Resolution process to resolve the allegations without a hearing.

If both parties wish to engage in the Adaptive Resolution process and if the Claimant and the Respondent agree in writing to a resolution through the Adaptive Resolution process, then the Formal Complaint will be resolved without completion of the hearing and without any further rights of appeal by either party.

If the parties are unable to agree to a resolution through the Adaptive Resolution process, the Title IX Coordinator will continue the formal resolution process.

## **III. Formal Resolution Process (all campuses)**

Unless a Formal Complaint is dismissed or the parties elect to participate in the Adaptive Resolution process pursuant to Section VI below, following the investigation the appointed hearing officer will conduct a hearing in which they may question the Claimant, the Respondent, and any witnesses whose testimony the hearing officer deems relevant. During the hearing, the hearing officer and the parties may also question the investigator(s) about the investigative report.

### **A. Filing of a Formal Complaint**

A Formal Complaint means a document filed by a Claimant or signed by the Title IX Coordinator alleging Sexual Harassment and/or Sexual Misconduct against a Respondent and requesting that Wake Forest investigate the allegation(s). At the time of filing a Formal Complaint of Sexual Harassment, a Claimant must be participating in or attempting to participate in Wake Forest's Education Program or Activity. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail.

When the Title IX Coordinator believes that, with or without the Claimant's desire to participate in a grievance process, a non-deliberately indifferent response to the allegations or other applicable law requires an investigation, the Title IX Coordinator has the discretion to initiate the grievance process by signing a Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Claimant or otherwise a party under these Grievance Procedures. Furthermore, initiation of a Formal Complaint by the Title IX Coordinator is not sufficient alone to imply bias or that the Title IX Coordinator is taking a position adverse to the Respondent.

Once a Formal Complaint is initiated, a person who was allegedly harmed will be referred to as a "Claimant," and a person who allegedly caused harm will be referred to as a "Respondent."

## **B. Other Forms of Prohibited Conduct**

If a report also implicates other forms of conduct prohibited by the University (*e.g.*, Code of Conduct) and such conduct is not related to the allegations of sexual misconduct, the non-related conduct may be referred to the appropriate University office during or after the Sexual Misconduct allegation is resolved.

## **C. Presumption of Non-Responsibility and Participation of the Parties**

The investigation is a neutral fact gathering process. The Respondent is presumed to be not responsible; the presumption may be overcome only where there is sufficient evidence by a preponderance of evidence to support a finding that the Respondent is responsible for violating this policy.

## **D. Timing**

Wake Forest will make reasonable effort to ensure that the investigation and resolution of a Formal Complaint occurs in as timely and efficient a manner as possible. The timelines set forth in these Grievance Procedures are guidelines and may be altered for good cause with written notice to the Claimant and the Respondent of any delay or extension and the reasons for the action. Good cause may include, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; natural disasters, pandemic restrictions, and similar occurrences; or the need for language assistance or accommodation of disabilities.

Wake Forest will strive to complete its investigation and resolution of a Formal Complaint (not including an appeal, if applicable) within 120 days of the receipt of the Formal Complaint, absent extenuating circumstances. Hearings generally will take place within 30 days of the conclusion of the investigation. Within fourteen days of the conclusion of the hearing, both the Claimant and the Respondent will receive a final outcome letter.

Either party may request an extension of any deadline by providing the Title IX Coordinator or Investigator with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request. The Title IX Coordinator will review the request and will make a determination with regard to the request within five days.

## **E. Overview of Investigation**

Upon receipt of the Formal Complaint, the investigator(s) will promptly begin their investigation, taking such steps as interviewing the Claimant, the Respondent, and witnesses (including expert witnesses, where applicable); summarizing such interviews in writing (or,

alternatively, providing access to audio recordings or transcripts of such interviews); collecting and reviewing relevant documents; visiting, inspecting, and taking or reviewing photographs of relevant sites; and collecting and reviewing other Relevant Evidence.

The investigator(s) will prepare a written investigative report that fairly summarizes Relevant Evidence and includes items such as the Formal Complaint, written statements of position, summaries or transcripts of all interviews conducted, photographs, descriptions of Relevant Evidence, and summaries or copies of relevant electronic records.

Prior to the completion of the investigative report, the investigator(s) will send or make available to each party and the party's advisor, if any, an electronic or hard copy of any evidence obtained during the investigation that is directly related to the allegations raised in the Formal Complaint, including (1) any evidence upon which Wake Forest does not intend to rely in reaching a determination regarding responsibility; and (2) both inculpatory and exculpatory evidence.

The parties have ten days from the time that the evidence is provided to submit to the investigator(s) a written response to the evidence. In the response, the parties may address the relevancy of any evidence that the parties believe should be included in or excluded from the investigative report and may also address any further investigation activities or questions that they believe are necessary. If a party wishes to submit additional evidence at this stage, they should explain how the evidence is relevant and why it was not previously provided.

The investigator(s) will review and consider the parties' written submissions and may conduct additional investigative activities as appropriate prior to finalizing the investigative report. In the event the additional investigative activities result in new evidence, the investigator(s) will make available this new evidence to each party and the party's advisor in accordance with the process described above. The parties will have ten days from the time that the new evidence is provided to submit to the investigator(s) a written response to the evidence

At least ten days prior to the hearing, the investigators will send an electronic or hard copy of the investigative report to each party and the party's advisor, if any. Any response a party wishes to make to the investigative report may be included in that party's pre-hearing statement.

Due to the sensitive nature of the investigative report, neither the parties nor their advisors may copy, publish, photograph, print, image, record or in any other manner duplicate the report. Parties who violate these restrictions may be disciplined, and advisors who violate these restrictions may be disciplined and/or be barred from further participation in the grievance process.

Unless a Formal Complaint is dismissed or the parties elect to participate in the Adaptive Resolution process pursuant to Section VI below, following the investigation the appointed hearing officer will conduct a hearing in which they may question the Claimant, the Respondent, and any witnesses whose testimony the hearing officer deems relevant. During



the hearing, the hearing officer and the parties may also question the investigator(s) about the investigative report.

## **F. Title IX Sexual Harassment Hearing Procedures**

### **1. Hearing Officer**

The Title IX Coordinator will appoint a hearing officer, who will administer the hearing, serve as the decision-maker regarding responsibility, and (as applicable) recommend sanctions. The hearing officer may be a Wake Forest employee or non-employee. The Title IX Coordinator will contemporaneously share the hearing officer's name and contact information with the Claimant and the Respondent. The Title IX Coordinator will provide to the hearing officer the Formal Complaint, all evidence directly related to the allegations, the parties' written responses to the evidence, and the investigative report.

Within two days of such appointment, the Claimant or the Respondent may identify to the Title IX Coordinator in writing any alleged conflicts of interest or bias on the part of the hearing officer. The Title IX Coordinator will carefully consider such statements and will promptly assign a different hearing officer if the Title IX Coordinator determines that a material conflict of interest or material bias exists.

The hearing will be conducted with parties in separate rooms, using technology to ensure that each party can see and hear any party or witness answering questions. At the discretion of the hearing officer, the hearing may be conducted partially or entirely remotely, with any or all participants participating virtually.

The Claimant and the Respondent will have equal opportunity to address the hearing officer with an opening statement, if desired, and both the hearing officer and the parties' advisors will have the opportunity to question the other party and any witnesses, including investigators and expert witnesses. Following any opening statements, the hearing officer will first ask any questions of each party and each witness through direct examination. After the hearing officer has completed direct examination, the advisor for the Claimant will have an opportunity to conduct a cross-examination of the Respondent, and afterwards, the advisor for the Respondent will have the opportunity to conduct cross-examination of the Claimant. The hearing officer will determine the order of witnesses and questioning of the witnesses by the advisors for the parties. Any questions that a party has for a witness or the other party must be posed by the party's advisor. A party's advisor will not have the opportunity to question the party for whom they serve as advisor.

Before a party or witness answers a cross-examination question, the hearing officer will determine whether the question is Relevant and allowed under this Policy. The hearing officer will explain any decision to exclude a question.

Members of the Wake Forest community are expected to provide truthful testimony, and any member of the Wake Forest community who knowingly provides false information or testimony during this process is subject to discipline.

## **2. Determination of Responsibility by a Hearing Officer**

Following the hearing, the hearing officer will determine whether the evidence establishes that it is more likely than not that the Respondent committed Sexual Harassment or, in the context of a Complex Case, otherwise violated this Policy or other Wake Forest policies. The hearing officer will render a finding of “Responsible” or “Not Responsible” and will provide the rationale for the decision. If the Respondent is found “Responsible,” the hearing officer will specify the specific type(s) of conduct for which the Respondent is found “Responsible” (for example, Sexual Assault, Stalking, etc.). When feasible, the hearing officer will orally communicate the finding of “Responsible” or “Not Responsible” to the parties on the day of or day following the hearing. A

## **3. Sanctions**

If the hearing officer determines that the Respondent is “Responsible,” the hearing officer will provide findings of fact in support of the hearing officer’s determination and the rationale for the determination to the Title IX Coordinator. The Title IX Coordinator will then provide this information to the appropriate Sanctions Officer. The Sanctions Officer will determine the sanction(s) to be imposed.

In determining sanctions, the Sanctions Officer will consider: (a) the nature and severity of the misconduct; (b) whether a sanction will bring an end to, prevent a recurrence of, or remedy the effects of the Sexual Harassment; (c) the impact of separating a student from their education; and (d) any prior disciplinary history of a Respondent. In addition, the Sanctions Officer may consider aggravating or mitigating factors. The appropriate sanctions for Sexual Assault generally will include at a minimum a period of separation from Wake Forest. The Sanctions Officer will also consult with the Title IX Coordinator regarding Wake Forest’s history of sanctions in similar cases.

Sanctions for Respondents who are employees may include, but are not limited to, a written warning, withholding a promotion or pay increase, reassigning employment, terminating employment (including loss of tenure), temporary suspension without pay, compensation adjustments, completion of an intervention or training program, and/or completion of violence risk assessment.

Sanctions for Respondents who are students may include, but are not limited to, expulsion or suspension from Wake Forest, disciplinary probation, social restrictions, parental notification, education sanctions (such as community service, reflection paper(s), and/or fines) expulsion or suspension from University housing, suspension or revocation of admission, and/or withholding or revocation of a degree(s).

#### **4. Appeals**

The Sanctions Officer will forward their sanctions determination to the Title IX Coordinator, who will share it with the hearing officer for inclusion in the final outcome letter

The Claimant or the Respondent may appeal the decision of the hearing officer regarding responsibility and/or the sanction(s) imposed on the Respondent.

The following are the only permissible grounds for an appeal of the hearing officer's responsibility determination: (1) procedural irregularity that affected the outcome; (2) new evidence that was not reasonably available at the time of the determination and that could affect the outcome; and (3) the Title IX Coordinator, an investigator, or the hearing or sanctions officers had a conflict of interest or bias that affected the outcome.

Sanctions may only be appealed on the ground that the severity is incommensurate to the gravity of the Sexual Harassment for which the Respondent was found responsible.

Appeals must be submitted in writing to the Title IX Coordinator within five days from the date of the final outcome letter. The Title IX Coordinator will promptly inform the other party of the filing of the appeal. The other party will have three days from such notification to submit a written response to the appeal.

### **G. Non-Title IX Sexual Misconduct Hearing Procedures for Student-Respondents**

#### **1. Hearing Board**

Wake Forest's Sexual Misconduct Hearing Board is composed of faculty and staff who have received training. When a request for a Sexual Misconduct Hearing is made, the Title IX Coordinator, or designated investigator, will select a Chairperson in addition to a three-member Hearing Panel from the Sexual Misconduct Hearing Board to determine whether the Respondent is responsible for Sexual Misconduct that is prohibited by this Policy

Arrangements for the Hearing. Arrangements may be made for the Claimant and/or the Respondent who do not wish to be in the hearing room with the opposing party at the same time. This accommodation may include audio conferencing or video conferencing. All accommodation requests must be made to the Title IX Coordinator at least three (3) calendar days in advance of the hearing. A hearing may also be held remotely at the discretion of the Title IX Coordinator or the Chairperson

Role of Advisors and Support Persons. Claimants and Respondents may each have one advisor and one support person of their choosing at the hearing, but the roles of the advisor and the support person are strictly limited to providing advice and/or support to the Claimant and the Respondent. Advisors and support persons are prohibited from directly asking questions, arguing, or presenting information or evidence during the hearing. Advisors and support persons may be removed from the hearing at the direction and at the discretion of the Chairperson if the advisor and/or support person(s) disrupt the hearing.

Investigation Summary: The Title IX investigator assigned to the complaint will provide a brief summary of the allegations. Following the summary, the Hearing Panel may ask questions to the Title IX investigator. Claimant and Respondent may submit questions to the Chairperson in writing, for the Hearing Panel to then ask the Title IX investigator, which the Chairperson may choose to rephrase or omit.

## **2. Complainant's Case**

Complainant has the option, but is not required, to provide a brief verbal or written opening statement setting forth the charges alleged. If the opening statement is written, the Hearing Chairperson may, in its discretion, read it out loud upon request by the Complainant. Following an opening statement, Complainant may present evidence by being available for questioning by the Hearing Panel; may request the Hearing Panel to call his/her witnesses; and may submit questions in writing to the Chairperson for the Hearing Panel to ask, which the Chairperson may choose to rephrase or omit.

Once the Hearing Panel has completed its questioning, the Respondent may submit written questions to the Chairperson to consider and if deemed relevant and not otherwise redundant, submit to the Hearing Panel.

## **3. Respondent's Case**

Respondent has the option, but is not required, to provide a brief verbal or written opening statement setting forth Respondent's reply to the charges alleged. If the opening statement is written, the Hearing Chairperson may read it out loud upon request of the Respondent. No questions may be asked during the opening statements. Following the opening statement, Respondent may present evidence by being available for questioning by the Hearing Panel; may request the Hearing Panel to call his/her witnesses; and may submit questions in writing to the Chairperson for the Hearing Panel to ask, which the Chairperson may choose to rephrase or omit.

Once the Hearing Panel has completed its questioning, the Complainant may submit written questions to the Chairperson to consider and, if deemed relevant and not otherwise redundant, submit to the Hearing Panel.

## **4. Deliberations**

Once the statements have been completed, the parties will be dismissed, and the Hearing Panel will begin its deliberations. The Hearing Panel shall evaluate the evidence and decide, based on a preponderance of the evidence, whether the Respondent is responsible for violating the University's Student Sexual Misconduct and Sexual Discrimination Policy. Once the Panel has reached a decision, the parties will be notified simultaneously in writing of the Panel's decision.

## **5. Sanctions**

If there is a finding of responsibility, the Hearing Panel will, in consultation with the Dean of Students in the College or relevant School or their respective designee, determine the sanctions to be imposed. Sanctions for a finding of responsibility depend on the nature and the gravity of the Sexual Misconduct. Sanctions may include, but are not limited to, expulsion or suspension from Wake Forest, disciplinary probation, social restrictions, parental notification, education sanctions (such as community service, reflection paper(s), and/or fines) expulsion or suspension from campus housing, suspension or revocation of admission, and/or withholding or revocation of a degree(s). Sanctions imposed by the Hearing Panel will remain in effect pending the outcome of any appeal process.

Within fourteen days after the hearing, the Hearing Chairperson will issue a determination letter through the Title IX Coordinator to the Respondent and Claimant simultaneously. The determination letter will (1) name the Respondent; (2) identify the allegations potentially constituting Sexual Misconduct; (3) provide a summary of the findings of fact in support of the Hearing Panel's determination; and (4) provide a statement of rationale for the responsibility determination and any sanctions

## **J. Non-Title IX Sexual Misconduct Administrative Grievance Procedures For Employee-Respondents**

### **1. Adaptive Resolution**

If, at any time prior to a responsibility determination by the hearing officer, the Title IX Coordinator determines that the matter is appropriate for Adaptive Resolution, the Title IX Coordinator will ask both parties if they wish to suspend the formal resolution process and engage in an Adaptive Resolution process to resolve the allegations without a hearing. Adaptive Resolution will not be available when a Claimant is a student and a Respondent is an employee.

If both parties wish to engage in the Adaptive Resolution process and if the Claimant and the Respondent agree in writing to a resolution through the Adaptive Resolution process, then the Formal Complaint will be resolved without completion of the hearing and without any further rights of appeal by either party.

If the parties are unable to agree to a resolution through the Adaptive Resolution process, the Title IX Coordinator will continue the formal resolution process.

### **2. Sexual Misconduct Review Committee**

The administrative grievance process will be managed by a three-person panel comprised of members of the Sexual Misconduct Review Committee ("SMRC"). The SMRC will be composed of three faculty members, three staff members, and three members of the Wake Forest administration. Members of the SMRC will be appointed by the President, or his/her designee. For faculty members, the Committee on Academic Freedom and Responsibility will nominate five faculty members and the President or his/her designee will select two from among the five nominees.

The panel appointed by the Title IX Coordinator to determine responsibility shall consist of at least one faculty member if the Respondent is a faculty member, at least one staff member if the Respondent is a staff member, and an administrator. Members of SMRC are required to attend annual training as determined by the Title IX Coordinator

Review Process. Unless a Formal Complaint is dismissed or the parties elect to participate in the Adaptive Resolution process pursuant to Section VI below, the panel will conduct an administrative review in accordance with this process.

The Title IX Coordinator or assigned investigator(s) will provide a copy of the written investigative report to the panel. The investigator(s) will be available to conduct such further investigation as the panel deems appropriate or to answer questions from the panel. The Claimant and the Respondent will also be provided the option to appear before the panel to present a statement if they so choose. In addition, if the panel, in its discretion, desires to interview the Claimant, the Respondent, or any witness, it may do so. Such interviews will be conducted with only the person interviewed will be present (other than a support person or advisor). In the interviews, the panel may make such inquiries as it determines will assist in determining whether the Respondent violated the Policy. Decisions regarding Relevant Evidence will be determined by the panel.

Panel Determination. The panel will review the investigative report along with any other information it gathers to determine whether a violation of this Policy has occurred. The panel's determination will be based on facts that a majority of the panel believes are more likely than not to be true. The panel will prepare a determination letter within fourteen days stating the evidence that was considered, how conflicting evidence was resolved, the panel's determination of whether the Respondent violated the Policy, and the facts that form that basis of the panel's determination. The Title IX Coordinator will simultaneously convey the findings in writing to the Claimant and the Respondent.

If the panel determines that the Respondent violated this Policy, the panel will make a sanctions recommendation and the matter (including the determination letter and sanctions recommendation) will be referred by the Title IX Coordinator to a staff member designated by the Chief Human Resources Officer (if a staff employee is found to have violated this Policy) or to a faculty member designated by the Provost (if a faculty member is found to have violated this Policy). The designee of the Chief Human Resources Officer or the designee of the Provost will consult with the Respondent's Department Head, Dean, or Vice President for a determination regarding the sanction that will be imposed taking into consideration the recommendation of the panel. Sanctions imposed on faculty members or staff employees who have been found to be in violation of this Policy shall be commensurate with the severity and/or frequency of the conduct, and shall be intended to adequately and sufficiently prevent the same or similar conduct by the faculty member or staff employee in the future. Corrective or disciplinary action imposed on student-employees may also affect the student-employee's status as a student at Wake Forest. The Title IX Coordinator will then issue a written sanctions determination letter to the Claimant and the Employee. A sanction to revoke the tenure of a faculty member will be addressed in accordance with the University's Procedure for the Dismissal of Tenured Faculty Members.

### **3. Appeals**

The Claimant or the Respondent may appeal the decision of the Hearing Panel regarding responsibility and/or the sanction(s) imposed on the Respondent.

The following are the only permissible grounds for an appeal of the Hearing Panel's responsibility determination: (1) procedural irregularity that affected the outcome; (2) new evidence that was not reasonably available at the time of the determination and that could affect the outcome; and (3) the Title IX Coordinator, an investigator, or the hearing officer had a conflict of interest or bias that affected the outcome.

Sanctions may only be appealed on the ground that the severity is incommensurate to the gravity of the Sexual Misconduct for which the Respondent was found responsible.

Appeals must be submitted in writing to the Title IX Coordinator within five days from the date of the determination letter. The Title IX Coordinator will promptly inform the other party of the filing of the appeal. The other party will have three days from such notification to submit a written response to the appeal.

## **K. Prior Sexual History**

Evidence of and questions about the Claimant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted at the hearing, with the following exceptions: (1) if the questions and evidence about the Claimant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Claimant; or (2) if the questions and evidence concern specific incidents of the Claimant's prior sexual behavior with respect to the Respondent and are offered in an effort to prove Consent.

Evidence regarding the Respondent's past sexual activity (regardless of whether the Respondent was formally investigated or found responsible for such conduct) may be permitted to show that the Respondent has engaged in a pattern of behavior similar to the alleged Sexual Harassment at issue before the hearing officer, provided that the Respondent has not been found "not responsible" by Wake Forest in a proceeding related to such conduct.

## **L. Support Person and Advisor**

The Claimant and the Respondent may be accompanied to any meeting or proceeding under this Policy by the advisor of their choice, who may be, but is not required to be, an attorney. Wake Forest will not limit the choice or presence of the advisor for either the Claimant or the Respondent. Advisors, however, are not allowed to disrupt any meeting or proceeding or to speak on behalf of the Claimant or the Respondent, with the exception of cross-examination during a Title IX hearing, which must be conducted by an advisor and never personally by the Claimant or the Respondent.

Parties must provide the name and contact of their advisor to the Title IX Coordinator in writing as soon as reasonably possible and must provide updated information if their advisor changes. All advisors will be required to assent to Wake Forest's Expectations for Advisors.

If a party does not have an advisor present at a Title IX hearing, Wake Forest will provide, without any charge to that party, an advisor of Wake Forest's choice who may be, but is not required to be, an

attorney, to conduct cross-examination on behalf of that party. In such circumstances, the hearing may be postponed until Wake Forest can provide an advisor to be available at the hearing.

The Claimant and the Respondent may not be accompanied by more than one advisor during meetings or proceedings. The Claimant and Respondent may be accompanied by a support person of their choice during meetings, but such support person will not be permitted in a hearing conducted under Section III of this Policy. A support person is permitted at hearings conducted under Section IV of this Policy. The support person will not be allowed to disrupt any meetings or procedures and may not speak on behalf of a party.

#### **M. Emergency Removal or Administrative Leave**

Wake Forest may remove a Respondent from Wake Forest's Education Program and/or Activity on an emergency basis, provided that Wake Forest first undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal, provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal, and does so in accordance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, as applicable.

Additionally, Wake Forest may place a non-student employee Respondent on administrative leave during the pendency of Wake Forest's response to allegations of Sexual Harassment provided that it does so in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

### **Wake Forest University Sex and Gender Discrimination and Harassment Policy and Title IX Sexual Harassment & Non-Title Sexual Misconduct Grievance Procedures**

This Policy applies to allegations of Sexual Harassment and Sexual Misconduct made by or against a student or an employee of Wake Forest or a third party, regardless of sex, sexual orientation, sexual identity, gender expression, or gender identity. Allegations of Sexual Harassment and Sexual Misconduct made by or against a student or employee of Wake Forest University Baptist Medical Center, Wake Forest University Health Sciences, or Wake Forest University School of Medicine will be addressed under the Wake Forest University Baptist Medical Center Sex and Gender Discrimination and Harassment Policy and Grievance Procedures.

The Title IX Sexual Harassment Pre-Hearing and Hearing Grievance Procedures apply only to allegations of Sexual Harassment in Wake Forest's Education Program or Activity (as defined herein), and to alleged Sexual Misconduct (if any) arising from the same facts and circumstances as the allegations of Sexual Harassment. The Sexual Misconduct Pre-Hearing and Applicable Hearing and Administrative Grievance Procedures will apply to allegations of Sexual Misconduct and, at the direction of the Title IX Coordinator, to related allegations of Retaliation. Allegations of Retaliation that do not occur within the context of an existing investigation or hearing will be determined by the Title IX Coordinator following an investigation.



This Policy prohibits discrimination, harassment, and misconduct on the basis of sex and gender. **As used in this policy, the term “sex” includes birth/biological sex and sexual orientation, and gender includes gender identity and expression.** Wake Forest strongly encourages the prompt reporting of, and is committed to timely and fair resolution of, complaints of sex and gender discrimination, harassment, and misconduct.

Sexual Harassment, as defined by Title IX and in this Policy, is a specific type of sex discrimination/harassment that includes Sexual Assault, Dating Violence, Domestic Violence, and Stalking and that Wake Forest addresses, as required by Title IX, using its Pre-Hearing and Hearing Grievance Procedures in Sections II and III of this Policy.

This Policy also prohibits Retaliation, as defined by Title IX and in this Policy. Complaints alleging Retaliation may be filed with the Title IX Coordinator and, at the discretion of the Title IX Coordinator, may be addressed under Wake Forest’s Pre-Hearing and Hearing Grievance Procedures set forth below or other grievance procedures adopted by Wake Forest.

Sexual Misconduct, as defined by Wake Forest in this Policy, is addressed using the Pre-Hearing Grievance Procedures and Hearing Grievance Procedures in Sections II and IV of this Policy for student-respondents and the Pre-Hearing Grievance Procedures and Administrative Grievance Procedures in Sections II and V of this Policy for employee-respondents.

Additionally, Wake Forest presumes that individuals who file a Formal Complaint do so in good faith; however, any individual who knowingly files a false Formal Complaint or who interferes with a Wake Forest grievance process may be subject to disciplinary action. Interference with a grievance process may include, but is not limited to, preventing or attempting to coerce, compel, or prevent an individual from providing testimony or relevant information; removing, destroying, or altering documentation relevant to an investigation; or providing false or misleading information to Wake Forest officials who are involved in the investigation and/or resolution of a Formal Complaint, or encouraging others to do so. The outcome of a hearing process does not mean, in and of itself, that an individual knowingly filed a false Formal Complaint or that a determination regarding responsibility alone is sufficient to conclude that an individual made a materially false statement in bad faith.

## **Wake Forest Baptist Medical Center, Innovation Quarter, and School of Medicine Harassment Policy**

This Policy applies to allegations of Sexual Harassment made against a student or an employee of WFBH or a third party and allegations of Sexual Misconduct made against a student, regardless of sex, sexual orientation, sexual identity, gender expression, or gender identity. Allegations of sex discrimination and harassment made against a student or employee of Wake Forest University will be addressed under the Wake Forest University Sex and Gender Discrimination and Harassment Policy and Grievance Procedures.

The Title IX Sexual Harassment Pre-Hearing and Hearing Grievance Procedures apply only to allegations of Sexual Harassment in an Education Program or Activity (as defined herein), and to alleged Sexual Misconduct (if any) arising from the same facts and circumstances as the allegations of Sexual Harassment. The Sexual Misconduct Pre-Hearing and Hearing Grievance Procedures will


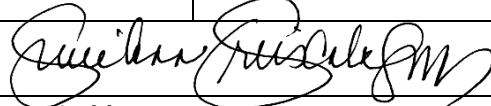
apply to allegations of Sexual Misconduct made against students and, at the direction of the Title IX Coordinator, to related allegations of Retaliation. Allegations of Retaliation that do not occur within the context of an existing investigation or hearing will be determined by the Title IX Coordinator following an investigation. Allegations of sexual harassment and sexual misconduct that are not made against employees and that are not covered under the scope of this Policy will be addressed in accordance with the Wake Forest Baptist Medical Center Harassment Policy.

## **APPENDIX A**

Wake Forest School of Medicine Student Abuse Policy and Drug-Free Schools and Communities Act Announcement

Wake Forest Baptist Medical Center Employee Drug-Free Schools and Communities Act Announcement and Employee Substance Abuse Policy

**Student Substance Abuse Policy**  
**Wake Forest School of Medicine and Graduate**  
**School of Arts & Sciences, Biomedical Programs**

 <b>Wake Forest®</b> School of Medicine	<b>Student Substance Abuse Policy</b> -- <b>Wake Forest University</b> <b>School of Medicine</b>	<b>Original Effective Date:</b>	
		<b>Current (Revised) Date:</b>	6/23/2020
		<b>Contact:</b>	Vice President & Associate Dean for Healthcare Education Administration
<b>Approval Signature:</b>		<b>Date Approved:</b>	7/1/2020
<b>Name and Title: Julie A. Freischlag, MD</b> Chief Executive Officer, Wake Forest Baptist Medical Center Dean, Wake Forest School of Medicine			

**1. General Policy Statement:**

The Wake Forest University School of Medicine (WFSM) and the Graduate School of Arts and Sciences, Biomedical Sciences, (hereinafter jointly referred to as “School”) are committed to providing a safe, healthy learning community for all its members. The School recognizes that the unlawful possession, use, or distribution of illicit drugs and unlawful or excessive use of alcohol by students may interfere with the mission of Wake Forest Baptist Medical Center by negatively affecting the health and safety of its patients, visitors, students, faculty, staff, and research subjects. In accordance with the **Drug-Free Schools and Communities Act**, and to comply with the **Drug-Free Schools and Campuses Regulations** (EDGAR Part 86.100, Subpart B), this policy addresses the annual written notification to students of the following: standards of conduct, possible legal sanctions and penalties, statements of the health risks associated with alcohol and other drug use (AOD), the School’s AOD programs available to students, and the disciplinary sanctions for violations of the standards of conduct. The School participates in the biennial review with Wake Forest University in providing confidential information which does not violate Family Educational Rights & Privacy Act (FERPA).

- a) **Scope:** All students of the School are responsible for complying with this policy.

- b) **Responsible Department/Party/Parties:**
  - i. Policy Owner: Vice President & Associate Dean for Healthcare Education Administration
  - ii. Procedure: Vice President & Associate Dean for Healthcare Education Administration
  - iii. Implementation: Program Manager as defined below

**2. DEFINITIONS: For purposes of this Policy, the following terms and definitions apply:**

- a) **WFBMC:** Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), all on-site subsidiaries as well as those off-site governed by WFBMC policies and procedures.
- b) The term “student” is defined as a person who matriculates into, is enrolled in, or is taking courses in an educational program of Wake Forest University School of Medicine or Graduate School of Arts and Sciences, Biomedical Sciences (hereinafter jointly referred to as “School”).

- c) Program Managers of applicable programs are defined as follows:

<b>Academic Nursing Program:</b>	Program Director
<b>Physician Assistant (PA) Program:</b>	Program Director
<b>Undergraduate Medical Education (MD) Program:</b> Program Academic Affairs	Associate Dean for MD
<b>Graduate School of Arts &amp; Sciences, Biomedical Sciences:</b>	Dean, Graduate School of Arts & Sciences, Biomedical Sciences

- d) **Illegal use of drugs/alcohol:**  
The unlawful manufacture, distribution, disposition, possession, and/or use of a controlled substance or alcohol as regulated by federal, state, and local laws.

Misdemeanor and felony convictions for violating these laws can result in criminal penalties. Such penalties can range from fines and probation to denial or revocation of federal benefits (such as financial aid) to imprisonment and forfeiture of personal and realproperty.

An illegal drug is a controlled substance as defined by [Title 21 US Code \(USC\) Controlled Substances Act](#), i.e., [Subchapter I, Part A, Section 802](#), [Subchapter I, Part B, Section 812](#), [Part 1308 \(Schedules I-V\)](#) and the [North Carolina Controlled Substances Act: G.S. 90-86 through G.S.90113.8](#)

An overview of federal laws governing the manufacture, possession, use and distribution of alcohol and illegal drugs is available at:

<https://niaaa.nih.gov/alcohol-health/alcohol-policy>; and [Title 21 US Code \(USC\) Controlled Substances Act](#), i.e., [Subchapter I, Part D](#); [Subchapter I, Part A](#); and [Subchapter I, Part C](#).

A summary of North Carolina alcohol and drug laws is available from the North Carolina [General Statutes \(G.S.\) 18B-301, G.S. 18B-302, G.S. 18B-401, G.S. 20-138.1](#); and [Article 5, North Carolina Controlled Substances Act: G.S. 90-86 through G.S. 90-113.8](#)

Illegal drugs can include:

- i. Prescription drugs unless validly prescribed by a student's health care provider, ii.

Substances never intended for human consumption (such as glue)

- e) Under the influence: affected by alcohol and/or other drugs or has recently consumed alcohol and/or other drugs in any detectable manner.
- f) Trafficking in Illegal Drugs: The term "trafficking" is used in its generic sense, not in its specific application to selling, manufacturing, delivering, transporting, or possessing controlled substances in specified amounts as referenced in Article 5, North Carolina Controlled Substances Act.
- g) Abusive use of alcohol or drugs: alcohol or drugs, whether available legally (such as cough syrup or other over-the-counter medications) or drugs for which a student has a valid prescription, that are taken or used in a manner not prescribed or inconsistent with recommended use.

### 3. POLICY GUIDELINES:

- a) Annual Notification: This policy will be distributed in writing to all students to meet the annual notification requirement. Contents of the annual notification will include: standards of conduct, possible legal sanctions and penalties, statements of the health risks associated with alcohol and other drug use (AOD), the School's AOD programs available to students, and the disciplinary sanctions for violations of the standards of conduct.
- b) **Standards of Conduct:**
  - i. The School prohibits the illegal use or the abusive use of alcohol or other legal drugs by any student on School property or at events that utilize the School's name (i.e., Medical School Prom).
  - ii. In accordance with local, North Carolina and Federal laws, the School prohibits the unlawful possession, use, manufacture, sales,

or distribution of illegal drugs or drug paraphernalia by any student. **North Carolina law includes marijuana in the list of illegal drugs** ([North Carolina Controlled Substances Act, G.S. 90-94](#)).

- iii. The School prohibits its students from using prescription medications not prescribed for them. Students are expected to use only those prescription medications that are prescribed for them within the confines of a provider/patient relationship.
- iv. The School prohibits its students from attending classes, participating in clinical rotations, or otherwise participating in or attending School or WFBMC activities or functions while under the influence of alcohol, chemicals, or drugs, including legally obtained prescription drugs, which impair one's ability to perform normal activities.
- v. **Students must successfully pass the urine drug screening test administered during matriculation. As marijuana is not legal in the State of North Carolina, the urine drug screening will test for the presence of this substance.**
- vi. Students must comply with North Carolina state and federal law regarding alcohol. It is unlawful for any person less than 21 years of age to purchase or possess any alcoholic beverage. It is against the law for anyone to sell or give any alcoholic beverage to a person under 21 or to aid or abet such person in selling, purchasing or possessing any alcoholic beverage.
- vii. Institutional funds will not be used for the purchase of alcohol for student- sponsored events.
- viii. Student organizations can significantly improve personal safety and reduce liability by not providing alcohol to any person. If alcohol is to be present at a student-sponsored activity, the student organization will provide for the safety of the attendees and reduce its liability by ensuring that:
  - Alcohol is not the focus of the event;
  - Attractive alternative beverages are provided;
  - Procedures are in place to prevent transfer, service, or sale to persons under the legal age of 21;
  - Alcohol is not served from common or self-serve containers;
  - Service complies with this Policy, as well as the rules of the facility;

- Designated non-drinking hosts are assigned to attend the event;
  - Assistance is provided to any attendee who is intoxicated and needs alternative transportation home
  - Using a professional caterer or holding the event at a site provided by a vendor who is licensed to sell and serve alcohol consumed at the event are the only methods of serving alcoholic beverages.
- ix. All students must notify their Program Manager(s) within five (5) days of any arrest, charge or conviction for a violation of federal and state drug or alcohol laws.
- x. If a student is convicted for a violation of federal and state drug or alcohol laws after submitting the Free Application for Federal Student Aid (FAFSA), he/she must notify the Financial Aid Office within five (5) days of the conviction.
- c) **Description of applicable legal sanctions** under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol:
- i. A full description of federal sanctions for drug felonies can be found at the Drug Enforcement Administration (DEA) webpage: <https://www.dea.gov/druginfo/ftp3.shtml>
- ii. A full description of penalties for North Carolina drug violations can be found at the North Carolina Controlled Substances Act, General Statute (G.S.) 90-95: [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter90/Article\\_5.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter90/Article_5.html)
- iii. The penalties for violations of alcoholic beverage regulations are found in Chapter 18B of the North Carolina General Statutes: <http://www.ncleg.net/gascripts/Statutes/StatutesTOC.pl?Chapter=0018B>
- Such penalties include imprisonment and heavy fines.
- iv. Federal financial aid considerations: In accordance with 34 CFR 668.40 <https://www.law.cornell.edu/cfr/text/34/668.40>, a student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under Title IV federal student aid programs beginning on the date of such conviction and ending after the interval specified in the following table:



- (a) If convicted of the possession of a controlled substance:

	Ineligibility Period
First Offense	1 year
Second Offense	2 years
Third Offense	Indefinite

- (b) If convicted of the sale of a controlled substance:

	Ineligibility Period
First Offense	2 Years
Second Offense	Indefinite

- (c) In the event a student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

- (d) A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period determined if:

- The conviction is reversed, set aside, or otherwise rendered invalid or
- The student satisfactorily completes an approved drug or alcohol rehabilitation program that includes passing two unannounced drug screening tests administered by an approved drug rehabilitation program. The drug rehabilitation program referenced in this section is one that is administered or recognized by a Federally or State-licensed hospital, health clinic, or medical doctor.

- (e) If a student is convicted of possessing or selling drugs after submitting the Free Application for Federal Student Aid (FAFSA), the student must notify the Financial Aid Office within five (5) days of the conviction.

- d) **Sanctions imposed by the School:** The School will impose disciplinary sanctions, up to and including dismissal and referral for prosecution, on a student for violations of the standards of conduct required by paragraph 3a) of this policy as follows:

- i. Any student who violates federal/North Carolina/local laws may be subject both to criminal prosecution and to disciplinary proceedings by the School.

- ii. The penalties imposed by the School for students found to have violated applicable law or School policy will vary depending upon the nature and seriousness of the offense and may include a range of disciplinary actions from reprimand, probation, restriction, suspension, and dismissal.
- iii. For the illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or deliver, of any controlled substance identified in Article 5, North Carolina Controlled Substances Act, a student may be dismissed. All trafficking activities of any controlled substances have the presumptive sanction of expulsion.
- iv. Illegal Possession of Drugs:
  - (a) For a first offense involving the illegal possession of any controlled substance identified in Schedules 1-V, Article 5, North Carolina Controlled Substances Act, the minimum penalty is suspension.
  - (b) For a first offense involving the illegal possession of any controlled substance identified in Schedule VI, Article 5, North Carolina Controlled Substances Act, the minimum penalty is a combination of educational, therapeutic, and punitive sanctions.
  - (c) For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties will be imposed, up to and including dismissal.
- v. The applicable program manager (or designee) may place a student on an interim suspension before completion of regular conduct proceedings, when the student's continued presence within the School community would constitute a clear and immediate danger to the health or welfare of other members of the University community. The staff of the department of WFSM Counseling and Wellness Services would only be involved in this process if a student was found to be a threat to self or others during the student's evaluation by WFSM Counseling and Wellness Services.
  - (a) When it is clear that the student has engaged in or threatens to engage in behavior that poses a significant risk of harm to the safety or security of themselves, others, or to property, or directly or substantially impedes the activities of members of the institution's community, including employees, other students, patients, or visitors.

- (b) In accordance with the applicable program's dismissal policy and/or standards of conduct
  - (c) If such a suspension is imposed, an appropriate hearing of the charges against the suspended person will be held as promptly as possible. Students in the Wake Forest University School of Medicine may appeal the dismissal decision in accordance with the applicable program's appeal policy; students in the Graduate School of Arts and Sciences, Biomedical Programs, may appeal the dismissal in accordance with the procedures established by the program.
- vi. If indicated, the School may offer the student the option of evaluation, counseling, and successful completion of an appropriate rehabilitation program as a condition of remaining in the program. Any student, if given the option to participate in a rehabilitation program, will comply with the treatment and rehabilitation requirements set forth below or withdraw from the School. Any such individual electing treatment and rehabilitation will:
- (a) Satisfactorily participate in a substance use disorder or rehabilitation program approved for such purpose by a federal, state, or local health, law enforcement or other appropriate agency at the individual's expense.
  - (b) Provide evidence satisfactory to the School's program manager of continued outpatient therapy in an approved program appropriate to the treatment recommendation of the student's substance use disorder or rehabilitation program.
  - (c) Remain substance free after completing a rehabilitation program for chemical dependency and participate in random "for cause" drug testing during rehabilitation and for the duration of the student's enrollment in the School.

Failure to comply with these requirements will result in dismissal.

- vii. Failure of any alcohol and/or drug test will result in disciplinary actions, up to and including dismissal. Remaining in the program will be conditional upon successful completion of the rehabilitation program as described in Section 3d)vi.
- viii. For Cause Drug Screening and/or breath alcohol testing:

Students will be required to undergo "for cause" drug screening and/or breath alcohol testing for the following reasons:

- (a) Reporting to School under the influence of alcohol or drugs,

including legally obtained prescription drugs, which impair one's ability to perform normal work activities or in a condition giving the program manager, based on the agreement of two other faculty or staff members, reasonable cause to suspect the influence of alcohol or other drugs due to the following:

- Observable abnormal or unusual behavior
  - Injury or accident for which medical attention is needed beyond simple first aid
  - Acts for which a student is responsible that involve injury to a staff/faculty member, patient, visitor, or student requiring medical attention beyond simple first aid
  - Gross negligence and carelessness
  - Disregard for safety, life, or well-being of any WFBMC staff/faculty member, patient, visitor, or student
  - Upon suspicion of drug diversion
- (b) Failing a urine drug screening;
- (c) Violating School or WFBMC policy; or
- (d) After successfully completing a rehabilitation program for chemical dependency for the duration of the student's enrollment in the School
- ix. If the urine drug test is determined to be positive following a medical review for legal prescriptions or other documented medical reasons, the student may elect to have his/her specimen retested at his/her expense. The same sample will be sent to another diagnostic lab for testing. A student who elects to re-test the sample will contact WFBMC Employee Health to request and arrange payment for this service.
- x. For federal financial aid considerations: See section 3c) of this policy
- e) **Description of the health risks associated with the use of illegal drugs and the abuse of alcohol**  
 - For current information regarding the health risks associated with the use of illegal drugs and abuse of alcohol, see US DEA [Drugs of Abuse](#)
- f) **Description of any drug or alcohol counseling, treatment, or rehabilitation or re- entry programs** that are available to students

- i. Any student experiencing an emergency should call 911 immediately.
  - ii. **WFSM Campus:** Early recognition of substance use disorder is important for successful rehabilitation. The School endorses and encourages the activities of the [WFSM Counseling and Wellness Services](#) in early identification, treatment, and rehabilitation of students with a substance abuse problem. This is a therapy center rather than a 24/7 crisis center. The WFSM Counseling and Wellness Services center provides individual, group, and couples counseling, consultation, coaching, and wellness outreach in order to support and promote the emotional, intellectual, physical, social and spiritual wellness of students in the Wake Forest School of Medicine. To schedule an appointment, students can email: [counselingservices@wakehealth.edu](mailto:counselingservices@wakehealth.edu)
  - iii. **WFU Reynolda Campus:** Students also have access to the Office of Wellbeing ([BASICS@wfu.edu](mailto:BASICS@wfu.edu), 336-758-4371): The Office of Wellbeing coordinates campus-wide alcohol and other drug education and prevention programs as well as the Brief Alcohol Screening and Intervention for College Students (BASICS) program. BASICS provides individualized screening and intervention for students facing challenges with their alcohol and or drug use. The Office of Wellbeing can also refer students in need of additional assessment or services to the appropriate level of care.
  - iv. Students who do not wish to take advantage of the WFSM or WFU Reynolda Campus services may wish to seek referrals to rehabilitation and treatment programs from their own health care provider.
  - v. Approved alcohol and drug information/treatment referral services are also available at: <https://niaaa.nih.gov/alcohol-health/support-treatment>
  - vi. Students who have disabilities and need accommodations should contact the Section 504 Coordinator at [titleixcoordinator@wfu.edu](mailto:titleixcoordinator@wfu.edu) or 336- 758-7258, or submit the form "Request for Consideration" form available at the WFU Disability Services for Students/Learning Assistance Center: <http://lac.wfu.edu/disability-services/>
- g) The School (in compliance with FERPA and any other applicable privacy laws and regulations) will participate in the biennial review of its drug prevention program to:

- i. Determine its effectiveness and implement changes to the program if they are needed; and
- ii. Ensure that the disciplinary sanctions described in paragraph 3 d) of this policy are consistently enforced.

**4. Review/Revision/Implementation:**

- a) Review Cycle: This policy shall be reviewed at least every 3 years from the effective date.
- b) Office of Record: After authorization, the Legal Department shall house this policy in a policy database and shall be the office of record for this policy.

**5. Related Policies:**

- a) [WFBMC Substance Abuse Policy](#)
- b) [MD Program Policy of the Student Professionalism and Academic Review Committee \(SPARC\)](#)
- c) [Policy for Medical Student Appeal of Dismissal](#)
- d) [Dismissal Appeal Policy – PA Program](#)
- e) [Academic and Behavioral Standards Student Progress Policy-PA Program](#)
- f) CRNA Program (Dismissal and Appeal):  
[Student Behavioral and Performance Standards/Student Progress Committee](#)

**6. Governing Laws or Regulations:**

- a) [Drug-Free Schools and Communities Act, Drug-Free Schools and Campuses Regulations \(EDGAR Part 86.100, Subpart B\)](#)
- b) [Title 21 US Code \(USC\) Controlled Substances Act, Subchapter I, Part A, Section 802, Subchapter I, Part B, Section 812, Part 1308 \(Schedules I-V\), Subchapter I, Part C, Section 829, Subchapter I, Part D, Sections 841-865](#)
- c) [National Institution on Alcohol Abuse and Alcoholism Alcohol Policy](#)
- d) [34 CFR 668.40 – Conviction for Possession or Sale of Illegal Drugs](#)

- e) Federal sanctions for drug felonies: <https://www.dea.gov/druginfo/ftp3.shtml>

North Carolina General Statutes (G.S.) 18B-301, G.S. 18B-302, G.S. 18B-401

<http://www.ncleg.net/gascripts/Statutes/StatutesTOC.pl?Chapter=0018B>; G.S. 20-138.1

<http://www.ncleg.net/gascripts/Statutes/StatutesTOC.pl?Chapter=0020>; and Article 5, North Carolina Controlled Substances Act: G.S. 90-86 through G.S. 90-113.8

<http://www.ncleg.net/gascripts/Statutes/StatutesTOC.pl?Chapter=0090>

## **Drug Free Schools and Communities Act announcement for BGCME students**

The term “student” will apply to a person who matriculates into, is enrolled in or is taking courses in an educational program of Wake Forest School of Medicine or Graduate School of Arts and Sciences, Biomedical Sciences (hereinafter jointly referred to as “School”).

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988, this notification is being sent to each Wake Forest School of Medicine and Graduate School of Arts and Sciences, Biomedical Sciences student. Its purpose is to serve as a reminder of the health risks associated with drug and alcohol abuse; of the School policy related to the illegal possession, use or distribution of drugs or alcohol; of the availability of treatment for drug or alcohol problems through WFSM Counseling and Wellness Services; and of the internal sanctions and federal, state and local legal penalties that may result from the illegal sale, possession, consumption, use or distribution of drugs or alcohol.

The School recognizes the potential harmful effect that substance abuse can have on the lives of individual members within the Wake Forest community. To that end, the School has adopted a Student Substance Abuse Policy which addresses the issues of identification, confidentiality, education, treatment, and penalties for violation of the policy. The status of any student will not be jeopardized for conscientiously seeking early assistance in the recovery from substance abuse impairment. Students who are identified as possibly having a problem and who are referred to WFSM Counseling and Wellness Services may be required to participate in educational programming concerning substance abuse or may be required to seek further assessment and treatment for substance abuse issues. To the extent possible, complete confidentiality will be maintained with students seeking assistance and treatment.

### **Health Risks**

The School recognizes that the state of an individual’s overall health and wellbeing affects academic performance, job performance, and all facets of a student’s life. Alcohol misuse and substance abuse rank as one of the major health and economic problems in this society.

*Alcohol* - Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental

functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

*Cannabis (Marijuana, Hashish)* - The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

*Hallucinogens* - Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

*Cocaine/Crack* - Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

*Amphetamines* - Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

*Heroin* - Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

*Abuse of Prescription Drugs* – Misuse of medicines prescribed by a Healthcare Provider for treatment of illness, mental health condition, injury or pain management can lead to serious illness or death.

## **Standards of Conduct**

The School is unequivocally opposed to alcohol misuse, substance abuse, and the unlawful possession, use, or distribution of drugs by students on the School's property or as any part of the School's activities. Any illegal possession, distribution, and use of alcohol and/or controlled substances are prohibited by the School. The School's expectations around alcohol and other drug use are contained in the Student Substance Abuse Policy.

## **State and Federal Sanctions**

The local, state, and federal laws provide specific penalties for drug and narcotics offenses. Article 5 of Chapter 90 of the North Carolina General Statutes makes it unlawful for any person to manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver those drugs designated collectively as "controlled substances." The punishment includes a term of imprisonment as well as a substantial fine.

Federal law makes it unlawful for any person to manufacture, distribute, create, dispense



or to possess with the intent to manufacture, distribute, or dispense controlled substances. Title 21 of the United States Code provides terms of imprisonment and fines for violations of this act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

The penalties for violations of alcoholic beverage regulations are found in Chapter 18B of the North Carolina General Statutes. Such penalties include terms of imprisonment and heavy fines.

## **School Sanctions**

Conduct proceedings against a student will be initiated in accordance with the conduct procedures of the appropriate program. When there is a reasonable basis for believing that the person has violated this policy or North Carolina law pertaining to controlled substances and the alleged conduct is deemed to harm the interests of the School, conduct action will be instituted. It should be noted that though an offense may be the subject of legal action by the civil authorities, School officials are free to initiate conduct actions that may result in additional penalties.

## **Penalties**

Penalties may range from written warnings with probationary status to expulsions from enrollment. A student convicted in criminal court of a drug violation will lose his/her eligibility for Federal student aid. The range of penalties is available through the Office of Financial Aid. The following minimum penalties will be imposed for the particular offenses described:

- **Trafficking in Illegal Drugs.** The term “trafficking” is used in its generic sense, not in its specific application to selling, manufacturing, delivering, transporting, or possessing controlled substances in specified amounts as referenced in Article 5, North Carolina Controlled Substances Act.

For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Article 5, North Carolina Controlled Substances Act, a student may be expelled.

As such, at the School, all trafficking activities of any controlled substances have been determined to have a presumptive sanction of expulsion.

- **Illegal Possession of Drugs.** For a first offense involving the illegal possession of any controlled substance identified in Schedules I - V, Article 5, North Carolina Controlled Substances Act, the minimum penalty is suspension.

For a first offense involving the illegal possession of any controlled substance identified in Schedule VI, Article 5, North Carolina Controlled Substances Act, the minimum penalty is a combination of educational, therapeutic, and punitive sanctions.

For second or other subsequent offenses involving the illegal possession of

controlled substances, progressively more severe penalties will be imposed, up to and including expulsion.

When a student has been charged by the School with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment before initiation or completion of regular conduct proceedings, where the student's continued presence within the School community would constitute a clear and immediate danger to the health or welfare of other members of the School community. If such a suspension is imposed, an appropriate hearing of the charges against the suspended person will be held as promptly as possible.

### **Alcohol and Other Drug Education and Referral Services**

The School provides drug education and referral services.

**WFSM Campus:** Early recognition of substance use disorder is important for successful rehabilitation. The School endorses and encourages the activities of the WFSM Counseling and Wellness Services in early identification, treatment, and rehabilitation of students with substance abuse problems. The WFSM Counseling and Wellness Services center provides individual, group, and couples counseling, consultation, coaching, and wellness outreach in order to support and promote the emotional, intellectual, physical, social and spiritual wellness of students in the Wake Forest School of Medicine. To schedule an appointment, students can email: [counselingservices@wakehealth.edu](mailto:counselingservices@wakehealth.edu)

**WFU Reynolda Campus:** Students have access to the Office of Wellbeing ([BASICS@wfu.edu](mailto:BASICS@wfu.edu) , 336-758- 4371): The Office of Wellbeing coordinates campus-wide alcohol and other drug education and prevention programs as well as the Brief Alcohol Screening and Intervention for College Students (BASICS) program. BASICS provides individualized screening and intervention for students facing challenges with their alcohol and or drug use. The Office of Wellbeing can also refer students in need of additional assessment or services to the appropriate level of care.

Students who do not wish to take advantage of the WFSM or WFU Reynolda Campus services may wish to seek referrals to rehabilitation and treatment programs from their own health care provider.

Approved alcohol and drug information/treatment referral services are also available at: <https://niaaa.nih.gov/alcohol-health/support-treatment>.

Consultation and assessment with a substance abuse counselor may be required following the report of an incident or the awareness of a problem involving drugs or alcohol misuse. The program sets forth the consequences of violating the treatment and rehabilitation plan. The continued or repeated abuse of substances following initiation into this program will constitute grounds for further conduct action by the School.

Questions or comments about these guidelines should be directed to the Associate Dean of Student Affairs, 336-716-4271 or [stuserv@wakehealth.edu](mailto:stuserv@wakehealth.edu)

## **Drug Free Schools and Communities Act announcement for WFBMC Employees**

In accordance with the Drug-Free Workplace Act and the Drug-Free Schools and Campuses Act, this notification is being sent to each Wake Forest Baptist Medical Center employee. Its purpose is to serve as a reminder of the health risks associated with drug and alcohol abuse; of the Medical Center policy related to the illegal possession, use or distribution of drugs or alcohol; of the availability of treatment for drug or alcohol problems through the Employee Assistance Program; and of the internal sanctions and federal, state and local legal penalties that may result from the illegal sale, possession, consumption, use or distribution of drugs or alcohol.

The Medical Center recognizes the potential harmful effects that substance abuse can have on the lives of individual members within the Wake Forest Baptist community. To that end, the Medical Center Substance Abuse Policy addresses the issues of identification, confidentiality, education, treatment, and penalties for violation of the policy. A staff/faculty member's employment will not be jeopardized for conscientiously seeking early assistance in the recovery from substance abuse impairment. Employees who are identified as possibly having a problem and who are referred to the Employee Assistance Program may be encouraged to participate in educational programming concerning substance abuse or may be encouraged to seek further assessment and treatment for substance abuse issues. To the extent possible, complete confidentiality will be maintained with employees seeking assistance and treatment.

### **Health Risks**

The Medical Center recognizes that the state of an individual's overall health and wellbeing affects job performance and all facets of an employee's life. The abuse of alcohol and drugs ranks as one of the major health and economic problems in this society.

### **Standards of Conduct**

The Medical Center is unequivocally opposed to alcohol misuse, substance abuse and the unlawful possession, use, or distribution of drugs by employees on Medical Center property or during work time. Any illegal possession, distribution or use of alcohol and/or controlled substances is prohibited by the Medical Center. The Medical Center's expectations around alcohol and other drug use are contained in the Substance Abuse Policy.

### **State and Federal Sanctions**

Local, state, and federal laws provide specific penalties for drug and narcotics offenses. Article 5 of Chapter 90 of the North Carolina General Statutes makes it unlawful for any person to manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver those drugs designated collectively as "controlled substances." The punishment includes a term of imprisonment as well as a substantial fine.

Federal law makes it unlawful for any person to manufacture, distribute, create, dispense or to possess with the intent to manufacture, distribute, or dispense controlled substances. Title 21 of the United States Code provides terms of imprisonment and fines for violations of this act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

The penalties for violations of alcoholic beverage regulations are found in Chapter 18B of the North Carolina General Statutes. Such penalties include terms of imprisonment and heavy fines.

### **Medical Center Sanctions**

When there is a reasonable basis for believing that an employee has violated the Substance Abuse Policy or North Carolina law pertaining to controlled substances and the alleged conduct is deemed to harm the interests of the Medical Center, the employee will be subject to corrective action up to and including discharge. It should be noted that though an offense may be the subject of legal action by the civil authorities, Medical Center leaders are free to initiate corrective action that may result in additional penalties.

### **Alcohol and Other Drug Education and Referral Services**

Employees may request counseling or rehabilitation for substance abuse through the Employee Assistance Program. Services are confidential and are available at no cost. Employees may contact the Employee Assistance Program (EAP), 336-716-6076, for information about available services.


Employees who do not wish to take advantage of EAP services may wish to seek referrals to rehabilitation and treatment programs from their own health care provider.

Approved alcohol and drug information/treatment referral services are also available at: <https://niaaa.nih.gov/alcohol-health/support-treatment>

### **Questions**

Questions about these guidelines should be directed to Employee Relations, 336-716-6076 or [emprelations@wakehealth.edu](mailto:emprelations@wakehealth.edu).

Anyone experiencing an emergency should call 911 immediately.

	<b>Employee Substance Abuse Policy</b>	<b>Type:</b>	<b>Tier 2</b>
		<b>Effective Date:</b>	<b>July 2013</b>
		<b>Revised Date:</b>	<b>June 2016</b>
		<b>Contact:</b>	<b>Human Resources</b>
<b>Approval Signature:</b> <i>Cheryl E. Locke</i>		<b>Date Approved:</b>	
<b>Typed Name and Title:</b> Cheryl E. H. Locke, Vice President and Chief Human Resources Officer			

### 1) General Policy Statement

It is the policy of WakeForest Baptist Medical Center to identify and help staff/faculty members with problems associated with the abuse of alcohol and drugs and to encourage their rehabilitation. The Medical Center will report policy violations to licensing bodies and law enforcement as required or at its discretion.

- a) Scope: All WFBMC staff and faculty
- b) Responsible Department/Party/Parties:
  - i. Policy Owner: Human Resources
  - ii. Procedure: Human Resources
  - iii. Supervision: Human Resources
  - iv. Implementation: Employee Assistance Program, Employee Health Services, Human Resources Business Partners

### 2) Definitions

For purposes of this policy, the following terms and definitions apply:

- a) **WFBMC:** Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), all on-site subsidiaries as well as those off-site governed by WFBMC policies and procedures.
- b) **Illegal Drug:** The term “illegal drug” as used in this policy includes, but is not limited to, marijuana, cocaine, heroin and similar drugs whose possession and use are prohibited under state or federal law; prescription drugs unless validly prescribed by a staff/faculty member’s physician; so-called “designer drugs,” “look-alikes,” synthetic drugs and similar substances; and other drugs that may be abused, whether available legally (such as cough syrup or other over-the-counter medications or drugs for which a staff/faculty member has a valid prescription), or never intended for human consumption (such as glue).

### 3) Policy Guidelines

- a) **General Guidelines**
  - i. Applicants for employment must be tested for illegal substances, and applicants identified as drug and/or alcohol users may be denied employment.
  - ii. Staff/faculty members who refuse to participate in, cooperate with or abide by this policy or their recommended program of

rehabilitation may be subject to corrective action up to and including discharge from employment with the Medical Center. Staff/faculty members undergoing rehabilitation or who have completed rehabilitation are required to abide by all other Medical Center policies and guidelines, including expected levels of job performance, behavior and conduct.

- iii. Staff/faculty members who use, sell, possess, distribute or manufacture alcohol, illegal drugs or legal drugs without a valid prescription on Medical Center property or during work time are subject to corrective action up to and including discharge.
  - a. Such conduct is also prohibited during non-working time to the extent that it impairs a staff/faculty member's ability to perform on the job or be in regular attendance, or to the extent that it threatens the reputation or the integrity of the Medical Center.
  - b. The consumption of alcohol by a staff/faculty member in a business setting, as part of a business meal, conference or seminar during work hours is discouraged. Operating a motor vehicle after the consumption of alcohol is strongly discouraged. Staff/faculty members who consume alcohol under any circumstances and return to the Medical Center or resume Medical Center activities during the same day are subject to corrective action up to and including discharge.
- iv. Staff/faculty members may be required, when the Medical Center has reason to suspect the possession of illegal drugs, to submit to a search of any pocket, package, purse, briefcase, toolbox, lunch container or other container brought onto Medical Center property, and to submit to a search of a desk, file, locker or other stationary container provided by the Medical Center.
- v. When the Medical Center has reason to believe that a situation of drug diversion has occurred (such as missing medications), staff/faculty members of the unit(s) involved may be required to submit to a drug test.
- vi. Any staff/faculty member who may be undergoing medically prescribed treatment with a controlled substance that may limit his/her ability to perform on the job or that may affect judgment must report this treatment to his/her supervisor and/or Employee Health Services (EHS) prior to beginning work. A determination will be made of work capability. Failure to report the treatment will be cause for appropriate corrective action. Staff/faculty members who choose not to report their treatment will accept responsibility for any adverse outcome and will be subject to the appropriate corrective actions.
- vii. A staff/faculty member will be irrefutably presumed to have engaged in the use of drugs and alcohol if urinalysis, blood testing or other accepted procedures show a forensically acceptable positive quantum or proof of drug or alcohol use.
- viii. Substance use by staff/faculty members who operate a Medical Center-

owned or leased vehicle (including short-term auto rental) or a personal vehicle on Medical Center business will be subject to corrective action up to and including discharge for the following:

- a. A conviction for driving a Medical Center-owned or leased vehicle while under the influence of alcohol or drugs
  - b. A conviction for driving while under the influence of alcohol or drugs while operating a personal vehicle on Medical Center business
  - c. A conviction for driving under the influence of alcohol or drugs while operating a personal vehicle not on Medical Center business when the staff/faculty member is required to operate a vehicle as an integral part of his/her employment (e.g., courier, truck driver)
- ix. Staff/faculty members receiving a conviction as described above shall report to their supervisor any citation alleging that they were driving under the influence of alcohol or drugs. Failure to report citations within five days of issue may result in corrective action up to and including discharge.

**b) For Cause Testing**

- i. For cause testing is required when a staff/faculty member is suspected of reporting for duty or working while under the influence of alcohol and/or drugs. For the purposes of this policy, “under the influence” means the staff/faculty member is affected by alcohol and/or drugs or has recently consumed alcohol or drugs in any detectable manner. “For cause” testing is required upon suspicion of drug diversion (see [Controlled Substance Policy](#)).
- ii. Staff/faculty members will be required to undergo “for cause” testing under the following circumstances:
  - a. Observable abnormal or unusual behavior
  - b. Injury or accident for which medical attention is needed beyond simple first aid
  - c. Acts for which a staff/faculty member is responsible that involve injury to a staff/faculty member, patient or visitor requiring medical attention beyond simple first aid
  - d. Damage to Medical Center equipment or vehicle
  - e. Gross negligence and carelessness
  - f. Disregard for safety, life or well-being of any Medical Center staff/faculty member, patient or visitor
  - g. Reporting to work or remaining at work in a condition giving the supervisor reasonable cause to suspect the influence of alcohol or drugs. Reasonable cause must have prior concurrence of two Medical Center staff/faculty members –

preferably the supervisor, department leader or a Security or Human Resources staff member.

- iii. Supervisors should follow the guidelines below when a staff/faculty member is suspected of using illegal drugs or alcohol:
  - a. The supervisor will ask another leader or Security staff member to observe and verify suspicious behavior, if possible.
  - b. If the incident occurs between 8 am and 5 pm on a weekday, the supervisor will contact the Human Resources Business Partner (HRBP) to arrange for administration of a drug and/or alcohol test. If the incident occurs after hours, the supervisor will contact the Security supervisor.
  - c. The supervisor will prepare to meet with the staff/faculty member by listing the specific observations causing suspicion.
  - d. The supervisor will meet with the staff/faculty member privately and advise him/her that a drug and/or alcohol test for reasonable suspicion “for cause” or following accidents is required.
  - e. If the staff/faculty member agrees to testing, a Release of Liability will be signed through the supervisor, and transportation to the testing facility should be coordinated through Security outside EHS hours. During EHS hours, the supervisor is to notify EHS about the need for testing. EHS will evaluate the staff/faculty member’s health status and coordinate substance testing with Security.
  - f. If the staff/faculty member refuses testing, the supervisor will remind him/her that refusal will result in discharge. The supervisor will coordinate with Security a safe escort of the staff/faculty member off Medical Center property.
  - g. If testing is accomplished, the staff/faculty member will be placed on administrative leave until test results are received. (See [Performance Management Policy](#).) The supervisor will coordinate with Security a safe escort of the staff/faculty member off Medical Center property.
  - h. The meeting will be documented by the supervisor. The Security supervisor or designee will note in the documentation the procedure, especially describing any unusual acts or behaviors by the staff/faculty member, or the staff/faculty member’s failure to cooperate with the testing process.
  - i. An Employee Assistance Program (EAP) appointment is scheduled by either the supervisor or the HRPB.
- iv. With any “for cause” medical evaluation or drug or alcohol screen



test required, the following is expected to occur:

- a. The staff/faculty member's time spent related to any drug testing is paid time.
  - b. The Medical Review Officer notifies the staff/faculty member of the test results and determines if an acceptable medical explanation exists. (Thereafter, the Medical Review Officer will notify EHS of the final results. EHS notifies the HRBP and EAP.) The HRBP informs the supervisor of positive/negative results.
  - c. Tests with unacceptable outcomes require mandatory EAP involvement with a referral to an appropriate substance abuse professional and may require corrective action based on circumstances. With this outcome, consideration for random testing for a designated time period may also be required for continued employment under the guidelines of the Last Chance Agreement.
  - d. Drug tests will be administered by a laboratory certified by the National Institute on Drug Abuse.
  - e. All positive tests will be confirmed using gas chromatography-mass spectrometry or an equivalent test.
- v. Guidelines for certified Medical Review Officers are followed.
  - vi. Department of Transportation guidelines are followed for those positions required in the organization. For licensed professionals, the Medical Center follows the licensing board's recommendations for treatment and return-to-work programs. The licensed professional will undergo random testing through EHS, consistent with the random testing process, as for non-licensed staff/faculty members.

### **c) Counseling and Rehabilitation**

- i. Voluntary Referral
  - a. When no reasonable suspicious or abnormal/impaired behavior is present on the job, staff/faculty members are encouraged to voluntarily request counseling or rehabilitation through the EAP. Such requests are strictly confidential.
  - b. Requests for time off without pay to participate in approved counseling and rehabilitation programs will be considered on a case-by-case basis.
  - c. A staff/faculty member's job security will not be jeopardized by a request for counseling or assistance. However, corrective actions may be administered to address behavior or performance issues in accordance with the [Performance Standards Policy](#).

ii. Medical Center Mandated Referral

- a. A staff/faculty member who has been referred for counseling or rehabilitation under this policy will be required to fully cooperate and participate in the program.
- b. The staff/faculty member may be instructed to undergo a medical evaluation or a drug or alcohol test at any time for a period of one year after being referred under this policy.
- c. Failure or refusal to fully cooperate and participate in the program or submit to a medical examination or drug or alcohol test as outlined in the Last Chance Agreement will be grounds for discharge.

iii. Time Off for Counseling/Rehabilitation

Work time lost will be paid according to eligibility for Benefit Time Off (BTO), FMLA or applicable short-term disability benefits.

iv. Effect of a Positive Test After Referral

- a. After a staff/faculty member has been referred for counseling through EAP to an appropriate substance abuse professional, a condition of the staff/faculty member's return to work is his/her promise to remain drug- or alcohol-free by signing a Last Chance Agreement. If the staff/faculty member is instructed to take a random drug or alcohol test and the results are positive, he/she may be discharged for violation of the Last Chance Agreement.
- b. Staff/faculty members identified as substance users through testing will be referred to appropriate evaluation and recommendations through coordinated efforts of EHS and EAP.

**d) Confidentiality**

All information concerning drug/alcohol testing results or rehabilitation and treatment of an individual staff/faculty member will be treated as confidential information. All such information will be accessible only to those Medical Center officials and designated medical or professional persons with a specific need to know. It will not be provided to any other party without the written consent of the staff/faculty member except pursuant to administrative process (such as a formal employee appeal) or legal procedure or process. Any staff/faculty member who willfully discloses such information in violation of this policy will be subject to corrective action.

**4) Questions**

Questions regarding how the policy applies to a specific situation should be directed to the Human Resources Business Partner.

**5) Related Policies**

- a) [Performance Management Policy](#)

- b) [Controlled Substance Policy](#)

**6) Review/Revision/Implementation**

- a) Review Cycle: This policy shall be reviewed by Human Resources at least every three years from the effective date.
- b) Office of Record: After authorization, the Legal Department shall house this policy in a policy database and shall be the office of record for this policy.

2020 **ANNUAL SECURITY AND FIRE SAFETY REPORT**