Wake Forest Baptist Medical Center
Includes campuses at Innovation Quarter and Boone

Information and policies in the main campus report applies to all campuses except where noted.

FOR STUDENTS, PROSPECTIVE STUDENTS, PARENTS, EMPLOYEES AND THE PUBLIC

This report is prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
INTRODUCTION

This report is prepared to fulfill the requirements of Title IV of the Higher Education Act of 1965, as amended in 1998, the provision of an Annual Security Report as described under §668.46 and to provide the public with information related to the security of Wake Forest Baptist Medical Center (referred to herein as “WFBMC”) campuses. This report may be found at the WFBMC Security Services Department’s web site: [http://www.wakehealth.edu/Security/](http://www.wakehealth.edu/Security/). The report is also available in hardcopy at the WFBMC Security Services Department Administration office located on the WFBMC main campus adjoining Reynolds Tower, Main Floor, or via U.S. Mail.

Information in this report is applicable to WFBMC campuses, including the WFBMC main campus (referred to herein as “WFBMC campus”) and the Innovation Quarter campus unless otherwise noted. Maps can be found on pages 8 (WFBMC Campus) and 9 (Innovation Quarter Campus) of this report. Information regarding the WFBMC Boone campus -- located in Boone, North Carolina -- can be found beginning on page 48 of this report.

Statistics in this report are obtained from the incident reports of the WFBMC Security Services Department, Sunstates Security LLC (“Sunstates”), Wake Forest University Police Department, local law enforcement agencies and information from other campus officials designated as Campus Security Authorities. Campus Security Authorities include but are not limited to: Deans, Program Directors, Faculty Advisors to recognized student organizations, and the Title IX Coordinator and Deputy Coordinators. All CSAs should report statistical information for this report via the CSA input page located on [http://www.wakehealth.edu/Security/Campus-Security-Authority.htm](http://www.wakehealth.edu/Security/Campus-Security-Authority.htm).

To report criminal acts and other emergencies:

**Winston-Salem Police Department**
- Emergency: 9-1-1
- Non-Emergency: 336-773-7700

**Sunstates Communications Center (at Innovation Quarter Campus)**
- Emergency: 9-1-1
- Non-Emergency: 336-713-1568

**Medical Center Security (at Medical Center/Main Campus)**
- Emergency: 6-9111 (336-716-9111)
- Non-Emergency: 6-3305 (336-716-3305)

(For an outside line from an internal telephone, you must dial “9” as a prefix.)

**NOTE:** If the situation involves weapons or extreme force that by its nature would inflict serious bodily harm you should call local law enforcement at 9-1-1. However, as soon as practical after notifying law enforcement call the WFBMC Security Services at 336-716-9111 or 336-716-3305 so someone can respond to assist and document the occurrence as well.
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 comprised 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 all WFBMC 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 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. When criminal reporting or investigation is required, WFBMC Security Services contact the Winston Salem Police Department or local police. (There are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between WFBMC and the Winston-Salem Police Department or other local police departments.) 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.

**Main Campus**

WFBMC Security Services personnel patrol, via foot and marked vehicles, the WFBMC main campus. Map A on page 8 illustrates main campus areas subject to Clery Act reporting.

There are 81 emergency (blue light) call stations located throughout the campus. Persons using a call box are immediately connected to the WFBMC Security Services Emergency Communications Center. Either Security Services or local law enforcement 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 WFBMC Security Services. Repair requests are made to WFBMC Security Services.

**Innovation Quarter Campus**

WFBMC has contracted with Sunstates to patrol, via foot and marked vehicles, the Innovation Quarter campus, which consists of the buildings identified in Map B on page 9. Additionally, at Innovation Quarter campus (Building 60), Wake Forest University Police also patrol and respond to incidents in order to assist Sunstates with the maintenance of a safe and secure environment. Sunstates security personnel have no powers of arrest, and utilize local law enforcement (Winston Salem Police Department) when criminal reporting or investigation is required. (There are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between Sunstates and the Winston Salem Police Department.) Wake Forest University Police have powers of arrest while on the Innovation Quarter campus but in most cases, utilize local law enforcement (Winston Salem Police Department) when criminal reporting or investigation is required. (There are no written agreements or
memorandums of understanding regarding any topics between Wake Forest University Police and the Winston Salem Police Department as related to the Innovation Quarter campus.)

There are 31 emergency (blue light) call stations on the Innovation Quarter campus. Persons using a call box are connected to the WFBMC Security Services Emergency Communications Center. Either Sunstates security personnel or local law enforcement 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 Sunstates security officers. Repair requests are made to WFBMC Security Services.

Steps to a Safe and Healthy Community

A victim is never to blame for a crime. Members of the community may be able to do things to reduce the safety risks.

1. **BE ALERT**
   Do not place yourself in a location or situation that may be unsafe.

2. **IF YOU OBSERVE ANY SUSPICIOUS ACTIVITY OR WISH TO REPORT ANY CRIMINAL ACT, CALL LOCAL LAW ENFORCEMENT AT 911 OR MEDICAL CENTER SECURITY SERVICES IMMEDIATELY AT 6-9111 (336-716-9111).**
   For police, fire or medical emergencies, 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 WFBMC Security Services Emergency Communications Center. The campus community is encouraged to accurately and promptly report all crimes and safety related incidents to WFBMC Security Services.

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 or, call 6-3305 (336-716-3305) and request a security escort; or use the Medical Center Van Service. Hours of operation for Van Services can be found at [http://intranet.wakehealth.edu/Departments/Van-Services/](http://intranet.wakehealth.edu/Departments/Van-Services/). If you must travel alone at night, stay on well-lit paths and sidewalks. At Innovation Quarter campus, you may also contact Sunstates Security at 336-713-1568 for a security escort.

5. **KEEP YOUR DOORS LOCKED AT ALL TIMES.**
   Locking your doors, 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. WFBMC (at WFBMC campus) and Sunstates (at Innovation Quarter campus) monitor doors with card access readers and door alarms. 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 BADGE CARD TO ANYONE.**
   Your action could result in both you and/or an innocent victim being referred to the campus judicial system. Report a lost or stolen key to WFBMC Security Services or Sunstates.

7. **REPORT OBSCENE, ANNOYING, OR HARASSING PHONE CALLS OR E-MAIL MESSAGES IMMEDIATELY.**
   WFBMC Security Services will investigate, and as patterns develop, will work closely with telecommunications and Information Technology Services to help identify offenders. WFBMC Security Services will also notify and coordinate with local law enforcement when necessary. At Innovation Quarter, Sunstates coordinates with WFBMC Security Services.

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 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 at the WFBMC campus and Sunstates at the Innovation Quarter campus routinely check for malfunctioning lights and other unsafe physical conditions. Any conditions found are reported to the appropriate department.

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

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

11. **BE AWARE OF CAMPUS CRIME TRENDS.**
    Special reports of crimes and emergencies will be made to the campuses when determined appropriate on a case-by-case basis in light of the surrounding facts. Reports may be made by e-mails, website postings, flyers and broadcast announcements. Reports could include: type of crime, continued danger to the campuses and possible risk. WFBMC Security Services and Sunstates consult with law enforcement agencies for guidance on how and when to report threats to the campuses.

    **Photo Identification Badges**

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.
Parking

Parking for employees and students is access controlled and requires a permit. A parking lot on Hawthorne Road is designated for student parking. Parking for Innovation Quarter is located on premises. If parking space is available, students may purchase a parking card permit and decal. Students and employees are prohibited from lending parking cards or keys and are required to report stolen or lost parking cards and keys to the WFBMC Identification Office at 336-716-0069. Parking on city streets is limited and may require a residential neighborhood sticker. The Winston Salem Police Department enforces parking on city streets.

At the Innovation Quarter campus, bicycle racks have been installed at the following locations: Inmar parking lot (7th Street and Vine), Northeast side of P1 parking lot (6th Street and Patterson), Southeast side of P1 parking lot (5th Street and Patterson), 525@Vine Courtyard (Vine Street), and the Visitor parking lot at BioTech Place (5th and Vine, near Café Brioche). At the WFBMC campus, bicycle racks have been installed beneath Babcock Auditorium. Those riding bicycles must supply their own locks. Cyclists are asked to use these racks and not store bicycles in school buildings. Winston Salem fire codes require unobstructed access to exits and halls and the Winston Salem Fire Marshall considers bicycles an impediment to these exits.

Access and Security 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 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.

Security of Campuses

WFBMC Security Services conduct routine patrols of WFBMC campus buildings and parking lots to evaluate and monitor security related matters. Sunstates security officers conduct routine patrols of Innovation Quarter campus buildings and parking lots to evaluate and monitor security related matters. In coordination with Sunstates security officers, Wake Forest University Police conduct routine patrols of Innovation Quarter campus, Building 60.

REPORTING PROCEDURES

It is helpful when members of the community immediately and accurately report crimes or emergencies to the Winston Salem Police, Sunstates, or WFBMC Security Services. Prompt and accurate reporting is essential not only for purposes of including them in the annual statistical disclosure but also, for assessing reports to determine whether a Timely Warning Notice is necessary. For these reasons, WFBMC strongly encourages people to accurately and promptly report crimes to the Winston Salem Police Department, Sunstates, WFBMC Security Services, or other appropriate local police agencies, even when the victim of a crime elects to, or is unable to, make such a report.
Voluntary and Confidential Reporting

Should a student or employee become the victim of a crime and chooses not to pursue action or is unable to do so under the applicable campus judicial 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 (www.wfu.edu/police), 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.

The titles of employees who should be contacted are below:

- 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

Pastoral and Professional Counselors

When acting in their roles as pastoral and professional counselors, pastors and counselors are not considered Campus Security Authorities (herein referred to as “CSAs”) and therefore are exempt from disclosing reported offenses to WFBMC Security Services. However, as a matter of policy, WFBMC encourages its professional counselors and pastors -- if and when they deem it appropriate -- to inform the person they are counseling of WFBMC’s voluntary, confidential method for gathering statistics for inclusion in this report, especially if there could be a danger to the community. Similarly, when there could be a danger to the community, professional counselors and pastors are encouraged to inform the person they are counseling to contact the local police department. The confidential and anonymous (i.e., the name of the victim need not be disclosed) Silent Witness Form can be found on the Wake Forest University Police Department’s website: www.wfu.edu/police.

Security Response to Criminal Acts and Emergencies

WFBMC Security Services will immediately respond to all reported incidents and emergencies on the Medical Center campus. At the Innovation Quarter campus, Sunstates security officers will respond to incidents and if needed, WFBMC Security Services will also respond. When criminal prosecution is requested or necessary, local law enforcement services may be requested. Neither WFBMC Security Services officers nor Sunstates security officers have statutory authority to conduct criminal investigations and do not possess arrest powers.

The primary law enforcement agency responsible for events at the WFBMC and Innovation Quarter campuses is the Winston-Salem Police Department. Neither WFBMC Security Services nor Sunstates have a formal agreement defining investigative authority. Responsibility for the investigation of criminal offenses is maintained by the Winston Salem Police Department as defined by North Carolina statutes regulating law enforcement jurisdiction. WFBMC Security Services personnel may file non-public reports of incidents on both campuses and may investigate those incidents independent of local law.
enforcement. When a **police report is required or requested**, WFBMC Security Services and/or Sunstates, and in some instances, Wake Forest University Police will assist students in contacting and reporting incidents to the Winston Salem Police Department. WFBMC Security Services, Sunstates and the Wake Forest Police Department maintain a cooperative and collaborative relationship with local and regional law enforcement agencies.

WFBMC Security Services and Sunstates will facilitate reporting of criminal activity on a voluntary, confidential basis by both victims and/or witnesses in support of accurate campus safety reporting.
TIMELY WARNING PROCEDURES

In an effort to provide timely notice to WFBMC and Innovation Quarter campuses, and in the event of a serious incident that may pose a serious or ongoing threat to members of the WFBMC and Innovation Quarter campuses, a MIR 3 notification and/or a campus wide email will be sent. See page 11 for an explanation of MIR 3. 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/.

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. 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 WFBMC. Timely warnings may be issued for other Clery Act crime classifications when WFBMC Security Services determines such crimes pose a serious or on-going threat to students and employees. Timely Warning Notices are typically written and distributed by WFBMC Security Services in consultation with the WFBMC’s Communications and Marketing/Media 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. 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 WFBMC Security Services department or local law enforcement.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

WFBMC maintains an emergency response plan that outlines responsibilities of campus departments during emergencies. This plan outlines incident priorities, campus – department and specific responsibilities of particular departments or positions.

WFBMC departments are responsible for developing emergency response and continuity of operations plans for their areas and staff. Medical Center Emergency Management provides resources and guidance for the development of these plans.

The emergency evacuation procedures are tested at least once each year. 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. WFBMC Security Services does not notify building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, WFBMC Security staff or contract security officers, Sunstates, on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

WFBMC has one residential facility and has established processes for annual fire drills. Wake Forest Baptist Medical Center conducts building evacuation drills. The purpose of evacuation drills is to prepare
building occupants for an organized evacuation in case of a fire or other emergency. WFBMC 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.

**Immediate Emergency Response Procedures**

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify local police at 911.

1. Remain Calm
2. Do NOT use Elevators, Use the Stairs.
3. Assist the physically impaired. If they are unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform security or the responding Fire Department of the individual’s location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

**Emergency Notification System**

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 (MIR 3) 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 both the WFBMC and Innovation Quarter 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 or other dispatched public emergency responders. 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 MIR 3 emergency notification system.

Emergency Communications personnel or the on-duty WFBMC Security Services supervisor will, without delay, and in consideration of the safety of the community, determine the content of the notification and initiate the notification system. 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, which is a unit within the Environmental Health and Safety Department, may activate an incident command team and/or 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 Media/Marketing, will prepare notifications and will use some or all of the systems described below to communicate the threat to the WFBMC 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 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 these systems fail or the WFBMC Security Services Director or designee deems it appropriate, in person communication may be used to communicate an emergency.

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(1) MIR3 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.
The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act. WFBMC’s Environment of Care Committee reviews exercise and drill summary on a quarterly basis. The quarterly summary includes response time of the participating faculty/staff and departments/units and includes the number of participants in the quarterly drills, including numbers of faculty/staff participants and departments/units.

WFBMC Emergency Management, at least once each calendar year, with notice, tests (test is defined as regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities) the Emergency Notification System and the evacuation procedures. Procedures to test emergency response and evacuation procedures on an annual basis, including documenting, for each test, a description of the exercise, the date, time, and whether it was announced or unannounced are maintained by Emergency Management Section of Environmental Health and Safety. [http://www.wakehealth.edu/EHS/](http://www.wakehealth.edu/EHS/)

Tests/drills of the notification process and/or incident response will be conducted at least annually by Security Services, which may include or be performed in conjunction with the Environmental Health & Safety Department and/or local law enforcement.

WFBMC Environmental Health & Safety Services will be responsible for testing evacuation plans. The Wireless Communications Services or the WFBM Emergency Communications Center will be responsible for testing the automated notification system.

WFBMC Security Services, including, but not limited to, city/county emergency services, and environmental health and safety with notice, conduct one drill or exercise annually.

**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 belonging (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 WFBMC 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, Medical Center Security, other WFBMC employees, the local police department, or other authorities utilizing the Medical Center’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 maybe 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 Medical Center Security 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.

LOCAL POLICE DEPARTMENT

WFBMC does not have any student organizations that own or control property outside of the campus boundaries, thus does not use local police to monitor activities at those types of locations.

MAINTENANCE OF CAMPUS FACILITIES

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.

ALCOHOL AND DRUG POLICIES

Illegal Possession, Use and Sale of Alcohol

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. Off campus consumption of alcohol by anyone less than 21 years of age is a violation of state law.

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.

**Drug Free Schools and Communities Act**

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.

Complete descriptions of the following policies can be found as attachments to this report:

- Student Substance Abuse Policy
- WFBMC Substance Abuse Policy
- Employee Assistance Program Policy

**CRIME STATISTICS**

WFBMC reports the crimes required by the Clery Act that occurred on or within an institution’s Clery Geography that were reported to a Campus Security Authority.

**NOTE:** The following definitions apply to the CLERY STATISTICS, set forth below.

- **On Campus** = any building on campus.
- **Non-Campus Building** = any off campus building or property owned or controlled by a student organization that is officially recognized by Wake Forest Baptist Medical Center. Any off-campus building or property owned or controlled by Wake Forest Baptist Medical Center or Wake Forest University Health Sciences that is used in direct support of, or in relation to, a Wake Forest Baptist Medical Center educational purpose and is frequently used by students.
- **Residential Facilities** = any Medical Center or Wake Forest University Health Sciences owned building on campus that serves as a residence for students.
- **Other Campus Officials** = Wake Forest Baptist Medical Center, School of Medicine (including the PA and Nurse Anesthesia programs), and Graduate School Officials who have significant responsibility for student and campus activities and have been designated as Campus Security Authorities. Crimes reported to these officials and referrals to a campus judicial hearing (Arrest and Referrals Chart) are listed under this category. Pastoral counselors and licensed counselors are exempt from this reporting requirement.
- **Local Law Enforcement** = Police agencies that have authority in the areas surrounding the campus or on campus when necessary. These agencies include, but are not limited to, the Winston-Salem Police Department, Forsyth County Sheriff, Alcohol Law Enforcement, Forsyth County ABC Enforcement, State Highway Patrol and State Bureau of Investigation.
- **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 of the applicable education program for disciplinary action.
- **Public Property** = any public property within the campus, immediately adjacent to and accessible from the campus.
# Wake Forest Baptist Medical Center

## Campus Crime Report – WFBMC Campus 2016

### Offense

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<tr>
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On Campus Housing – Global House
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*No residential facilities at this campus*
HATE CRIMES

Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Negligent Manslaughter, Forcible Sex Offenses, Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported during 2014, 2015, or 2016.

DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

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Innovation Quarter Campus

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Wake Forest Baptist Medical Center Campus

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ANNUAL FIRE SAFETY REPORT

Procedures in Case of Fire

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

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 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
   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 assure 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 Policy for On-Campus Housing**

In order to ensure maximum health and safety standards in the Global Health House, 325 Lockland Avenue, several categories of electrical appliances have been established. They are:

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, or room, lights will 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 Training_

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
## 2016 Fire Statistics for the Global Health House

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<td>0</td>
</tr>
</tbody>
</table>

## 2016 Fire Safety Systems for the Global Health House

<table>
<thead>
<tr>
<th>Year</th>
<th>Residential Facility</th>
<th>Type of FA System</th>
<th>Fire Drills</th>
<th>Monitored By Johnson Controls</th>
<th>Monitored By Security Communications</th>
<th>Number of Initiating Devices/ Detectors</th>
<th>Sprinkler System</th>
<th>Type of Sprinkler System</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>Global Health House</td>
<td>Johnson Controls</td>
<td>0</td>
<td>Yes</td>
<td>No</td>
<td>3</td>
<td>NO</td>
<td>none</td>
</tr>
<tr>
<td>2015</td>
<td>Global Health House</td>
<td>Johnson Controls</td>
<td>0</td>
<td>Yes</td>
<td>No</td>
<td>3</td>
<td>NO</td>
<td>none</td>
</tr>
<tr>
<td>2016</td>
<td>Global Health House</td>
<td>Johnson Controls</td>
<td>0</td>
<td>Yes</td>
<td>No</td>
<td>3</td>
<td>NO</td>
<td>none</td>
</tr>
</tbody>
</table>
Plans for Improvement to Fire Safety

The Medical Center Environmental Health and Safety does or does not have any planned improvements in fire safety at this time.

MISSING STUDENT PROCEDURE

Students residing in the Global Health House, WFBMC’s on-campus housing, may speak with someone about registering a confidential missing person contact by calling 336-713-9182 or emailing 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. The confidential contact 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 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” 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.

VICTIM NOTIFICATION

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.

NORTH CAROLINA SEX OFFENDER REGISTRY

Members of the community may find law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C 16921), concerning registered sex offenders at https://www.nc.gov/sex-offender-registry. The North Carolina Bureau of Investigation maintains this web site where registered sex offenders are listed.
POLICIES AND PROCEDURES RELATED TO DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

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 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, WFBMC Harassment Policy, Nondiscrimination Statement and Equal Employment Opportunity Policy, and Student Sexual Misconduct Policy are attached at the end of this report.

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, analingus, 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 person is guilty of a Class B1 felony if the defendant engages in vaginal intercourse or a sexual act with another person who is 13, 14, or 15 years old and the defendant is at least six years older than the person, except when the defendant is lawfully married to the person. (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 13, 14, or 15 years old 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.

North Carolina does not define consent.

State law places domestic violence and dating violence under North Carolina Statute 50-B and stalking under North Carolina Statue 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.

**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.

**Violence Against Women Act Definitions (VAWA)**

**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 North Carolina 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 North Carolina.

**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.

**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.

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

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

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

- **Incest:** Sexual intercourse between persons who are related to each other within the
  degrees wherein marriage is prohibited by law.

- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Protective Orders**

WFBMC complies with North Carolina law in recognizing orders of protection (North Carolina General
Statute Chapter 50B) issued in North Carolina or protective orders from other states. Individuals should
provide a copy of the order to Wake Forest Baptist Medical Center Security Office, the education program
office responsible for coordinating student affairs, and the Title IX Office. A victim may meet with Security,
the Title IX Office, Winston-Salem Police Department, or Family Services 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 in not limited to: escorts, special parking arrangements, providing a temporary
cellphone, changing classroom location or allowing a student to complete assignments from home, etc.
Wake Forest Baptist Medical Center 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 that Winston Salem Police or Family Services assist them in obtaining the order. Protection from abuse orders may be available through the Forsyth County Domestic Violence Center which is located on the 7th floor of the County Hall of justice. Multiple agencies are available at that one location to assist victims to obtain services. Wake Forest Baptist Medical Center may issue an institutional No Contact Order if deemed appropriate or at the request of the victim or accused to a student or employee.

Procedures for Reporting a Complaint

WFBMC 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 academic, transportation and working accommodations, if reasonably available. The Medical Center 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 Security Services or local law enforcement. Students should contact:

TITLE IX COORDINATOR:

Tanya L. Jachimiak, JD
Director, Title IX Office
Reynolda Hall \ Suite 2 (Ground Floor)
Bowman Gray Center for Medical Education, 3rd Floor, 3106
jachimtl@wfu.edu
titleixcoordinator@wfu.edu
336.758.7258

DEPUTY TITLE IX COORDINATORS:

Jessica Telligman, JD
Deputy Title IX Coordinator
Title IX Investigator
Reynolda Hall \ Suite 2 (Ground Floor)
Bowman Gray Center for Medical Education, 3rd Floor, 3106
telligjr@wfu.edu
336.758.4997

Nicole Allen
Student Affairs Administrator
Office of Undergraduate Medical Education
Bowman Gray Center for Medical Education, 2nd floor, 2213
chaallen@wakehealth.edu
336.713.7880

Gail Curtis, PA
Chair
Department of PA Studies
gcurtis@wakehealth.edu
336.716.2027

Employees should contact Human Resources at 336-758-4700 or the Title IX Coordinator or Deputy Coordinator as listed above.
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 WFBMC 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. WFBMC 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. 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 Wake Forest University Baptist Medical Center hearing boards/investigators or police. Although WFBMC strongly encourages all members of its community to report violations of this policy to law enforcement, 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. WFBMC Security Services, the Title IX Coordinator, or the Student Counseling and Wellness Center will assist any victim with notifying local police if they so desire. 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.

The institution’s Student Sexual Misconduct Policy, including a description of the appeal procedures can be found on page 110 of this report and also in the Student Handbook: http://www.wakehealth.edu/uploadedFiles/User_Content/SchoolOfMedicine/Student_Records/Documents/2017-2018%20WFSM%20Student%20Handbook_8.9.17.pdf which is posted online.

WFBMC 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 student 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 law enforcement to preserve evidence in the event that the victim changes their mind at a later date. If a report of domestic violence, dating violence, sexual assault or stalking by a student is reported to WFBMC, the procedures that the WFBMC will follow as well as a statement of the standard of evidence that will be used during any Title IX Office disciplinary hearing arising from such a report are listed below:
<table>
<thead>
<tr>
<th>Incident Being Reported</th>
<th>Procedure Wake Forest Baptist Medical Center (WFBMC) will follow:</th>
<th>Evidentiary Standard</th>
</tr>
</thead>
</table>
| Sexual Assault          | 1. Depending on when reported (immediate vs. delayed report), WFBMC will assist the complainant with access to medical care  
2. WFBMC will assess immediate safety needs of complainant  
3. WFBMC will assist complainant with contacting local police if complainant requests  
AND complainant provided with contact information for local police department  
4. WFBMC will provide complainant with referrals to on and off campus mental health providers  
5. WFBMC will assess need to implement interim or long-term protective measures, such change in class schedule, “No Contact” directive between both parties  
6. WFBMC will provide a Trespass Warning to the accused party if deemed appropriate  
7. WFBMC will provide written instructions on how to apply for a Protective Order  
8. WFBMC will direct individuals to a copy of the Sexual Misconduct Policy and inform the complainant regarding timeframes for inquiry, investigation and resolution Preponderance of the evidence  
9. WFBMC will simultaneously inform the complainant and respondent of the outcome of the investigation and hearing.  
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 | Preponderance of evidence |
| Domestic Violence       |                                                               |                      |
| Dating Violence         |                                                               |                      |
| Or Stalking             |                                                               |                      |

**Assistance for Victims**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, WFBMC 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 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, WFBMC complies with North Carolina law in recognizing orders of protection (50B) issued in North Carolina or protective orders from other states as explained on page 27 of this report. Individuals should provide a copy of the order to WFBMC Security Services.

Individuals can file a petition in the county where they 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, accused parties 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 7th floor of the County Hall of justice. Multiple agencies are available at that one location to assist victims to obtain services. WFBMC and/or the Title IX Office may issue an Institutional No Contact Order if deemed appropriate or at the request of the victim or accused to a student or employee. Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, the WFBMC will provide written notification to students and employees about accommodations available to them, including academic, living, transportation and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

Upon the victim’s request and to the extent of the victim’s cooperation and consent, WFBMC offices will work cooperatively to assist the victim with their health, physical safety, work and academic status, pending the outcome of a formal WFBMC investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, working, protective measures, or transportation situations regardless of whether the victim chooses to report the crime to local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student park in a different location, assisting the student with a safety escort, etc. To the extent possible, the WFBMC will also provide assistance with and/or information about obtaining resources and services such counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement.

The protection of our community is very important to WFBMC. Anyone who feels they may or are a victim of crime on campus should immediately notify the Winston Salem Police Department and/or WFBMC Security Services. 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 the Title IX
Coordinator at 336-758-7258 or jachimtl@wfu.edu.

Student Counseling and Wellness Services, located at the Bowman Gray Center for Medical Education,
provides the following services to students:

- Review reporting options
- Individual and group counseling and education opportunities
- Small Group Counseling
- Integrative Awareness Training
- Mindfulness Meditation
- Stress Management

Student Counseling and Wellness Services can be contacted at: studentwellness@wakehealth.edu
(confidential email); or Dr. Paige Greason, pgreason@wakehealth.edu, 336.713.3357; or
Ryan MacLeod, rmacleod@wakehealth.edu, 336.713.6302.

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 (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 Emergency Command Center
Reports used by the WFBMC Security Services is not linked to any other data bases. Reports are released
as directed by court order or subpoena. Any other release must be approved by the Director of Security
Services or appropriate legal counsel with consideration to protection of victim identity. Security reports
are not public record and are not released for public/private use. 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.

WFBMC does not publish the name of crime victims nor house identifiable information regarding victims
in the Security Services’ Daily Crime Log, in the annual crime 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. Victims may request that directory information on file be removed from public sources by
completing a FERPA Block through the Registrar Office.

Confidential and Anonymous Reports

Confidential reports may be made to WFBMC Security Services where the name of the victim will not
appear in the report. Victims may also make anonymous reports via the confidential compliance hotline:
http://www.wakehealth.edu/Compliance/Compliance-Hotline.htm. The Title IX Office will also take
private reports in compliance with applicable laws and regulations, WFBMC will take precautions to
protect the privacy of both the complainant and the respondent. However, students should understand
that under conditions of imminent harm to the community, the WFBMC is required by federal law to
inform the community of the occurrence for the protection of all members of the community. In addition,
WFBMC cannot guarantee confidentiality by other students who may be involved as witnesses. To discuss
confidentially concerns and options, students are encouraged to contact the Student Counseling and
Wellness Center at 336-713-3357. Statistics from confidential reports, except those made to counselors or pastors, are included in the WFBMC’s Annual Crime and Fire Report.

**Student Sexual Misconduct Disciplinary Policy and Procedures**

WFBMC 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 Medical Center 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. WFBMC’s commitment to nondiscrimination applies to admissions, employment, access to and treatment in University programs and activities.

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 WFBMC. 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 Medical Center will promptly take steps to prevent its recurrence and to correct any found discriminatory effects. This Student Sexual Misconduct Policy describes prohibited conduct, establishes prompt and equitable grievance procedures for responding to reports of sexual misconduct as defined in this policy, and outlines resources available to all students. A full copy of the policy can be found at: [http://www.wakehealth.edu/SOPR/How-to-Report.htm](http://www.wakehealth.edu/SOPR/How-to-Report.htm)

**Coverage**

This policy addresses complaints of sexual misconduct where the respondent is a Wake Forest University student as defined in this policy. Complaints relating to sexual misconduct by a member of the Medical Center faculty, staff (including student employees) or community are not covered by the policy. The policy covering faculty, staff, and community members may be found in the WFBMC Harassment Policy found on page 144 of this report.

**Reporting**

Persons who have experienced sex discrimination, sexual harassment, sexual assault, dating/domestic violence, or stalking, have a number of different options available for reporting. To discuss reporting options confidentially, Student Counseling and Wellness at 336-713-3357. The Medical Center encourages anyone who experiences or becomes aware of an incident of prohibited conduct involving a student to immediately report the incident to the Medical Center through any of the following reporting options:

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

Winston-Salem Police Department 101 N. Main St., Winston-Salem, NC 27101 Emergencies: 911 Non-emergencies 336-773-7700
File a Report with the University Title IX Coordinator (Non-confidential)

Tanya L. Jachimiak, JD  
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Deputy Title IX Coordinators

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File an Anonymous Report with the Compliance Hotline

1.877.880.7888 toll-free  
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. 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.

Limited Immunity

The Medical Center considers the reporting and adjudication of sexual misconduct cases to be of paramount importance. While the Medical Center does not condone underage drinking or illegal use of controlled substances, the Medical Center will extend limited immunity from punitive sanctioning in the case of illegal alcohol or substance use to complainants, respondent, witnesses and to those reporting incidents and/or assisting the complainant.
Informal Resolution

A complainant who wishes to file a complaint of sexual misconduct with the Medical Center but who does not wish to pursue a judicial hearing, as explained below, may request a less formal proceeding, referred to as the informal resolution process. However, the informal resolution process is not available for complaints of non-consensual sexual intercourse.

The informal resolution process is intended to resolve complaints quickly, efficiently, and to the mutual satisfaction of the parties involved. Where circumstances allow for this, the informal resolution process will be initiated as soon as possible after the filing of the complaint.

With the concurrence of the complainant and the respondent, an investigator assigned by the Title IX Coordinator will seek an outcome through informal resolution with the assistance of an appropriate Medical Center official designated by the Title IX Coordinator or the Title IX Coordinator’s designee. Any resolution through this informal resolution procedure also must be mutually agreed upon by the parties involved. Both the complainant and the respondent have the right to bypass or end the informal resolution process at any time and initiate a judicial hearing. Any failure to comply with the terms of an informal resolution agreement may result in disciplinary action/sanctions and/or, if warranted, a further allegation of harassment.

Records arising from the informal resolution process will not be used for any purpose other than those described above or to comply with applicable laws and regulations, unless a complaint subsequently results in a judicial hearing or otherwise becomes part of a legal action.

Formal Resolution Process

When informal resolution is not an option or when a student chooses not to utilize the informal resolution process, the following process has been established to resolve complaints of sexual misconduct.

Prior to the hearing, the complainant has the right to receive notification and assistance from the Title IX Coordinator or a Deputy Coordinator regarding interim actions, including assistance in changing academic and living situations after an alleged incident of sexual misconduct. In addition, no-contact orders may also be issued to prevent any contact, whether in person or indirectly, between the respondent student, acquaintances, witnesses, and/or the complaining party.

The Medical Center’s disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and is transparent to the accuser and the accused.

The Medical Center utilizes a Sexual Misconduct Hearing Board composed of students, faculty, and staff trained to handle cases of sexual misconduct. Board members receive annual training on hearing practices, including sensitivity training on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. In each case, the Title IX Coordinator will select a chair and a three-member hearing panel of individuals from the Hearing Board. The complainant and the respondent each have the right to request that no students serve on the hearing panel for their case. Such requests must be made in writing to the Title IX Coordinator at least 7 calendar days in advance of the hearing.
Furthermore, the policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings; and
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused.

Both the complainant and the respondent may, in consultation with the Title IX Coordinator, have an advocate of their choosing during any campus judicial hearing. The complainant and respondent may also choose to be assisted at the hearing by an advisor of their choice. The Medical Center will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. The advisor’s and the advocate’s roles are limited to providing support and/or advice to the individual and are not allowed to ask questions or present information or evidence during the hearing.

The hearing will be conducted in an inquisitorial manner. In other words, the hearing panel will be responsible for asking questions of witnesses and developing evidence through witness testimony.

The hearing will be conducted, in part, in an inquisitorial manner. The hearing panel will consider the Title IX case investigation written report (which will include relevant evidence obtained or collected by Title IX Coordinator or designated investigator during the investigation). The hearing panel will also develop evidence through questioning of the complainant and the respondent. Additionally, the hearing panel may ask questions of relevant witnesses that had been previously named in the investigation written report and/or submitted by the complainant and/or respondent in advance of the hearing. The names and contact information for witnesses and any other evidence that the complainant and respondent would like the hearing panel to consider should be submitted to the Title IX Coordinator at least 7 calendar days in advance of the hearing. The Title IX Coordinator will share witness lists, relevant evidence, and the investigation written report with both the complainant and the respondent prior to the hearing. The complainant and the respondent student may submit written statements to the hearing panel in advance of the hearing and may also testify themselves. Both complainant and respondent have the right to present evidence, including witnesses, at the hearing. Written statements should be submitted to the Title IX Coordinator at least 3 business days in advance of the hearing. As with other evidence, written statements will be shared with both the complainant and the respondent. The Title IX Coordinator may extend deadlines for good cause shown by the party requesting the extension.

Accommodations may be made for complainants and/or respondents who do not wish to be in the hearing room at the same time. This accommodation may include videoconferencing. Accommodations may be made for complainants and/or respondents who do not wish to be in the hearing room at the same time. This accommodation may include audio conferencing or videoconferencing. All requests must be made to the Title IX Coordinator at least 3 calendar days in advance of the hearing.

The complainant and respondent student may submit questions to the hearing officer to be asked of the witnesses testifying before the panel. The hearing officer has sole discretion as to whether questions are relevant and asked by the hearing panel. Complainants and respondents are prohibited from directly asking questions of one another. This prohibition extends to advisors and advocates of complainants and respondents.

Issues regarding admission of evidence or testimony, including relevancy and the reliability of the evidence and testimony will be determined by the hearing officer during the hearing. Sexual history of either party may not be discussed during the hearing. University students, who appear before a sexual
misconduct hearing panel, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the applicable student Honor Code.

At the conclusion of the hearing, the panel will confer regarding whether the respondent student is responsible for the alleged sexual misconduct. The hearing officer and panel may confer with the Title IX Coordinator, as needed. The hearing officer is a non-voting facilitator of the panel's deliberation. Evidence will be evaluated under a “preponderance of the evidence standard,” meaning that the respondent student will be found responsible if, based upon the entirety of the evidence presented during the hearing, it is determined that the respondent student “more likely than not” committed the offense in question.

If there is a finding of responsibility, the hearing panel will determine the sanctions to be imposed. Sanctions for a finding of responsibility depend on the nature and the gravity of the misconduct. They may include, but are not limited to: disciplinary probation, suspension, expulsion, specialized treatment off-campus, no-contact orders, trespass from campus, participation in graduation and/or other Medical Center programs or activities, and/or other educational sanctions deemed appropriate. Sanctions imposed by the hearing panel will remain in effect pending the outcome of any appeal process.

Both parties will be notified (in writing) simultaneously of the panel's decision (including the result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking). The parties will also be informed simultaneously of the sanctions imposed, if applicable, and the University appeal procedures. The hearing officer will also promptly notify the Title IX Coordinator (in writing) of the decision and the sanctions imposed, if applicable.

An investigation by the University and a decision by the sexual misconduct hearing panel will, in most cases, be rendered within sixty (60) days of the filing of a complaint. This time period can be modified at the discretion of the Title IX Coordinator, if deemed necessary to conduct a thorough investigation or to protect the rights of all parties. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay.

Regardless of the outcome of the judicial process, protective measures may be provided to the complainant or respondent. The Medical Center may take interim measures including: no contact orders, changes in class schedules, prohibition against retaliation, and/or housing reassignments. In cases that proceed through the formal resolution process, accommodations may be made for complainants and/or respondents who do not wish to be in the hearing room at the same time. This accommodation may include audio conferencing or videoconferencing.

The Title IX Coordinator also may impose an interim suspension when there is reason to believe that the respondent’s conduct poses a threat of harm to the complainant or others, or threatens the Medical Center.

**Appeals**

Complainants and respondent students may file a written appeal with the University’s Title IX Coordinator within fourteen (14) calendar days from the date of the decision on the following grounds:

1. Appropriateness of the sanction;
2. germane new evidence not available at the time of the hearing that could significantly impact the outcome; and/or
3. Procedural errors that significantly impact the outcome.

Appeals will be reviewed by an Appeals Committee comprised of members from the Sexual Misconduct Hearing Board who are trained to handle cases of sexual misconduct. The Title IX Coordinator or designee
will conduct, at a minimum, annual training for all board members, including those members of the Appeals Committee. In the case of an appeal, the School of Medicine’s Associate Dean, Students Affairs or designee will select a three-member panel of individuals from the Hearing Board to serve on the Appeals Committee. The School of Medicine’s Associate Dean, Students Affairs or designee will be a non-voting member of the Appeals Committee.

The Appeals Committee is charged with reviewing the appeal. The Appeals Committee shall have access to all information that was available to the Sexual Misconduct Hearing Panel. If the Appeals Committee determines that there is either germane new evidence that could significantly impact the outcome of the case, or a procedural error that could have altered the outcome of the case, the matter will be remanded back to the initial Hearing Panel for a determination regarding the impact of the new evidence or procedural error on the outcome of the complaint. If the grounds for the appeal are based on the appropriateness of the sanction, the Appeals Committee will have the authority to adapt the sanction imposed by the Hearing Panel or to change the sanction to a lesser or more severe sanction. The decision of a majority of the Appeals Committee members will be final.

Both parties will be notified simultaneously (verbally and in writing) of the Committee’s decision. The Title IX Coordinator will also be notified (verbally and in writing) of the Committee’s decision.

*Interim Suspensions or Other Interim Actions*

For alleged violations of the Student Sexual Misconduct Policy, interim actions, including but not limited to, interim suspension, reassignment to alternate housing, limitation of access to designated Medical Center facilities, and limitation of privileges to engage in specified Medical Center activities may be imposed by the Title IX Coordinator. Such interim actions may be taken when there is reason to believe that the conduct of the respondent student poses a threat of harm to the complainant or others, threatens or endangers Medical Center property, or disrupts the stability and continuance of normal Medical Center operations and functions.

*Sanctions*

Students may also receive the following sanctions for other violations (such as drug violations). Among the disciplinary sanctions which may be imposed on students are the following: reprimand, probation, restriction, suspension, expulsion and referral for prosecution. We may require evaluation, counseling and successful completion of an appropriate rehabilitation program, if indicated.
EDUCATIONAL PROGRAMS

Campus Safety

WFBMC provides programs to inform students and employees about campus crimes and 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 the 2016, WFBMC offered annual and as requested, 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
- Rape Awareness
- Personal Safety
- Violence Management
- 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).

Wake Forest University Police Department Rape Aggression Defense (RAD)

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. Rape Aggression Defense (RAD) is taught to female students, staff, faculty, or community members. Although this course is offered for academic credit each semester, students are welcomed to audit the class. Customized programs on most security-related topics are available for WFBMC groups and organizations upon request.
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. Students 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.

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

**Title IX Office, Human Resources, Student Affairs**

WFBMC 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 using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;

c. Defines what behavior and actions constitute consent to sexual activity in the State of North Carolina and/or using the definition of consent found in the Wake Forest Baptist Medical Center Student Sexual Misconduct Policy;

d. The institution’s definition of consent and the purposes for which that definition is used;

e. 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;

f. 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.

g. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act, including information regarding:

- procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs;
- how the institution will protect the confidentiality of victims and other necessary parties;
- existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, within the University and in the community;
- options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures; and
- procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

In 2016, the WFBMC Human Resources Department conducted new employee orientation weekly. This orientation generally covers topics such as sex discrimination and sexual harassment. Additionally, required leader training covers both topics to all those who have direct reports.

Since its inception in November 2014, 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.

The Wake Forest Baptist Medical Center Student Sexual Health Awareness Group conducted an annual training in 2016 that covered issues of STI testing, healthy relationships, as well as covered issues around sexual assault.

Additionally, during new and returning student orientations, students are required to attend a session called “Security and Safety”. This session is led by a member of the WFBMC Security Services and/or 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 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.
Primary Prevention and Awareness programs listed in the following chart were conducted by the Title IX Office:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location</th>
<th>Topic</th>
<th>Target Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haven Online Educational Program</td>
<td>Ongoing</td>
<td>Online</td>
<td>Sexual Assault, Domestic/Dating Violence, Stalking/Bystander</td>
<td>All students</td>
</tr>
<tr>
<td>Kate Harding Presentation</td>
<td>4/5/2016</td>
<td>Wait Chapel</td>
<td>Sexual Assault, Domestic/Dating Violence, Stalking</td>
<td>Students, faculty and staff</td>
</tr>
<tr>
<td>Denim Day</td>
<td>4/22/2016</td>
<td>Reynolda &amp; BGCME Campuses</td>
<td>Sexual Assault</td>
<td>All students, faculty and staff</td>
</tr>
<tr>
<td>Title IX Orientation</td>
<td>5/31/2016</td>
<td>BGCME</td>
<td>Sexual Assault, Domestic/Dating Violence, Stalking</td>
<td>Med. School Research students</td>
</tr>
<tr>
<td>Title IX Policy in Handbook</td>
<td>6/1/2016</td>
<td>BGCME</td>
<td>Sexual Assault, Domestic/Dating Violence, Stalking</td>
<td>Students</td>
</tr>
<tr>
<td>Title IX/Protection of Minors</td>
<td>6/1/2016</td>
<td>BGCME</td>
<td>Sexual Assault</td>
<td>Post-baccalaureate students</td>
</tr>
<tr>
<td>Title IX/Protection of Minors</td>
<td>6/2/2016</td>
<td>BGCME</td>
<td>Sexual Assault</td>
<td>PA students</td>
</tr>
<tr>
<td>Hearing Board Training</td>
<td>7/15/2016</td>
<td>Reynolda Hall</td>
<td>Sexual Assault, Domestic/Dating Violence, Stalking</td>
<td>New Hearing Board members</td>
</tr>
<tr>
<td>Title IX Orientation</td>
<td>7/27/2016</td>
<td>BGCME</td>
<td>Sexual Assault, Domestic/Dating Violence, Stalking</td>
<td>1st year medical students</td>
</tr>
<tr>
<td>Title IX Orientation</td>
<td>8/1/2016</td>
<td>BGCME</td>
<td>Sexual Assault, Domestic/Dating Violence, Stalking</td>
<td>2nd year medical students</td>
</tr>
<tr>
<td>Title IX Orientation</td>
<td>8/8/2016</td>
<td>BGCME</td>
<td>Sexual Assault, Domestic/Dating Violence, Stalking</td>
<td>Nurse anesthesia students</td>
</tr>
<tr>
<td>Haven Title IX Training Debrief</td>
<td>8/9/2016</td>
<td>BGCME</td>
<td>Sexual Assault, Domestic/Dating Violence, Stalking</td>
<td>1st years medical students</td>
</tr>
<tr>
<td>Title IX Orientation</td>
<td>8/11/2016</td>
<td>Biotech Place</td>
<td>Sexual Assault, Domestic/Dating Violence, Stalking</td>
<td>Incoming graduate students</td>
</tr>
</tbody>
</table>
### Hearing Board Training

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Topic</th>
<th>New Hearing Board members</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/29/2016</td>
<td>Reynolda Hall</td>
<td>Sexual Assault, Domestic/Dating Violence, Stalking</td>
<td>New Hearing Board members</td>
</tr>
<tr>
<td>10/7/2016</td>
<td>Reynolda Hall</td>
<td>Sexual Assault, Domestic/Dating Violence, Stalking</td>
<td>New Hearing Board members</td>
</tr>
</tbody>
</table>

### Information/Awareness Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Topic</th>
<th>Target Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/9/2016</td>
<td>BGCMCE</td>
<td>Sexual Assault, Domestic/Dating Violence, Stalking</td>
<td>1st, 2nd, and 3rd year medical students</td>
</tr>
</tbody>
</table>

### Awareness Posters

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Topic</th>
<th>Target Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td>BGCMCE</td>
<td>Sexual Assault, Domestic/Dating Violence, Stalking</td>
<td>1st, 2nd, and 3rd year medical students</td>
</tr>
</tbody>
</table>

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**Campus Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking (On-Campus)**

<table>
<thead>
<tr>
<th><strong>Counseling and Wellness Services (Confidential)</strong></th>
<th><strong>Contact</strong></th>
<th><strong>Location</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides confidential support service and education for students regarding sexual misconduct, including assault, and relationship violence or stalking.</td>
<td><a href="mailto:studentwellness@wakehealth.edu">studentwellness@wakehealth.edu</a> (confidential email) or Dr. Paige Greason, <a href="mailto:pgreason@wakehealth.edu">pgreason@wakehealth.edu</a>, 336.713.3357 or Ryan MacLeod, <a href="mailto:rmacleod@wakehealth.edu">rmacleod@wakehealth.edu</a>, 336.713.6302.</td>
<td>Waiting Room: Bowman Gray Center for Medical Education 1213, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101 Contact:</td>
</tr>
<tr>
<td><strong>Chaplain (Confidential)</strong></td>
<td>Michelle Nicolle, Chaplain, 336-713-9766, <a href="mailto:mnicolle@wakehealth.edu">mnicolle@wakehealth.edu</a></td>
<td>3rd floor: Bowman Gray Center for Medical Education 1213, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101</td>
</tr>
<tr>
<td><strong>WFU Baptist Medical Center (Confidential)</strong></td>
<td>Emergency Department 336-713-9000 To request an appointment: 336-716-9253</td>
<td><a href="http://www.wakehealth.edu/index.htm">http://www.wakehealth.edu/index.htm</a> Medical Center Blvd. Winston-Salem, N. C. 27157</td>
</tr>
</tbody>
</table>
| Title IX Office (Not Confidential) | 336-748-7258  
Tanya Jachimiak,  
Title IX Coordinator  
jachimti@wfu.edu or  
titleixcoordinator@wfu.edu  
336-758-4997  
Jessica Harris Telligman,  
Deputy Title IX Coordinator/Investigator  
jtelligm@wakehealth.edu | Ground 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  
http://www.wakehealth.edu/SOPR/ |
| --- | --- | --- |
| 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 | Emergency Communications  
336-716-3305 | Main Floor, Ambulatory Care Building, Wake Forest Baptist Medical Center, Medical Center Blvd, Winston-Salem, NC  
Security@wakehealth.edu |
| Security Office (Not Confidential) | 336-713-7880  
Nicole Allen  
Assistant Director, Title IX Deputy Coordinator, Student Affairs  
chaallen@wakehealth.edu | 2nd floor: Bowman Gray Center for Medical Education, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101 |
| Private reporting option, safety needs or making a police report |  |  |
| Student Affairs (Not Confidential) |  |  |
| Private reporting option, including issuance of interim measures, and accommodations |  |  |

Contact information for on and off campus resources can be found listed in the Student Sexual Misconduct Policy as well as on the Title IX Office website at http://www.wakehealth.edu/SOPR/Campus-and-Community-Resources.htm.
## Community Resources

### Winston-Salem Community Resources

<table>
<thead>
<tr>
<th>Advocacy &amp; Support</th>
<th>Contact</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family Services</strong></td>
<td><strong>Community advocacy and support services; Individual and group counseling and education opportunities; Domestic Violence Shelter (information available through DV Crisis Line)</strong></td>
<td><strong>336.722.8173 or 1.800.316.5513 <a href="mailto:info@fsifamily.org">info@fsifamily.org</a></strong></td>
</tr>
<tr>
<td></td>
<td><strong>Sexual Assault Crisis Line:</strong> 336.722.4457</td>
<td><strong>Domestic Violence Crisis Line:</strong> 336.723.8125</td>
</tr>
</tbody>
</table>
| | **Crisis Lines available 24/7/365** | **http://www.fsifamily.org/**  
1200 S. Broad Street  
Winston-Salem, NC 27101 |

<table>
<thead>
<tr>
<th>Safe on Seventh (by Family Services)</th>
<th><strong>“One Stop Shop” for assistance with interpersonal violence concerns including criminal and civil justice systems, law enforcement, victim advocates, and legal advocates</strong></th>
<th><strong>336.722.8173 or 1.800.316.5513 <a href="mailto:info@fsifamily.org">info@fsifamily.org</a></strong></th>
</tr>
</thead>
</table>
| | | **http://www.fsifamily.org/**  
Seventh Floor, Forsyth County Hall of Justice, 200 N. Main St, Winston-Salem, NC 27101 |

<table>
<thead>
<tr>
<th>Health and Safety Resources</th>
<th><strong>WFU Baptist Medical Center</strong></th>
<th><strong>Novant Health Forsyth Medical Center</strong></th>
<th><strong>Winston-Salem Police Department</strong></th>
</tr>
</thead>
</table>
| Medical Concerns including wellness exams, SANE forensic exams, STI or Pregnancy testing, and Drug Screenings | **Emergency Department:** 336.713.9000  
**To request an appointment:** 336.716.9253 | **Emergency Department:** 336.718.2001  
**To request an appointment:** 336.718.5000 | **Emergencies:** 911  
**Non-Emergencies:** 336.773.7700 |
| | **http://www.wakehealth.edu/index.htm**  
Medical Center Blvd, Winston-Salem, NC 27157 | **http://www.forsythmedicalcenter.org/**  
3333 Silas Creek Pkwy, Winston-Salem, NC 27103 | **725 N Cherry Street**  
Winston-Salem, NC 27107  
**http://www.cityofws.org/departments/police** |
Other resources available to victims 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

**Counseling & Wellness Services**

Counseling and Wellness Services, [http://www.wakehealth.edu/School/Counseling-Services/](http://www.wakehealth.edu/School/Counseling-Services/), offers students short-term individual confidential counseling for various personal issues including: adjustment to WFBMC life; stress management; interpersonal relationships with friends, family, or peers; anxiety; depression; disordered eating; body image issues; or experiences of trauma. Counseling and Wellness Services provides confidential counseling within a brief therapy model to ensure that all students have the opportunity to access services within a reasonable amount of time. Services are free for students. Referrals to community providers are available upon request. Counseling and Wellness Services is located in the School of Medicine, Bowman Gray Center for Medical Education (BGCME), rooms 1213, 1212, 1211, 475 Vine Street, 1st floor, and is open from 8:30 a.m. to 5:00 p.m. during weekdays. After-hour 24/7 emergency counseling is available through Student Wellness, call 336-713-3357. Counselors may be reached via confidential email at studentwellness@wakehealth.edu. Counseling sessions are available by appointment.

A high priority is placed on privacy and confidentiality. All communications between a client and a counselor, including the decision to seek counseling, are confidential to the full extent provided by law and otherwise are not released outside the Counseling and Wellness Services without a voluntarily signed consent.

All services are confidential and free to students. Referrals are also available.

**Title IX and Clery Act Steering Committee**

It is the policy of WFBMC to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1968 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in education programs or activities and the Campus Sexual Violence Elimination Act (SaVE Act). The Title IX and Clery Act Steering Committee is charged with encouraging and monitoring compliance efforts with WFBMC’s policies related to Title IX, VAWA, and the Clery Act. The Steering Committee also serves as a resource to those offices charged with prevention and response to allegations of sexual misconduct, as defined by applicable policies. The Steering Committee serves under the direction of the Associate Dean for Student Affairs, the Title IX Office, and the Compliance and Privacy Office with advice of the WFBMC’s Legal Department.
Title IX Office

The Title IX Office ensures that there is a coordinated response to reports of sexual misconduct, including police and Title IX investigations, advocacy services, and resources for both the complainant and the accused. The Title IX Office and Counseling and Wellness Services are the primary units that coordinate support services, victim assistance, and referrals for student complainants and/or students accused of sexual misconduct. Wake Forest Baptist Medical Center recognizes that not all victims will want to pursue complaints and therefore the campus provides confidential places, such as Counseling and Wellness Services, for students to receive support. Additionally, the Title IX Office offers educational programming and collaborates with other offices, such as the School of Medicine, Office of Student Affairs, in providing prevention initiatives to the campus community. Reports of sexual misconduct should be reported to the Wake Forest Baptist Medical Center’s Title IX Office as outlined above.
The Wake Forest University School of Medicine PA Program began in 2014 at Appalachian State University. The Program is located at 400 University Hall Drive, Boone NC 28201. This building is not on or contiguous to the Appalachian State University Main Campus. The crime statistics below are representative of the data collected for the 2015 crime report.

*NOTE: The following definitions apply to the charts on pages 51-52.

**On Campus** = any building on campus.

**Non-Campus Building** = any off campus building or property owned or controlled by a student organization that is officially recognized by WFBMC. Any off-campus building or property owned or controlled by Wake Forest Baptist Medical Center or Wake Forest University that is used in direct support of, or in relation to, a WFBMC educational purpose and is frequently used by students.

**Other Campus Officials** = WFBMC, including Wake Forest University School of Medicine and its programs, officials who have significant responsibility for student and campus activities and have been designated as Campus Security
Authorities. Crimes reported to these officials and referrals to a campus judicial hearing (Arrest and Referrals Chart) are listed under this category. Pastoral counselors and licensed counselors are exempt from this reporting requirement.

**Local Law Enforcement** = Police agencies that have authority in the areas surrounding the campus or on campus.

**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 of the applicable education program for disciplinary action.

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

### BOONE CAMPUS

**CRIME REPORT**

Reported crimes may involve individuals not associated with the institution.

<table>
<thead>
<tr>
<th>Offense</th>
<th>On-Campus</th>
<th></th>
<th></th>
<th>Public Property</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Boone Police</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Murder &amp; Non-negligent Manslaughter</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
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<tr>
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<tr>
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<td>Hate Crimes</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Negligent Manslaughter, Forcible Sex Offenses, Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/damage/vandalism of property, and any other crime involving bodily injury.
### BOONE CAMPUS

**DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**

The following chart presents the incidents of Domestic Violence, Dating Violence, and Stalking reported to Wake Forest Baptist Medical Center, ASU Police Department and Boone Police Department.

#### Domestic Violence, Dating Violence, and Stalking

<table>
<thead>
<tr>
<th>Incident</th>
<th>On-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Boone Police</td>
<td>Campus Officials</td>
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<td>Domestic Violence</td>
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<tr>
<td>Dating Violence</td>
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<td>0, 0, 0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0, 0, 0</td>
<td>0, 0, 0</td>
</tr>
</tbody>
</table>
EDUCATIONAL PROGRAMS AND ASSISTANCE: Programs are available through Appalachian State University Police, [http://police.appstate.edu/](http://police.appstate.edu/) and the Appalachian State University, [http://healthservices.appstate.edu/](http://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 and include:

1. AppWay Programs during Freshman and Transfer Student Orientations
2. Interpersonal Violence Awareness and Prevention training for supervisors
3. New Employee and Faculty Orientations
4. Live performance programs such as Sex and a Six Pack, Risqué Business and Sex Signals
5. Rape Aggression Defense (RAD) classes
6. Red Flag Campaign
7. Bystander Intervention Campaign called “It’s Up to Me”
8. Seminars for staff & faculty
9. AppCares Mobile App
10. Walk for Awareness
11. Safety Week Safety Festival
12. On-line sexual assault prevention training called Haven for all incoming new students
13. Alcohol Awareness Program
14. Drug Awareness Program
15. Operation I.D. (Personal property engraving and identification)
16. Personal Safety Seminars
17. Rape Aggression defense
18. Safety Walk
19. Security Surveys
20. Sexual Assault Program

Counseling & Psychological Services: Counseling & Psychological Services are available from through Appalachian State University, [http://counseling.appstate.edu/](http://counseling.appstate.edu/) through Wake Forest Baptist Medical Center Counseling and Wellness Services, [http://www.wakehealth.edu/School/Counseling-Services/](http://www.wakehealth.edu/School/Counseling-Services/).

MONITORING CRIMES AT OFF-CAMPUS ORGANIZATIONS
Wake Forest Baptist Medical Center Security Services Department does not have jurisdiction on the campus of ASU or University Hall. Wake Forest Baptist Medical Center Security Services Department does not have a working relationship with the Boone police department and does not have a Memorandum of Understanding with the Boone police department regarding the investigation of crimes that occur at this location. Criminal acts should be reported to the ASU police department or Boone police department. [http://police.appstate.edu/](http://police.appstate.edu/)

APPALACHIAN STATE UNIVERSITY POLICY ON VIOLATION OF ALCOHOL AND DRUG ABUSE LAWS SEE: [http://police.appstate.edu/alcohol-drugs-weapons](http://police.appstate.edu/alcohol-drugs-weapons)

See Wake Forest Baptist Medical Center Substance Abuse policies on pages 83-104 of this report.

ACCESSIBILITY TO ASU PROPERTY: All Wake Forest University School of Medicine PA students are issued an “AppCard” (Student ID). PA students can access University Hall and all student common areas on the main campus and are permitted to use all ASU main campus student resources and assistance.

VICTIM COUNSELING: PA program students can receive services from both ASU Student Health Services: [http://healthservices.appstate.edu/](http://healthservices.appstate.edu/) and Counseling & Psychological Services [http://counseling.appstate.edu/](http://counseling.appstate.edu/) or from Wake Forest Baptist Medical Center’s Counseling and Wellness Services, [http://www.wakehealth.edu/School/Counseling-Services/](http://www.wakehealth.edu/School/Counseling-Services/).
SEXUAL ASSAULT
Students may file a complaint of sexual misconduct against a student of the PA Program by following the procedures described in the Wake Forest Baptist Medical Center Student Sexual Misconduct Policy. Students may file a complaint of sexual misconduct against a student of Appalachian State University by following the procedures described in the Appalachian State University Sex Offense Response Policy. Resources are available by contacting the Wake Forest Baptist Medical Center Title IX Office at 336-716-9089 or 336-758-7258, jachimtl@wfu.edu or titlexcoordinator@wfu.edu. Students may also contact Nicole Allen, Assistant Director, Student Affairs, School of Medicine, chaallen@wakehealth.edu, 336-716-4273 or Tanya Gregory, Director of Student Services, Department of PA Studies, tgregory@wakehealth.edu, 336-713-0819.

For a complete copy of Appalachian State University’s policy, visit: http://police.appstate.edu/sex-offense-response-policy. For a complete copy of Wake Forest Baptist Medical Center’s policy, visit: http://www.wakehealth.edu/SOPR/Overview-and-Policy-Statement.htm

REGISTERED SEX OFFENDERS
The North Carolina Bureau of Investigation maintains a web site where registered sex offenders are listed. The web address is: https://www.nc.gov/sex-offender-registry.

TITLE IX COORDINATOR
See page 35 for information about Wake Forest Baptist Medical Center’s Title IX Coordinator. Information about Appalachian State University’s Title IX Coordinator is available below and by visiting: http://edc.appstate.edu/harassment-discrimination/title-ix.

Jordyne Blaise
Associate Vice Chancellor for Equity, Diversity and Compliance
Title IX Coordinator
123 IG Greer Hall
Boone, NC 28608
828-262-2144
blaisej@appstate.edu

CONFIDENTIALITY
See pages 30-31 for information regarding Wake Forest Baptist Medical Center’s statement and policy concerning confidentiality, and http://edc.appstate.edu/harassment-discrimination/reporting-concern for the ASU statement on confidentiality.

CHANGE IN VICTIM’S ACADEMIC AND LIVING SITUATION
There is no housing for PA students on the Boone Campus. For information regarding a change to a victim’s academic situation, please contact the Wake Forest Baptist Medical Title IX Office at 336-716-9089 or 336-758-7258, jachimtl@wfu.edu or titlexcoordinator@wfu.edu. Students may also contact a Title IX Deputy Coordinator, Nicole Allen, Assistant Director, Student Affairs, School of Medicine, chaallen@wakehealth.edu, 336-716-4273 or Gail Curtis, Vice Chair, Department of PA Studies, gcurtis@wakehealth.edu, 336-716-2027

CAMPUS DISCIPLINARY ACTIONS
See page 110 for information regarding the Wake Forest Baptist Medical Center Student Sexual Misconduct Policy and campus disciplinary actions, and http://studentconduct.appstate.edu/pagesmith/8 for ASU statement of student code of conduct and disciplinary actions.

MISSING STUDENT PROCEDURE
There is no housing on the Boone Campus. The missing student procedure does not apply; nevertheless, students may contact the Appalachian State University Police Department or the Boone Police Department to report a concern.
EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES

WFBMC PA students are issued wfu.edu and appstate.edu email address accounts. PA Students are registered with MIR3 (WFBMC) and AppState-ALERT (ASU) to receive timely warnings and emergency notifications for both locations.

Building evacuation drills are announced in advance and conducted each year as part of the university’s fire safety program. If an emergency condition requires the evacuation of a building, the fire alarm may be sounded. If an emergency condition requires a mass evacuation of multiple buildings, an App-State ALERT message identifying specific buildings/areas to be evacuated and directing occupants to another location may be sent. See: Evacuation plans for University Hall.

TIMELY WARNING

ASU Police issues Safety Alerts. Crimes reported to the University Police by CSA’s are also evaluated to determine if a Safety Alert should be sent out. The University may issue a Safety Alert for other crimes but will evaluate all arsons, aggravated assaults, criminal homicides, robberies, sexual assaults, burglaries, and hate crimes to determine whether a Safety Alert should be sent out. The Investigations Captain or his designee shall confer with the Chief of Police to determine whether a Safety Alert should be sent out. Safety Alerts should be sent out in a timely manner. The Safety Alert wording will be prepared by the University Police and vetted through University Communications whenever possible and will be sent by the University Police through the University e-mail system to students, faculty and staff. It will also be posted on the University Police web page at www.police.appstate.edu. 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.

PA Students are issued wakehealth.edu and appstate.edu email address accounts and are registered with MIR3(WFUSoM) and AppState-ALERT (ASU) to receive timely warnings and emergency notifications for both locations.

IMPORTANT PHONE NUMBERS

<table>
<thead>
<tr>
<th>ON-CAMPUS ASSISTANCE:</th>
<th>OFF-CAMPUS ASSISTANCE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police Emergency</td>
<td>828-262-8000</td>
</tr>
<tr>
<td>University Police Department</td>
<td>828-262-2150</td>
</tr>
<tr>
<td>University Counseling Center</td>
<td>828-262-3180</td>
</tr>
<tr>
<td>Evening Crisis Coverage</td>
<td>828-262-2150</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>828-262-3100</td>
</tr>
</tbody>
</table>
The Annual Security and Fire Safety Report for Appalachian State University can be viewed at https://police.appstate.edu/sites/police.appstate.edu/files/AnnualCampusSecurityandFireSafetyReport2.pdf. As requested the Title IX Office or Medical Center Security Services (336 716-3305) can assist in accessing the report.

Appalachian State University

Building Emergency Response Plan

Emergency Prepared Coordinators – University Hall

Tandrea Carter
cartertj@appstate.edu Phone: 828-262-6151

Amy Sanders
sandersaa@appstate.edu Phone: 828-262-3045
# Building Emergency Response Plan

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  - III. Definitions .......................................................... 2
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**Appalachian State University**

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**Environmental Health, Safety and Emergency Management**

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**Appalachian State University**
I. Introduction

Appalachian State University’s Emergency Operations Plan (EOP) provides the context and institutional framework for responding to natural and human caused disasters that may affect the campus. It consists of a Base Plan, which identifies key emergency responders and establishes priorities for decision making; Emergency Support Functions, which detail response steps for specific university functions; and Annexes, which describe response actions that must be taken in specific disasters. Contact University Police or Environmental Health, Safety and Emergency Management to obtain copies of this plan (828-262-8081). You may also read the Base Plan online at emergency.appstate.edu.

In the event of a disaster or major emergency, Appalachian State officials will alert the community using several methods. Immediate notifications will be made through AppState-ALERT sirens, voice and text messages, and campus e-mail. Subsequent emergency information will be posted online at emergency.appstate.edu.

When an emergency occurs, Appalachian State University community members can take steps to protect themselves. This plan details emergency procedures that will be taken by the departments and units within each building on campus.

II. Purpose and Scope

This plan serves as a life safety and emergency response plan for the departments and units within this building. This plan does not provide for the business continuity and/or disaster recovery processes of individual departments. This plan is applicable during or immediately following an emergency or disaster within the building. All occupants should become familiar with this Plan.
III. Definitions

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

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

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

Lockdown – A lockdown is designed to prevent people from entering or leaving a building. Additionally, movement inside the building is restricted. If the term “lockdown” is used, University Police will limit it to specific buildings that are in immediate danger. The term “lockdown” will only be used when there is information indicating an imminent threat from an armed or dangerous person(s) on campus. Whenever possible, the specific building(s) affected should be identified in the declaration of a lockdown.

Shelter in place – This is a term that may be used in an emergency during which hazardous materials may have been released into the atmosphere. People should go indoors and find an interior room or hallway with no or few windows and take refuge there until an evacuation can be safely initiated or an all clear is given. This does not mean leaving your building to go to a storm shelter, nor does it mean locking and sealing off your office or room.

Seek safe shelter – During an elevated or high risk condition, students, staff and faculty may be directed to seek safe shelter. This is a precautionary measure aimed at keeping you safe while indoors. When possible, exterior doors to buildings should be locked but movement inside the building is not necessarily
restricted. During this time people whom you know or do not fit the description of the suspect(s) may be let into your building.

**Building Coordinator** – A pre-designated person(s) responsible for acting as a liaison for each building on campus. The duties of building coordinator include both planning and preparedness functions, as well as specific responsibilities during an emergency or disaster.

**Campus condition** – The condition that the campus is currently operating under. This condition may change as information is received. Recognized conditions are:

- **Normal**: The University is operating under normal conditions. There is no emergency information.
- **Guarded**: There is some credible general threat information that may affect the University. (Examples include an FBI alert of a threat directed at a college campus in North Carolina, or a hurricane warning for western North Carolina.)
- **Elevated**: There is credible information about a specific threat directed towards the University. (Examples may include, a man-made threat or flash flood warning.)
- **High Risk (Emergency)**: There is information of an immediate threat on campus or directly involving the University. (Examples may include an active shooter or a hazardous materials leak on campus.)

**IV. Hazard Specific Response Actions**

- **Fire**
  
  University Procedure for fire safety and emergency action: [http://resourcemanual.appstate.edu/wiki/SafetyAndWorkerCompensationProcedure#toc1](http://resourcemanual.appstate.edu/wiki/SafetyAndWorkerCompensationProcedure#toc1)

  **Before the fire:**

  - Plan and practice escape routes.
  - Post emergency numbers near telephones.
  - Review the printed "Guide to Using Portable Fire Extinguishers" provided at initial employment and annually thereafter. The Guide can also be accessed through the Safety & Workers’ Compensation website [www.safety.appstate.edu](http://www.safety.appstate.edu).
• Do not store combustible materials near a heat source, in hallways, stairwells or exit paths.
• Extension cords are for temporary needs only. Never run them under carpets or anywhere they can be pinched or crushed.
• Do not overload electrical outlets by using plug extenders or multiple power strips.
• Keep all electrical appliances away from anything that can catch fire. Remember always to turn them off at the end of the day.
• Pay attention to housekeeping issues. Keep your work area neat and tidy and keep combustible such as paper and trash to a minimum.

**During the fire:**

• Immediately notify the fire department and your co-workers by pulling the fire alarm pull station. Call 911 (9-911 from a campus phone) or 262-8000 (8000 from a campus phone) from a safe location to provide details of the situation.
• If you have been trained, and it would not place you in any immediate danger, use a fire extinguisher to extinguish the fire.
• Evacuate as quickly and as safely as possible. On your way out, warn others.
• If time permits, close doors and windows to delay the spread of the smoke and fire.
• Feel closed doors for heat before opening. Do not open them if they are hot.
• Use the stairs to evacuate. Do not use elevators.
• If you encounter smoke, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
• Once outside, go to your building’s Evacuation Assembly Area (EAA), tell those in charge there that you are out of the building, and report injured or trapped persons and any signs of building damage you observed.
• Wait for instructions from emergency responders. Do not re-enter the building until the all clear is given by emergency responders.

If unable to leave the building, find a location away from the smoke and heat where you can signal for firefighter assistance.

• Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
• Do not break windows. Flames and smoke can come back in from the outside. If you need air, slightly open the window.
• Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth, breathe through your nose only.
• Signal for help. Call 911 (9-911 from a campus phone) or 262-8000 (8000 from a campus phone), or hang an article of clothing out the window to help signal for help.

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

• **Hazardous Materials and Chemical Spills and/or Releases**
  

  **Chemical Spills/Release inside the building:**

  If a hazardous material is released or spilled near you and you are not trained or knowledgeable about hazardous materials:

  • Call Police at 262-8000 (8000 from a campus phone) immediately.
  • Move away from the release area, informing others as you go.
  • If spilled material is combustible or flammable, turn off ignition sources as you leave.
  • Close doors to the affected area(s).
  • Provide information to emergency personnel.
  • Leave the area and warn others.
  • When you are at a safe location, call University Police immediately

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

When receiving a bomb threat over the telephone:

• Keep the caller on the line and talking as long as possible (pretend to have difficulty in hearing - ask the caller to repeat what he/she said).
• Try to get as much information as possible about the location of the bomb and a description of the bomb and the caller. Use the Bomb Threat Checklist to record all information. This can be found as an attachment to this Plan, in the University Directory, and at emergency.appstate.edu.
• Stay on the line as long as the caller continues to provide useful information. If possible, have someone else use another line to call University Police.
• After the caller hangs up, immediately call 262-8000 (8000 from a campus phone) and notify the University Police.
• If an evacuation of the building is ordered, take the Bomb Threat Checklist with you and give it to the Police.

When a suspicious object or potential bomb is discovered:

• Do not touch, move or disturb any suspicious object you feel might be a bomb.
• Keep people away from the area where the suspicious object is and call the University Police at 262-8000 (8000 from a campus phone).
• Be sure to include a description of the object and its location when reporting.

Emergency Actions - when an evacuation is ordered:

• Collect your personal belongings (e.g., purse, briefcase, etc.) and take them with you as you exit the building.
• Look around your desk and/or office for any suspicious items. Do not touch anything suspicious; instead report it to the Police after you exit the building.
• After evacuation, report to an Evacuation Assembly Area.
• Do not re-enter the building until instructed to do so by appropriate personnel (University Police, Boone Police Department or Boone Fire Department).
• **Active Shooter**

*If you have not seen the video “Shots Fired”, contact the University Police to schedule a presentation.*

If there are reports of an active shooter on campus (not inside your building):

- If it is possible to escape the building safely and avoid danger, do so by the nearest exit.
- These situations are incident specific. Each department and individual will have to make a decision based on the available information.

If you hear shots fired:

- **Get Out**
  1. Move quickly: don’t wait for others to validate your decision.
  2. Leave your belongings behind.
  3. Survival chances increase if you are not where the shooter is or if you go where the shooter can’t see you.

- **Call Out**
  1. Once you are in a safe location, call the police by dialing 9-1-1 or use one of the Emergency Blue Light phones located on campus.
  2. Advise others in the immediate area to stay away from the shooters location.

- **Hide Out**
  1. If you can’t get out because the shooter is between you and the only exit then hide out.
  2. Move out of the hallway and look for a well hidden and well protected room.
  3. Avoid places that might trap or restrict your movement.

- **Keep Out**
  1. Try to find a room that can be locked; if the room can’t be locked try to barricade or block the door with heavy furniture or other heavy objects.
  2. Turn out the lights and all noise-producing devices.
  3. Try to stay silent.
  4. Call 9-1-1 if you can do so without alerting the shooter.

- **Spread Out**
  1. If there are two or more of you don’t huddle together.
  2. Spreading out gives you more options and makes it harder for the shooter.
  3. Quietly develop a plan of action in the event the shooter enters your room.
4. Remain calm. This can have a contagious effect on others.
5. Stay focused on survival. Keep others focused.

- **Take Out**
  1. Assume the shooter’s intentions are lethal.
  2. Develop a survival mindset: actively choose the position that you have what it takes to survive when your life is on the line.
  3. You must be prepared to do whatever it takes to neutralize the threat.
  4. Throw things, yell, use improvised weapons.
  5. If there are two or more of you, make a plan to overcome the shooter.

**Do the best you can - Choose to survive.**

- **Medical Emergencies**

  - Dial 911 (9-911 from a campus phone) and tell the dispatcher that you require medical assistance. Be prepared to provide the following information:
    - Location of injured person (e.g. which room, number, etc.).
    - Type of injury or problem.
    - The individual's present condition.
    - The sequence of events leading to the emergency.
    - Medical history and name of injured person's doctor, if known.
    - The phone number where you are.

  - Do not move the victim unless it is necessary to remove him or her from a dangerous location or situation.
  - If trained, use pressure to stop bleeding.
  - If trained, use CPR if there is no pulse and the victim is not breathing.

**Personal Injury Procedures:**

- **Clothing on Fire:**
  - Do not run; drop to the floor and roll around to smother the flame or drench with water.
  - Obtain medical attention; if necessary, call 911.
  - Report incident to supervisor and/or the University Police, (828) 262-8000.
• Hazardous Material Splashed in Eye:
  o Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
  o Forcibly hold eye open to ensure water wash reaches under eyelids.
  o Obtain medical attention. Make sure to take Material Safety Data Sheet(s) of the chemical with you.
  o Report incident to supervisor and/or the University Police, (828) 262-8000.

• Minor Cuts and Puncture Wounds:
  o Vigorously wash injury with soap and water for several minutes.
  o Obtain medical attention.
  o Report incident to supervisor and/or the University Police, (828) 262-8000.

• Radiation Spill on Body:
  o Remove contaminated clothing.
  o Rinse exposed area thoroughly with water.
  o Obtain medical attention.
  o Report incident to supervisor and/or the University Police, (828) 262-8000.

• Biological Spill on Body:
  o Remove contaminated clothing.
  o Vigorously wash exposed area with soap and water for one minute.
  o Obtain medical attention.
  o Report incident to supervisor and/or the University Police, (828) 262-8000.

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

  For an unusual or potentially dangerous situation:
  o Never try to handle a dangerous situation by yourself.
  o Call University Police at 262-8000 (8000 from a campus phone), and they will notify the on-call counselor.
o Clearly state that you need immediate assistance. Give your name, your location, and state the nature of the problem.
o All suicide attempts should be reported to the University Police so that proper procedures will be followed to ensure the safety of those involved.

- **Civil Demonstration / Protest**
  - Remember that most demonstrations are peaceful.
  - If protestors begin to enter your building, let them in and call University Police at 262-8000 (8000 from a campus phone).
  - Try to carry on business as usual.
  - If the noise becomes too great, or the crowds become too large, feel free to close and lock office doors and windows – this is a departmental decision.
  - If it becomes necessary to evacuate, follow directions from the Police.
  - Proceed to your building’s Evacuation Assembly Area (EAA) and wait for additional instructions (see attachments).

- **Other Hazards and Incidents**

  **Trapped in an elevator:**

  - Use the emergency telephone inside the elevator to call for assistance.
  - Press the elevator alarm inside the elevator to signal for help.

  **Flooding inside the building (busted pipes, etc.)**

  - Cease using electrical equipment.
  - Evacuate the building if necessary and proceed to your building’s Evacuation Assembly Area (EAA).
  - Call Physical Plant at 262-3190 (3190 from a campus phone) or University Police after hours at 262-2150 (2150 from a campus phone).
  - If there are injuries, 911 (9-911 from a campus phone).

  **Earthquake**

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

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

Tornado / high winds / hurricane

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

- **Emergencies Not Listed**

Emergencies that do not fit into the categories above may also occur. In these situations or in any situation in which you are unsure of the appropriate response, call 262-8000 (8000 from a campus phone) and report the emergency. The dispatcher will give you instructions on how to respond.

Additionally, individual departments within the building may develop policies for responding to specific situations, such as a suspicious person.

V. Basic Emergency Procedures

There are five basic methods to respond to emergencies that may affect Appalachian State University, and more specifically, individual buildings:

- Building evacuation
- Shelter in place
- Lockdown
- Seek safe shelter
- Campus evacuation/closure
These response mechanisms and procedures to follow for each are described below.

- **Building Evacuation [Incidents occurring inside this building]**

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

  - Pull the fire alarm for incidents that you may safely do so (see section V).
  - Dial 262-8000 (8000 from a campus phone) or 911 (9-911 from a campus phone) and give details about the hazard to emergency personnel.
  - Evacuate immediately. Close doors behind you and do not stop for belongings.
  - Use stairways, not elevators.
  - Evacuate to at least 50 feet from building and remain there until accounted for.
  - Attempt to account for everyone in the department.
  - Alert police and fire personnel about potentially trapped victims (e.g., mobility impaired, trapped, or injured victims).
  - Do not re-enter the building until fire department officials, University Police, or other designated safety personnel communicate that it is safe to return.
  - Occupants should congregate in evacuation assembly areas outside the building (included in attachment A). In the event of inclement weather and/or prolonged evacuations, department heads should determine whether employees should seek shelter in another facility or leave campus.

- **Shelter in Place**

  A situation may occur at Appalachian State in which the safest action will be to shelter in place. Situations such as tornados, major hazardous materials spills, or an active shooter on campus may cause university officials to issue a shelter in place order. This will be broadcast to the University community via the AppState-ALERT System, which includes the warning siren, voice and text messages, mass e-mail, the University homepage, and the emergency webpage. When a shelter in place order is issued, the following steps should be taken:

  - Do not leave the building. Find a safe place within the building to stay and wait for further information.
• Follow procedures to protect yourself from the specific hazard. For example, if a tornado has been sighted, report to an interior room on the lowest floor. If a hazardous materials spill has occurred, close all doors and windows.
• If you have information about the hazard that can aid emergency responders, report it immediately by calling 8000.
• Remain in the building until an all clear has been given by emergency officials.

• **Lockdown**

  *More information regarding active shooter incidents is included in section V.*

• School lockdown procedures were developed after the Columbine High School tragedy and were primarily designed for schools K-12. They are not completely applicable at colleges or universities where many buildings are spread across numerous acres. A true lockdown of all campus buildings would likely take hours to complete and would require manpower resources not readily available.
• A lockdown is similar to sheltering in place, although a lockdown is the decision of an individual building or emergency personnel. Lockdowns are associated with an active shooter, violent criminal behavior, or terrorism where the best protective action is to secure access to the building. The University will not issue a campus-wide lockdown, although individual buildings may choose to lock down, or be required to lock down at the request of law enforcement.
• **If the active shooter is within the building, the decision to evacuate or seek safe shelter will most likely not be communicated to all individuals immediately. It is important to act by seeking safe shelter before you wait for official instructions (see below). Imminent situations like an active shooter require individual decisions and a survival mindset.**
• When a lockdown is declared, the doors leading outside of the building should be locked (when possible) and people should not exit or enter the building. People should stay where they are and should not exit or enter an office or the building. If people are in a hallway they should go to the nearest room or office.
• Classroom and office doors should be locked or barricaded.
• Turn off lights, radios, TVs, close blinds, and silence cell phones.
• Keep occupants calm, quiet and out of sight.
• If gunshots are heard, lie on the floor and try to use desks, file cabinets or concrete walls for additional protection.
• If you are outside the building when a lockdown is declared, seek safe shelter (e.g. unlocked building, large trees, walls, cars in a parking lot) away from the danger area if known.
• If a fire alarm is activated during a lockdown, proceed with extreme caution.
• Wait for the "all clear" to be given before leaving safe shelter.
• **Seek safe shelter**

  - If a building is under lockdown the term “seek safe shelter” does not apply.
  - During an elevated or high risk condition on campus, students, staff and faculty may be directed to seek safe shelter. This is a precautionary measure aimed at keeping you safe while indoors. When possible, exterior doors to buildings should be locked, but movement inside the building is not necessarily restricted. During this time people who you know or do not fit the description of the suspect(s) may be let into your building.
    - If you are outside trying to enter a locked building show your ID card.
    - Leave all parcels, briefcases, backpacks and gym bags outside away from the building entrance.
    - Open all outer garments for a visual inspection showing that you have no weapons. Wait for the "all clear" to be given before leaving safe shelter.
  - Consider what actions you may need to take should the situation escalate to a lockdown of the building you are in.
  - If you feel comfortable and can do so without traveling through a danger area, leaving campus may be an option. There are risks and benefits to trying to leave campus during an emergency situation and your decision will need to be based on your individual situation.
  - Seek safe shelter may be announced across the entire campus, while individual buildings may choose to lockdown.

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

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

• **Statement of ADA Accessibility during emergency evacuations**

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

  

  VI. Communications

  a. University communications

  • During an emergency incident, University officials will alert the campus community through at least one of the following methods, depending on the severity of the incident:

    o AppState-ALERT Campus siren system
    o AppState-ALERT Voice and text messaging
    o University e-mail

  • Occupants should plan to (1) seek safe shelter following official University warnings and then (2) seek information on emergency.appstate.edu.
  • Follow-up incident information will be disseminated through emergency.appstate.edu.
b. Building and departmental communications

- When an emergency or disaster is announced, or if building occupants are alerted to an emergency, all building occupants should notify others in the area.
- Emergency personnel should be notified.
- In coordination with the building coordinator, all occupants should ensure that the appropriate protective action (evacuation, shelter in place, etc.) is communicated as much as possible.
- Following the immediate incident, departments should maintain a call roster of all faculty and staff so they may contact them later.
- The decision to lockdown a building will be communicated through department heads (or designees) to each respective faculty and/or staff member.
- The building coordinator, in coordination with emergency officials and department heads, will make the determination to take proactive action.
- The majority of communications during an emergency or disaster incident in the building will be face-to-face.

VII. Preparedness

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

- Actively participate in fire safety training including fire extinguisher training and fire evacuation drills performed regularly by the Office of Environmental, Health, Safety and Emergency Management (mandatory).
- Become familiar with your work area and building. Pay attention to the location of fire evacuation maps, fire extinguishers, fire alarm pull stations, and other fire and life safety equipment in the building.
- Recognize potential fire hazards and report them immediately.
• Keep your work area clean and free of debris and other combustible materials.
• Make building security your own responsibility. Ensure that doors are secured and notify the Physical Plant of any malfunctions in locking mechanisms.
• Immediately report suspicious persons to University Police.
• Use caution when approaching suspicious situations, people, packages, etc.
• Maintain accountability of your personal belongings.
• Take the time to read the emergency preparedness plans available at emergency.appstate.edu.
• Register your cell phone for emergency alerts on theAppState- ALERT system at emergency.appstate.edu.
• Annually read this building emergency plan and make recommendations for improvement to your building coordinator.
• Remain aware of your surroundings.

VIII. The Building Coordinator (BC)

a. Designation and Selection of the Building Coordinator

• The Office of Environmental Health, Safety and Emergency Management will coordinate the appointment of a Building Coordinator and Alternate in every academic and administrative building owned or under the control of Appalachian State University. The Building Coordinator and Alternate will receive initial training and serve as the point of contact for the building.
• The Office Environmental Health, Safety and Emergency Management shall contact the department head(s)within each building on campus to identify the

    Building Coordinator and Alternate.

• Although faculty and staff may volunteer (department heads should provide faculty and staff the opportunity to volunteer) for the Building
Coordinator and Alternate positions, the following criteria should be considered when department heads appoint the Building Coordinator and Alternate. The employee chosen should be:

- A Responsible employee that can make decisions in a high stress environment.
- Knowledgeable about numerous University departments and the general responsibilities of departments.
- Someone who maintains a regular work schedule within the building.
- Someone who is able to build relationships and effectively communicate with other departments within the building.
- Not already committed to perform other functions during an emergency or disaster.

- If the department head(s) within a building do not identify a Building Coordinator and Alternate within a reasonable period of time, the next level of management above the department head (dean, vice chancellor, etc.) shall appoint the Building Coordinator and Alternate.

b. Role and Responsibilities of the Building Coordinator

Building Coordinators (BCs) have a defined role in campus emergency/disaster preparedness: they prepare building response plans and coordinate education and planning in this area for all building occupants. In addition, they serve as the communication liaison between emergency service agencies and building occupants.

Emergency Preparedness

The following duties are assigned to the BC in the role of building emergency preparedness coordinator:

- Coordination of the development and annual submission of a building emergency response plan.
- Completion of the building preparedness checklist at least annually.
- Coordination of building occupants in implementing a building emergency response plan with the Office of Environmental Health, Safety and Emergency Management, University Police, and other safety related agencies.
- Providing building occupants with emergency planning information and distribute safety related information.
- Work as a building liaison to other campus departments and units (e.g., Physical Plant; Campus Police; Human Resources;
Environmental Health, Safety and Emergency Management that provide support, assistance and input to emergency preparedness planning.

- Training an alternate (chosen in the same manner as the BC) to assume duties when the BC is on vacation, absent, or not available.
- Attending all training workshops /activities specifically organized for BCs.

Emergency Response (during normal operating hours)

- In consultation with department heads and emergency personnel as available, make the determination to take protective measures such as a lockdown or shelter in place.
- Coordinate with building occupants to ensure the building is secured, as possible.
- Notify building occupants of the duty to evacuate during an evacuation related to any type of incident, including fire drills.
- Serve as a liaison between emergency response personnel and building department head(s) to:
  - Coordinate use of any building emergency supplies.
  - Act as "self-help" captain* of the building at the Evacuation Assembly Area (EAA).
  - Implement accountability checks with department heads, when required.
IMPORTANT PHONE NUMBERS

Wake Forest Medical Center Security Services
Emergency Calls Only:
from campus extensions.................................................................6-9111
from off-campus phones ...............................................................336-716-9111

Non-Emergency..............................................................................6-3305
from off-campus phones ...............................................................336-716-3305
Security Escorts.............................................................................336-716-3305

Innovation Quarter Security Office...............................................336-713-1568

Administrative Services
8 a.m. - 5 p.m. – Monday - Friday:
Director of Security........................................................................336-716-9949
Security Operations Manager..........................................................336-716-9828
Security Systems Manager...............................................................336-713-2313
Training Coordinator.......................................................................336-716-2996

Support Services
Medical Center Identification.........................................................336-716-0069
Van Services..................................................................................6-RIDE or 336-716-7433
Compliance Hotline........................................................................877-880-7888

Off-Campus Resources
WFU Police.....................................................................................336-758-5911
Rape Response, W-S, NC.................................................................336-722-4457
Crisis Control, W-S, NC.................................................................336-724-7453

North Carolina Sex Offender and Public Protection Registry
(Look up by name or location) ......................................................http://sexoffender.ncdoj.gov

Important Contacts

Medical Center Campus Resources
Student Wellness Center.................................................................336.713.7002
Associate Dean for Student Services.............................................336.716.4271
Medical Center Security.................................................................336.716.3305
Campus Advocacy and Support Services...................................336.758.5285
Assistance available to all students’ 24-hours
University Title IX Coordinator....................................................336.716.9089 or 336.758.7258

Reynolda Campus Resources
Student Health Service.................................................................336.758.5218
24-hours when school is in session, excluding summer
University Police.................................................................336.758.5911
University Counseling Center......................................................336.758.5273
For emergencies after hours, contact Student Health Service
University Chaplain...............................................................336.758.5017
For emergencies after hours, contact Student Health Service
**PREPARE Student Advocates**

Available 24-hours to undergraduate students during fall and spring semesters when school is in session

Office of the Dean of Student Services

Residence Life and Housing

Wake Forest Compliance Hotline

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**Community Resources**

Sexual Assault Response Program

24 hour rape crisis service sponsored by Family Services

Forsyth Medical Center Emergency Dept

WF Baptist Medical Center Emergency Dept

Winston-Salem Police or Forsyth County
### Bowman Gray Campus

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tbody>
<tr>
<td>Wake Forest Baptist Medical Center</td>
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<tr>
<td>Hanes Building</td>
<td>301 Medical Center Blvd</td>
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<td>Gray Building</td>
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<tr>
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<td>Progressive Care Building</td>
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<tr>
<td>Meads Hall</td>
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<tr>
<td>Medical Plaza - Miller</td>
<td>131 Miller Street</td>
<td>Winston-Salem</td>
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<tr>
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<tr>
<td>Global Health House</td>
<td>325 Lockland Ave</td>
<td>Winston-Salem</td>
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<tr>
<td>Public Property</td>
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</tr>
<tr>
<td>(Publicly owned roads not owned or controlled by Wake Forest Baptist Medical Center but within campus boundaries)</td>
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<tr>
<td>Medical Center Blvd</td>
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<tr>
<td>2000 block of Cloverdale Ave</td>
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<tr>
<td>200-400 block of South Hawthorne Rd</td>
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<tr>
<td>Beach Street</td>
<td></td>
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<tr>
<td>1900 – 2000 Block of Queen Street</td>
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<tr>
<td>300 Block of Lockland</td>
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### Innovation Quarter Campus

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<tbody>
<tr>
<td>525 @ Vine</td>
<td>525 Vine Street</td>
<td>Winston-Salem</td>
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<tr>
<td>Biotech Place</td>
<td>575 Patterson Ave</td>
<td>Winston-Salem</td>
<td>NC</td>
<td>27101</td>
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<tr>
<td>Dean Building</td>
<td>391 Technology Way</td>
<td>Winston-Salem</td>
<td>NC</td>
<td>27101</td>
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<tr>
<td>PTCRC</td>
<td>115 S. Chestnut Street</td>
<td>Winston-Salem</td>
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### Boone Campus

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<td>PA Program - Appalachian State Univ</td>
<td>400 University Hall Dr,</td>
<td>Boone</td>
<td>NC</td>
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<tr>
<td>Lexington Medical Complex</td>
<td>10 Medical Park Dr</td>
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<td>101 Medical Park Dr</td>
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**Definitions 2016**

**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.

**Acquaintance Rape** is a sex crime committed by someone who knows the victim. It could be a friend, classmate, relative, or co-worker. As a sex crime, acquaintance rape includes forced, manipulated or coerced sexual contact.

**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.

**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 North Carolina 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 North Carolina.

**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.

**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.

**DRUG ABUSE** - habitual use of drugs not needed for therapeutic purposes, solely to alter one’s mood, affect, or state of consciousness, or to affect a body function unnecessarily
WFBMC Substance Abuse Policy

1) General Policy Statement

It is the policy of Wake Forest 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 Substance Abuse Policy

Substance Abuse Policy

Typed Name and Title: Cheryl E. H. Looke, Vice President and Chief Human Resources Officer
completed rehabilitation are required to abide by all other Medical Center polices 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 Substances 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 6 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

Substance Abuse Policy
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 HRBP.

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 licencing 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.
1) **GENERAL POLICY STATEMENT:**

The Wake Forest 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 85.100, 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 FERPA.

a) **Scope:** All students of the School are responsible for complying with this policy.
b) Responsible Department/Party/Parties:
Policy Owner: Assistant Dean, Medical Education Administration
Procedure: Assistant Dean, Medical Education Administration
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 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:

Certified Registered Nurse Anesthesia Program: Program Director
Graduate School of Arts & Sciences, Biomedical Sciences: Dean, Graduate School of Arts & Sciences, Biomedical Sciences
Physician Assistant Program: Program Director
Undergraduate Medical Education (MD) Program: Senior Associate Dean for Health Care Education

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 real property.

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 801, 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. 90-113.8.


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 3, 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. 90-93).

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 WFEMC 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/fed.html

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.ncsl.mn.us/EnactedLegislation/Statutes/HTML/BvArticleChapters/Chapter_90/Article_90.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/GenStat/Statutes/StatutesTOC.n?Chapter=018B. 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:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Ineligibility Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>1 year</td>
</tr>
<tr>
<td>Second Offense</td>
<td>2 years</td>
</tr>
<tr>
<td>Third Offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

(b) If convicted of the sale of a controlled substance:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Ineligibility Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>2 Years</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

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 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 I-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 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
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

iii. WFU Reynolda Campus: Students also have access to the Office of Wellbeing (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, Tanya Jachimiak, at tjachimi@wfuhealth.ed 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/

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)


   c) National Institution on Alcohol Abuse and Alcoholism Alcohol Policy
d) **34 CFR 668.40 – Conviction for Possession or Sale of Illegal Drugs**


f) 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=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
Welcome! When you face difficulties, the Employee Assistance Program (EAP) is always ready to help.

EAP is provided as a benefit to Medical Center staff/faculty and their immediate family members. It is a confidential service where trained counselors offer assessment and referral services to help resolve a range of personal/emotional concerns. Services are available at no cost.

Contact EAP
336-716-5493
All calls are confidential

Confidentiality
Appointments and services with the Employee Assistance Program (EAP) are strictly confidential. Except in cases of legal responsibility, no information can be released without written consent. All discussions in the EAP office remain absolutely confidential. Information maintained by EAP staff is neither part of nor accessible by any medical or personnel record system.

EAP is located at Piedmont Plaza II, away from the main campus of the Medical Center and Wake Forest University. All records pertaining to the counseling services are treated in a highly confidential manner.

Services
Personal Services
EAP provides professional assessment, referral and follow-up services for a range of individual and family difficulties such as:

- Marital problems
- Family difficulties
- Anxiety
- Grief
- Depression
- Stress at home or work
- Alcohol and drug abuse

The program provides an access to the MedCost behavioral health system and other health plans.

Workplace Services
- Critical Incident Staff Support
- Leader training and education
- Workplace problem identification and consultation

Leader Resources
If you suspect that personal problems may be to blame for poor job performance, consider referring the staff/faculty member to EAP for an assessment.

It is important for leaders to watch for how often and how severe the individual’s job impairment becomes. Occasional incidents of poor performance do not necessarily indicate a serious problem. But a clear, consistent pattern of deteriorating job performance indicates the need for a referral to the EAP.

The sooner a pattern is identified, the more quickly the individual’s well-being and capabilities can be restored. The keys are early recognition and action.

Identifying the Troubled Employee
Constructive Confrontation
Steps for Referring an Employee

Our Staff
Our trained counselors are ready to assist with personal or work concerns.

Meet the Staff

Resources
FAQs
Learn more about EAP, including eligibility, referrals and what happens in counseling sessions

Online Screening Tools
A quick, easy way to determine whether you are experiencing symptoms of depression, anxiety or other mental health condition

Resource Directory
Apps, books and web links for common issues

Last Updated 4/11/2017
WFBMC Employee Assistance Program Policy

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Click here to return to page 10 of document

Wake Forest Baptist Medical Center

Employee Assistance Program Policy

Type: Tier 2
Effective Date: April 2014
Revised Date: 
Contact: Human Resources

Approval Signature: Cheryl E. H. Locke
Typed Name and Title: Cheryl E. H. Locke, Vice President and Chief Human Resources Officer

1) General Policy Statement
It is the policy of Wake Forest Baptist Medical Center to provide professional assessment and referral services for staff and faculty members with personal problems affecting their lives and, thus, their job performance. This assistance will be made available to staff and faculty members through their Employee Assistance Program, known as “Personal Assistance Network.”

a) Scope: All WFBMC staff and faculty
b) Responsible Department(s)/Party/Franchise:
   i. Policy Owner: Human Resources
   ii. Procedure: Human Resources
   iii. Supervision: Human Resources
   iv. Implementation: Human Resources

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.

3) Policy Guidelines

a) General Guidelines
   WFBMC recognizes that problems of a personal nature can have an adverse effect on job performance. The Medical Center also recognizes that most personal problems can be dealt with successfully when identified early and referred to appropriate professional resources. The Employee Assistance Program has been established to help identify these problems and to provide referral to the most appropriate resource.

   The confidential program is designed to deal with a broad range of human problems such as mental or emotional disturbance, family or marital difficulties, alcoholism or other drug abuse, financial stress, legal problems or other concerns. The program provides on-site education, identification, diagnosis and referral. The overall goal of the Employee Assistance Program is to promote emotional wellness and to maximize job performance.

   i. The program is available on a self-referral basis for staff/faculty and their immediate family members. When a staff or faculty member has concerns about personal or family problems, he or she is encouraged to use the Employee Assistance Program.

   ii. All records and discussions of personal problems are regarded as highly confidential. Records are maintained at the Employee Assistance Program office and do not become a part of the staff/faculty member’s personnel file. Records are not open to anyone without the written consent of the staff/faculty member, except of statutory responsibility.
iii. Participation in the Employee Assistance Program will not adversely affect a staff/faculty member’s job security, reputation, opportunity for promotion, or career development.

iv. When performance problems are not corrected through normal supervisory attention, staff/faculty members may be referred to the Employee Assistance Program by their supervisor. In such instances, it is the staff/faculty member’s responsibility to comply with the referral and to pursue the counselor’s recommended course of action. If performance problems persist, performance improvement action procedures may follow.

v. Supervisor referrals will be based strictly on unsatisfactory job performance. Supervisors are not expected to diagnose personal problems. Supervisors should use the Employee Assistance Program as an adjunct to current Human Resources Policies and performance management procedures.

vi. Leave from work will be considered under existing Leave of Absence policies.

vii. The Employee Assistance Program will conduct training programs on a regular basis in order to familiarize managers and supervisors with their roles in the referral process.

b) Self-referral

A staff/faculty member may recognize that a personal problem is causing progressive distress in his/her life long before it affects job performance and comes to the attention of the supervisor. Early recognition and treatment of such problems are major goals of a successful Employee Assistance Program. It is the counselor’s role to assess the problem with the individual and to suggest options for treatment and/or rehabilitation.

The following describes the procedures for self-referral:

i. The staff/faculty member or family member calls the Employee Assistance Program to arrange a confidential appointment with a counselor. The Employee Assistance Program counselors will have regularly scheduled appointment times, and a time will be scheduled for the individual as soon as possible. In emergency situations, the individual will be seen immediately. Whenever possible, appointments will be arranged outside the regular working hours.

ii. The Employee Assistance Program counselor and the staff/faculty member or family member will discuss the concerns to determine the nature of the problem and to develop a treatment plan. The counselor will review possible resource options and evaluate potential costs in accordance with benefit plan design. The counselor will make a referral to the most appropriate resources and will follow-up to ensure quality of care.

iii. After hours, emergency situations can be handled either by the Psychiatry Resident on call or the Pastoral Care Chaplain on call by contacting the Emergency Department.

c) Supervisor Referral

The Employee Assistance Program is a valuable tool for the supervisor in dealing with staff/faculty members experiencing job performance problems. When a staff/faculty member has work performance problems, the supervisor will monitor and document the individual’s behavior, recognizing that any one symptom does not necessarily indicate a problem. It is the responsibility of the supervisor to follow a procedure that ensures that staff/faculty
members have the opportunity for evaluation and assistance.

The following describes the procedure for supervisory referral:

i. The supervisor should document specific job performance problems. The documentation should include dates, incidents, and the specific performance deficits.

ii. Upon early notice of performance decline, the supervisor should privately confront and support the staff/faculty member. The supervisor should:
   a. Be realistic and specific with the staff/faculty member about his/her failing performance
   b. Outline established expectations
   c. Not attempt to identify underlying causes
   d. Advise the staff/faculty member that this is a suggestion/recommendation to seek help on his/her own
   e. Document this initial interview

ii. If performance continues at an unacceptable level, the supervisor should conduct a second interview and should:
   a. Follow the steps outlined in a through e of ii. above
   b. Make a referral to the Employee Assistance Program by calling the Employee Assistance Program office and making an appointment for the staff/faculty member.

   It will be the responsibility of the staff/faculty member to comply with the referral and to cooperate with and follow the recommendations of the Employee Assistance Program counselor. If the staff/faculty member refuses to comply with the referral to the Employee Assistance Program, this should be noted in the supervisor's file and the staff/faculty member should be informed that he/she faces the consequences of performance management actions up to and including discharge, based on continuing poor performance.

iii. Wake Forest Baptist Medical Center does not apply performance management action or discharge employees for failure to seek assistance from the Employee Assistance Program. Employees receive performance management action and are subject to discharge on the basis of poor job performance.

iv. After-hours emergency situations requiring supervisory intervention will be handled by calling Security as warranted or by contacting the Psychiatry Resident on Call or the Chaplain on Call through the Emergency Department. The Director of the Employee Assistance Program should be informed of the acute event as soon as possible.

d) Confidentiality

Staff/faculty members are assured that when they seek assistance, personal information about them will be treated in a professional and confidential manner. Unidentifying demographic data will be compiled to provide the Medical Center with general statistics regarding utilization of the program and to provide for program evaluation.

Employee Assistance Program counselors will, however, report information learned in the interviews to the appropriate authorities if required to do so by law. Examples of such statutory responsibility include danger/threat to self or others. No other information can be disclosed without the written consent of the Employee Assistance Program client.

Employee Assistance Program Policy  Page 3
4) 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.
1) General Policy Statement

Wake Forest Baptist Medical Center (WFBMC) is committed to maintaining a work and educational environment in which all are treated fairly and respectfully. The Medical Center will not tolerate discrimination or harassment of any kind. Harassment by staff/faculty members may result in corrective action, up to and including discharge.

WFBMC takes all complaints of harassment very seriously and will not tolerate any retaliation against a staff/faculty member who raises a complaint of harassment against a co-worker, supervisor or non-employee.

a) Scope: All WFBMC staff, faculty and non-employees

b) Responsible Department/Party/Parties:
   i. Policy Owner: Human Resources
   ii. Procedure: Human Resources
   iii. Supervision: Human Resources
   iv. Implementation: Human Resources

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) Consensual Relationship: A dating, sexual or cohabiting relationship wherein both involved parties mutually agree to participate

c) Harassment: Unwelcome verbal or physical conduct that creates an intimidating, hostile, or offensive work environment or interferes with an individual’s work or education

d) Hostile Work Environment: An intimidating, offensive and unpleasant work environment resulting from harassment

e) Leader: Any individual who supervises staff/faculty members or work areas at WFBMC. A leader may or may not have direct reports.

f) Non-Employee: An individual who is not a regular employee of the Medical Center but who is granted badge access to Medical Center facilities and/or user access to Medical Center technology systems to perform work or engage in educational activities. Non-employees include, but are not limited to, students, contractors/independent contractors, job shadowing/observation participants, visiting professionals and volunteers.

September 15, 2016
g) **Quid Pro Quo Harassment:** Occurs when submission to harassment is used as a basis for employment decisions.

h) **Retaliation:** Adverse action taken in response to a staff/faculty member’s involvement in a harassment complaint

i) **Sexual Harassment:** Any unwelcome sexual advance, including requests for sexual favors and any verbal or physical conduct of a sexual nature

j) **Supervisor:** The person to whom a staff/faculty member reports. Examples include, but are not limited to, manager, director, AVP, VP or chair.

3) **Policy Guidelines**

Conduct described in this policy is prohibited whether in person, over the phone (including voice mail), through email or the Internet, or any other form of electronic communication.

a) **Discrimination**

The Medical Center prohibits harassment based on race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. This includes:

i. Discrimination in the provision of employment opportunities

ii. Adversely impacting a staff/faculty member’s terms and conditions of employment

b) **Harassment**

Examples of inappropriate behaviors include:

i. Unwelcome comments regarding an individual’s race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information

ii. Name-calling or the use of slurs, demeaning comments or other offensive language

iii. Repeated, unwelcome requests for dates

iv. Distribution or displays of written or graphic material containing negative content, including electronic materials

c) **Sexual Harassment**

i. Sexual harassment (whether opposite sex or same sex) is strictly prohibited.

There are two types of sexual harassment:

a. **Quid pro quo harassment,** in which submission to harassment is used as a basis for employment decisions. Examples include:

   1. Promises of favorable treatment or threats of unfavorable treatment based on an individual’s response to sexual advances

   2. Adversely impacting a staff/faculty member’s terms and conditions of employment based on the individual’s response to sexual advances

September 15, 2016
b. Hostile work environment, in which the harassment creates an intimidating, offensive and unpleasant work environment. A hostile work environment can be created by anyone in the workplace, including supervisors, co-workers or non-employees. Examples include:

1. Comments, jokes, or gestures of a sexual nature
2. Objectionable physical proximity or contact
3. Unwelcome flirtation, sexual advances or propositions
4. Unwelcome discussion of an individual’s physical characteristics or dress
5. Distribution or display of sexually explicit pictures or other materials, including electronic materials

ii. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. Courteous, mutually respectful interactions between individuals, including men and women, that are acceptable to both parties are not considered to be harassment.

iii. Consensual Relationships

Staff/faculty members are not permitted to have direct or indirect influence over the conditions of employment of an individual with whom they have a consensual relationship. This includes relationships within the same reporting structure, as well as those involving direct supervision. Such relationships that exist or develop must be disclosed. Action will be taken to reduce the risk of concerns about harassment, favoritism or bias. Actions may include, but are not limited to, a transfer to another work group, a change in shift, or a change in reporting structure. For details, including disclosure process guidelines, see the Nepotism and Consensual Relationships Policy.

d) Reporting Harassment

i. When evaluating whether a certain behavior should be considered harassment, these points should be considered:

   a. The behavior need not be perceived as harassment at the time but may be perceived as harassment later (for example, a participant who is initially willing may later object to the behavior).
   b. The behavior is unwelcome if an individual states that it is unwelcome.
   c. The behavior need not be directed at a specific individual.

ii. Complaint Procedure

   a. Harassment should be reported when a staff/faculty member believes that he/she has personally been harassed or has observed someone else being harassed. This applies whether the alleged harasser is a staff/faculty member, leader, visitor, patient or non-employee.

   b. The following options are available for addressing harassment:

      1. An individual who is being harassed may talk to the offender and make it clear that he/she considers the behavior inappropriate and wants it to stop. In many cases, this puts an end to the behavior. It is not necessary for a staff/faculty member to take this action before reporting a complaint to Human Resources or leadership.
2. A staff/faculty member may report the situation to his/her supervisor or Human Resources Business Partner.

3. A staff/faculty member may report the situation to any higher level member of leadership.

4. A staff/faculty member may report the situation through the Compliance Hotline.

   c. Anonymous complaints are permitted but are not encouraged, since they do not allow for a full investigation and may not result in resolution of the situation. Reasonable effort will be made to protect the privacy of the reporting individual(s).

       iii. Response to Complaints

           a. All complaints of harassment or discrimination are taken seriously. Upon receiving the harassment complaint, Human Resources will:

               1. Conduct a prompt and thorough investigation
               2. Discuss results with the complaining staff/faculty member (where appropriate actions taken)
               3. Keep investigation and results as confidential as possible
               4. Take any necessary performance improvement action, if the complaint is verified

           b. A staff/faculty member who believes the Medical Center has not met its obligations to correct a harassment incident or is not satisfied with the way in which his/her report of harassment was handled should contact the Director of HR Business Partners or the Vice President and Chief Human Resources Officer.

       e) No Retaliation

           The law and Medical Center values protect any person who, in good faith, reports what he or she thinks is discrimination or harassment. No intimidation or retaliation may be directed toward a staff/faculty member who:

               i. Makes or assists with a complaint of discrimination or harassment
               ii. Is a witness in the investigation of a complaint
               iii. Serves as an investigator

4) Questions

   Questions regarding how the policy applies to a specific situation should be directed to the Human Resources Business Partner.

5) Related Policies and Resources

   a) Code of Conduct
   b) Nepotism and Consensual Relationships Policy

September 15, 2016
6) Review/Revision/Implementation

   c) Review Cycle: This policy shall be reviewed by Human Resources at least every three years from the effective date.
   d) 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.
Wake Forest Baptist Medical Center Student Sexual Misconduct Policy

1. Introduction

Wake Forest Baptist Medical Center (hereinafter WFBMC or the University) expects all members of its community to act in respectful and responsible ways towards each other. Our organization, Wake Forest Baptist Medical Center, is comprised of Wake Forest University Health Sciences, the Wake Forest School of Medicine, including the Undergraduate Medical Education (MD) Program, Physician Assistant (PA) Program, Nurse Anesthesia Program, Graduate School of Arts and Sciences-Biomedical Sciences-Bowman Gray Campus, and Wake Forest Innovations. The University is committed to providing programs, activities and an educational environment free from discrimination on the basis of sex, sexual orientation, gender identity, and gender expression. For the University’s Code of Conduct, see http://www.wakehealth.edu/Compliance/Code-of-Conduct.html. For its Non-discrimination Statement, see the Student Handbook at http://www.wakehealth.edu/MD-Program/Student-Records/

This Student Sexual Misconduct Policy describes prohibited conduct, establishes procedures for responding to reports of sexual misconduct as defined in this policy, and outlines resources available to students at WFBMC.

As a recipient of Federal funds, WFBMC is required to comply 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 misconduct, as defined in this Policy, is a form of sex discrimination prohibited by Title IX. As explained in Section III of this Policy, sexual misconduct, sexual harassment, and sexual intimidation are all forms of misconduct prohibited by this Policy. All such forms of misconduct are referred to generally as “sexual misconduct” throughout this Policy.

This policy addresses complaints of sexual misconduct where the respondent is a student of WFBMC as defined in this policy. Complaints relating to sexual misconduct by a member of the University faculty, staff or community are not covered by the policy. The policy covering faculty, staff, and community members may be found at http://isites.wakehealth.edu/GoverningPolicy/Policies/Title IX.pdf. Any complaint, regardless of the status of the person accused, may be reported to the University’s Title IX Coordinator. The Title IX Coordinator is a University employee charged with overseeing investigations of allegations of sexual misconduct as well as remedying the effects of a hostile educational environment resulting from sexual misconduct if such an environment is determined to exist.

Individuals will not be discouraged by any WFBMC employee from reporting alleged incidents of sexual misconduct. All reports of alleged violations of this policy must be made based upon a good faith belief that a violation has occurred.

It is a violation of University policy to retaliate against any person making a complaint of sexual misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of sexual misconduct. For these purposes, “retaliation” includes intimidation, threats, harassment and other adverse action against any such complainant or third party. Retaliation should be reported promptly to the Title IX Coordinator and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of sexual misconduct.
WFBMC makes this policy and educational opportunities readily available to all students and other members of its community. Please refer to the Resource section of this policy for important campus and community resource contact information.

II. General Statement of Policy

Any act of sexual misconduct as defined under this Policy constitutes a violation of the Sexual Misconduct policy. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex. WFBMC is committed to fostering an academic and work environment that both promotes and expedites prompt reporting of sexual misconduct and timely and fair adjudication of sexual misconduct cases. Creating a respectful, safe, and non-threatening environment is the responsibility of all members of the WFBMC community. These procedures are designed to protect the rights, needs, and privacy of the person making a complaint to the University, as well as the rights of student respondents of sexual misconduct.

Anyone wishing to report a complaint alleging sexual misconduct by a University student can contact the University’s Title IX Coordinator.

A faculty or staff member, including student employees, with knowledge about a known or suspected incident of sexual misconduct must report the incident to the University’s Title IX Coordinator or a Deputy Coordinator. No employee is authorized to investigate or resolve student complaints without the involvement of the University’s Title IX Coordinator.

Allegations of sexual misconduct made by a student against a University employee should be reported to the University’s Title IX Coordinator or in accordance with the WFBMC Harassment Policy, which can be found at http://shps.wakehealth.edu/GoverningPolicy/Policies/Harassment.pdf. Such allegations will be reviewed, investigated by Human Resources, Title IX Coordinator, or designee, and resolved in accordance with that Policy and in consultation with the Title IX Coordinator.

In addition to violating University policy, sexual misconduct might also constitute criminal activity. Students are strongly encouraged to inform law enforcement authorities about instances of sexual assault, domestic violence, dating violence, and stalking. The chances of a successful criminal investigation are greatly enhanced if evidence is collected and maintained immediately by law enforcement officers. Students may inform law enforcement authorities about sexual misconduct and discuss the matter with a law enforcement officer without making a formal criminal complaint or a formal University complaint. Students who make a formal criminal complaint may simultaneously pursue a formal University complaint.

Assistance in reporting any form of sexual misconduct to the proper law enforcement authorities is available to any student upon request from the University’s Title IX Coordinator or a Deputy Coordinator.

Jurisdiction. This policy applies to any allegation of sexual misconduct against a WFBMC student, regardless of where the alleged sexual misconduct occurred. A university student is any student registered or enrolled at Wake Forest University Health Sciences, Wake Forest School of Medicine, including the Undergraduate Medical Education (MD) Program, Physician Assistant (PA) Program, Nurse Anesthesia Program, Graduate School of Arts & Sciences-Biomedical Sciences-Bowman Gray Campus, and Wake Forest Innovations (a) at the time of the alleged sexual misconduct and (b) at the time
the complaint is made. Although there is no geographical limitation to invoking this policy, sexual misconduct that is alleged to have occurred at a significant distance from the University may be more difficult to investigate. For this reason, students who experience sexual misconduct far from the WFBMC campuses are especially encouraged to notify local authorities to assist in the investigation.

**Period of Limitation.** The University encourages individuals to file complaints as soon as possible. However, there is no period of limitations provided that the respondent is a university student, as defined above. A complaint of sexual misconduct may be filed at any time while the respondent is enrolled as a student at WFBMC, regardless of the length of time between the alleged misconduct and the decision to file the complaint.

### III. PROHIBITED SEXUAL MISCONDUCT

WFBMC prohibits all forms of sex/gender-based harassment, sexual violence, sexual exploitation, interpersonal violence (domestic violence or dating violence), and stalking.

#### A. Sexual/ Gender-Based Harassment

Sexual harassment is a form of discrimination that includes verbal, written, or physical behavior of a sexual nature, 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 behavior is unwelcome and meets either of the following criteria:

1. Submission or consent to the behavior is reasonably believed to carry consequences, positive or negative, for the student’s education, employment, University living environment, or participation in a University activity or program. Examples of this type of sexual harassment include:
   a. Pressuring a student to engage in sexual behavior for some educational or employment benefit, or
   b. Making a real or perceived threat that rejecting sexual behavior will carry a negative consequence for the student.

2. The behavior has the purpose or effect of substantially interfering with the student’s work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education, University living, or participation in a University activity or program. Examples of this type of sexual harassment can include:
   a. Persistent unwelcome efforts to develop a romantic or sexual relationship,
   b. Unwelcome sexual advances or requests for sexual favors;
   c. Unwelcome commentary about an individual’s body or sexual activities;
   d. Repeated and unwelcome sexually-oriented teasing, joking, or flirting; and
   e. Verbal abuse of a sexual nature.

Behaviors or communications may be verbal or nonverbal, written, or electronic. Such conduct does not need to be directed at or to a specific student in order to constitute sexual harassment, but may consist of generalized unwelcome and inappropriate behaviors or communications based on sex, gender identity, actual or perceived sexual orientation, or gender stereotypes.
Determination of whether alleged conduct constitutes sexual harassment requires consideration of all the circumstances, including the context in which the alleged incidents occurred, frequency or pervasiveness of the alleged incidents, severity of the alleged incidents, whether the alleged incidents were based upon sex or gender, and whether the alleged incidents were unwelcome at the time of the alleged incidents. A determination will be based upon a reasonable person standard.

B. Sexual Assault:

Sexual Assault is defined as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault includes, but is not limited to:

(1) Non-consensual sexual intercourse. Attempted or completed intercourse or penetration (anal, oral or vaginal), however slight, with any body part or any object, by a person upon another person, without effective consent. This includes vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

(2) Sexualized touching (including disrobing or exposure), however slight, with any body part or any object, by a person upon another person, without effective consent. Sexual touching includes any contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts, when such touching would be reasonably and objectively offensive.

(3) Sexual exploitation, 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 one being exploited. Sexual exploitation encompasses a wide range of behaviors which may include, but are not limited to:
   a. Inducing incapacitation with the intent to rape or sexually assault another student;
   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 Voyeurism;
   e. Knowingly transmitting a sexually transmitted disease, including HIV, to another student;
   f. Prostitution another student (i.e. – personally gaining money, privilege, or power from the sexual activities of another student).

C. Sexual Intimidation:

Sexual intimidation is defined as:

(1) Threatening to commit a sexual act upon another person.
(2) Sexual intimidation also includes acts of intimidation, bullying, aggression, or hostility based on gender or gender-stereotypes, even if the acts do not involve conduct of a sexual nature.
(3) Engaging in indecent exposure.
D. Stalking or Cyberstalking:

Stalking or cyberstalking is defined as engaging in a course of conduct directed at a specific person (in person or through electronic means) that would cause a reasonable person to:

1. Fear for the individual's safety or the safety of others; or
2. Suffer substantial emotional distress

E. Dating Violence:

Dating violence is defined as violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
   a. The length of the relationship
   b. The type of relationship
   c. The frequency of interaction between the persons involved in the relationship.

F. Domestic Violence:

Domestic Violence is defined as felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited 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 State of North Carolina, 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 State of North Carolina.

IV. Effective Consent

University policy mandates that each participant obtains and gives effective consent in each instance and before each sexual act. The University has defined consent as follows:

"Consent" is informed, freely and actively given, and mutually understandable words or actions that indicate a willingness to participate in mutually agreed-upon sexual activity. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to engage in certain conduct with each other. Consent cannot be gained by ignoring or acting in spite of the objections of another. Consent can be withdrawn at any time.

Consent cannot be inferred from:

1. Silence, passivity, acceptance, 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 buying of dinner or the spending of money on a date;
(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 is not effective if it is 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 reasonable 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 Consent and does not excuse conduct that constitutes Sexual Misconduct under this Policy.

If at any time during a sexual act any confusion or ambiguity is or should reasonably be apparent on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify the other’s willingness to continue and capacity to consent. Neither party should make assumptions about the other’s willingness to continue.

V. Reporting Prohibited Conduct

Individuals are strongly encouraged to report incidents of sexual misconduct. Individuals may report to:

(1) Law enforcement authorities (Non-confidential)

Because sexual misconduct may constitute both a violation of University policy and criminal activity, and because the University judicial system is not a substitute for criminal action, the University encourages students to report alleged sexual misconduct of a criminal nature, such as sexual assault, promptly to campus officials and to local law enforcement agencies.

Information shared with law enforcement is not confidential.¹

Winston-Salem Police Department, [Non-Confidential] 101 N. Main St, Winston-Salem 27101
Contact: 911 (emergencies) or 336.773.7700 (non-emergencies)

¹ Confidential resources are those resources that do not have mandatory reporting requirements to the University’s Title IX Coordinator and law enforcement. Confidential resources include mental health counselors and other medical professionals when such persons are providing services in their respective roles as counselors and medical professionals. Non-confidential resources are resources/offices that are legally required to report all sexual misconduct and harassment complaints to the University’s Title IX Coordinator. Non-Confidential resources include faculty advisors and WFBMC staff.
(2) Title IX Coordinator or Deputy Title IX Coordinator (Non-confidential)

Sexual misconduct can be reported to the University’s Title IX Coordinator or to a designated Deputy Title IX Coordinator.

The Title IX Coordinator will strive to protect the privacy of information shared in a sexual misconduct report, but cannot guarantee confidentiality.

Title IX Coordinator and Deputy Coordinators, [Non-Confidential; Private]
Contact: Tanya Jachimik, Title IX Coordinator, 336.738.7258, jachimik@wfu.edu or Jessica Harris Telliers, Deputy Title IX Coordinator/Investigator, 336-738-4997, telliers@wfu.edu or Nicole Allen, Deputy Title IX Coordinator, 336.713.7880, chaalen@wakehealth.edu or Tanya Gregory, Deputy Title IX Coordinator, 336.713.0819, tgregory@wakehealth.edu

(3) Other University faculty and staff (Non-confidential)

If an individual discloses or otherwise reports sexual misconduct to any non-confidential faculty or staff, such faculty and staff are required by law to report disclosures to the University Title IX Coordinator or to a Deputy Title IX Coordinator.

Student Health Navigator, [Non-Confidential], 3rd floor: Bowman Gray Center for Medical Education 1213, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101
Contact: Marsha Brown, Student Health Navigator, 336-716-0637, mcbrown@wakehealth.edu

(4) Confidential Campus Resources (Confidential)

Students may seek out the support of confidential resources that will not report disclosures of sexual misconduct. At WF BMC, students may contact Student Wellness Services to review options prior to reporting to the University or to receive counseling, coaching and consultations.

Student Counseling and Wellness Services, [Confidential] 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 (confidential email) or Dr. Paige Greason, pngreason@wakehealth.edu, 336.713.3357 or Ryan MacLeod, rmacleod@wakehealth.edu, 336.713.6302.

Innovation Quarter (IQ) Chaplain, [Confidential], 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

WFU Baptist Medical Center, [Confidential] Medical Center Blvd, Winston-Salem, NC 27157
Contact: 336.713.9000 (Emergency Department) or 336.716.9253 (Request an Appointment)

Medical Concerns including wellness exams, SANE forensic exams, STI or Pregnancy testing, and Rape Drug Screenings

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 protect the complainant and the University community. 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 investigation will be conducted in a prompt, fair, and impartial manner by the University Title IX Coordinator or designee, who have been specially trained to handle cases of sexual misconduct. During and after the investigation, measures will be taken by the University to ensure the preservation of evidence for internal purposes and/or a criminal investigation.

Limited Immunity for Violation of Alcohol and Drug Policies. The University considers the reporting and adjudication of sexual misconduct cases to be of paramount importance. While the University does not condone underage or excessive drinking or illegal use of controlled substances, the University will extend limited immunity from punitive sanctioning under University policies in the case of illegal alcohol or substance use to complainants, respondents, witnesses and to those reporting incidents and/or assisting the complainant.

VI. Privacy of Information

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 imminent harm to the community, 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.

If the complainant does not wish to pursue a hearing and/or requests that the complaint remain private, Title IX nevertheless requires the University to investigate and take reasonable action in response to the complaint. The University’s Title IX Coordinator will inform the complainant, however, that the University’s ability to respond in such a case may be limited. In such cases, Title IX requires the University to evaluate the complainant’s request(s) that the complaint not be adjudicated or remain private in the context of the University’s commitment to provide a reasonably safe and non-discriminatory environment for all students. In order to make such an evaluation, the Title IX Coordinator or the Title IX Coordinator’s designee may conduct a preliminary investigation into the alleged sexual misconduct and may weigh the complainant’s request(s) against the following factors: the seriousness of the alleged sexual misconduct; whether there have been other complaints of sexual misconduct against the same respondent student(s); and the respondent student’s right to receive information about the allegations if the information is maintained by the University as an “education record” under FERPA, the federal law that gives students the right to access their own education records. The University’s Title IX Coordinator will inform the complainant if the University cannot ensure confidentiality. Even if the University cannot take disciplinary action against the respondent student because of the request for privacy or the request to not pursue an investigation, the University will nevertheless take prompt and effective action to limit the effects of the alleged sexual misconduct and to prevent its recurrence. For instance, the Title IX Coordinator or designee may issue a “no-contact” order or take other appropriate interim measures (e.g., changes to class schedules) to assure student safety even in the absence of a formal proceeding.

If, prior to a hearing, the respondent student elects to take responsibility for the alleged sexual misconduct, the fact-finding hearing may be canceled and an informal resolution process will be initiated to determine sanctions. If the determination regarding sanctions cannot be finalized through the informal resolution process, a hearing will be convened for the exclusive purpose of determining a sanction.
VII. Preliminary Review

Upon receiving a report of sexual misconduct, the Title IX Coordinator or the Title IX Coordinator’s designee will begin a preliminary review.

Upon completing the preliminary review, the Title IX Coordinator or the Title IX Coordinator’s designee will determine whether or not there is cause to initiate a formal University investigation and move toward adjudication through either the Informal Resolution Process (described below in Section VIII) or the Formal Resolution Process (described below in Section IX).

VIII. Informal Resolution Process

A complainant who wishes to file a complaint of sexual misconduct with the University but who does not wish to pursue a judicial hearing, as explained below, may request a less formal proceeding, referred to as the informal resolution process. However, the informal resolution process is not available for complaints of non-consensual sexual intercourse.

The informal resolution process is intended to resolve complaints quickly, efficiently, and to the mutual satisfaction of the parties involved. Where circumstances allow for this, the informal resolution process will be initiated as soon as possible after the filing of the complaint.

With the concurrence of the complainant and the respondent, the Title IX Coordinator or designee will seek an outcome through informal resolution with the assistance of an appropriate University official designated by the Title IX Coordinator or the Title IX Coordinator’s designee. Any resolution through this informal resolution procedure also must be mutually agreed upon by the parties involved. Both the complainant and the respondent have the right to bypass or end the informal resolution process at any time and initiate a judicial hearing. Any failure to comply with the terms of an informal resolution agreement may result in disciplinary action/sanctions and/or, if warranted, a further allegation of harassment.

Records arising from the informal resolution process will not be used for any purpose other than those described above or to comply with applicable laws and regulations, unless a complaint subsequently results in a judicial hearing or otherwise becomes part of a legal action.

IX. Formal Resolution Process

When informal resolution is not an option or when a student chooses not to utilize the informal resolution process, the following process has been established to resolve complaints of sexual misconduct.

Prior to the hearing, the complainant has the right to receive notification and assistance from the University’s Title IX Coordinator or a designee regarding interim actions, including assistance in changing academic and living situations after an alleged incident of sexual misconduct. In addition, no-contact orders may also be issued to prevent any contact, whether in person or indirectly, between the respondent student, acquaintances, witnesses, and/or the complaining party.
The University has created a Sexual Misconduct Hearing Board composed of faculty and staff specially trained to handle cases of sexual misconduct. The Title IX Coordinator or designee will conduct, at a minimum, annual training for all board members. In each case, the School of Medicine’s Associate Dean, Students Affairs or designee will select a three-member panel of individuals from the Hearing Board to hear a particular case. The Title IX Coordinator will serve as a non-voting ex officio member of the panel.

Both the complainant and the respondent student may, in consultation with the Title IX Coordinator, have an advocate of their choosing during any campus judicial hearing. The complainant and respondent may also choose to be assisted at the hearing by an advisor of their choice. The advisor's role is limited to providing support to the individual and advisors are not allowed to ask questions or present information during the hearing. Advisors may, however, be available to provide advice outside of the hearing.

The hearing will be conducted in an inquisitorial manner. In other words, the hearing panel will be responsible for asking questions of witnesses and developing evidence through witness testimony. A list of witnesses who will be called will be distributed in advance. In addition, the complainant and respondent student may call their own witnesses. The witnesses must be able to provide testimony that is relevant to the complaint being heard. The complainant and the respondent student may submit written statements to the hearing panel in advance of the hearing and may also testify themselves.

Accommodation may be made for complainants and/or respondents who do not wish to be in the hearing room at the same time. This accommodation may include videoconferencing.

The complainant and respondent student may submit questions to the hearing officer to be asked of the witnesses testifying before the panel. Complainant and respondent student will not be permitted to ask questions directly of one another.

Issues regarding admission of evidence or testimony, including relevancy and the reliability of the evidence and testimony will be determined by the University hearing officer during the hearing. Sexual history of either party may not be discussed during the hearing. University students who appear before a sexual misconduct hearing panel, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the applicable University Honor Code.

At the conclusion of the hearing, the panel will confer regarding whether the respondent student is responsible for the alleged sexual misconduct. The hearing officer is a non-voting facilitator of the panel’s deliberation. Evidence will be evaluated under a “preponderance of the evidence standard,” meaning that the respondent student will be found responsible if, based upon the entirety of the evidence presented during the hearing, it is determined that the respondent student “more likely than not” committed the offense in question.

If there is a finding of responsibility, the hearing panel will determine the sanctions to be imposed. Sanctions for a finding of responsibility depend on the nature and the gravity of the misconduct. They may include, but are not limited to: disciplinary probation, suspension, expulsion, specialized treatment off-campus, no-contact orders, trespass from campus, participation in graduation and/or other University programs or activities, and/or other educational sanctions deemed appropriate. Sanctions imposed by the hearing panel will remain in effect pending the outcome of any appeal process.
Both parties will be notified (in writing) simultaneously of the panel’s decision. The parties will also be informed of the sanctions imposed, if applicable, and the University appeal procedures. The hearing officer will also notify the Title IX Coordinator (in writing) of the decision and the sanctions imposed, if applicable.

An investigation by the University and a decision by the sexual misconduct hearing panel will, in most cases, be rendered within sixty (60) days of the filing of a complaint. This time period can be modified at the discretion of the University’s Title IX Coordinator, if deemed necessary to conduct a thorough investigation or to protect the rights of all parties.

Regardless of the outcome of the judicial process, protective measures may be provided to the complainant or respondent. Such protective measures may include no contact orders and/or changes in class schedules and/or housing assignments.

X. Appeals

Complainant and respondent students may file a written appeal with the University’s Title IX Coordinator within fourteen (14) calendar days from the date of the decision on the following grounds:

   1. Appropriateness of the sanction;
   2. germane new evidence not available at the time of the hearing that could significantly impact the outcome; and/or
   3. Procedural errors that significantly impact the outcome.

Appeals will be reviewed by an Appeals Committee comprised of members from the Sexual Misconduct Hearing Board who are specially trained to handle cases of sexual misconduct. The Title IX Coordinator or designee will conduct, at a minimum, annual training for all board members, including those members of the Appeals Committee. In the case of an appeal, the School of Medicine’s Associate Dean, Students Affairs or designee will select a three-member panel of individuals from the Hearing Board to serve on the Appeals Committee. The School of Medicine’s Associate Dean, Students Affairs or designee will be a non-voting member of the Appeals Committee.

The Appeals Committee is charged with reviewing the appeal. The Appeals Committee shall have access to all information that was available to the Sexual Misconduct Hearing Panel. If the Appeals Committee determines that there is either germane new evidence that could significantly impact the outcome of the case, or a procedural error that could have altered the outcome of the case, the matter will be remanded back to the initial Hearing Panel for a determination regarding the impact of the new evidence or procedural error on the outcome of the complaint. If the grounds for the appeal are based on the appropriateness of the sanction, the Appeals Committee will have the authority to adapt the sanction imposed by the Hearing Panel or to change the sanction to a lesser or more severe sanction. The decision of a majority of the Appeals Committee members will be final.

Both parties will be notified simultaneously (verbally and in writing) of the Committee’s decision. The Title IX Coordinator will also be notified (verbally and in writing) of the Committee’s decision.
XI. Interim Suspensions or Other Interim Actions

For alleged violations of this Policy, interim actions, including but not limited to, interim suspension, reassignment to alternate housing, limitation of access to designated University facilities, and limitation of privileges to engage in specified University activities may be imposed by the University’s Title IX Coordinator.

Such interim actions may be taken when there is reason to believe that the conduct of the respondent student poses a threat of harm to the complainant or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions.

XII. Resources

Confidential Crisis Response

Student Counseling and Wellness Services: [Confidential] 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 (confidential email) or Dr. Paige Gresson, pgresson@wakehealth.edu, 336.713.3357 or Ryan MacLeod, rmcleod@wakehealth.edu, 336.713.6302.
• Review reporting options
• Individual and group counseling and education opportunities
• Small Group Counseling
• Integrative Awareness Training
• Mindfulness Meditation
• Stress Management

Innovation Quarter (IQ) Chaplain: [Confidential], 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

Family Services, Inc., [Confidential] 1200 Broad St, Winston-Salem, NC 27101
Contact: 336.722.8173 or 1.800.316.5513, email: info@fsifamily.org
• Crisis Line available 24/7/365 for Sexual Assault Support and Information: 336.722.4487
• Crisis Line available 24/7/365 for Domestic Violence Support and Information: 336.723.8125
• Individual and group counseling and education opportunities
• Domestic Violence Shelter (information available through DV Crisis Line)
Safety Resources

**Winston-Salem Police Department,** [Non-Confidential] 101 N Main St, Winston-Salem 27101
Contact: 911 (emergencies) or 336.773.7700 (non-emergencies)
- Safety concerns or filing police report
- **Domestic Violence Unit:** Provides information and assistance for concerns related to Domestic Violence

**Wake Forest Baptist Medical Center Security Services,** [Non-Confidential] Medical Center Blvd, Winston-Salem, NC 27157
Contact: 336.716.3303

**Sunstate Communications (at Innovation Quarter),** [Non-Confidential]
Contact: 336.713-1568

Health Resources

**Wake Forest Baptist Medical Center,** [Confidential] Medical Center Blvd, Winston-Salem, NC 27157
Contact: 336.713.9000 (Emergency Department) or 336.716.9253 (Request an Appointment)
- Medical Concerns including wellness exams, SANE forensic exams, STI or Pregnancy testing, and Rape Drug Screenings

**Novant Health Forsyth Medical Center,** [Confidential] 3333 Silas Creek Pkwy, Winston-Salem, NC 27103
Contact: 336.718.2001 (Emergency Department) or 336.718.5000 (information)
- Medical Concerns including wellness exams, SANE forensic exams, STI or Pregnancy testing, and Rape Drug Screenings

**Forsyth County Health Department,** [Confidential] 799 N. Highland Ave, Winston-Salem, NC 27101
Contact: 336.703.3324 for appointment information
- Provides free and confidential testing for STIs and HIV

**Student Health Navigator** [Non-Confidential], 3rd floor: Bowman Gray Center for Medical Education 1213, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101
Contact: **Marsha Brown**, Student Health Navigator, 336-716-0637, msbrown@wakehealth.edu

Campus Reporting Resources

**Title IX Coordinator and Deputy Coordinators,** [Non-Confidential; Private]
Contact: **Tanya Jachimak**, Title IX Coordinator, 336.758.7258, jachimak@wfu.edu, or **Jessica Harris Telligman**, Deputy Title IX Coordinator/Investigator, 336-758-4997, telligman@wfu.edu or **Nicole Allen**, Deputy Title IX Coordinator, 336.713.7880, chaallen@wakehealth.edu or **Tanya Gregory**, Deputy Title IX Coordinator, 336.713.0819, tgregory@wakehealth.edu
Evacuation Plans

Evacuation plans are available for buildings located throughout the main campus and offsite areas.

All building or unit evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel. Upon notification, proceed to assigned Emergency Assembly Point (EAP) or designated area for non-ambulatory care units.

**DO NOT USE ELEVATORS** during an emergency evacuation.

Emergency Assembly Points (EAPs) are designated throughout the main campus and offsite areas. The EAP signage is denoted by a symbol having a blue triangle enclosed in a white circle.

Remain at the emergency assembly point until a headcount is taken and further instructions are provided by emergency personnel. **DO NOT return to an evacuated building** until advised by the Fire Department or Safety/Security.

Education

EH&S provides health and safety education for a variety of environments and hazards. All training is delivered based on your work environment and your position hazards:

- New employee health and safety orientation
- Annual Required Training associated with Health and Safety
- Education and Training for specific workplace hazards
- Annual Training for Engineering

Position Hazards

Position hazards are set by your department and supervisor. They are recorded in PeopleSoft on your Self Service Menu. They should be reviewed at least annually but may be amended any time your job duties change. These hazards are part of the criteria used to enroll your annual training and keep you safe. Please make sure they are correct:

- Position hazard amendment worksheet
- Hazard descriptions
Wake Forest Baptist Medical Center
Equal Opportunity Employer

Effective: June 2012
Revised: 2014

POLICY

It is the policy of Wake Forest Baptist Medical Center to be an equal opportunity employer.

SCOPE

Applies to Staff, Potential Staff, Faculty, Potential Faculty

DEFINITIONS

Status: For the purpose of this policy, status refers to race, color, religion, age, gender, sexual orientation, gender identity, disability, national origin, citizenship status or veteran status.

GUIDELINES

The Medical Center is committed to ensuring equal employment opportunities for applicants and staff/faculty members. The policy applies to all matters of employment, including position upgrades, promotions, transfers, leaves of absence, rates of pay, benefits, selection for training, recruitment, Medical Center-sponsored staff/faculty activities, layoffs and termination.

- The policy includes:
  - The commitment to provide equal employment opportunity to all individuals solely on the basis of the individual’s qualifications and without regard to status
  - The commitment to maintain an affirmative action program in accordance with Executive Order 11246
  - The assurance that all staff/faculty members will be treated fairly during the period of their employment without regard to status

- The Medical Center prohibits any form of retaliation against any staff/faculty member who has a complaint of discrimination based on their status.

- The Vice President and Chief Human Resources Officer is responsible for ensuring that all Human Resource policies and all phases of Human Resource management are consistent with this policy.
Responsibility for administering Human Resource policies consistent with this organizational policy has been extended to managers, supervisors and other members of leadership.

Responsible Department:
Human Resources

Review Cycle:
3 years

Approved By:

Cheryl E. H. Locke, Vice President and Chief Human Resources Officer
Nondiscrimination Statement

The Wake Forest School of Medicine, inclusive of the Physician Assistant, Nurse Anesthesia, and Undergraduate Medical Educational (MD) programs (the School of Medicine), and the Graduate School of Arts and Sciences, Biomedical Sciences Program (the Graduate School), are committed to diversity, inclusion and the spirit of Pro Humanitate. In adherence with applicable laws and as provided by School of Medicine and Graduate School policies, the School of Medicine and Graduate School prohibit discrimination in its educational programs, admissions, and activities on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity and expression, genetic information, disability and veteran status.

Inquiries regarding non-discrimination policies should be directed to:

Tanya L. Jachimiak, JD
Title IX Coordinator
Section 504/ADA Coordinator
jachimiak@wfu.edu
titleixcoordinator@wfu.edu
336.758.7258

Marcia Wofford, MD
Associate Dean, Student Affairs
mwofford@wakehealth.edu
336-713-7879

Contact information for Title IX Deputy Coordinators can be obtained from the Title IX Coordinator.

Inquiries concerning the application of anti-discrimination laws may be referred to the individuals listed above or to the Office for Civil Rights, United States Department of Education. For further information on notice of non-discrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the U.S. Department of Education office that services your area, or call 1-800-421-3481.

The Student Disability Grievance Procedure has been established to resolve disability grievances for students who believe they have been denied “reasonable accommodations” for their documented disability or that they have been discriminated against on the basis of their disability. For further information please contact the Section 504 Coordinator, Tanya Jachimiak, at 336-758-7258 or jachimi@wakehealth.edu.
For information regarding the nondiscrimination policies in employment practices for Wake Forest Baptist Medical Center, see Equal Opportunity Employer Policy. Information about employment practices may also be obtained by contacting:

Employee Relations
emprelations@wakeshealth.edu
336-716-6078
WFBMC No Retaliation Policy
Click here to return to document

No Retaliation
Formerly: PFB-WFBMC-41

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<td>Current (Revised) Date:</td>
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<tr>
<td>Contact:</td>
<td>Audit and Compliance</td>
</tr>
<tr>
<td>Approval Signature:</td>
<td>John D. McConnell</td>
</tr>
<tr>
<td>Date Approved:</td>
<td>11/4/14</td>
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</table>

Name and Title: Dr. John McConnell, CEO

1) General Policy Statement

It is the policy and commitment of Wake Forest Baptist Medical Center, comprised of Wake Forest Baptist Health (which includes North Carolina Baptist Hospital, Lexington Medical Center, Davie Medical Center and other clinical subsidiaries/affiliates), Wake Forest University Health Sciences, Wake Forest School of Medicine, and Wake Forest Innovations (“Organization”), to maintain a culture that promotes the prevention, detection, and resolution of instances of conduct that do not conform to laws, regulations, policies, procedures, or the Code of Conduct. All faculty and staff are responsible for promptly reporting actual or potential wrongdoing. Leadership, faculty, staff and others (“employee”) who in “good faith” report acts or suspected acts of fraud, abuse, waste, violations of the Code of Conduct, other wrongdoing, or misconduct under the protection of the False Claims Act (31 U.S.C. §§ 3729-3733) and this Organization’s policy, may not be fired, harassed, coerced to resign, or otherwise retaliated against.

a) Scope

This policy applies to faculty, staff, trainees and students.

b) Responsible Parties

Policy Owner: Audit and Compliance Office
Procedure: Audit and Compliance Office
Supervision: Audit and Compliance Office
Implementation: Audit and Compliance Office, Departmental Leadership

2) Definitions: For purposes of this Policy, the following terms and definitions apply:

a) Policy: As defined in the Policy on Creating and Amending Policy, a statement of principle that is developed for the purpose of guiding decisions and activities related to governance, administration, or management of care, treatment, services or other activities of WFUBMC. A
3) Policy Guidelines:

a) Purpose:
There is a concern that employees may not report actual or potential wrongdoing if they feel they will be subject to termination, harassment, or other forms of retaliation for reporting their concerns. Therefore, this no-retaliation policy was established to reassure employees reporting their concerns in “good faith” through their leadership, the Audit and Compliance Office and Human Resources, or to outside agencies that their actions are protected and retaliatory acts will not be tolerated.

Any employee found to have violated this policy of no-retaliation is subject to disciplinary action up to and including termination. Employees cannot exempt themselves from the consequences of wrongdoing by self-reporting, although self-reporting may be taken into account in determining the appropriate course of action. Disciplinary action taken as a consequence of wrongdoing is determined according to Organization policy and is not considered retaliation. The Organization encourages any employee who believes they have been a victim of retaliation to report said retaliation to the Audit and Compliance Office and Human Resources immediately.

b) False Claims Act:
The federal False Claims Act (FCA) and NC General Statute § 108A-70.12 provide protection for employees who report actual or possible false claims for Medicare or Medicaid reimbursement.

A. Actions that violate the FCA include:

1. Knowingly submitting a false claim for payment to the U.S. Government
2. Making or using a false record or statement to obtain payment for a false claim
3. Conspiring to make a false claim or get one paid
4. Making or using a false record to avoid payments owed to the U.S. Government

Examples of the types of activity prohibited by the FCA include billing for services that were not actually rendered, and upcoding (the practice of billing for a more highly reimbursed service or product than the one provided).

Individuals or companies found to have violated the statute are liable for a civil penalty for each claim of not less than $5,500 and not more than $11,000, plus up to three times the amount of damages sustained by the federal government.

Furthermore, the FCA encourages individuals, through its _qui tam_ (whistleblower) provision, to come forward and report misconduct involving false claims, with the possibility of monetary reward.
c) Procedures:

The Organization has established effective and confidential means for employees to report violations and suspected violations of federal or state laws or regulations, Organization policies, or other compliance concerns. Employees can make their report anonymously, and their anonymity will be protected to the extent possible.

To make a good faith report of a compliance concern or to report retaliation for reporting, employees should contact their immediate leadership or administrator. If an employee feels uncomfortable with reporting their concerns through their leadership or administrator, the employee should report their concerns through the following avenues:

- Departmental Leadership (including the Chair or Section Head)
- Department of Human Resources
- Audit and Compliance Office 336-713-4949
- WFBMC Compliance Hotline 877-880-7888 or report online at www.mwnmc.com/reportline/international

A. Organization Leadership (including Executives, Chairs, Section Heads, Faculty, Directors, Managers, Supervisors, Human Resources, and the Audit and Compliance Office) shall take appropriate actions to assure all employees that the Organization encourages the reporting of potential and actual wrongdoings. They also provide assurance to employees that illegal, unethical, immoral or other violations of Organization policies will not be tolerated. The Organization shall take active measures to safeguard employees against retaliation.

B. At a minimum, the following actions shall be taken and shall become an ongoing aspect of the management process:

1. Leadership shall discuss the main points of this and other applicable compliance policies regularly with employees and ensure they have access to these policies.
2. All known instances of retaliation shall be reported immediately to Human Resources and/or the Audit and Compliance Office.
3. The Organization shall ensure that reports of actual or potential violations are handled promptly.
4. The Organization shall maintain confidentiality regarding all aspects of the reported concerns and problems at all times, insofar as legal and practical, informing only those persons who have a need to know.
5. The Organization shall take appropriate action to investigate and resolve any reported act of retaliation.
6. The Organization shall ensure that disciplinary action against any employee who commits a retaliatory act is fair, just, and consistent across all levels of the organization.
7. Any potential retaliatory acts that violate the protections given under the False Claims Act shall be immediately reported to the Audit and Compliance Office and/or Human Resources. The Audit and Compliance
Office and/or Human Resources will communicate these retaliatory acts to the Department of Legal Services, Chief Executive Officer, and/or the Board of Trustees, as appropriate.

8. The Audit and Compliance Office shall communicate the major points and reporting protections contained in this policy and the related provisions contained in the False Claims Act to all employees during the annual compliance training.

4) Review/Revision/Implementation
   a) Review Cycle: This policy shall be reviewed by the Audit and Compliance Office at least every three (3) years from the effective date.
   b) Office of Record: The Legal Department shall maintain this policy and be the office of record.

5) Related Policies
   a) Corporate Compliance
   b) Ethical Behavior
   c) WFBMC Code of Conduct

6) Governing Law or Regulations
   a) False Claims Act (31 U.S.C. §§ 3729-3733)

7) Attachments:
   None

8) Revision Date:
   6/11, 11/14
I. PURPOSE: To provide guidelines for notifications concerning criminal activity and/or other emergencies in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

II. PROCEDURES:

A. INCIDENT REPORTING:

Medical Center Security personnel will encourage and support the reporting of any incident involving criminal acts or that otherwise pose a threat to the safety and security of the campus population. Medical Center Security personnel will not discourage reporting and will collectively provide immediate response to all requests for service. Medical Center Security personnel will facilitate reporting of all criminal acts to local law enforcement as provided in Protocols 2.01, Vehicle Crash Reporting and 2.25, Investigations.

Students, faculty, employees, patients, and visitors may report incidents by published emergency (716-9111) and non-emergency (716-3305) numbers as well as use of emergency (blue phones) and direct line phones which are located in various locations such as elevators and stairwells. Medical Center Security will provide immediate response to all incidents with priority to incidents that have harmed, or may potentially harm, persons. Response from Medical Center Security to harmful events is coordinated with local law enforcement.

An enhanced 911 system provides immediate response from local law enforcement and other government emergency response.

Personnel will accurately report all incidents and submit reports immediately upon completion; typically by shift end.

Personnel will submit incident reports, including those involving criminal acts, regardless of the cooperation of witnesses and victims. When confidential reporting is requested, personnel will obtain available information but permit reporting without identifying information. Security personnel will facilitate similar reporting with local law enforcement personnel.
Students and faculty can anonymously report crimes utilizing Wake Forest University CrimeStoppers program (758-4477) or the local law enforcement CrimeStoppers program (727-2800). Reported events related to Medical Center properties are provided to Medical Center Security.

B. TIMELY WARNINGS

Under circumstances in which investigation indicates an ongoing threat to members of the Wake Forest Baptist Medical Center population, including any student, employee, patient or visitor, Security Services will construct and release appropriate notifications.

1. Security Bulletins will be utilized in the event of an incident which may pose a serious or ongoing threat to members of Medical Center campuses. Medical Center Security Services will create and distribute Security Bulletins to affected campus communities. Bulletins may provide notification of identified crime patterns on Medical Center campuses, violent crimes occurring in close proximity to the Medical Center or other identified community crime trends.

   a. Security Bulletins may be distributed by campus wide email, internal intranet postings, or printed bulletins/posters. Security Bulletins will be provided to students and employees in a manner that is timely and that provides information to assist in prevention of similar occurrences. Security Bulletins will not include the names of victims but will sufficiently define the location of the event, the nature of the event, and information specific enough to inform others of the potential threat or hazard on the campus. Updates to Security Bulletins will be distributed via the same method as the initial notification.

   b. Security Bulletins will be created and distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, burglary and robbery. Bulletins 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 Medical Center Security Services. Bulletins may be issued for other crime classifications when the Medical Center Security Services Department determines such crimes pose a serious or on-going threat to students and employees.

   c. The Director of Security, Security Managers, and/or Security Supervisors will review all reports on the date of occurrence to determine if there is an ongoing threat to the community and the distribution of a Security Bulletin is warranted. Typically, shift supervisors provide notifications of active cases as they occur. Based on these notifications, the Director of Security Services will coordinate the creation and distribution of Security Bulletins.

   d. In the event that there was a significant delay in reporting an offense, the nature of the bulletin/warning might be adjusted. The value in mitigating
additional occurrences and circumstances surrounding the event will be assessed. Offenses will be reviewed on a case-by-case basis with consideration to the relationship of offender and victim, arrests, and determination of continued threat to the campus.

2. Security Bulletins will be constructed, distributed and recalled by Security Services Administration. Security Services will retain electronic copies of distributed information indefinitely.

C. EMERGENCY NOTIFICATION

Emergency notification will be provided for incidents that pose, or are likely to pose, an immediate threat or hazard to the campus population.

1. Types of Events Resulting in Notifications

Campus-wide emergencies, such as;

a. Immediate criminal threats.
b. Violent acts.
c. Fire.
d. Gas leaks.
e. Tornadoes or other weather dangers.
f. Armed Intruder
g. Earthquake
h. Terrorist Incidents
i. Bomb Threat
j. Civil unrest or rioting
k. Explosion
l. Nearby chemical or hazardous waste spill

2. Methods of Notification:

a. The MIR-3 automated emergency notification system can deliver mass notifications via telephone, text messaging, voice mail and email delivery. MIR 3 is managed by Medical Center Emergency Management, Wireless Communication, and the Emergency Communications Center.

b. Security Services can provide system-wide E-Mail and Voice-Mail.

c. Where available, the Emergency Communications Center (ECC) can provide overhead announcements in designated buildings.

d. In the event of fire, pull stations will activate the fire alarm system and trigger internal and external response resources.
3. **Notifications Matrix:** (See also Addendum: Appropriate Media)

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Media-ie</th>
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<tbody>
<tr>
<td>Campus-Wide Emergencies</td>
<td>MIR-3 System, Intranet, Overhead, Email</td>
</tr>
<tr>
<td>Violent Crime Trend Near Campus</td>
<td>E-mail, Voice-Mail, Intranet</td>
</tr>
<tr>
<td>W-S Community Violent Crime Trend</td>
<td>Intranet, Email</td>
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<tr>
<td>Non-violent crime trends</td>
<td>Intranet, Written Notices, Flyers</td>
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<tr>
<td>Health and Safety Emergencies at WFBMC</td>
<td>MIR-3, Email, Intranet, Fire Alarms, Overhead</td>
</tr>
<tr>
<td>Environmental Emergencies at WFBMC</td>
<td>MIR-3, Email, Intranet, Overhead</td>
</tr>
</tbody>
</table>

4. **Notification Process**
   a. Calls received from campus-wide emergency notification numbers (716-9111), in-person notification to Security personnel, or notification from local public Emergency Dispatch Centers (911) will initiate the Emergency Notification process.

   b. Confirmation of a reported emergency or dangerous situation may be established by the response of Security Services personnel, local law enforcement or other responding public emergency personnel. 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 by specific or accumulated reports, Emergency Communications personnel or the on-duty Security Services supervisor may initiate activation of the MIR 3 emergency notification system.

   c. In less urgent circumstances, Security Services will consult with police, fire and disaster authorities for confirmation of the scope of the emergency, determination of recipients of the notification, content of the notification, and initiation of the notification system.

   e. When an incident poses an immediate threat, Emergency Communications personnel or the on-duty Security Services supervisor will, without delay, and in consideration of the safety of the community, determine the content of the notification and initiate the notification system. 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 campus population.
f. The language and content of notifications will be constructed by the Manager of Medical Center Emergency Management in consult with the emergency managers of affected campuses to include Wake Forest University and the Innovation Quarter. Approved messaging will be added to automated systems (MIR3) or maintained for reference when non-automated notification processes are utilized (overhead paging). Approved messages will be retained for immediate access by all emergency communication dispatchers and operational supervisors.

g. All facility alerts will be distributed utilizing established communication that avoids use of codes with preference to plain language.

h. Notification would not occur if, in the judgment of the authorities, efforts to assist a victim, contain the incident, or response to the emergency would be compromised.

i. 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 Wake Forest Baptist Medical Center Security Services and/or local law enforcement. Campus notification may not be deemed beneficial when significant time has passed since the occurrence and the time of reporting as well as relationship of offender/victim.

j. 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.

k. Local government emergency response organizations will establish and maintain incident command for events in which their resources are deployed and have defined lawful jurisdiction.

l. Based on the magnitude of an event, WFBMC Emergency Management may activate a command center for internal management/response of an incident. The WFBMC Incident Command will provide coordination of internal response to the event, manage internal resources, maintain internal decision making authority related to the event, and liaison with local government agencies.

m. The designated Incident Commander and incident command staff, with the assistance of Medical Center Communications and Marketing, will construct notifications 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.
n. 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.

D. Evaluation

1. At least once each calendar year Emergency Management will provide notice of a test of the Emergency Notification System. (Tests are defined as regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.)


3. Evaluation of evacuation procedures is performed during fire drills conducted by the Fire and Life Safety Section of the Environmental Health and Safety Department.

4. Security Services will participate in multiple (at least one) annual tests/drills of the notification process and incident response. This test may include or be performed in conjunction with the Environmental Health & Safety Department and/or local law enforcement.

5. The Wireless Communications Services and the Emergency Communications Center will be responsible for testing functionality of the automated notification system.