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

2014 ANNUAL CRIME AND FIRE REPORT

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
THE CAMPUS SECURITY ACT

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. This report may be found at the Medical Center Security Services web site: http://www.wakehealth.edu/Security/. The report will be mailed to anyone requesting a copy. Anyone may obtain a copy at Wake Forest Baptist Medical Center Security Administration office located in Meads Hall, Ground Floor, Suite C.

Information in this report is applicable to Wake Forest Baptist Medical Center and the campus located at Innovation Quarter unless otherwise noted. Information regarding the Boone campus can be found beginning on page 38 of this report.

Statistics in this report are obtained from the incident reports of the Medical Center Security Services 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: faculty advisors to registered student organizations, Program Directors, and the Title IX Coordinator and Deputy Coordinators. When acting in their roles as pastoral and professional counselors, pastors and counselors are not considered Campus Security Authorities and therefore are exempt from disclosing reported offenses. If and when they deem it appropriate, pastors and counselors may inform the person they are counseling of the Wake Forest School of Medicine’s voluntary, confidential method of gathering statistics for inclusion in this report using Silent Witness located on the University Police web page www.wfu.edu/police. Pastors and counselors should encourage victims to submit a confidential report (that will not include the name of the victim) to the University Police when there could be a danger to the community. All Campus Security Authorities (CSA) can report statistical information for this report via the CSA input page located on http://www.wakehealth.edu/Security/Campus-Security-Authority.htm.

To report criminal acts and other emergencies:

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

**Medical Center Security**
- 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 Medical Center Security Services at 336-716-9111 or 336-716-3305 so someone can respond to assist and document the occurrence as well.

**Wake Forest Baptist Medical Center Security Services**
The Wake Forest Baptist Medical Center Security Services Department is comprised of professional men and women whose purpose is to provide a safe environment, in which students and employees may learn and work. The department is staffed by non-commissioned security officers who do not possess statutory authority to conduct criminal investigations nor effect arrests. Emergency Communications personnel and support staff also provide services related to campus safety. The primary purpose of the Security Services Department is to provide for the protection of the campus community and properties. Security Services maintains daily 24 hour operation providing...
response to circumstances and event that threaten campus safety and operations. Security patrols are conducted on foot and in marked motor vehicles. Anyone needing to make a report or contact Security Services may do so by stopping a Security Officer on patrol, going to the Security Services Administrative Office on the ground floor of Meads Hall or by calling Emergency Communications at 336-716-9111 or 336-716-3305.

Security Services personnel patrol Wake Forest Baptist Medical Center. Personnel have no service jurisdiction outside properties of the Medical Center. Property lines (defined in the map below) illustrate areas subject to Clery Act reporting. Medical Center Security personnel have no powers of arrest, and utilize local law enforcement (Winston-Salem Police Department) when criminal reporting or investigation is required.

Security Services maintains a Daily Crime Log which is available to the public for review on the web at: http://www.wakehealth.edu/Security/Daily-Crime-Log.htm or available in person at Wake Forest Baptist Medical Center Security Administration office located in Meads Hall, Ground Floor, Suite C.
At the Innovation Quarter Campus, which consists of the buildings listed on page 61 of this report and identified in the map below, contract security officers and Winston-Salem Police Department patrol and respond to incidents to maintain a safe environment. The map below defines property boundaries subject to Clery Act reporting.

There are 94 emergency (blue light) call boxes on the Wake Forest Baptist Medical Center and Innovation Quarter campuses. Persons using a call box are connected to the 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 Medical Center Security or contract security officers at the Innovation Quarter campus. Repair requests are made to Medical Center Security Services.

Should a student become the victim of a crime and not want to pursue action under the applicable Wake Forest Baptist Medical Center judicial process or through the public criminal justice system, the student may still want to consider making a confidential report. With the student’s permission, Security Services personnel of the Medical Center can file a report on the details of the incident without revealing the student’s identity. This confidential report will protect the student’s identity while assisting with notification of other students of potential risk. Confidential reports are also included among crime statistics for the Medical Center and Innovation Quarter campuses but would not provide identifying information.

Additionally, two programs are designed to assist students with confidential reporting.

The Wake Forest University Police Services maintains an anonymous program called Crime Stoppers for reporting crime information. The phone number is 336-758-4477. This phone number should not be used to report crimes in progress or other emergencies. For crimes in progress call Security at 6-9111 (336-716-9111) or 911.
Silent Witness is a web-based program that allows anonymous reporting to the WFU police department. The senders return address is blocked so the report is completely anonymous. Silent Witness can be accessed from the Wake Forest University Police web page at www.wfu.edu/police.

When using Crime Stoppers or Silent Witness, indicate if the activity occurred at Wake Forest Baptist Medical Center or the Innovation Quarter campus.

**POLICIES ON SECURITY, ACCESS, PARKING, DRUGS & ALCOHOL**

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 Medical Center property. An employee/student without a Medical Center issued ID badge may be asked to leave, stop work or be denied access to the Medical Center and Innovation Quarter campuses until the badge is replaced or positive identification is obtained. You may report lost or stolen ID badges to the Medical Center Identification Office immediately at 336-716-0069.

Parking for employees and students is access controlled and requires a permit to park. A parking lot on Hawthorne Road is designated for student parking. Parking for Innovation Quarter is located on premises. Students may purchase a parking card and decal when space is available. Do not lend parking cards or keys to anyone. Report stolen or lost parking cards and keys to the Medical Center 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 Medical Center, 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. Fire code requires unobstructed access to exits and halls. The Fire Marshall considers bicycles an impediment to these exits.

Intoxication, public consumption, public displays, or sale of alcoholic liquors, wine or beer is prohibited on Medical Center property, including Innovation Quarter. All persons on the Medical Center 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 Medical Center 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 is 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 Wake Forest University).

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

- [Substance Abuse Policy](http://graduate.wfu.edu/docs/academics/GradStudentHandbook.pdf)

The Security Services department maintains a Daily Crime Log which is available to the public for review on the web at: [http://www.wakehealth.edu/Security/](http://www.wakehealth.edu/Security/) and in person at the Security Services Administration office located in Meads Hall, Ground Floor, Suite C.

Educational programs are available for students regarding alcohol and drug awareness through the education program offices that coordinate student services (for example, the Office of Student Services at the Medical School).
With no intent to victim blame, you are the key to your own safety and the safety of others on the Wake Forest Baptist Medical Center and Innovation Quarter campuses.

1. **BE ALERT**
   
   Your safety depends mostly upon your own attitude and actions. Use common sense and do not place yourself in a location or situation to become a victim of crime.

2. **IF YOU OBSERVE ANY SUSPICIOUS ACTIVITY OR WISH TO REPORT ANY CRIMINAL ACT, CALL MEDICAL CENTER SECURITY SERVICES IMMEDIATELY AT 6-9111 (336-716-9111) OR 911.**

   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 Security Services Emergency Communications Center. The campus community is encouraged to accurately and promptly report all crimes and safety related incidents to Medical Center 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.

5. **KEEP YOUR DOORS LOCKED AT ALL TIMES.**

   Locking your door with your key, wherever you reside, is an effective way to reduce theft and enhance personal safety. The vast majority of thefts occur from unlocked rooms when the occupant is gone only briefly. Do not prop open exterior doors, and close any doors you find propped open. Propped doors are a high risk and greatly increase chances of your victimization. Medical Center Security Communications monitors doors with card access readers and door alarms. At Innovation Quarter alarms are monitored by contract 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 Medical Center Security Services.

7. **REPORT OBSCENE, ANNOYING, OR HARASSING PHONE CALLS OR E-MAIL MESSAGES IMMEDIATELY.**

   Security Services will investigate, and as patterns develop, they will work closely with telecommunications and Information Technology Services to help identify offenders. Security Services will also notify and coordinate with local law enforcement when necessary.

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. Campus facilities and landscaping are maintained in a manner to minimize hazardous conditions. Medical Center Security and officers at Innovation Quarter routinely check for malfunctioning lights and other unsafe physical conditions. Any conditions found are reported to Engineering or Facilities.

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. 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.

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. Security Services consults with law enforcement agencies for guidance on how and when to report threats to the campuses.

**SECURITY RESPONSE TO CRIMINAL ACTS & EMERGENCIES**

Medical Center Security Services will respond to all reported incidents and emergencies on the Medical Center campus. At the Innovation Quarter campus, contract security officers will respond to incidents, if needed, Medical Center Security Services will also respond. When criminal prosecution is requested or necessary, local law enforcement services may be requested. Medical Center Security personnel do not have statutory authority to conduct criminal investigations nor do they possess arrest powers.

The primary law enforcement agency responsible for events at the Wake Forest Baptist Medical Center and Innovation Quarter campuses is the Winston-Salem Police Department. Medical Center Security Services has no 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. 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, Security Services will assist students in contacting and reporting incidents to the Winston-Salem Police Department. Security Services maintains a cooperative and collaborative relationship with local and regional law enforcement agencies.

Medical Center Security Services will facilitate reporting of criminal activity on a voluntary, confidential basis by both victims and/or witnesses in support of accurate campus safety reporting.
Wake Forest Baptist Medical Center 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 Security personnel also provide special educational safety programs. Although these programs are general in nature, they can be customized to fit specific concerns and groups. All educational safety programs are available upon request by calling 6-3305. Visit the following webpages for educational programs:

http://www.wakehealth.edu/school/
http://www.wakehealth.edu/HR/
http://www.wakehealth.edu/Security/

**EAP Services**

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

- Substance Abuse
- Self Defense
- Violence Management
- Rape Awareness
- Personal Safety
- Non-Violent Crisis Intervention

The Medical Center 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 Student Wellness and the education program offices that coordinate student services (for example, the Office of Student Services for the Medical School).

**WAKE FOREST UNIVERSITY POLICE EDUCATIONAL PROGRAMS**

(AVAILABLE TO MEDICAL CENTER STUDENTS)

The Wake Forest University Police offer an extensive series of crime prevention and security awareness educational programs to the Wake Forest Baptist Medical Center and local communities designed to inform them about the prevention of crimes and safety. Specific educational programs are provided by the University Police to address sexual assault, domestic violence, dating violence, stalking, drug abuse, and acquaintance rape. 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 campus 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. The class includes 15 hours of instruction and students receive 1 credit hour. Women gain confidence in knowing how to make an educated decision about resistance in spontaneous, violent attacks. Faculty and staff classes are also offered in the summer. Eight classes were presented during the year. This class is evaluated with a Pre and Post-test and an evaluation of instructors. [http://rad.studentlife.wfu.edu/](http://rad.studentlife.wfu.edu/)

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

**EMERGENCY RESPONSE & EVACUATION PROCEDURES**

Security Services responds to all emergencies at the Medical Center. At the Innovation Quarter campus, contract security and local law enforcement respond to emergencies. The Medical Center 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
Medical Center and Innovation Quarter campuses. The system can make notifications via e-mail, telephone, pager and text messaging. Students are required to participate in an online self-registration of their notification information. Students, Faculty and Staff can register at: [https://www.mir3.com/wfubmc/](https://www.mir3.com/wfubmc/)

Confirmation of a reported emergency or dangerous situation may be established by the response of 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 Security Supervisor may initiate activation of the MIR 3 emergency notification system.

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.

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

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; immediate criminal threats, violent acts, fire, gas leaks, tornadoes, contagious viruses, etc. Security Services will consult with police, fire and disaster authorities when confirming that there is a significant emergency, determining who to notify, the content of the notification, and initiation of the notification system.

Based on the magnitude of an event, WFBMC Emergency Management may activate an incident command center for management of the crisis. The incident command team provides coordination of 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 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. 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.

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 held by Emergency Management section of Environmental Health and Safety.

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

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

**CRIME ALERTS (TIMELY WARNINGS)**

In an effort to provide timely notice to the Wake Forest Baptist Medical Center and Innovation Quarter campuses, and in the event of a serious incident which may pose a serious or ongoing threat to members of the Wake Forest Baptist Medical Center and Innovation Quarter campuses, a MIR 3 notification and/or a campus wide email will be sent. A Crime Alert (Timely Warning) is sent to all students and employees. Crime Alerts will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that provides information to assist with potentially preventing similar occurrences. Updates to the campuses about any particular case resulting in a Crime Alert may be distributed via campus wide email, and/or may be posted on the Medical Center Security Services website: [http://www.wakehealth.edu/Security/](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: 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 Medical Center Security Services. Timely warnings may be issued for other Clery Act crime classifications when the Medical Center Security Services Department determines such crimes pose a serious or ongoing threat to students and employees.

The Director of Security 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 Security Services department or Local Law Enforcement.

**VICTIM COUNSELING**

Student Wellness Services

Student Wellness Services, [http://www.wakehealth.edu/Student-Wellness/](http://www.wakehealth.edu/Student-Wellness/) offers students short-term individual counseling for various personal issues including: adjustment to Wake Forest Baptist Medical Center life; stress management; interpersonal relationships with friends, family, or peers; anxiety; depression; disordered eating; body image issues; or experiences of trauma. The Student 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. The Student Wellness Center is located in the School of Medicine, Gray Building rooms 5084, 5085, 5086, and 5095, 5th floor, Medical Center Boulevard, and is open from 8:30 a.m. to 5:00 p.m. Weekdays. After-hour emergency counseling is available through Student Wellness, call 336-713-7002. 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 Student Wellness Services without a voluntarily signed consent.
The Sexual Assault Response Program’s 24-hour crisis line is an off-campus option for emotional support and available to anyone. All of these resources adhere to confidentiality requirements. See the listing at the end of this document to contact any of these resources.

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

### VIOLENCE AGAINST WOMEN ACT (VAWA)

**STATEMENT OF POLICY**

Wake Forest Baptist Medical Center does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not, and include dating violence, domestic violence, and stalking. As a result, Wake Forest Baptist Medical Center 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 Wake Forest Baptist Medical Center official. In this context, Wake Forest Baptist Medical Center 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 Wake Forest Baptist Medical Center community.

**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.

SEXUAL ASSAULT

Wake Forest Baptist Medical Center 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, the School of Medicine issues this statement of policy to inform the community of our 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 School of Medicine official.

For a complete copy of Wake Forest Baptist Medical Center’s student policy governing sexual misconduct including on and off campus resources, visit: http://www.wakehealth.edu/SOPR/Overview-and-Policy-Statement.htm

Wake Forest Baptist Medical Center takes a strong stand on the issue of sexual assault. The Medical Center will vigorously address instances of sexual misconduct and will endeavor to preserve a victim’s confidentiality. Sanctions for violating the Sexual Misconduct Policy may include expulsion, suspension, disciplinary probation, specialized treatment off-campus, and/or other educational sanctions deemed appropriate. The policy forbids employees from discouraging anyone from reporting sexual misconduct and it is a violation to retaliate against any person making a complaint.

Wake Forest Baptist Medical Center expects all members of its community to act in respectful and responsible ways towards each other. Wake Forest Baptist Medical Center is committed to providing programs, activities, and an educational environment free from discrimination on the basis of sex, sexual orientation, and gender identity. For the Wake Forest Baptist Medical Center’s full non-discrimination policy, see the attached Equal Opportunity Employer policy.

Wake Forest Baptist Medical Center is committed to fostering campus environments that both promote and expedite prompt reporting of sexual misconduct and timely and fair adjudication of sexual misconduct cases. Individuals will not be discouraged by any employee of Wake Forest Baptist Medical Center from reporting incidents of sexual misconduct, and it is a violation of Wake Forest Baptist Medical Center policy to retaliate against any person making a complaint of sexual misconduct or against any person participating in the investigation of (including testifying as a witness to) any allegation of sexual misconduct.
If a member of a Wake Forest Baptist Medical Center community is a victim of a sexual assault on or off campus, Wake Forest Baptist Medical Center Security will assist the victim in notifying the appropriate law enforcement agency. Timely reports increase the likelihood of preservation of evidence. For instance, not showering or washing clothes may preserve critical evidence. If victim decides to file legal charges, the local law enforcement agency can advise as to how to proceed. If you are a victim, you have the right to file criminal charges; you have the right to refer the case to the campus sexual misconduct judicial process through the Title IX Office; and you have the right to do both. The Wake Forest Baptist Medical Center sexual misconduct process provides the same rights to both victims and those who are accused. Both parties have the right to have an advisor and an advocate throughout the judicial process. Additionally, the sexual misconduct process will disclose to victims and to those accused of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the Wake Forest Baptist Medical Center against the student who accused of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, through the Title IX Office, Wake Forest Baptist Medical Center will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested. Wake Forest Baptist Medical Center, through Winston Salem Family Services, provides victims’ assistants who are trained to help you through every step from the crime scene to court and obtaining on or off-campus counseling.

Wake Forest Baptist Medical Center’s definition of sexual misconduct mandates that each participant obtains and gives effective consent in each instance of sexual activity. Effective consent is informed, mutually understandable words or actions (freely and actively given), which indicate a willingness to participate in mutually agreed upon sexual activity. Effective consent may never be given by: minors (under the age of 16 in North Carolina), mentally disabled persons, and persons who are incapacitated as a result of alcohol or other drugs or who are unconscious or otherwise physically helpless. Incapacitation means being in a state where a person lacks the capacity to appreciate the nature of giving consent to participate in sexual activity. North Carolina criminal statutes do not specifically define the word consent.

**Student Sexual Misconduct Policy**

The Student Sexual Misconduct Policy applies to any allegation of sexual misconduct against a Wake Forest Baptist Medical Center student, regardless of where the alleged sexual misconduct occurred. A Wake Forest Baptist Medical Center student is any student enrolled in a program of the Wake Forest School of Medicine, including the Physician Assistant and Nurse Anesthesia Programs, and a Wake Forest University Graduate School program located on the Medical Center campus (a) at the time of the alleged sexual misconduct and (b) at the time the complaint is made.

In compliance with applicable laws and regulations, Wake Forest Baptist Medical Center will take precautions to protect the privacy of both the complainant (victim) and the respondent (accused). However, under conditions of imminent harm to the community, Wake Forest Baptist Medical Center will inform the community of the occurrence for the protection of all members of the community. Additionally, if the complainant does not wish to pursue a hearing and/or requests that the complaint remain private, Wake Forest Baptist Medical Center is required by law to investigate and take reasonable action in response to the complaint where there may be imminent harm to the community not to do so.

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, being trespassed from campus, prohibition against participation in graduation and/or other Wake Forest Baptist Medical Center programs or activities, and/or other educational sanctions deemed appropriate. A complete copy of the Wake Forest Baptist Medical Center student policy governing sexual misconduct, including dating violence, domestic violence, sexual assault, and stalking, can be found at [http://www.wakehealth.edu/SOPR/Overview-and-Policy-Statement.htm](http://www.wakehealth.edu/SOPR/Overview-and-Policy-Statement.htm). Contact information for on and off campus resources can be found listed in the Policy as well as on the Title IX Office website at [http://www.wakehealth.edu/SOPR/Campus-and-Community-Resources.htm](http://www.wakehealth.edu/SOPR/Campus-and-Community-Resources.htm).
Click on the link to read the complete copy of the Wake Forest Baptist Medical Center’s Sexual Harassment Policy for employees.

Title IX and Clery Act Steering Committee

It is the policy of Wake Forest Baptist Medical Center 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 Wake Forest Baptist Medical Center’s Legal Department.

Title IX Office

Wake Forest Baptist Medical Center is committed to providing programs, activities, and a safe academic and working environment that is 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). To that end, the Wake Forest Baptist Medical Center created the Title IX Office, headed by the Title IX Coordinator, in November 2014.

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 Student 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 Student 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: Tanya L. Jachimiak, JD, Title IX Coordinator, 336-716-9089 or 336-758-7258. jachimtl@wfu.edu or titleixcoordinator@wfu.edu. The office is located at Room 2, Reynolda Hall, located on the Reynolda campus of Wake Forest University. Students may also report to Title IX Deputy Coordinators: Nicole Allen, Assistant Director, Student Affairs, School of Medicine, chaallen@wakehealth.edu, 336-716-4273 or Gail Curtis, Vice Chair, Department of Physician Assistant Studies, gcurtis@wakehealth.edu, 336-716-2027.

Wake Forest Baptist Medical Center takes a very strong stand on the issue of sexual assault. Wake Forest Baptist Medical Center will address instances of sexual misconduct and will endeavor to preserve a victim’s confidentiality. The Sexual Misconduct Policy can be found at http://www.wakehealth.edu/SOPR/Overview-and-Policy-Statement.htm. The policy forbids Wake Forest Baptist Medical Center employees from discouraging anyone from reporting sexual misconduct and it is a violation to retaliate against any person making a complaint. Wake Forest Baptist Medical Center’s definition of sexual misconduct mandates that each participant obtains and gives effective consent in each instance of sexual activity. Effective consent is informed, mutually understandable words or actions (freely and actively given), which indicate a willingness to participate in mutually agreed upon sexual activity. Effective consent may never be given by: minors (under the age of 16 in North Carolina), mentally disabled persons, and persons who are incapacitated as a result of alcohol or other drugs or who are unconscious or otherwise physically helpless. Incapacitation means being in a state where a person lacks the capacity to appreciate the nature of giving consent to participate in sexual activity.
**Education and Prevention Programming**

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

e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.


In 2014, the Medical Center Human Resources Department conducted new employee orientation weekly. This orientation covers topics such as sex discrimination and sexual harassment. 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 Reynolda campus Safe Office conducted training for employees and Deputy Title IX Coordinators at the Medical Center on June 10, 2014 at the Piedmont Plaza I. The Wake Forest Baptist Medical Center student Sexual Health Awareness Group conducted an annual training in 2014 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 “Security and Safety”. This session is led by a member of the Medical Center Security Team and the WFBMC 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.

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.

The Wake Forest University Police and the University Police Victims Assistance Office both have educational programs (available to the School of Medicine on request) to prevent sexual assault as well as direct assistance for the victim. The Rape Aggression Defense Program (RAD) is taught by the University Police and provides female members of the community with training in prevention and escape from sexual assault. RAD self-defense training is available by calling 336-758-5911.

The Student Wellness Center located in Room 5095 of the Gray Building, Bowman Gray Campus (336-713-7002) provides confidential crisis response and on-going support services to students for issues related to interpersonal violence, including sexual misconduct, relationship violence, and stalking.

**North Carolina Sex Offender Registry**

The North Carolina Bureau of Investigation maintains a web site where registered sex offenders are listed. The web address is: [http://sexoffender.ncdoj.gov](http://sexoffender.ncdoj.gov).

**How to be an Active Bystander:**

*Be an active bystander.* Bystanders play a critical role in the prevention of sexual and relationship violence. Assume good intentions but step in when you see someone trying to take advantage of someone else using coercion or substances. Say something when someone is using oppressive or offensive language that perpetuates a rape culture. Wake Forest Baptist Medical Center wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Bystanders can intervene with a distraction, dodge a comment by changing the subject, or delegate to others who may be better able handle the situation or have a more immediate impact.

Bystanders may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

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1 Bystander intervention strategies adapted from Stanford Office of Sexual Assault & Relationship Abuse
PRINCIPLES FOR PREVENTION OF SEXUAL VIOLENCE

Creating a respectful, safe, and non-threatening environment is the responsibility of all members of the Wake Forest Baptist Medical Center community. Wake Forest Baptist Medical Center provides opportunities for faculty, staff, and students to learn about sexual violence through the Title IX Office in collaboration with many campus and community partners. You can get more information by accessing the Title IX Office website at http://www.wakehealth.edu/SOPR/. The following steps are suggestions on how each individual at Wake Forest Baptist Medical Center can contribute to a safe and healthy community.

Actively disrupt rape culture and lead cultural change. Rape culture describes a culture where rape is both commonplace and tolerated. Rape culture can be disrupted by being active bystanders, supporting survivors of sexual violence, being critical consumers of media, defying traditional gender norms that force gender upon people depending on their sex, talking openly about positive sexual experience so that sexual violence can be more readily identified and educating others about rape culture.

Support victims and survivors of sexual violence. Wake Forest Baptist Medical Center believes in supporting every survivor who comes forward by providing options and resources to support each individual’s healing process. Victims/Survivors may face many barriers to seeking support or disclosing their experience of sexual violence, including a cultural tendency to blame the victim/survivor for the assault itself. Wake Forest is dedicated to opposing all forms of victim-blaming, and to empowering the victim/survivor to make their own decisions regarding their actions in the wake of violence and their path to healing. Whatever action a victim/survivor decides upon, Wake Forest Baptist Medical Center will support that decision and help the victim/survivor connect to the resources necessary to implement it.

Know the components of consent and ask for consent every time. 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. The Wake Forest Baptist Medical Center requires that each participant obtains and gives effective consent in each instance and before each sexual act. Consent can be withdrawn at any time and for any reason. It is everyone’s responsibility to ask for and receive consent from their partner(s) before sexual activity. Consent is never assumed and cannot be gained by ignoring or acting in spite of the objections of another. Learn the components of consent and how to ask for it. If someone is incapacitated (whether as a result of drugs, alcohol or otherwise), unconscious, asleep, or otherwise physically helpless or mentally or physically able to make informed, rational judgments, then they are not consenting. If you don’t know if the person(s) you are with has the capacity to consent, you should wait until you are sure they are able to clearly communicate consent.

Be an active bystander. Bystanders play a critical role in the prevention of sexual and relationship violence. Assume good intentions but step in when you see someone trying to take advantage of someone else using coercion or substances. Say something when someone is using oppressive or offensive language that perpetuates a rape culture. Wake Forest Baptist Medical Center wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Bystanders can intervene with a distraction, dodge a comment by changing the subject, or delegate to others who may be better able to handle the situation or have a more immediate impact. Bystanders may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.

1 Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction
Wake Forest Baptist Medical Center believes that it is more beneficial to prevent crimes than to react after the fact. A primary vehicle for accomplishing this goal is a comprehensive crime prevention strategy that includes general safety and crime prevention tips for all members of our community.

1. Watch out for your friends and have your friends watch out for you.
2. Trust your instincts.
3. Be aware of your surroundings.
4. Avoid isolated areas and walk or jog with a friend.
5. Walk with purpose and try not to load yourself down with packages or bags.
6. Make sure your cell phone is charged and accessible.
7. Avoid putting headphones in both ears.
8. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
9. Tell a friend where you are going and when you will return.
10. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
   a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
   b. Use a Campus Emergency Phone. Campus Blue Lights and Call Box Phones are located throughout the Medical Center and Innovation Quarter campuses to provide assistance to anyone in distress. Activate the light and keep moving. Ask for a safety escort.
   c. Have a code word with your friends or family. If you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
   d. Lie. If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable or scared. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
   e. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

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

It is not their fault. They are not alone. Resources are available to help.

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

- **Contact Winston Salem Family Services.** Family Services is available 24/7 at 1200 Broad St, Winston-Salem, NC 27101, 336-722-8173 or 1-800-316-5513. Family Services is available to confidentially respond to urgent needs, assist individuals as they evaluate their options, and support them as they plan for their safety and begin the healing process.

- **Contact the Title IX Office.** The Title IX Office is available at 336-716-9089 or 336-758-7258, jachimt@wfu.edu or titleixcoordinator@wfu.edu. The Office is located at Room 2, Reynolda Hall on the Reynolda campus of Wake Forest University. A Deputy Title IX Coordinator may also be contacted. Title IX Deputy Coordinators: Nicole Allen, Assistant Director, Student Affairs, School of Medicine, chaallen@wakehealth.edu, 336-716-4273 or Gail Curtis, Vice Chair, Department of Physician Assistant Studies, gcurtis@wakehealth.edu, 336-716-2027.

- **Seek medical care.** Contact Wake Forest Baptist Medical Center Baptist ER – 336-713-9000 or Forsyth Medical Center ER – 336-718-2001. It is crucial that individuals seek medical attention as soon as possible, and Student Health Service staff and emergency room personnel at both local hospitals are trained to respond sensitively to individuals who have experienced violence.
  - It is important to try to preserve all physical evidence to maintain all of the available legal options. For incidents of sexual, dating, or domestic violence, having an Evidence Collection Kit completed at a local hospital within 96 hours will assist an investigation, should an individual decide now (or later) that they want to pursue prosecution. For individuals impacted by stalking, keep a log of all dates, times, witnesses, and incidents that have occurred.
  - A medical professional can also determine the possibilities and any required treatment for physical injury, sexually transmitted infections/diseases or pregnancy.

- **Report the incident(s) to Medical Center Security Services.**
  - For your protection and that of the community, it is important to notify Security, (on campus 6-9111, off campus (336-716-9111). Timely reports increase the likelihood that critical evidence will be obtained (do not wash your clothing). If you decide to file legal charges, Security Services can advise you on how to proceed. You may file criminal charges; refer the case to the sexual misconduct process, or both. Wake Forest University provides “Victims Assistants” who are trained to help you through every step from the crime scene to court and obtaining off-campus counseling.

- **Report the incident(s) to Law Enforcement.**
  - Law Enforcement: Winston-Salem Police Department can be reached by calling 911 from a cell phone or any phone within Winston-Salem.
  - Timely reports increase the likelihood that critical evidence will be obtained. If an individual decides to file legal charges, the Winston-Salem Police can advise them on how to proceed.

- **Seek support.** There are many professional resources on campus or within the community that are available to support individuals through the healing process. Individuals may also choose to seek support in family or friends.
Procedures for Reporting a Complaint

Wake Forest Baptist Medical Center 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, 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 on-campus housing, academic, transportation and working accommodations, if reasonably available. Wake Forest Baptist 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 law enforcement. Students and employees should contact Wake Forest Baptist Medical Center Title IX Coordinator, Tanya L. Jachimiak, JD, 336-716-9089 or 336-758-7258, jachimtl@wfu.edu or titleixcoordinator@wfu.edu or Title IX Deputy Coordinators: Nicole Allen, Assistant Director, Student Affairs, School of Medicine, chaallen@wakehealth.edu, 336-716-4273 or Gail Curtis, Vice Chair, Department of Physician Assistant Studies, gcurtis@wakehealth.edu, 336-716-2027.

What to do immediately

After an incident of sexual assault and domestic or dating violence, the victim should consider seeking medical attention as soon as possible at Wake Forest Baptist Medical Center or Novant Health Forsyth Medical Center, both are in Winston-Salem. In North Carolina, evidence may be collected even if a victim chooses not to make a report to law enforcement. Wake Forest Baptist Medical Center obtains the victim’s name at check-in. If the victim wishes, the evidence kit collected at the hospital will be transferred to the Winston-Salem Police Evidence Room. The kit will be listed under the name of Jane Doe with the time and date of the incident. Novant Health Forsyth Medical Center collected kits are sent to the State Bureau of Investigation Crime Lab in Raleigh, North Carolina where they are stored pending testing for one year. 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 Baptist Medical Center hearing boards/investigators or police. Although Wake Forest Baptist Medical Center 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. Wake Forest Baptist Medical Center, the Title IX Coordinator, and Family Services 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 at: http://www.wakehealth.edu/SOPR/Overview-and-Policy-Statement.htm.

Wake Forest Baptist Medical Center 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 victims 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 available 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 Wake Forest Baptist Medical Center, the procedures that the Medical Center will follow, as well as a statement of the standard of evidence that will be used during any campus 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>
<tbody>
<tr>
<td>Sexual Assault</td>
<td>1. Depending on when reported (immediate vs. delayed report), WFBMC will assist the complainant with access to medical care</td>
<td>Preponderance of the evidence</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>2. WFBMC will assess immediate safety needs of complainant</td>
<td></td>
</tr>
<tr>
<td>Dating Violence</td>
<td>3. WFBMC will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</td>
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<tr>
<td>or Stalking</td>
<td>4. WFBMC will provide complainant with referrals to on and off campus mental health providers</td>
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<td></td>
<td>5. WFBMC will assess need to implement interim or long-term protective measures, such as changes in class schedule or a “No Contact” directive between both parties</td>
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<td></td>
<td>6. WFBMC will provide a Trespass Warning to the accused party if deemed appropriate</td>
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<td></td>
<td>7. WFBMC will provide written instructions on how to apply for a Protective Order</td>
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<td>8. WFBMC will direct individuals to a copy of the Sexual Misconduct Policy and inform the complainant regarding timeframes for inquiry, investigation and resolution</td>
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<td></td>
<td>9. WFBMC will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and the outcome of the hearing</td>
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<td></td>
<td>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</td>
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</tbody>
</table>
Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Wake Forest Baptist Medical Center 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. Under North Carolina State Law, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

NORTH CAROLINA DECLARATION OF RIGHTS

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

Further, Wake Forest Baptist Medical Center complies with North Carolina law in recognizing orders of protection (50B) issued in North Carolina or protective orders from other states. Individuals should provide a copy of the order to 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. Upon the victim’s request and to the extent of the victim’s cooperation and consent, Wake Forest Baptist Medical Center offices will work cooperatively to assist the victim with their health, physical safety, work and academic status, pending the outcome of a formal Title IX investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, on-campus living, working 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, Wake Forest Baptist Medical Center 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 campus communities is very important to Wake Forest Baptist Medical Center. Anyone who feels they may or are a victim of crime on campus should immediately notify the Wake Forest Baptist Medical Center Security and/or local law enforcement. 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.

Student Wellness Services provides confidential consultation for students regarding sexual and relationship violence or stalking concerns.

Orders of protection, no contact orders, and restraining orders can be obtained at the Forsyth County Courthouse. These orders are designed to protect the victim from further harm. An advocate from Family Services will assist victims of sexual assault to obtain an Order. Additionally, the Title IX Office and WFBMC Security may issue no contact orders.

Further, 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). Security reports can also be checked as confidential or sealed further restricting access to victim information. 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.

Wake Forest Baptist Medical Center does not publish the name of crime victims nor house identifiable information regarding victims in the Security Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request of the Wake Forest Baptist Medical Center Information Technology Services.

**CHANGE IN VICTIM’S ACADEMIC AND ON CAMPUS HOUSING SITUATION**

Wake Forest Baptist Medical Center will make every effort to make changes in a victim’s academic, transportation, working and on-campus living situation if requested and reasonably available regardless of whether a victim has reported an offense to the Medical Center or local police. Changes in an academic situation or on-campus housing should be made to education program office responsible for coordinating student affairs (for example, the Office of Student Affairs for the School of Medicine). Academic and on-campus housing changes may also be requested through the Title IX Coordinator or a Title IX Deputy Coordinator.

**CONFIDENTIAL AND ANONYMOUS REPORTS**

Confidential reports may be made to the Office of Security where the name of the victim will not appear in the report. Victims may also make anonymous reports via the Compliance Hotline at 1-877-880-7888 or by submitting an online report at www.tnwinc.com/reportline. Student Wellness Services will take confidential reports. The Title IX Coordinator will take private reports. When receiving a confidential report, WFBMC will take all precautions feasible to protect the confidentiality of both the complainant and the accused. However, individuals should understand that under conditions of imminent harm to the community, WFBMC is required by federal law to inform the community of the possible occurrence of a crime for the protection of all members of the community. In addition, if the victim does not wish to pursue a sexual misconduct hearing and/or requests his or her complaint remain confidential, Title IX nevertheless requires WFBMC to investigate and take responsible action in response to the complaint. Statistics from confidential reports, except those made to healthcare providers, counselors or pastors, are included in WFBMC’s Annual Crime and Fire Report.
CAMPUS DISCIPLINARY ACTIONS

Whether or not criminal charges are filed, a person may file a complaint under the Student Sexual Misconduct Policy alleging that a student violated the Policy.

Prior to the hearing, the complainant (i.e., victim) has the right to receive notification and assistance from WFBMC Title IX Coordinator or a Title IX Deputy Coordinator regarding interim actions and protective measures, including assistance in changing academic and on-campus 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 accused student, acquaintances, witnesses, and/or the complaining party.

A copy of the Wake Forest Baptist Medical Center Student Sexual Misconduct Policy can be found at: http://www.wakehealth.edu/SOPR/Overview-and-Policy-Statement.htm.

Students

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Sexual Misconduct Policy. Wake Forest Baptist Medical Center has created a Student Sexual Misconduct Hearing Board. In each case, the assigned hearing officer will select a three member panel of individuals from the Hearing Board. The hearing panel will be responsible for asking questions of witnesses and developing evidence through witness testimony. 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. At the conclusion of the hearing, the panel will confer regarding whether the accused student is responsible for the alleged sexual misconduct. Evidence will be evaluated under a “preponderance of the evidence standard,” meaning that the accused student will be found responsible if, based upon the entirety of the evidence presented during the hearing, it is determined that the accused student “more likely than not” committed the offense in question. Sanctions for a finding of responsibility depend on the nature and the gravity of the misconduct. They may include: disciplinary probation, suspension, expulsion, specialized treatment off-campus, and/or other educational sanctions deemed appropriate. An investigation by WFBMC 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 Wake Forest Baptist Medical Center’s Title IX Coordinator and in consultation with the appropriate Dean, if deemed necessary to conduct a thorough investigation or to protect the rights of all parties.

Students are strongly encouraged to inform Wake Forest Medical Center Security Services and/or law enforcement authorities about instances of sexual misconduct. The chances of a successful criminal investigation are greatly enhanced if evidence is collected and maintained immediately by law enforcement officers.

Interim actions may be put in place until a hearing can be conducted. Interim actions include interim suspension, reassignment to alternate housing, limitation of access to designated WFBMC housing and/or campus facilities, and limitation of privileges to engage in specified Wake Forest Baptist Medical Center activities.

Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

Hearing Board members receive annual training in hearing practices, and are trained on investigating and hearing cases of domestic violence, dating violence, sexual assault, stalking and other related topics in order to protect the safety of the victims and promote accountability. Any form of sexual misconduct may be addressed through a campus sexual misconduct hearing.

Wake Forest Baptist Medical Center’s Student Sexual Misconduct Policy requires that all proceedings be prompt, fair, with an impartial investigation and resolution. Both the complainant and accused receive notice seven days prior to
proceeding and are provided with timely access to hearing materials for their review. Both the complainant and accused have the right to have an advocate and an advisor of their choice. Advisors and advocates may only consult and advise at any meeting or hearing. The institution will allow for timely access to any information that will be used after the fact-finding investigation and prior to formal and informal disciplinary meeting and hearings to the complainant, the accused and appropriate officials. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant or the accused. Both are also advised simultaneously (verbally and in writing) of the hearing result and the sanctions imposed. The complainant and the accused each have certain rights to appeal the outcome of the hearing by delivering or emailing an appeal request to the Title IX Coordinator. Students must submit their appeal within 14 days of the notification of the hearing result. The complainant and the accused will be notified simultaneously in writing, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved.

The Title IX Coordinator or their designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those interventions and measures as soon as possible. Examples of interim interventions and protective measures include, but are not limited to: a Wake Forest Baptist Medical Center order of no contact, adjustment to on-campus housing, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Wake Forest Baptist Medical Center.

Students may also receive the following sanctions Alcohol, Controlled Substance and Fire Safety violations:

- **Alcohol Violations** – fines, alcohol education and community service hours.
- **Controlled Substance Violation** – suspension or expulsion, loss of on-campus housing; miscellaneous other service, fines.
- **Fire Safety Violations** – loss of on-campus housing contract.

**Employees**

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the Wake Forest Baptist Medical Center’s policy against Sexual Harassment in order to remedy any hostile environment. Employees who violate the Human Resources Sexual Harassment Prevention Policy will be subject to discipline including: written warning, demotion, transfer, suspension, expulsion, dismissal, or termination of employment.

**Retaliation** against an individual who complains in good faith of sexual harassment or participates as a witness in good faith under this policy is prohibited.

**Sexual assault, domestic violence, dating violence, and stalking** are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law. Conduct proceedings against students, however, will be resolved through the Student Sexual Misconduct Policy.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the Wake Forest Baptist Medical Center’s ability to respond to the complaint may be limited. 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). Further, 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.

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

<table>
<thead>
<tr>
<th><strong>Student Wellness Services (Confidential)</strong></th>
<th></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>336-713-7008&lt;br&gt;<a href="mailto:pgreson@wakehealth.edu">pgreson@wakehealth.edu</a>&lt;br&gt;Gray Building, Room 5095, WFBMC</td>
</tr>
</tbody>
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<thead>
<tr>
<th><strong>WFU Baptist Medical Center (Confidential)</strong></th>
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</thead>
<tbody>
<tr>
<td>Medical Concern including wellness exams, SANE forensic exams, STI or pregnancy testing, and Rape Drug Screening</td>
<td>Emergency Department&lt;br&gt;336-713-9000&lt;br&gt;To request an appointment: 336-716-9253&lt;br&gt;<a href="http://www.wakehealth.edu/index.htm">http://www.wakehealth.edu/index.htm</a>&lt;br&gt;Emergency Department&lt;br&gt;336-716-9000&lt;br&gt;To request an appointment: 336-716-9253&lt;br&gt;Medical Center Blvd.&lt;br&gt;Winston-Salem, N. C. 27157</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Title IX Office (Not Confidential)</strong></th>
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</thead>
<tbody>
<tr>
<td>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</td>
<td>336-748-7258&lt;br&gt;Title IX Coordinator, Tanya Jachimiak&lt;br&gt;<a href="mailto:jachimti@wfu.edu">jachimti@wfu.edu</a>&lt;br&gt;<a href="mailto:titleixcoordinator@wfu.edu">titleixcoordinator@wfu.edu</a>&lt;br&gt;<a href="http://www.wakehealth.edu/SOPR/">http://www.wakehealth.edu/SOPR/</a></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Security Office (Not Confidential)</strong></th>
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</thead>
<tbody>
<tr>
<td>Private reporting option, safety needs or making a police report</td>
<td>Emergency Communications&lt;br&gt;336-716-3305&lt;br&gt;<a href="mailto:Security@wakehealth.edu">Security@wakehealth.edu</a></td>
</tr>
</tbody>
</table>

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<tr>
<th><strong>Student Affairs (Not Confidential)</strong></th>
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</thead>
<tbody>
<tr>
<td>Private reporting option, including issuance of interim measures, and accommodations</td>
<td>336-716-4273&lt;br&gt;Nicole Allen&lt;br&gt;Assistant Director, Title IX Deputy Coordinator, Student Affairs&lt;br&gt;<a href="mailto:chaallen@wakehealth.edu">chaallen@wakehealth.edu</a></td>
</tr>
</tbody>
</table>
## Off Campus Community Resources

### Winston-Salem Community Resources

<table>
<thead>
<tr>
<th>Advocacy and Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family Services</strong></td>
</tr>
</tbody>
</table>
| • Community advocacy and support services | 336-722-8173  
Or 1-800-316-5513  
info@fsifamily.org | http://www.fsifamily.org/  
1200 S. Broad Street  
Winston-Salem, N.C. 27101 |
| • Individual and group counseling and education opportunities | Sexual Assault  
24/7 Crisis Line: 336-722-4457 |
| • Domestic Violence Shelter (information available through DV Crisis Line) | Domestic Violence  
24/7 Crisis Line: 336-723-8125 |

<table>
<thead>
<tr>
<th><strong>Safe on Seventh (by Family Services)</strong></th>
</tr>
</thead>
</table>
| “One Stop Shop’ for assistance with interpersonal violence concerns including criminal and civil justice system, law enforcement, victim advocates, and legal advocates | 336-722-8173 or 1-800-316-5513  
info@fsifamily.org | http://www.fsifamily.org/  
Seventh Floor  
Forsyth County Hall of Justice  
200 N. Main St.  
Winston-Salem, N. C. 27101 |

<table>
<thead>
<tr>
<th><strong>Health and Safety Resources</strong></th>
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<tbody>
<tr>
<td><strong>Novant Health Forsyth Medical Ctr.</strong></td>
</tr>
</tbody>
</table>
| Medical Concern including wellness exams, SANE forensic exams, STI or pregnancy testing, and Rape Drug Screening  
Emergency Department: 336-718-2001  
To request an appointment: 336-718-5000 | http://www.forsythmedicalcenter.org/  
3333 Silas Creek Parkway  
Winston-Salem, N. C. 27103 |

| **Forsyth County Health Department** |
| Provides free and confidential testing for STIs and HIV  
Appointment information: 336-703-3324 | http://www.co.forsyth.nc.us/PublicHealth/ |

| **Winston-Salem Police Department** |
| Safety needs or filing police report for incidents occurring outside of WFU Reynolda Campus  
Emergency: 911  

| **Mental Health Resources** |
| Mental health community resource referrals are confidential and available upon request through the Wake Forest Baptist Medical Center Counseling Center. | |

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

- http://www.rainn.org – Rape, Abuse and Incest National Network
- http://www.ovw.usdoj.gov/sexassault.htm - Department of Justice
- http://www2.ed.gov/about/offices/list/ocr/index.html - Department of Education, Office of Civil Rights
MISSING STUDENT PROCEDURE

Students residing in the Global House, Wake Forest Baptist Medical Center’s on-campus housing, may speak with someone about registering a confidential contact by calling 336-713-9182 or emailing lsnyder@wakehealth.edu. 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. 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. 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.

*NOTE: The following definitions apply to the charts on pages 29, 30, 31, 32, 33.

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 Physician Assistant 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

Reported crimes may involve individuals not associated with the institution.

CRIME STATISTICS

<table>
<thead>
<tr>
<th>INCIDENT</th>
<th>ON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
<th>NON-CAMPUS</th>
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<tr>
<td></td>
<td>Winston-Salem Police</td>
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</tr>
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<td>Murder/Non-Negligent Manslaughter</td>
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<td>Rape</td>
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<td>Aggravated Assault</td>
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<td>1 1 0</td>
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<tr>
<td>Burglary</td>
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<tr>
<td>Motor Vehicle Theft</td>
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ARRESTS

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<td>Illegal Weapons Arrests</td>
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<td>n/a n/a n/a</td>
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</tbody>
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REFERRALS FOR DISCIPLINARY ACTION: None for 2014.

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 2012, 2013, or 2014.**
CRIME REPORT

Reported crimes may involve individuals not associated with the institution.

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<tr>
<th>INCIDENT</th>
<th>ON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
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<tbody>
<tr>
<td>Murder/Manslaughter</td>
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<td>Fondling</td>
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<td>Motor Vehicle Theft</td>
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<tr>
<td>Arson</td>
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<td>Liquor Law Arrests</td>
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No hate crimes were reported during 2012, 2013, or 2014.
INNOVATION QUARTER CAMPUS CRIME REPORT

In March 2014, the Physician Assistant Program of Wake Forest School of Medicine relocated from Victoria Hall (111 N. Chestnut St. Winston-Salem, NC 27101) to 525 VINE (525 Vine St. Winston-Salem, NC 27101). The crime statistics below are representative of the data collected for the 2014 crime report: Victoria Hall (Jan-Mar 2014) and 525 Vine (Mar-Dec 2014).

VICTORIA HALL

CRIME REPORT

Reported crimes may involve individuals not associated with the institution.

CRIME STATISTICS

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<td></td>
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<td>Robbery</td>
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<tr>
<td>Illegal Weapons Arrests</td>
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CRIME REPORT
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CRIME STATISTICS

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<tbody>
<tr>
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<td>Negligent Manslaughter</td>
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<tr>
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<td>Illegal Weapons Arrests</td>
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</tbody>
</table>

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.
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 and the Winston-Salem Police.

### WAKE FOREST BAPTIST MEDICAL CENTER

<table>
<thead>
<tr>
<th>INCIDENT</th>
<th>ON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
<th>RESIDENTIAL FACILITY</th>
<th>OFF CAMPUS</th>
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<td>Winston-Salem Police</td>
<td>Other Campus Officials</td>
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<td>Dating Violence</td>
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<tr>
<td>Stalking</td>
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### INNOVATION QUARTER CAMPUS

#### VICTORIA HALL

<table>
<thead>
<tr>
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<th>PUBLIC PROPERTY</th>
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<tbody>
<tr>
<td></td>
<td>Winston-Salem Police</td>
<td>Other Campus Officials</td>
</tr>
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<td>Domestic Violence</td>
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<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
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<td>0</td>
</tr>
<tr>
<td>Stalking</td>
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### 525 VINE

<table>
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<tr>
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<td>Winston-Salem Police</td>
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<tr>
<td>Stalking</td>
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</tbody>
</table>

**REFERRALS FOR DISCIPLINARY ACTION:** None for 2014.

**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 2012, 2013, or 2014.**
STATE LAW
State law places domestic violence and dating violence under North Carolina Statute 50-B and stalking under North Carolina Statute 14-277.3A.

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

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.
FIRE SAFETY

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 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 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 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 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.
   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.”
   d. 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.
ELECTRICAL APPLIANCE POLICY FOR CAMPUS HOUSING

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

a. Appliances that may not be used or stored in 325 Lockland Ave., Global 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 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.

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 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. 325 Lockland Ave., Global House has kitchens and appliances furnished for food preparation.

ELECTRICAL EXTENSIONS POLICY FOR RESIDENCE HALLS & OFF CAMPUS HOUSING

The fire marshal has dictated that the use or possession of extension cords, multiple plugs, multi plug converters, or air fresheners with an additional plug adaptor is prohibited within the Global House. The fire marshal has approved the use of Underwriters Laboratories (UL) approved power strips with circuit breakers.

Fire Safety Training

Students living at 325 Lockland Ave., Global 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

### 2014 FIRE STATISTICS FOR THE GLOBAL HOUSE

<table>
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<tr>
<th>Year</th>
<th>Residential Facility</th>
<th># of Fires</th>
<th>Date</th>
<th>Cause</th>
<th>Estimated Property Damage</th>
<th>Estimated Content Damage</th>
<th># of Injuries</th>
<th># of Deaths</th>
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### 2014 FIRE SAFETY SYSTEMS FOR THE GLOBAL HOUSE

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<th>Type of FA System</th>
<th>Fire Drills</th>
<th>Monitored by Johnson Controls</th>
<th>Monitored by Security Emergency Communications</th>
<th># of Initiating Devices (Pull Station, Smoke, Heat, Duct, Ion &amp; Carbon Monoxide Detectors)</th>
<th>Sprinkler System</th>
<th>Type of Sprinkler System</th>
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</table>
BOONE CAMPUS CRIME REPORT

(PA Program-Appalachian State University)
University Hall

The Wake Forest University School of Medicine Physician Assistant 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 2014 crime report.
*NOTE: The following definitions apply to the charts on pages

**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.

**Other Campus Officials** = Wake Forest Baptist Medical Center, Wake Forest University School of Medicine (including the Physician Assistant Program) 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.

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**CRIME REPORT**

Reported crimes may involve individuals not associated with the institution.

### CRIME STATISTICS

<table>
<thead>
<tr>
<th>INCIDENT</th>
<th>NON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
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Arrests

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<td>Other Campus Officials</td>
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<td>Liquor Law Arrests</td>
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<td>n/a</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
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</tr>
<tr>
<td>Illegal Weapons Arrests</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

**HATE CRIMES**

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**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:

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

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

**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 64 – 71 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:** Physician Assistant 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 Student Wellness Services, [http://www.wakehealth.edu/Student-Wellness/](http://www.wakehealth.edu/Student-Wellness/).

**SEXUAL ASSAULT**
Students may file a complaint of sexual misconduct against a student of the Physician Assistant 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 titleixcoordinator@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 Physician Assistant Studies, gcurtis@wakehealth.edu, 336-716-2027.

REGISTERED SEX OFFENDERS
The North Carolina Bureau of Investigation maintains a website where registered sex offenders are listed. The web address is: http://sexoffender.ncdoj.gov.

TITLE IX COORDINATOR
See page 14 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

Bindu Kolli Jayne
Title IX Coordinator
Associate Vice Chancellor for Equity, Diversity and Compliance, Chief Diversity Officer
123 IG Greer Hall
Boone, NC 28608
828-262-2144
jaynebk@appstate.edu

CONFIDENTIALITY
See Page 23 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 titleixcoordinator@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 Physician Assistant Studies, gcurtis@wakehealth.edu, 336-716-2027

CAMPUS DISCIPLINARY ACTIONS
See page 13 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
WF/BMC PA students are issued wfu.edu and appstate.edu email address accounts. PA Students are registered with MIR3 (WF/BMC) 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 following report is provided courtesy of the Appalachian State University Police Department.
## Appalachian State University Police Department
### Jeanne Clery Disclosure of Campus Security and Crimes Statistics Act - 2015 - ASU Main Campus

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>On-Campus</th>
<th>Residential Facilities</th>
<th>Non-Campus Buildings &amp; Property</th>
<th>Public Property</th>
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<td>2013</td>
<td>2014</td>
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<tr>
<td>Murder &amp; Non-negligent Manslaughter</td>
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<tr>
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<tr>
<td>Date</td>
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<td>8</td>
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<td>NA</td>
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<td>0</td>
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<tr>
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<tr>
<td>Motor Vehicle Theft</td>
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<table>
<thead>
<tr>
<th>Number of Arrests/Referrals for Selected Offenses</th>
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<tbody>
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<td>Arrests</td>
</tr>
<tr>
<td><strong>Year</strong></td>
</tr>
<tr>
<td>Liquor Law Violations</td>
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<tr>
<td>Drug Violations</td>
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<td>Weapons Violations</td>
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<table>
<thead>
<tr>
<th>New Violence Against Women Act Offenses</th>
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<tbody>
<tr>
<td>Offense Type</td>
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<tr>
<td><strong>Year</strong></td>
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<tr>
<td>Domestic Violence</td>
</tr>
<tr>
<td>Dating Violence</td>
</tr>
<tr>
<td>Stalking</td>
</tr>
</tbody>
</table>

**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.**
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

**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.
- 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 shooter's 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:**
  - Immediately rinse eyeball and inner surface of eyelid with water continuously for 15 minutes.
  - Forcibly hold eye open to ensure water wash reaches under eyelids.
  - Obtain medical attention. Make sure to take Material Safety Data Sheet(s) of the chemical with you.
  - Report incident to supervisor and/or the University Police, (828) 262-8000.

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

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

- **Biological Spill on Body:**
  - Remove contaminated clothing.
  - Vigorously wash exposed area with soap and water for one minute.
  - Obtain medical attention.
  - 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:**
  - Never try to handle a dangerous situation by yourself.
  - Call University Police at 262-8000 (8000 from a campus phone), and they will notify the on-call counselor.
  - Clearly state that you need immediate assistance. Give your name, your location, and state the nature of the problem.
  - All suicide attempts should be reported to the University Police so that proper procedures will be followed to ensure the safety of those involved.

- **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 theAppState-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:
    - AppState-ALERT Campus siren system
    - AppState-ALERT Voice and text messaging
    - 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 the AppState-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.
2014 IMPORTANT PHONE NUMBERS

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

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

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

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

Off-Campus Resources
WFU Police..................................................................................758-5911
Rape Response, W-S, NC..............................................................722-4457
Crisis Control, W-S, NC...............................................................724-7453
North Carolina Center for Laws
Affecting Women, W-S, NC .........................................................722-0098

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................................................336.671.7075
Available 24-hours to undergraduate students during fall and spring semesters when school is in session
Office of the Dean of Student Services....................................336.758.5226
Residence Life and Housing......................................................336.758.5185
Wake Forest Compliance Hotline.............................................877.880.7888

Community Resources
Sexual Assault Response Program.............................................336.722.4457
24 hour rape crisis service sponsored by Family Services
Forsyth Medical Center Emergency Dept.................................336.718.2001
WF Baptist Medical Center Emergency Dept.............................336.713.9000
Winston-Salem Police or Forsyth County.................................911
## Bowman Gray Campus

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### Public Property

Publicly owned roads not owned or controlled by Wake Forest Baptist Medical Center but within campus boundaries:

- Medical Center Blvd
- 2000 block of Cloverdale Ave
- 200-400 block of South Hawthorne Rd
- Beach Street
- 1900 – 2000 Block of Queen Street
- 300 Block of Lockland

## Innovation Quarter Campus

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<td>Dean Building</td>
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<tr>
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Definitions 2014

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
Substance Abuse Policy

Wake Forest Baptist Medical Center
Substance Abuse Policy

Effective: July 2013

POLICY

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.

SCOPE

Applies to Staff, Faculty

DEFINITIONS

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 member has a valid prescription), or never intended for human consumption (such as glue).

GUIDELINES

Counseling and Rehabilitation

Voluntary Referral
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 Employee Assistance program (EAP). Such requests are strictly confidential. No staff/faculty member will have job security jeopardized by a request for counseling or assistance. However, the staff/faculty member will not avoid performance improvement actions for policy violations that have already occurred or that may occur in the future. Requests for time off without pay to participate in approved counseling and rehabilitation programs will be considered on a case-by-case basis.

Medical Center Mandated Referral
A staff/faculty member who has been referred for counseling or rehabilitation under this policy shall be required to fully cooperate and participate in the program. 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. 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 termination of employment.
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.

Effect of a Positive Test After Referral
After a staff/faculty member has been referred for counseling through Employee Health Services (EHS) 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.

Staff/faculty members identified as substance users through testing will be referred to appropriate evaluation and recommendations through coordinated efforts of EHS with the substance abuse professional.

General Guidelines
Applicants for employment must be tested for illegal substances, and applicants identified as drug and/or alcohol users may be denied employment.

Staff/faculty members who refuse to participate in, cooperate with or abide by this policy or their recommended program of rehabilitation may be terminated from employment with the Medical Center. Staff/faculty members undergoing rehabilitation or who have completed rehabilitation are required to abide by all other Medical Center policies and guidelines, including expected levels of job performance, behavior and conduct.

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 performance improvement action up to and including discharge.

- 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 integrity of the Medical Center.

- 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 even a moderate amount 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 performance improvement action up to and including discharge.

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.

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.
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 EHS prior to beginning work. A determination will be made of work capability. Failure to report the treatment shall be cause for appropriate performance improvement 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 performance improvement actions.

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.

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 are subject to performance improvement action including discharge for the following:

- A conviction for driving a Medical Center-owned or leased vehicle while under the influence of alcohol or drugs
- A conviction for driving while under the influence of alcohol or drugs while operating a personal vehicle on Medical Center business
- 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)

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 performance improvement action including discharge.

For Cause Testing

For cause testing is required when reporting for duty or working while under the influence of alcohol and/or drugs or suspected under the influence. (See For Cause Drug Test Flow Chart.) For the purpose 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.

Staff/faculty members may be required to undergo a “for cause” medical evaluation or drug or alcohol screen test under the following circumstances:

- Observable, abnormal or unusual behavior
- Injury or accident for which medical attention is needed beyond simple first aid
- Acts for which a staff/faculty member is responsible and involving injury to co-workers, patients or visitors requiring medical attention more than simple first aid
- Damage to Medical Center equipment or vehicle
- Gross negligence and carelessness
• Disregard for safety, life or well-being of any Medical Center staff/faculty member, patient or visitor

• Reporting to work or remaining at work in a condition giving a 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 a supervisor/manager, department manager or a Security or Human Resources staff member.

It is imperative that confidentiality be maintained with regard to the affected staff/faculty member and actions taken.

Supervisors should follow the guidelines below when a staff/faculty member is suspected of using illegal drugs or alcohol:

• The supervisor should ask another supervisor, manager or Security staff member to observe and verify suspicious behavior, if possible.

• If the incident occurs between 8 and 5 on a weekday, the supervisor should contact the Human Resources Business Partner to make arrangements for administration of a drug and/or alcohol test. If the incident occurs after hours, the supervisor should contact the Security supervisor.

• The supervisor should prepare to meet with the staff/faculty member by listing the specific observations causing suspicion.

• The supervisor should 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.

• If the staff/faculty member agrees to testing, a Release of Liability should 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.

• If the staff/faculty member refuses testing, the supervisor should remind him/her that refusal may result in dismissal. If the staff/faculty member continues to refuse, an immediate suspension without pay or use of BTO is in effect until further notice. Supervisor will coordinate with Security a safe escort of the staff/faculty member off Medical Center property.

• If testing is accomplished, the staff/faculty member should be released from work until test results are received.

• The meeting should 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.

With any “for cause” medical evaluation or drug or alcohol screen test required, the following is expected to occur:

• Staff/faculty member’s time spent related to any drug testing is paid time, provided he/she cooperates
• The Medical Review Officer has accountability to tell the staff/faculty member of the test results and determine if an acceptable medical explanation exists. (Thereafter, the Medical Review officer will notify the Human Resources Business Partner of the final results and communicate the Substance Abuse Program plan of treatment.) The Business Partner informs the supervisor of positive/negative results.

• Tests with unacceptable outcomes will require mandatory EHS involvement with a referral to an appropriate substance abuse professional, and may require performance improvement 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.

• Drug tests will be administered by a laboratory certified by the National Institute on Drug Abuse.

• All positive tests will be confirmed using gas chromatography-mass spectrometry or an equivalent test.

Guidelines for certified Medical Review Officers are followed.

Department of Transportation guidelines are followed for those positions required in the organization. For licensed professionals, the Medical Center will follow the licensing board’s recommendations for treatment and return-to-work programs. The licensed professional will undergo random testing through EHS, consistent with the random testing process, as for non-licensed staff/faculty members.

Confidentiality

All information concerning drug or alcohol testing results, or rehabilitation and treatment of an individual staff/faculty member shall 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 performance improvement action.

Questions

Questions regarding this policy should be directed to a Human Resources Business Partner.

Responsible Department:
Human Resources

Review Cycle:
3 years

Approved By:

[Signature]

Cheryl E. H. Locke, Vice President and Chief Human Resources Officer
Wake Forest School of Medicine
Substance Abuse Policy and Programs

This policy applies to employees of Wake Forest Health Sciences and students of Wake Forest School of Medicine. This policy is not intended to affect our right to manage our workplace, or discipline our students, faculty or staff; nor does this policy guarantee employment or enrollment, or guarantee terms or conditions of employment or enrollment. No contract for employment, either expressed or implied, is created. This policy may be modified from time to time without notice as we deem appropriate.

Definitions
The term “substance abuse” as used in this policy is defined as:
1. reporting to work or working while affected by alcohol,
2. chemical dependency on alcohol or other drugs where job performance, participation in academic programs or safety of employees, students or patients may be adversely affected, or
3. the use of illegal drugs.

The term “illegal drugs” as used in this policy includes, but is not limited to:
1. marijuana, cocaine, heroin, opiates, amphetamines and similar drugs whose possession and use are prohibited under state and federal law,
2. prescription drugs unless taken as validly prescribed by the employees or student’s physician, and

Standards of Conduct
Unless a standard of conduct is specifically limited to a particular group, the standards apply to all faculty and staff. As a condition of employment or enrollment, each employee and student is required to comply with the terms of this policy.

• The sale, distribution, manufacture, possession or use of illegal drugs, or drug paraphernalia is prohibited.
• All employees and students are prohibited from working or attending the Medical School while adversely affected by alcohol.
• The possession or use of alcohol on our property is prohibited unless its use is part of an authorized activity of Wake Forest Health Science or Wake Forest School of Medicine. Distribution of alcohol to persons under the age of twenty-one and possession or use of alcohol by persons under the age of twenty-one on our property or as part of any Wake Forest Health Sciences or Wake Forest School of Medicine activity is prohibited.
• All information concerning medical examinations, drug or alcohol testing results, or rehabilitation and treatment of an employee or student should be treated as confidential information subject to disclosure on a need-to-know basis.
• We reserve the right to require a drug or alcohol screening test from individuals whose job performance, behavior, or appearance reasonable suggests use of alcohol or illegal drugs. Failure or refusal to comply with a substance abuse screening test may result in termination of employment or expulsion from the Medicine School.
• In order to fulfill our obligations under the Drug Free Workplace Act, employees are required to notify the Human Resources Department in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Faculty must notify the Dean of any such convictions.
• Employment (hiring) of staff and faculty is contingent on the successful completion of a drug screening test.

Disciplinary Sanctions
We will impose disciplinary sanctions on students, faculty and staff who violate the above standards of conduct.

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.

Among the disciplinary sanctions which may be imposed on faculty and staff are: oral warnings, written reprimand, disciplinary suspension, termination, and referral for prosecution. We may require evaluation, counseling and successful completion of an appropriate rehabilitation program, if indicated.

Identification and Rehabilitation
Early recognition of substance abuse is important for successful rehabilitation. We encourage individuals with a chemical dependency to voluntarily seek assistance through the Medical Center’s Employee Assistance Program (EAP). An individual’s job will not be jeopardized solely because the individual voluntarily seeks assistance in the treatment of and recovery from chemical dependency if the individual seeks treatment prior to any violation or disciplinary action. Any such requests and/or actions are strictly confidential. Eligibility to participate in any subsequent rehabilitation programs will be at our discretion.

Any faculty member, student or staff, if given the option to participate in a rehabilitation program, will comply with the treatment and rehabilitation requirements set forth below or resign from employment or withdraw from the Medical School. Any such individual electing treatment and rehabilitation will:

1. Satisfactorily participate in a substance abuse assistance 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. Wake Forest Health Sciences’ Medical Plan may provide coverage for certain counseling or rehabilitation services.
2. Provide evidence satisfactory to us of continued outpatient therapy in an approved program appropriate to the treatment recommendation.
3. Remain substance free after completing a rehabilitation program for chemical dependency, and participate in random drug testing during rehabilitation, and for up to two years following completion of the rehabilitation program.

Failure to comply with these requirements may result in termination or expulsion.

Counseling, Rehabilitation & Treatment Resources
Wake Forest Health Sciences provides a comprehensive Employee Assistance Program (EAP) for faculty and staff. The School of Medicine endorses and encourages the activities of the Student Wellness Center in early identification, treatment and rehabilitation of students with a substance abuse problem.

Those who do not wish to take advantage of the resources we offer may wish to seek referrals to rehabilitation and treatment programs from their own physicians, First Line Community Resources, or the resources listed the yellow pages of the phone book.
Employee Assistance Program

Employee Assistance Program Policy

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

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

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/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.

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 i through e 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.

   II. 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.
Harassment

Wake Forest Baptist Medical Center
Harassment Policy

Effective: November 2011
Revised: September 2012

POLICY

Wake Forest Baptist Medical Center (WF BMC) 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 performance improvement action, up to and including termination of employment.

WF BMC 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.

SCOPE

Applies to Staff, Faculty

DEFINITIONS

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

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

- Is made explicitly or implicitly a term or condition of employment or education
- Is used as a basis for evaluation in making employment or academic decisions
- Unreasonably interferes with an individual’s performance or creates an intimidating, hostile, or offensive environment

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.

Discrimination

The Medical Center prohibits harassment based on race, color, national origin, religion, age, gender or disability. This includes:

- Discrimination in the provision of employment opportunities
- Adversely impacting a staff/faculty member’s terms and conditions of employment

Harassment

Examples of inappropriate behaviors include:
• Unwelcome comments regarding an individual’s race, color, national origin, religion, age, gender or disability
• Name-calling or the use of slurs, demeaning comments or other offensive language
• Repeated, unwelcome requests for dates
• Distribution or displays of written or graphic material containing negative content, including electronic materials

Sexual Harassment

Sexual harassment (whether opposite sex or same sex) is strictly prohibited. There are two types of sexual harassment:

• Quid pro quo harassment, in which submission to harassment is used as the basis for employment decisions. Examples include:
  o Promises of favorable treatment or threats of unfavorable treatment based on an individual’s response to sexual advances
  o Adversely impacting a staff/faculty member’s terms and conditions of employment based on the individual’s response to sexual advances

• 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:
  o Comments, jokes, or gestures of a sexual nature
  o Objectionable physical proximity or contact
  o Unwelcome flirtation, sexual advances or propositions
  o Unwelcome discussion of an individual’s physical characteristics or dress
  o Distribution or display of sexually explicit pictures or other materials, including electronic materials

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.

Consensual Relationships

Sexual or romantic relationships between a leader and his/her staff (an individual who reports directly or indirectly to that person) are not permitted. Such relationships that exist or develop must be disclosed to the Director, Chair or Executive responsible for the work area and to Human Resources. 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, a change in reporting structure or discharge. Leadership must consult with Human Resources before action is taken.

Reporting Harassment

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

• 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).
• The behavior is unwelcome if an individual states that it is unwelcome.
• The behavior need not be directed at a specific individual.
Complaint Procedure

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, volunteer or vendor with whom the Medical Center does business.

The following options are available for addressing harassment:

- 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.
- A staff/faculty member may report the situation to his/her supervisor or Human Resources.
- A staff/faculty member may report the situation to any higher level member of leadership.
- A staff/faculty member may report the situation through the Compliance Hotline.

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).

Response to Complaints

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

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

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 Associate Vice President, HR Strategy and Operations, or the Vice President/Chief Human Resources Officer.

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:

- Makes or assists with a complaint of discrimination or harassment
- Is a witness in the investigation of a complaint
- Serves as an investigator

Questions

Questions regarding this policy should be directed to Human Resources.
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
Equal Opportunity Employer

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
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
policy may help to ensure compliance with applicable laws and regulations, promote one or more of the missions of WFBMC, contain guidelines for governance, and set parameters within which faculty, staff, students, visitors and others are expected to operate.

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.
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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 336-713-4849
- WFBMC Compliance Hotline 877-880-7888 or report online at www.tuwinc.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) WFUMC Code of Conduct

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

7) Attachment(s):
   None

8) Revision Date:
   6/11, 11/14