

Meredith College  
Annual Security and Fire  
Safety Report  
October 2015



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## A Message from President Jo Allen



Meredith College, grounded in the liberal arts and committed to professional preparation, educates and inspires students to live with integrity and provide leadership for the needs, opportunities and challenges of society. This mission is best accomplished when safety is a top priority, with strong education and prevention programs in place.

The College provides a breadth of services through the Dean of Students' Office, Meredith College Campus Police, Student Leadership and Service Office, Counseling Center, and other departments. Our goal is both to foster a safe environment for academic exploration and to plan and be prepared for unexpected occurrences.

This Annual Safety and Fire Report includes information to help you become familiar with the services we provide and the resources available to our campus community. I encourage you to review it thoroughly.

Working together, we can reduce risks so that we can focus on reaching the goals that brought us to this great college.

## A Message from Chief Al White



Safety on the Meredith College campus is a shared responsibility. The Meredith College Campus Police Department uses the principles of community-orientated policing to fully engage our campus community and outside partners in identifying, prioritizing, and addressing issues and solutions through a collaborative process.

Officers are encouraged to use strong communication and innovative methods in working closely with the community served. The MCPD tailors its response and priorities for its campus environment, and constantly assesses the effectiveness of its actions, measured against the nation's best practices and law enforcement/security trends.

The Campus Police is pleased to provide you information about campus safety. We encourage you to familiarize yourself with these services and take advantage of them to help make your educational and living experience at Meredith College safe and enjoyable.

A truly safe campus can only be achieved through the cooperation of its students, faculty, and staff.

We are indeed thankful for the cooperation and support given to us by the college leadership and the college community.

# **ANNUAL SECURITY and FIRE SAFETY REPORT**

## **REPORT PREPARATION AND DISCLOSURE OF CRIME STATISTICS**

Meredith College prepares the Annual Security and Fire Report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act, formerly the Crime Awareness and Campus Security Act of 1990. Information and statistics are compiled from information maintained by the Meredith College Campus Police, Raleigh Police Department, and information provided by other College offices such as Residence Life, Title IX, Campus Security Authorities and the Dean of Students Office. Each entity provides updated information on their educational efforts and programs to comply with this Act.

This report provides statistics from the previous three years concerning reported crimes that occurred on campus, public areas immediately adjacent to or running through the campus (Hillsborough Street, Faircloth Street, and Wade Avenue), and one non-campus property and remote classrooms. This report also includes certain College policies concerning campus safety and security, such as policies regarding drugs, alcohol, and sexual violence/misconduct, basic rights guaranteed victims of sexual assault, emergency notifications and timely warning.

This report is provided to you as part of Meredith College commitment to safety and security on campus. It contains information on a variety of security services and programs available to you as members of the college community and is intended to inform the College community of Meredith College's safety programs and security procedures. This publication is designed to provide an overview of the MC Police Department, as well as information regarding other safety and security measures that have been instituted at Meredith College.

The College distributes a notice of the availability of this Annual Security Report (ASR) by October 1 of each year. Anyone, including prospective students and employees, may find this report on the Meredith College website at:

[http://www.meredith.edu/on\\_campus\\_services/campus\\_police/security\\_reports/](http://www.meredith.edu/on_campus_services/campus_police/security_reports/)

and may obtain a paper copy by contacting Campus Police at (919) 760-8888.

## **Reporting Crimes and Other Emergencies**

The College provides a number of ways to report crimes, serious incidents, and emergencies. All members of the community should take an active role in reporting criminal activities or emergencies occurring on campus. It is critical for the safety of the community that crimes and other incidents are reported immediately so that the Campus Police staff can investigate the situation as soon as possible and can determine if a timely warning or emergency notification to the community, or a portion thereof, is required.

## **REPORTING CRIMES TO THE CAMPUS POLICE**

We encourage all members of the college community to report all crimes and other emergencies to the Campus Police Office immediately. If you are a witness or victim of crime, it is important to report the crime so you can get help and support. Also, by telling the police what you know, you may help them solve this and other crimes or prevent others from becoming victims in the future. You should talk to the police if you know about a crime that has been committed or might be committed, someone who was involved in committing a crime, someone who has threatened you or another person or threatened to commit a crime, about any other activities you think may be criminal. Campus Police officers are on duty 24 hours a day, 365 days a year. **The emergency telephone number to Campus Police is (919) 760-8888.** This number may also be used for non-emergency reporting. Meredith's Office of Disability Services is currently investigating communication technology to assist students with disabilities that make traditional communication by phone difficult or impossible. Non-emergency reports may be made in person at the Campus Police Department, which is located in the Campus Police and Security Building, 3800 Hillsborough Street, Raleigh, NC 27607. Raleigh Police, Raleigh Fire, Wake Sheriff's Office, or EMS Ambulance Services can be reached for emergencies at 9-911. Although there are many resources available, Campus Police should be notified of any crime, whether or not an investigation continues, to assure the College can address any and all security concerns and inform the community, of any significant threat.

If the victim is unable to make such a report then witnesses or third parties are encouraged to report the incident to the Campus Police in a timely manner.

### **Unfounded Reports**

Only sworn or commissioned law enforcement personnel can make a formal determination that the report was false or baseless when made and that the crime report was therefore "unfounded". Crime reports can be properly determined to be false only if evidence from the complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner.

### ***Emergency Phones***

There are four blue light emergency call boxes located throughout the campus, which are activated by the push of a button. These call boxes are linked directly to the Campus Police emergency line. The location of the emergency is displayed to the Campus Police telephone to ensure prompt and accurate response by Campus Police staff.

## REPORTING CRIMES TO OTHER CAMPUS SECURITY AUTHORITIES

While the College prefers that community members promptly report all crimes and other emergencies directly to Campus Police at 919-760-8888, we also recognize that some may prefer to report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as Campus Security Authorities. The Act defines these individuals as an "official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, campus judicial proceedings, health services, title IX and athletics. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution." CSAs are responsible for reporting crimes to the Campus Police Department, including crimes where the victim chooses to remain anonymous. Reports filed with CSAs are counted and disclosed in the Annual Security Report. The following list includes some of the identified Campus Security Authorities at Meredith where crimes may be reported:

<b>Official</b>	<b>Campus Address</b>	<b>Phone Number</b>
Title IX, Human Resources	1st floor Park Center	919-760-8898
Assistant Dean of Students/Honor Council Adviser	2nd floor Park Center	919-760-8521
Office of Student Leadership and Service	2nd floor Cate Center	919-760-8338
Office of Residence Life, including Director, RDS and RAs	2nd floor Park Center	919-760-8633
Counseling Center	2nd floor Carroll Hall	919-760-8427
Health Services	1st floor Carroll Hall	919-760-8535
Academic and Career Planning	2nd floor Park Center	919-760-8341
Athletics Department	Weatherspoon Gym	919-760-8205

### ***Voluntary Confidential Reporting***

While all persons receiving a report of sexual misconduct understand the desire to keep information confidential, maintaining confidentiality is not always possible in order to take appropriate remedial actions. If you are the victim of a crime and do not wish to pursue action within the College or criminal justice system, we encourage you to make a

confidential report. Meredith College does provide confidential resources to whom one can speak and those individuals are not required to report this to the Title IX coordinator or law enforcement. These confidential resources are the licensed counselors in the Counseling Center (919-760-8427), the campus Chaplain (919-760-8347), and the medical and nursing staff in Meredith College Health Services (919-760-8535). These resources may be consulted at any time, including prior to making an official report to the College or to off-campus law enforcement officials. Otherwise, when those other than the confidential resources learn of a report, while to the extent possible, the College will respect an individual's request for confidentiality; however, the request for confidentiality will be weighed against the College's obligation to act on information it has received in order to provide a safe campus environment. The confidential reports allow the College to compile accurate records on the number and types of incidents occurring on campus. Confidential reports filed in this manner are counted and disclosed in the Annual Security Report.

The Meredith Campus Police encourages anyone who is the victim of or witness to any crime to promptly report the incident to the police. Police reports are public records under North Carolina law, so the Campus Police cannot hold reports of crime in confidence. In certain circumstances, the victim's name is protected but the crime report is not confidential. To report a crime for inclusion in campus crime statistics without making a police report, individuals have the following options:

*Campus Security Authorities (CSAs):* Reports of crime made to CSAs are included in the annual crime statistics but a police report will not be made. Reports to CSAs of sexual harassment, sexual assault, sexual violence, or other sexual misconduct against students and employees are required to be reported to a Title IX official.

*Pastoral and Professional Counselors:* According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by Meredith College to serve in a counseling role are not considered Campus Security Authorities when they are acting in a counseling role. As a matter of policy, the College encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential options available to them. These individuals will provide assistance in filing reports with the Police or Title IX if desired.

Confidential reports made to professional counselors or pastoral counselors are not disclosed in the Annual Security Report.

## **Disclosure of Crime Statistics**

Crime statistics, provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are for your information. These statistics are compiled and released annually by the Meredith College Police Department. The totals represent the compilation of all designated Clery Act crimes reported to campus law enforcement officials, Campus Security Authorities (CSAs) and other law enforcement agencies.

## **Clery Designated Crime Definitions**

**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another and include any death caused by injuries received in a fight, argument, quarrel, assault or commission of a crime.

**Negligent Manslaughter:** the killing of another person through gross negligence. In other words, it's something that a reasonable and prudent person would not do.

**Sex offenses:** any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent and include:

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

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

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

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

**Robbery:** the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** the unlawful entry of a structure with the intent to commit a felony or theft.

**Motor Vehicle Theft:** theft or attempted theft of a motor vehicle.

**Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.



**Domestic Violence:** a felony or misdemeanor crime of violence committed

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

**Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- the length of the relationship
- the type of relationship
- the frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Sexual Assault:** defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

**Stalking:** a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear or suffer substantial emotional distress.

**Consent:** consent is the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Under this definition, an individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, of force, would not be able to consent.

**Liquor Law Violations:** the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Drug Law Violations:** the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

**Illegal Weapons Possession:** the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

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

**Bias:** a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity, national origin or gender identity.

Hate crimes are also counted when reported in conjunction with the following crimes:

***Larceny-Theft:*** the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

***Simple assault:*** an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

***Intimidation:*** to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Vandalism or destruction of property:** to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

### **Categories of Prejudice**

**Race:** a preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

**Gender:** a preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**Religion:** a preformed negative opinion or attitude a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

**Sexual Orientation:** a preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

**Ethnicity:** a preformed negative opinion or attitude toward a group of persons of the same race who share common or similar traits, languages, customs, and traditions.

**Nation Origin:** a preformed negative opinion or attitude toward a group of persons based on their ancestor's, place or origin, or because an individual has the physical, cultural, or linguistic characteristics of a nation origin group.

**Disability:** a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advance age or illness.

## **Crime Statistics Location Definitions**

### ***On Campus***

Any Building or property owned or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the College's educational purposes. College residence halls are included with this definition. Any building or property that is within or reasonably contiguous to the areas described above that supports College purposes and that is: owned by the College, but controlled by another person or entity; or is frequently used by students.

### **Residence Halls/Facilities**

Residential facilities for students on campus is a subset of the On Campus Category. Statistics from this category are repeated in the On Campus column.

### **Non Campus Buildings or Property**

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property (other than a branch campus) owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

### **Public Property**

All public property, including thoroughfares, streets and sidewalks that is within the campus or immediately adjacent to and accessible from the campus.

**Table 1 – Crime Reports for Calendar Years 2015, 2014, and 2013**

<b>Reports of Crime</b>	<b>Year</b>	<b>On Campus</b>	<b>On Campus Residential Facility</b>	<b>Public Property</b>	<b>Non Campus Building or Property</b>
Murder and Non-Negligent Manslaughter	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Negligent Manslaughter	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Forcible Sex Offense	2015	1	1	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Non-Forcible Sex Offense	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Robbery	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Aggravated Assault	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Burglary	2015	1	1	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Arson	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Domestic Violence	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Dating Violence	2015	2	2	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Stalking	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Hate Crimes	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0



**Table 2 – Crime Reports for Calendar Years 2015, 2014, and 2013 (Unfounded)**

<b>Reports of Crime</b>	<b>Year</b>	<b>On Campus</b>	<b>On Campus Residential Facility</b>	<b>Public Property</b>	<b>Non Campus Building or Property</b>
Murder and Non-Negligent Manslaughter	2015	0	0	0	0
	2014	0	0	0	0
	2013	N/A	N/A	N/A	N/A
Negligent Manslaughter	2015	0	0	0	0
	2014	0	0	0	0
	2013	N/A	NA	N/A	N/A
Forcible Sex Offense	2015	0	0	0	0
	2014	0	0	0	0
	2013	N/A	N/A	N/A	N/A
Non-Forcible Sex Offense	2015	0	0	0	0
	2014	0	0	0	0
	2013	N/A	N/A	N/A	N/A
Robbery	2015	0	0	0	0
	2014	0	0	0	0
	2013	N/A	N/A	N/A	N/A
Aggravated Assault	2015	0	0	1	0
	2014	0	0	0	0
	2013	N/A	N/A	N/A	N/A
Burglary	2015	0	0	0	0
	2014	0	0	0	0
	2013	N/A	N/A	N/A	N/A
Motor Vehicle Theft	2015	0	0	0	0
	2014	0	0	0	0
	2013	N/A	N/A	N/A	N/A
Arson	2015	0	0	0	0
	2014	0	0	0	0
	2013	N/A	N/A	N/A	N/A
Domestic Violence	2015	0	0	0	0
	2014	0	0	0	0
	2013	N/A	N/A	N/A	N/A
Dating Violence	2015	0	0	0	0
	2014	0	0	0	0
	2013	N/A	N/A	N/A	N/A
Stalking	2015	0	0	0	0
	2014	0	0	0	0
	2013	N/A	N/A	N/A	N/A
Hate Crimes	2015	0	0	0	0
	2014	0	0	0	0
	2013	N/A	N/A	N/A	N/A

**\*\*No unfounded reports in 2015, 2014 and 2013**

**Table 3 – Arrests for Calendar Years 2015, 2014, and 2013**

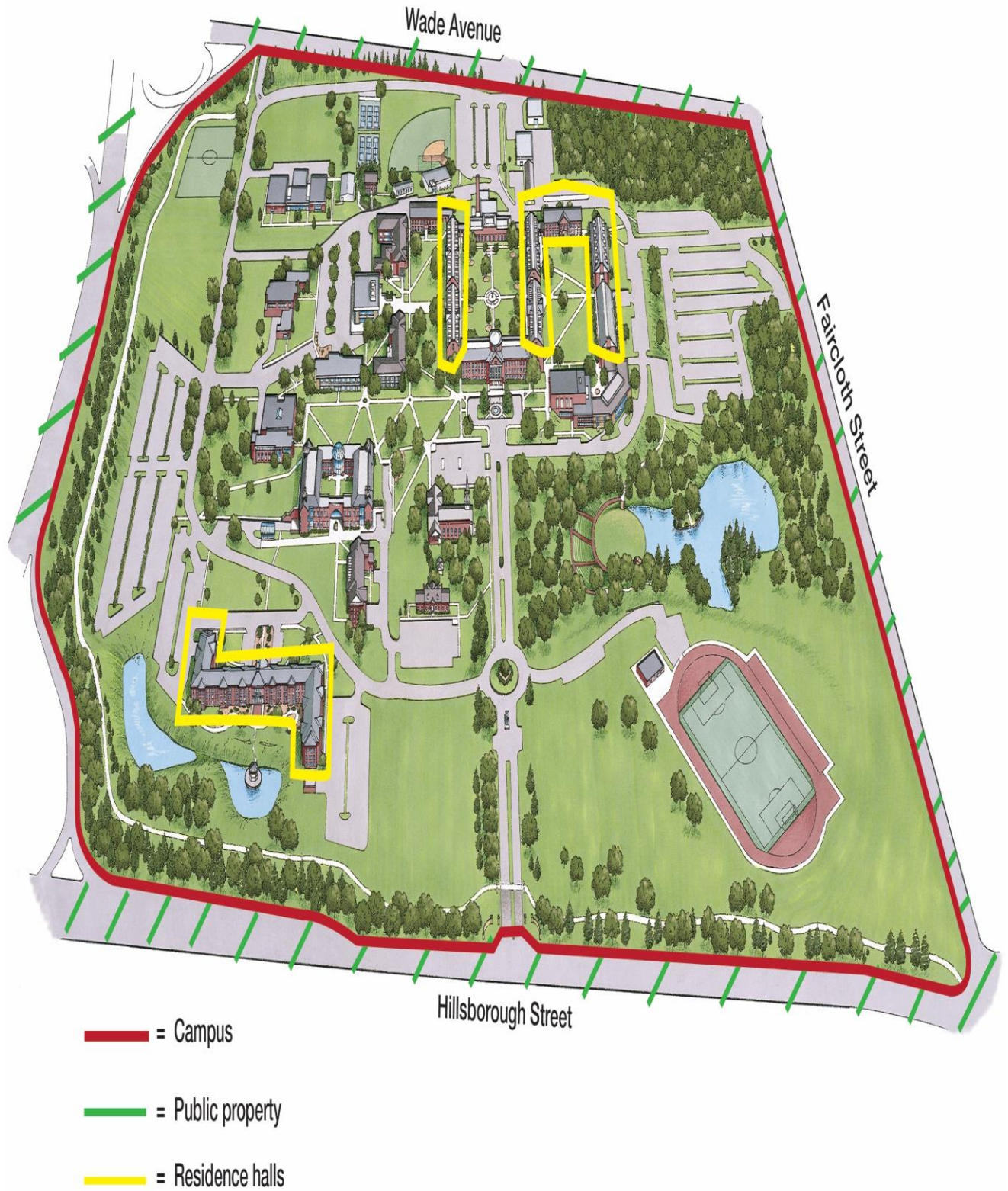
<b>Arrests</b>	<b>Year</b>	<b>On Campus</b>	<b>On Campus Residential Facility</b>	<b>Public Property</b>	<b>Non Campus Building or Property</b>
Alcohol	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0
Drugs	2015	1	0	1	0
	2014	0	0	0	0
	2013	1	0	1	0
Weapons	2015	0	0	0	0
	2014	0	0	0	0
	2013	0	0	0	0

**Table 4 – Disciplinary Referrals for Calendar Years 2015, 2014, and 2013**

<b>Disciplinary Referrals</b>	<b>Year</b>	<b>On Campus</b>	<b>On Campus Residential Facility</b>	<b>Public Property</b>	<b>Non Campus Building or Property</b>
Alcohol	2015	29	29	0	0
	2014	3	3	0	0
	2013	9	9	0	0
Drugs	2015	6	6	0	0
	2014	1	1	0	0
	2013	2	2	0	0
Weapons	2015	3	3	0	0
	2014	0	0	0	0
	2013	0	0	0	0

**\*\*No unfounded disciplinary reports in 2015, 2014 and 2013**

# Meredith College Clery Reporting Map



## **RESPONDING TO CRIME REPORTS**

Meredith College campus police and security officers respond to calls for service 24 hours per day, 7 days per week. Officers responding to calls are initially responsible for ensuring the safety and security of individuals, the crime scene, and any property. Officers' conduct preliminary investigations by interviewing victims and witnesses, obtaining all the relevant facts of the incident, following up until a final status report and disposition solve and clear the reported incident. Major crimes on campus are handled with assistance from the Raleigh Police Department. Specific information on departmental policies and procedures regarding responding to crimes can be found in the Police General Orders Manual.

Police incident reports and the Daily Crime Log are available from the Campus Police Office. Reports are also made available to other campus departments under certain circumstances, where there are concurrent responsibilities for Meredith College students, staff, and/or property. A notification is issued when a student violates a college rule, regulation, or criminal law and the student is referred to the Office of the Dean of Students for disciplinary actions.

## **About Campus Police**

Meredith College campus police and security officers provide 24-hour patrol service to the campus, including residence halls, parking lots and grounds. The department has armed police officers and unarmed security officers. Campus police officers wear white dress shirts with distinguishing shoulder patches, badge and nameplates or either embroidered maroon polo shirts and dark pants. Security officers wear a distinctive gray uniform with distinguishing shoulder patches, badge and nameplates or either maroon polo shirts and dark long pants (or short pants during the summer). Officers are required to keep their identification tag with them at all times. The identification tag includes a color photo of the employee and their department affiliation. If there is ever any doubt as to whether a person is affiliated with the Campus Police, one is encouraged to inquire for one's own safety. All employees will gladly provide proof of their association with the department.

The campus police department is responsible for crime reports, initial investigations, coordinating fire and emergency medical services, parking and transportation, traffic accident reports, and other public safety services. Officers prepare and submit incident reports to the Meredith College Campus Chief of Police who distributes them to the appropriate College officials. The department is comprised of:

- 2 Sworn Police Officers positions
- 8 Full time and 7 part-time Security Guard positions
- 1 Administrative Support Personnel

## **Law Enforcement Authority**

Campus police officers have full police authority on College property under the provisions of Paragraph 74G of the General Statutes of the State of North Carolina. Police Commissions are granted under that statute by the Attorney General of North



Carolina, including the power to make arrests for felonies and misdemeanors within the agency's jurisdiction.

All sworn officers complete basic law enforcement training. Annually, sworn law enforcement officers receive the 24 hours of in-service training mandated by the North Carolina Criminal Justice Education and Training Standards Commission, including firearms qualification and the use of force. Additional training topics include: ethics, legal update, domestic violence, sexual assault response, crime prevention, and juvenile and minority sensitivity training.

### **Relationship with Local Agencies**

Campus Police recognize that it is vital to maintain a close working relationship with all local police, state agencies, and other emergency response agencies, especially those with joint or mutual jurisdiction considerations and responsibilities. As a result, the department has mutual aid agreements with various local police and emergency response agencies. The Campus Police maintain a close working relationship with the Raleigh Police Department both through informal meetings and formal agreements between the departments. Meredith College has a written agreement (memorandum of understanding) regarding the investigation of crimes. For homicides, other unusual deaths, and armed robberies in which Campus Police believe the perpetrator has left the campus, Raleigh Police will respond and take control of the investigation. The State Bureau of Investigation will be asked to investigate any shooting by a Campus Police Officer that results in death or injury. Investigations of all other offenses shall be the responsibility of Meredith College Police. Anyone interested in additional information regarding these agreements are encouraged to contact Campus Police at 919-760-8888.

There are no off-campus locations of student organizations officially recognized by the College.

### **Alerting the Meredith Community**

In the event of an emergency, or to notify the campus of College closings or delays, rapid communication with the campus community is essential. Meredith College utilizes an emergency notification system known as MC Alert. The MC Alert system allows Meredith to convey time-sensitive information within minutes, through a single phone call. MC Alert is primarily intended to rapidly disseminate emergency information about an incident or emerging situation and provide instructions to the Meredith campus community. Meredith College can schedule, send and track personalized voicemail, email and text messages to students, faculty and staff.

The notification system provides alerts for emergencies as well as non-emergency situations causing a significant and real or perceived threat to the campus community. MC Alert system is available at [http://www.meredith.edu/about\\_meredith/emergency\\_planning/mc\\_alert](http://www.meredith.edu/about_meredith/emergency_planning/mc_alert).

**MC Alert emergency notification messages are sent via four different modes of communication:**

- **Voice messages:** A voice message goes to everyone who has signed up for the MC Alert messages.
- **Text messages to cell phones, PDAs and other text-based devices:** Meredith College sends students, staff, and faculty a text message to the text-based device in the event of a campus emergency, college closing, and for information on the occurrence of certain crimes. An alert will be sent to everyone who has signed up for MC Alert. Messages will contain brief safety instructions and/or brief details on where to get more information about the alert, i.e. Meredith's emergency website.
- **Email notification:** Written messages to e-mail accounts.

**Messages to receiving devices for the hearing impaired.** The MC Alert System has a option to relay information to a TTY device.

**Campus Siren System:** The campus siren system is an audible warning system which consists of speaker arrays mounted on pole and roofs at various locations across campus. In the event of certain emergencies, either tones or brief messages will be broadcast over these speakers to notify persons located outside of buildings to take action. Typically, this action will be to seek shelter in a nearby building and tune in to the various media described above for further information. An all clear sound will be activated when the emergency no longer exists.

[http://www.meredith.edu/about\\_meredith/emergency\\_planning/emergency\\_procedures](http://www.meredith.edu/about_meredith/emergency_planning/emergency_procedures)

**Adverse Conditions Hotline:** Meredith College uses 919-760-8888 for a wide range of announcements, including adverse weather and emergency situations and College closings.

**Social Media:** Meredith College may use various forms of social media (Twitter, Facebook, Google+, etc.) to alert the Meredith community about emergencies as well as non-emergency situations causing a significant and real or perceived threat. In addition, Alert Twitter and Facebook pages are maintained by the Department of Marketing and only activated during an emergency.

The Chief of Police or his designee will determine which communications tool to use and when to inform the campus community of a significant emergency, a serious or continuing threat, or dangerous situation. When time allows, the notifications will be activated in consultation with members of the Executive Leadership Team.

The MC Alert System, text messaging, voice messages, e-mails, and the audible alert system are tested on a quarterly basis. Records are kept on file of the results of the testing process.

## Timely Warnings

The Campus Police Department will issue a timely warning, called a "Meredith Crime Alert" for a serious crime that has already occurred in which the perpetrator has not been apprehended and there is an ongoing threat to members of the campus community. These warnings are issued for Clery Act crimes on the campus, on public property, or on non-campus property that are reported to the Campus Police, other campus security authorities, or local law enforcement. Meredith Crime Alerts may also be issued in some circumstances where there is a pattern of crime against persons or property. Examples of crimes where crime warnings may be issued include, but are not limited to: sexual assaults, burglary, robbery, or aggravated assaults. Victim names are not included in timely warnings. These warnings are disseminated through a variety of ways including emails, MC Alert notifications, flyers, text messages, and social media.

An example of a Meredith Crime Alert e-mail is:

Crime Alert—Armed Robbery: Early Sunday morning at 2:06 am, a student and visitor were walking on West Campus near the golf driving range. A male subject approached them armed with a knife, demanded money, and fled with a purse. He got in a waiting car with another person driving. The 1995-1999 Monte Carlo type car was last seen on West Campus Dr. There were no injuries.

Description of suspect:

White male, slim build, 6 feet tall, 20- 25 years of age, black shoulder-length hair, acne on face, deep southern accent, wearing a black t-shirt and blue jeans

Anyone who may have information should contact Meredith Police at 919-760-8888. Campus safety is a top priority, always remember that personal safety starts with you.

Report any suspicious activity to campus police (919-760-8888) or the local police (911).

We will post additional information as available on the Campus Police web site.

[http://www.meredith.edu/on\\_campus\\_services/campus\\_police](http://www.meredith.edu/on_campus_services/campus_police).

Please share the information contained in this crime alert with other people on campus who may not have seen it.

## Emergency Notifications

### Drills, Exercises, and Training

To ensure the College's emergency management plans remain current and actionable, the college conducts emergency management exercise to test emergency procedures at a minimum of once a year. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The College

conducts after-action reviews of all emergency management exercises. The scenarios for these exercises change from year to year and include several departments from across the campus. In conjunction with at least one emergency exercise each year, the College will notify the community of the exercise and remind the community of the information included in the College's emergency response procedures, which are available at the Emergency Planning website, [http://www.meredith.edu/about\\_meredith/emergency\\_planning](http://www.meredith.edu/about_meredith/emergency_planning).

**MC Alert Emergency Notifications** are issued to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Meredith College without delay, and taking into account the safety of the community, determine the content of the notification system. Unless issuing a notification, will in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Examples of such significant emergencies or dangerous situations include, but are not limited to, shooters on campus or tornado warnings. Emergency Notifications are issued by Campus Police through a combination of methods that may include broadcast e-mail, audible alert, public media, or text message. In addition, the Marketing Department may issue emergency information via the college home page and social media. Follow up communications are directed by the Executive Leadership Team and Department of Marketing.

Students may also receive communications from the College's residence life staff, such as the Director, Residence Directors and Resident Advisors (RDs and RAs). Students receive an email message each semester highlighting the methods of emergency communication, with special emphasis on registering to receive emergency text messages through MC Alert, and to review the emergency response plans which reside at [http://www.meredith.edu/about\\_meredith/emergency\\_planning](http://www.meredith.edu/about_meredith/emergency_planning).

## **RESPONDING TO A MAJOR INCIDENT**

1. In the event of an on-campus medical emergency, the campus community should contact Wake EMS by dialing 9-911 from a campus phone or 911 from any other phone and then contact Campus Police by dialing 8888 from a campus phone or 919-760-8888 from any other phone. In the event of any other on-campus emergency, the campus community should contact Campus Police by dialing 8888 from a campus phone or 919-760-8888 from any other phone.
2. For major incidents which require immediate notification of the Meredith campus community, MC Alert and/or the campus-wide siren will be activated.
3. If the event is deemed to be a major incident, Campus Police shall notify the Vice President for Business and Finance, and he may deem a situation a major incident based on his/her own information as well.



4. The Vice President for Business and Finance shall call a meeting of the Incident Response Team. Campus Police will assist in notifying the team members who the Vice President for Business and Finance decides are relevant to the particular incident based upon the specific incident response plan.
  
5. In situations when the command center is needed (i.e. extensive power outages, flooding, lack of access to administrative buildings), the Vice President for Business and Finance will contact Campus Police to prepare the command center in Martin Hall Annex.

**CRISIS COMMUNICATION**

To ensure that the College’s public information response to an emergency is quick, accurate, sensitive and responsible, the Department of Marketing will coordinate all crisis communications with campus and off-campus constituencies and media outlets. The Executive Director of Marketing will consult with the President to determine the College’s official response. The Executive Director of Marketing, or other designee, will serve as the official media spokesperson in the event of a crisis.

*Internal and external communication:* To communicate with persons living or working on campus, information and updates will be communicated through MC Alert, the College’s main web page, email messages, the inclement weather line, and signs posted in residence halls and the Oaks Apartments. To communicate with parents, students, and other concerned persons who are not located on campus, information will be posted on the College’s main web page (if power is available to campus).

**THE CAMPUS INCIDENT RESPONSE TEAM**

The Meredith College Incident Response Team is comprised of the following positions. Others may be added or substituted depending on the emergency. The exact membership of the team will vary depending on the nature of the incident. Incident response will require close communication with the Raleigh Fire and Police Departments and/or other mutual aid organizations as needed.

<b>POSITION</b>	<b>ROLE DURING MAJOR INCIDENTS</b>
President	Provides oversight of College’s incident response. Informs members of the Board of Trustees of major incidents. Plays key role in crisis communications.
Vice President for Business & Finance	Serves as Incident Response Team Leader for any incident involving the entire College

	community.
Vice President for College Programs	Responsible for elements of response related to students.
Provost	Responsible for elements of response related to the faculty.
Vice President for Institutional Advancement	Addresses issues affecting overall College planning, development or alumnae relations.
Director of Facilities Services	Responsible for management of facility operations, building and property issues, and environmental issues.
Chief of Campus Police	Assists in making initial assessment and is responsible for all security issues.
Director of Dining Services	Works to provide food and water to affected population and emergency workers as needed.
Director of Health Services	Assists in providing triage and first aid to ill and injured person(s) and assists with life safety issues.
Executive Director of Marketing and News Director	Generates fact sheets, news releases and all public communications concerning the incident. Acts as spokesperson for the College community to news media and governmental agencies.
Chaplain and Director of the Counseling Center	Provides emotional and spiritual support to members of the campus community and their families as needed.
Director of Residence Life	Works to provide shelter and housing for affected student population.
Chief Information Officer	Assists in organizing emergency telecommunications as necessary and assists other team members with computer network resources
Director of Commuter Life	Distributes information to and provides support for commuting students.
Dean of Students and Assistant Dean of Students	Assists in responses related to students.

Others as directed by the Team Leader	Carry out duties as directed by other Team members or the Team Leader.
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**SHELTER-IN PLACE PROCEDURES**

**Purpose:** The purpose of an emergency shelter-in-place alert on campus is to limit human exposure to an apparent life-threatening, hostile or hazardous situation. A shelter-in-place alert is necessary in situations where there is reason to believe that exiting a sheltered area will expose individuals to greater danger than remaining in place.

**Authority:** The primary authority to initiate a shelter-in-place order will be Campus Police. Should the situation warrant it, all faculty and staff have the authority to initiate an emergency shelter-in-place alert.

Situations where an emergency shelter-in-place may be warranted include, but are not limited to:

- A. observing an armed intruder or shooter,
- B. a serious crime being committed in close proximity to campus, or
- C. any situation where exposure to outside hazards may endanger staff, faculty, students, and/or visitors.

Anyone observing any one of these situations should immediately call Campus Police at (919) 760-8888 and be prepared to answer detailed questions to describe the location and description of the perpetrator or event. (See Initial Action/Reporting Procedures below.)

**Campus-wide/Off-campus Notification:** The Meredith Campus Community will be notified through MC Alert, our campus emergency notification system. In addition, individuals may be told by Campus Police personnel and/or staff to shelter-in-place when encountering security personnel making their rounds.

**Initial Action/Reporting Procedures:** When an intruder on campus is actively causing deadly harm or the threat of imminent deadly harm to people, you must immediately seek cover and call or contact Meredith College Campus Police at (919) 760-8888 (extension 8888, from any campus phone). Give as many details as possible relative to location, number of assailants, means of aggression, and other pertinent information.

**General instructions for individuals on campus during an emergency shelter-in-place situation:**

- Remain calm.

- Do not sound the fire alarm to evacuate the building. People may be placed in harm's way when they are attempting to evacuate the building. If a fire alarm does go off during a shelter-in-place, do not evacuate unless you smell smoke.
- Do not gather in open areas or hallways. These ARE NOT areas of shelter.
- Stay away from windows and doors.
- Do not leave until police or security contact you to confirm it is safe; follow instructions from police or security.

### ***Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System***

Campus Police become aware of emergency and dangerous situations when they are reported to the police emergency number and when they are discovered during patrol or other assignments. If the situation is not discovered by a member of the police department, then a police officer/security officer is dispatched to confirm the emergency. When a police officer/security officer confirms the existence of an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, the responding officer will establish incident command and notify the Campus Police Chief or his designee to issue an emergency notification

[http://www.meredith.edu/about\\_meredith/emergency\\_planning](http://www.meredith.edu/about_meredith/emergency_planning).

The Campus Police Chief, or his designee, will immediately initiate the College's emergency notification system. If in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the emergency notification may be delayed. As soon as the condition that may compromise efforts no longer exists, the College will issue the emergency notification to the campus community.

For an imminent, life-threatening emergency, such as an armed person, a major hazardous materials incident, or a tornado sighting, the Police Chief or his designee will activate the emergency sirens. The Campus Police will contact the Marketing Department to manage the other portions of the emergency notification process.

If the situation does not involve an armed person, major hazardous materials incident, or severe weather, then the Campus Police will not sound the siren. However, if the situation endangers campus safety (for example a bomb threat, explosion, major fire, major power outage, hostage/barricaded person, riot or other civil disorder, or dangerous weather condition) and it cannot be quickly and easily contained and mitigated, then as soon as possible, subject to the Campus Police's responsibilities to contain the threat and mitigate the emergency – the Police Chief or his designee will contact the Department of Marketing to begin the emergency notification process.

### ***Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification***

If the sirens are sounded, Marketing sends information to the entire campus community. If the sirens are not sounded, the Executive Leadership Team determines the appropriate segment(s) of the campus community to receive the emergency notification.

### ***Determining the Content of the Emergency Notification***

The College has an approved set of message templates to accompany siren activation that are maintained by the Marketing Department. When the sirens are activated, Marketing selects the approved template that matches the emergency situation. The Police Chief or his designee advises Marketing of the facts needed to complete any blanks in the template.

When the sirens have not been activated, Marketing will immediately launch automatic notification of the Executive Leadership Team (ELT) and change the Emergency Alert web page and main homepage to the approved general alert template that announces the campus is on alert status. This general alert message informs the reader that the website will be updated as soon as more information is available. The ELT is responsible for updating communications to the campus as information becomes available.

### ***Enrolling in the College's Text Message System (MC Alert)***

Text messaging can be a very effective way to send important information to the campus community. The College has the ability to send text message alerts to those persons who register their cell phone numbers. All members of the campus community are encouraged to register their mobile phone numbers at **[http://www.meredith.edu/about\\_meredith/emergency\\_planning/mc\\_alert](http://www.meredith.edu/about_meredith/emergency_planning/mc_alert)**. To register for mobile phone timely warnings and emergency notifications, you need to log in with *WebAdvisor username and password*. Click here <https://advisor.meredith.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=7438013712>

Contact information included in the MC Alert service will only be used for emergency notifications or to communicate about College closings and delays, and will not be made available to any other service, on or off campus.

## **Security of and Access to College Facilities**

Campus buildings and facilities (excluding residential facilities) are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. Campus classroom buildings are accessible from 7 a.m. to 11 p.m. Access to the campus is controlled after evening closing hours (11 p.m.). Students must check in with the gatehouse officer when returning to campus after these hours. Residence halls and wings of the Oaks Apartments are equipped with automatic door locks which are activated by student CamCards.

Officers regularly patrol the campus by vehicle and on foot to ensure a high level of physical security. They also note any safety hazards such as defective lighting, inoperative doors or locks, broken sidewalks, steps or handrails and any other hazardous conditions. These are reported in writing to the maintenance department.

During non-business hours, access to all facilities is by the college access card or admittance by the Campus Police. Academic and administrative buildings on campus may have individual hours, which may vary at different times of the year. As a practice, all academic buildings on campus are locked by Campus Police staff at 11 PM and unlocked at 7 AM daily.

**Campus Closing Hours:** Residence Halls are locked 24 hours a day, with access by Meredith CamCard only. Campus closing hours are 1 a.m. Sunday-Thursday, and 2 a.m. Friday and Saturday.

As an additional security measure, Meredith is closed to the public at 11 p.m. daily. At this time all cars entering campus must stop at the gatehouse on Main Campus Drive. The Faircloth Gate is locked nightly at 11 p.m. and opened at 6:45 a.m. each day.

### **SPECIAL CONSIDERATION FOR RESIDENTIAL FACILITIES**

Access to residence halls is restricted to students and staff who live and staff who work in the residence halls. All access to residence halls is provided via an electronic key card access system (CamCard system), which will allow access only to approved cardholders. Residence halls are locked at all times. During emergencies or over extended breaks, the doors of all residence halls are secured. Routine patrol insures the buildings remain safe and locked.

### **SECURITY CONSIDERATIONS IN THE MAINTENANCE OF CAMPUS FACILITIES**

At Meredith, the facilities and grounds are designed for safety and security. Lighting illuminates the pathways from parking lots to buildings and between buildings. The Facilities Services Department has regular programs to survey the campus landscape for trees, shrubbery, and plants that need to be trimmed to increase safety. Facilities Services also has a regular program to survey the campus for lighting that is burned out or in need of repair. Campus Police staff report unsafe situations found during patrol operations, such as dark areas where lighting needs to be added or areas where lighting is burned out, to Facilities Services for correction. Campus Police staff closely monitor any security-related maintenance problems after hours until reported to and resolved by Facilities Services or a contracted vendor.



## Crime Prevention and Safety Awareness Programs

### **PROGRAMS THAT INFORM STUDENTS AND EMPLOYEES ABOUT SECURITY PROCEDURES AND PRACTICES AND ENCOURAGE RESPONSIBILITY FOR ONE'S OWN SECURITY**

During orientation, students are informed of services offered by Campus Police. Video and PowerPoint presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on campus and in surrounding neighborhoods. Similar information is presented to new employees at new employee orientation. New staff receive general information on the College's Sexual Misconduct policy and the Harassment and Nondiscrimination policy and Grievance Procedures during new employee orientation. Additional training is presented during the year with more opportunities planned for the future.

Periodically during the academic year, Campus Police in cooperation with other campus organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), date rape drugs, theft and vandalism, as well as educational sessions on personal safety and residence hall security. In addition to seminars, information is disseminated to students and employees through various campus media, crime prevention awareness literature, posters, and displays. When time is of the essence, information is released to the college community through the university's electronic mail system.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and security of others.

The Dean of Students Office and the Office of Residence Life, in conjunction with members of the Honor Council, provide information to new students about the importance of the Honor Code at the Honor Code Ceremony and residence life staff also provide information to new resident students at a health and safety training during orientation. The Honor Code is available to students as part of the online Student Handbook on the College website at [http://www.meredith.edu/images/uploads/honor\\_system\\_section\\_for\\_website.pdf](http://www.meredith.edu/images/uploads/honor_system_section_for_website.pdf)

The Student Honor System section of the Student Handbook includes the Statement of Honor, the Honor Pledge, the list of Honor Code violations, possible sanctions, how to report Honor Code violations, and appeal procedures. The SGA Constitution and By-Laws include detailed information about judicial procedures and appeals processes. Students are responsible for complying with the policies of the College as well as all federal, state, and local laws. In addition, the Office of the Dean of Students in partnership with the Directors of Health Services and Counseling Center also provides training to new students during orientation each fall and spring semesters regarding the sexual misconduct policy and procedures.

Residence life staff provide training to resident students about community living standards and policies governing residence hall living. These include general safety tips, how to contact residence life and campus police staff, and how to report suspicious persons.

### **CAMPUS-WIDE CRIME PREVENTION SERVICES**

Crime prevention programs are provided throughout the year by the Campus Police and other campus departments to students, parents, faculty, employees, and student and community organizations.

#### ***Health and Safety Awareness Programs***

Residence Life staff present information for new students during Orientation Week and to resident students at hall/floor meetings during the year. Programs during new student orientation week also introduce new students to information related to the College's sexual misconduct/Title IX policy. Other awareness opportunities included:

- Suicide Awareness/Prevention Week- sponsored by the Counseling Center and Student Government Association
- Resident Housing Association Fire Safety Fair- Panelist commented on fire safety in the residence hall and how to evacuate a building
- Campus Kitchen Project Orientation- Kitchen safety for the students
- Condom and Cupcakes- Educate students on sexual responsibility
- Fire Marshall training- Volunteer students to serve as Fire Marshall on their floors received training on fire safety and fire extinguishers
- The Chair of the Incident Management Team sends emails to the campus community encouraging registration with the MC Alert system and with reminders to learn more about the College's emergency plans/responses.
- Study Abroad Program- Crisis/Threat Assessment
- Wake County Health Department – Presentation on sexual health in the residence halls

#### ***Athletic Department***

- Alcohol Awareness discussion- The Athletic Department sponsored this event which discussed the college party scene, all that can go wrong, and how to keep it all right. The discussion also included bystander intervention and high risk drinking.
- Daisy Dash Fun Run-Consisted of a 5K, 1-mile fun run, 50yard dash to advocate for healthy lifestyles and professional development through organizing the event
- Sports Science Association- Trick or Trot-1 mile run to promote healthy lifestyles through exercise and proper nutrition

#### ***Discovery Programs***

Two required programs for first year students each fall semester address topics related to health and safety, including healthy choices regarding alcohol and issues related to sexual violence and bystander intervention strategies.

- First Year Experience- Discovery Alcohol
- First Year Experience – Bystander Intervention

### ***Counseling Center***

The Counseling sponsored several program that dealt with suicide prevention, grief, depression and general information. Listed below are several of the workshops:

- Question, Persuade, and Refer workshop(QPR)- suicide prevention workshop
- Behind Closed Doors- workshop with scenarios and role players to act out suicide, grief, Title IX issues, and relationships
- Story Telling- suicide prevention workshop
- Peer Counseling
- Stress Management

### ***Residential Life***

- Annual training of resident advisors including training on sexual misconduct policies, resources, response protocol and reporting; emergency training (responding to victims of sexual misconduct; counseling skills, domestic ad emotional abuse.
- Bulletin Board- Variety of residence hall bulletin board displays focusing on sexual misconduct victimization, abusive relationships, domestic violence, and other related topics
- CLERY Act Compliance Training

### ***Staff and Faculty Orientation***

- Every month, new faculty and staff participate in orientation, which includes College policies and resources, including sexual harassment and sexual misconduct policies and support services
- During the annual faculty/staff training week each employee is updated on Title IX policies and procedures

### ***Campus Peer Health Educator Group (PEARLS)***

Ongoing health awareness programs are provided each year through the health center and counseling center on campus, and through programs planned and sponsored by the campus peer health educator group (PEARLS). Several workshops were held on the following topics: Sexual awareness, depression, breast cancer, Wellness, and Ebola.

### ***Chat with the Chief***

Chief of Campus Police sends out reminder emails to campus community and presents to specific campus groups. Periodically during the year, the Chief meets with the student body to have conversations on safety topics of interest.

### ***Operation Identification***

Campus Police provides an electric engraver for students and employees to engrave their valuables. The engraver is available at the Campus Police Building.

### **Off-Campus Crime**

Campus Police staff assists other law enforcement agencies when requested at locations that are adjacent to the campus. Raleigh Police Department is the primary responder to criminal activity occurring off campus.

## **Policies Regarding Alcoholic Beverages and Illegal Drugs**

### **Alcohol Policy**

The College strongly discourages illegal and irresponsible use of alcoholic beverages by Meredith students. North Carolina State law prohibits the use or possession of alcoholic beverages for persons who are under twenty-one years of age. The possession and/or consumption of alcoholic beverages on campus or in any College building is prohibited except by those of legal age in individual on-campus apartments. Any amount of alcohol possessed or consumed by persons under the age of twenty-one shall be considered "possession." Memento bottles are not allowed in residence halls. Providing alcohol to any person who is under the age of twenty-one is illegal. A student may not attend class while under the influence of alcohol. Inappropriate or illegal behavior related to alcohol use will result in disciplinary action.

Meredith students are expected to represent the College with dignity at all times. Students who choose to possess and consume alcohol are encouraged to do so responsibly and not in a manner that would disrupt the living community or endanger themselves or others. Students shall not possess or consume intoxicants at any College-sponsored functions sponsored by Meredith students or any Meredith student organization. Students participating in any Meredith or Meredith-affiliated study abroad program are expected to follow the laws of the host country and host institution during any study abroad program.

### **Medical Amnesty Policy**

Student health and safety are of primary importance to the Meredith College community. The essence of the Medical Amnesty policy is that each individual has an ethical responsibility to help those in need. The Medical Amnesty policy encourages students to seek or request immediate medical assistance **for themselves or others** when there is concern about extreme intoxication, alcohol poisoning and/or sexual misconduct that threatens a student's health and safety. When a student requests medical assistance (for herself or another student) because she or another student has consumed too much alcohol, or is at risk of being a victim of sexual misconduct, **neither student will be subject to Honor Council action for the consumption.** This policy does not preclude Honor Council actions regarding other violations of College policies and does not protect the intoxicated students from actions taken by local, state or federal authorities.

When seeking immediate medical attention, contact 911 (or 9-911 from a campus phone), then call Campus Police at 919-760-8888 (or ext. 8888 from campus phone). First responders will assess the need for next steps in medical attention, treatment or hospitalization. Campus Police will report the name of the student

needing medical attention and any students witnessing the incident to the Office of the Dean of Students for any follow-up deemed necessary by the College.

In lieu of disciplinary action and following the receipt of the report in the Office of the Dean of Students, the following procedures will be followed under the Medical Amnesty policy:

1. Any student listed in the Campus Police report will be required to meet with the Dean of Students to discuss the incident. The Dean of Students will contact each student to schedule a meeting within a few days of the incident.
2. Following the meeting with the Dean of Students, the student requiring medical attention must meet with the Director of the Counseling Center or a designee for an informal alcohol assessment. The student must complete the assessment and any resulting treatment recommendations by a deadline specified by the Dean of Students in consultation with the Director of the Counseling Center or a designee.
3. The student meeting with the Director of the Counseling Center will be required to sign a release allowing the Director of the Counseling Center or a designee to communicate with the Dean of Students. The release will be limited as to protect the student's confidentiality as much as possible. The student will be asked to give permission for the on-campus counselor to disclose whether or not the assessment and any resulting treatment recommendations have been completed.
4. Failure of a student to attend the follow-up meeting with the Dean of Students or complete the assessment or resulting treatment recommendations by the Counseling Center may result in a referral of the student to Honor Council for further action.

## **NORTH CAROLINA ALCOHOL RELATED OFFENSES**

### ***Underage Drinking***

It is illegal for anyone under 21 years of age to attempt to possess, purchase or attempted purchase of liquor. It is also illegal to lie about age to obtain alcohol and to carry a false identification card. The penalties include fines or possible imprisonment and court costs. By law, the local police department and Campus Police are required to notify parents or guardians of all underage-drinking violations.

The North Carolina General Statute is as follows:

§ 18B-302. Sale to or purchase by underage persons.

(a) Sale. - It shall be unlawful for any person to:

- (1) Sell malt beverages or unfortified wine to anyone less than 21 years old; or
- (2) Sell fortified wine, spirituous liquor, or mixed beverages to anyone less than 21 years old.

- (a1) Give. - It shall be unlawful for any person to:
  - (1) Give malt beverages or unfortified wine to anyone less than 21 years old; or
  - (2) Give fortified wine, spirituous liquor, or mixed beverages to anyone less than 21 years old.
- (b) Purchase, Possession, or Consumption - It shall be unlawful for:
  - (1) A person less than 21 years old to purchase, to attempt to purchase, or to possess malt beverages or unfortified wine; or
  - (2) A person less than 21 years old to purchase, to attempt to purchase, or to possess fortified wine, spirituous liquor, or mixed beverages; or
  - (3) A person less than 21 years old to consume any alcoholic beverage.
- (c) Aider and Abettor.
  - (1) By Underage Person. - Any person who is under the lawful age to purchase and who aids or abets another in violation of subsection (a), (a1), or (b) of this section shall be guilty of a Class 2 misdemeanor.
  - (2) By Person over Lawful Age. - Any person who is over the lawful age to purchase and who aids or abets another in violation of subsection (a), (a1), or (b) of this section shall be guilty of a Class 1 misdemeanor.

***Carrying False I.D.***

It is illegal for anyone under 21 to possess an identification card falsely identifying that person by name, age, date of birth, or photograph as being 21 or older to attempt to obtain liquor, malt, or brewed beverage by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of the person who possesses the card.

The North Carolina General Statute as follows:  
§ 18B-302

- (e) Fraudulent Use of Identification. - It shall be unlawful for any person to enter or attempt to enter a place where alcoholic beverages are sold or consumed, or to obtain or attempt to obtain alcoholic beverages, or to obtain or attempt to obtain permission to purchase alcoholic beverages, in violation of subsection (b) of this section, by using or attempting to use any of the following:
  - (1) A fraudulent or altered driver's license.
  - (2) A fraudulent or altered identification document other than a driver's license.
  - (3) A driver's license issued to another person.
  - (4) An identification document other than a driver's license issued to another person.
  - (5) Any other form or means of identification that indicates or symbolizes that the person is not prohibited from purchasing or possessing alcoholic beverages under this section.



(f) Allowing Use of Identification. - It shall be unlawful for any person to permit the use of the person's driver's license or any other form of identification of any kind issued or given to the person by any other person who violates or attempts to violate subsection (b) of this section Public Intoxication It is illegal to appear in any public place manifestly under the influence of alcohol to the degree that you may endanger yourself or other persons or property, or annoy others in your vicinity. Public drunkenness is a crime when a person appears in any public place manifestly under the influence of alcohol or a controlled substance to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity. Public drunkenness also leads to other behaviors and important health concerns. In some cases, public drunkenness contributes too many criminal mischiefs and disorderly conducts on campus. Persons must be responsible for their own actions and know their limits and tolerance levels before consuming alcohol.

### ***Public Intoxication and Disruptiveness***

The North Carolina General Statute is as follows:

§ 14-444. Intoxicated and disruptive in public.

(a) It shall be unlawful for any person in a public place to be intoxicated and disruptive in any of the following ways:

- (1) Blocking or otherwise interfering with traffic on a highway or public vehicular area, or
- (2) Blocking or lying across or otherwise preventing or interfering with access to or passage across a sidewalk or entrance to a building, or
- (3) Grabbing, shoving, pushing or fighting others or challenging others to fight, or
- (4) Cursing or shouting at or otherwise rudely insulting others, or
- (5) Begging for money or other property.

(b) Any person who violates this section shall be guilty of a Class 3 misdemeanor. Notwithstanding the provisions of G.S. 7A-273(1), a magistrate is not empowered to accept a guilty plea and enter judgment for this offense.

### ***Driving Under the Influence (DUI) & Refusing a Chemical Test***

In North Carolina the illegal level for DUI is .08% Blood Alcohol Content (BAC). Also, drivers with any amount of a Schedule I, II, or III controlled substance not medically prescribed (or their metabolites) may not drive, operate, or be in actual physical control of a vehicle. Any person who drives a motor vehicle automatically gives consent to one or more chemical test (e.g. breath, blood, or urine). If a person refuses to submit to a chemical test: 1) the test will not be done; 2) the person's license will be suspended for one year; and 3) the person will most likely be charged with DUI.

The North Carolina General Statute is as follows:

§ 20-138.1. Impaired driving.

(a) Offense. - A person commits the offense of impaired driving if he drives any vehicle upon any highway, any street, or any public vehicular area within this State:

(1) While under the influence of an impairing substance; or

(2) After having consumed sufficient alcohol that he has, at any relevant time after the driving, an alcohol concentration of 0.08 or more. The results of a chemical analysis shall be deemed sufficient evidence to prove a person's alcohol concentration; or

(3) With any amount of a Schedule I controlled substance, as listed in G.S. 90-89, or its metabolites in his blood or urine.

(a1) A person who has submitted to a chemical analysis of a blood sample, pursuant to G.S. 20-139.1(d), may use the result in rebuttal as evidence that the person did not have, at a relevant time after driving, an alcohol concentration of 0.08 or more.

## **Drugs**

Meredith believes it essential to the well-being of students to make every effort to maintain a campus environment free of such influences as illegal drugs. In view of this belief, the Board of Trustees has articulated the following policy related to illegal drugs. The policy simply stated is as follows: Meredith College students shall not illegally manufacture, possess, sell or deliver a controlled substance or counterfeit controlled substance or possess drug paraphernalia. The terms "controlled substance" and "counterfeit controlled substance" shall be defined in accordance with the definitions set out in the North Carolina General Statutes. Any student suspected of a violation of this policy is subject to a hearing by the Honor Council of Meredith College. If found responsible, the student will be suspended or expelled in accordance with the drug policy as enunciated by the Board of Trustees. The violator is also subject to North Carolina law. Paraphernalia that tests positive for any illegal substance shall be considered possession of a drug.

### ***Illegal Substances (Drugs)***

It is a violation of state law and the college policy to illegally possess, use, distribute, manufacture, sell or be under the influence of other drugs. It is against College policy for students to possess illegal drugs or drug paraphernalia. Students who violate this policy will be referred to the Honor Council of Meredith College and/or Campus Police.

It is against residence hall policy for a student to be in a residential area (room, common area, common building, building entryway or quad area immediately adjacent to the residence halls) and in the presence of an illegal substance. Students who are in the presence of an illegal substance in these areas will be referred to the Honor Council and/or Campus Police. If a student is found to be in possession of illegal drugs or drug paraphernalia, the incident report will be sent to the Solicitor General of Honor Council, the Dean of Students, the Assistant Dean of Students/Honor Council Adviser, and the Vice President for College Programs. The incident will be referred to Honor Council for further action.

### ***Policies Specific to Faculty and Staff***

As a condition of the College employment, every employee shall abide by the terms of the Drug and Alcohol Policy. Any employee who violates this policy is subject to College sanctions, including dismissal, as well as criminal sanctions provided by federal, state or local law.

It is the policy of the College to encourage the earliest possible recognition and treatment of substance abuse problems. Employees with substance abuse problems who voluntarily seek help will be provided with assistance to be kept confidential if at all possible and disclosed only on a need-to-know basis. Those who do not voluntarily seek help will be subject to disciplinary action up to and including termination. By seeking such help, employees are not avoiding disciplinary action for violations of this policy that may have occurred in the past or may occur in the future. More information is available in the Office of Human Resources. The policy on drugs and alcohol can be at [http://www.meredith.edu/images/uploads/college\\_policies\\_and\\_regulations\\_section\\_for\\_website\\_updated.pdf](http://www.meredith.edu/images/uploads/college_policies_and_regulations_section_for_website_updated.pdf).

### **DRUG RISKS AND CONSEQUENCES**

- Alcohol and other drug use during pregnancy increases risk of physical harms to fetus.
- Additional risks of harm may occur from toxic impurities present in street drugs.
- Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- Drugs taken by injection can increase the risk of infection (e.g. HIV, hepatitis, etc.) through needle contamination.
- For more information visit: [www.drugabuse.gov](http://www.drugabuse.gov) and [www.samhas.gov/](http://www.samhas.gov/)

### **Drug and Alcohol Abuse Education Programs**

### **RESOURCES FOR STUDENTS**

The Deans of Students area (Counseling Center, Health Services, First Year Experience, Residence Life, Dean of Students and Assistant Dean of Students) coordinates a comprehensive alcohol and other drug prevention and education program at Meredith which provides campus-wide alcohol and other drug awareness and prevention programming designed to educate and empower students to make healthy choices related to alcohol and other drug use. Examples of this education and programming include a alcohol and drug prevention newsletter that is created by Counseling Center staff and sent out to all members of the campus community each fall semester; an article that is emailed out by the Dean of Students to all incoming new students regarding making health choices in reference to the use of alcohol; a required session in the fall semester for all first time freshman called Discovery that is focused on alcohol use and finding the courage to seek assistance for issues involving alcohol; programs

held in the residence halls focused on healthy choices regarding alcohol and other drugs; programs presented by PEARLS (Peers Advocating Healthy LifeStyles), a peer health education group advised by Health Services. For more information contact, the Dean of Students at (919) 760-8521. Additional services offered are: individual counseling, off-campus referrals, and prevention/education programming.

## **RESOURCES FOR FACULTY AND STAFF**

Employee Assistance Program (EAP) services are offered at no cost through the College. Confidential counseling is available through Reliance Standard and Health Management Systems of America (1-800-767-5320). A variety of resources are provided regarding substance abuse, grief and loss, job pressure, problems with children, depression and relationship/marital conflicts. If you need additional information, you may contact the Human Resources Office at 919-760-8898.

## **Missing Student Notification Policy**

Meredith College takes student safety very seriously. If a member of the College community has reason to believe that a Meredith student who resides in on-campus housing is missing, he or she should immediately notify Meredith College Campus Police at 919-760- 8888. Campus Police, in conjunction with College Programs staff (residence life staff, Dean of Students, etc.), will initiate an investigation which will include the following:

- Conduct a welfare check in the student's on-campus residence.
- Attempt to contact the missing student via her phone numbers on file in the Office of Residence Life and/or the Office of the Registrar.
- Call or speak in person with known contacts such as roommate, suitemates, apartment mates, and friends.
- Contact student employer, if known.
- Contact the student's professors to gather information about the student's recent class attendance.
- If the student has a vehicle, Campus Police will attempt to locate the vehicle on campus.

If the student cannot be located after reasonable efforts, the Dean of Students or the Chief of Campus Police will then contact the student's emergency contacts no later than 24 hours after the student has been determined to be missing. If a confidential contact has been listed by the student and the student is over the age of 18, that person will be contacted. If the missing student is under the age of 18 and is not an emancipated individual, the Dean of Students or the Chief of Campus Police will notify the student's parents or legal guardians. If the investigation indicates that a student is missing, Campus Police will file a Missing Person's Report with the Raleigh Police Department.

In addition to registering an emergency contact with the Office of Residence Life, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Meredith College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact may do so through adding the name and contact information on the emergency contact form completed by the student when moving into the on-campus residence, or by contacting the Office of Residence Life at 919-760- 8633. A student's confidential contact information will be accessible only by authorized campus officials as appropriate.

## **External Communications**

In case of a missing student, local law enforcement agencies may provide information to the media that is designed to obtain public assistance in the search for a missing student. In doing so, the local law enforcement agencies will consult with Meredith Department of Marketing. Any media request to the College will be directed to the Department of Marketing.

## **Sexual Misconduct Policy**

Meredith College is committed to providing a safe and positive living, learning and working environment. Members of the campus community are expected to treat others with integrity and respect and to take responsibility for their actions. Meredith College will not tolerate sexual misconduct including, but not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, sexual coercion, relationship violence, and stalking. Sexual misconduct can be committed by men or women, and it can occur between persons of the same or different gender. Acts of sexual misconduct are forms of sex discrimination prohibited by College policy and Title IX.

As a recipient of federal funds, Meredith College complies with Title IX of the Education Amendments of 1972. Title IX provides: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance."

**Scope and Jurisdiction:** This policy applies to all members of the Meredith College community, including anyone involved in a Meredith program or activity such as its students, employees, visitors, vendors, campus visitors, and independent contractors. All campus community members are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location. Members of the campus community have a responsibility to adhere to College policies and local, state and federal law.

This policy applies to conduct occurring on Meredith's campus or off campus in the context of Meredith College employment or educational activities or programs including study abroad and internship programs. Other off campus actions including on-line or electronic activities that have an adverse effect on campus or off campus Meredith activities or programs may be subject to this policy. In determining whether the College has jurisdiction over off- campus conduct that is not a part of a College educational activity or program, the College will look at how serious the conduct is, the risk of harm, whether both parties involved are members of the College community, and whether the alleged action is part of a series of actions that occurred on and off campus. In situations in which both the complainant and the respondent are members of the Meredith College community, this policy will apply regardless of the location of the incident. In particular, off-campus conduct that is likely to have an actual or potential adverse impact on, or poses a threat or danger to, any member of the campus community or the College is within the scope of this policy.

Although there is no strict geographic limitation to the scope of this policy, sexual misconduct that is alleged to have occurred at a significant distance from the College may be more difficult to investigate. Complaints brought by those who are not members of the College community will be handled according to all procedures in this policy. Even when an action complained of is not within the scope of this policy, the College will offer resources to College community members to assist them. Individuals are encouraged to report misconduct regardless of where the incident occurred, or who committed it. Even if the College does not have jurisdiction over the respondent, the College will take prompt action to provide for the safety and well-being of the complainant and the broader campus community, to the extent possible.

**Reporting:** If you believe you or someone you know has experienced sexual misconduct, you should promptly report incidents to the Meredith Title IX Coordinator, Pam Davis, Director of Human Resources, at [davisbam@meredith.edu](mailto:davisbam@meredith.edu) or at 919-760-8760. For incidents involving students, contact the Meredith Deputy Title IX Coordinator, Ann Gleason, Dean of Students, at [gleasona@meredith.edu](mailto:gleasona@meredith.edu) or at 919-760-8521. As soon as Meredith College employees (including faculty, staff and residence life staff members) become aware of an incident of sexual misconduct that occurred on or off campus that may jeopardize the safety or well-being of a member of the campus community, they must report this information to Pam Davis, Title IX Coordinator, or to Ann Gleason, Dean of Students. No employee is authorized to investigate or resolve complaints of sexual misconduct without the involvement of the Title IX Coordinator or the Dean of Students. If you are unsure about what constitutes sexual misconduct at Meredith College, please contact the Title IX Coordinator or the Deputy Title IX Coordinator.

All persons are encouraged to make a report of any incident regardless of the location or time it occurred and to seek assistance from campus or community resources. The Title IX Coordinator or Deputy Title IX Coordinator will assess the incident at issue, any risk of harm to the parties or others including the broader campus community, any preferred



course of action of the complainant, and any necessary and appropriate interim protective measures.

At the time of reporting, the complainant does not have to decide which particular process or option to pursue. The decision on how to proceed can occur over time. Throughout that process, the College will provide resources and support regardless of what decision is made or if one has been made.

In accordance with Meredith College's medical amnesty policy, a student who reports sexual misconduct will not be subject to Honor Council or disciplinary proceedings for her/his own personal consumption or possession of alcohol at or near the time of the incident, provided that actions did not place the health or safety of any other person at risk or violate additional College policies.

Instances of sexual misconduct may violate both the College's sexual misconduct policy and the law. Meredith College strongly encourages complainants to pursue their complaints through both the Meredith College reporting process for sexual misconduct and through the criminal justice system. Campus Police at Meredith College may be reached at 919-760-8888 to provide information about the off-campus criminal reporting process. The off-campus criminal investigation is independent from any investigation that is reported to Meredith College officials under this policy. Regardless of whether a complainant decides to pursue a criminal investigation, Meredith College will take immediate steps to investigate the complaint, protect the complainant, and to ensure safety of the campus community. If a criminal complaint is filed in addition to a complaint reported to Meredith College, the College will continue implementing its procedures and protections regardless of the timeline or outcome of the criminal procedures.

Upon request of the complainant, sexual misconduct committed by a student from another campus can be referred by the Dean of Students or Campus Police to that student's campus for judicial action.

Anonymous reports of sexual misconduct may also be submitted online on the form located on the College's Title IX web page at [www.meredith.edu/title-ix](http://www.meredith.edu/title-ix).

In addition to reporting to on-campus resources and off-campus law enforcement officials, a complainant also has the option of filing a complaint at any time with the United States Department of Education (Office of Civil Rights). The Office of Civil Rights for North Carolina is located at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; telephone: 2020-453-6020; email: OCR.DC@ed.gov.

**Confidential Resources:** While all persons receiving a report of sexual misconduct understand the desire to keep information confidential, maintaining confidentiality is not always possible. The only individuals at Meredith College permitted to maintain confidentiality, except with the individual's express permission, are licensed counselors

in the Counseling Center (919-760-8427), the campus Chaplain (919-760-8346), and the medical and nursing staff in Meredith College Health Services (919-760-8535) (unless there is a continuing threat of serious harm to the patient or client or there is a legal obligation to reveal the information such as harm to a minor). These resources may be consulted at any time, including prior to making an official report to the College or to off-campus law enforcement officials.

To the extent possible, the College will respect an individual's request for confidentiality; however, the request for confidentiality will be weighed against the College's obligation to act on information it has received in order to provide a safe campus environment.

**Privacy:** In addressing any report under the Policy, the College will make every effort to respect privacy interests of all persons involved while assessing the allegation and taking any steps to prevent the conduct, prevent its recurrence, and address its effects. Confidential resources are able to share information only with the individual's express permission. All other employees will share information on a "need to know" basis to investigate and resolve matters. Parents will usually not be contacted unless the party is a minor and permitted by FERPA, a FERPA waiver is obtained, there is a threat to a minor, or if there is express permission. The Title IX Coordinator maintains reports of incidents to track systemic issues in order to address them.

**Clery Act and Timely Warning:** At any time that a serious or continuing threat to students or employees exists, the College will issue timely notification and warning to the campus community. This notification required by the Clery Act will not include identifying information about the reporting party. Pursuant to the Clery Act and the Violence Against Women Act, anonymous statistics regarding reported criminal incidents must be shared with the Campus Police department for inclusion in the daily crime log and in the College's Annual Security Report. This information will include anonymous aggregate data.

**Assistance and support:** Meredith College recognizes the importance of assisting a member of the Meredith College community who is impacted by sexual violence. In this respect, several College departments coordinate efforts to offer services. Meredith College strongly urges anyone who has been impacted by sexual violence to:

**Seek immediate medical assistance:** If you are in Wake County, contact the Solace Center as soon as possible to receive a forensic evidence exam by a trained Sexual Assault Nurse Examiner (within 120 hours or five days of the assault). This exam is free, and a Raleigh Police officer will respond to begin an investigation. Forensic evidence may assist a complainant in pursuit of a criminal investigation. If the complainant is unsure about pressing charges, she can receive an anonymous exam, giving the complainant up to one year to decide about next steps in the criminal justice process. If outside of Wake County, complainants are encouraged to go to the nearest emergency room. If you have injuries that require immediate medical attention, beyond the injuries sustained through sexual assault, go to the nearest emergency room.

Immediate resources for support and response: Meredith College Campus Police, 919-760-8888; Solace Center, 919-828-3067; Interact's 24-hour Rape Crisis Line, 919-828-3005; Meredith College Health Services, 919-760-8535.

**Seek on-campus crisis support:** Call the Meredith College counselor on call through Campus Police at 919-760-8888. For confidential on-campus counseling, resources and information, contact the Counseling Center, Chaplain, or Health Services. These offices guarantee confidentiality.

**Gather information** about filing a complaint, campus policies, rights, reporting and resources: Contact the Title IX Coordinator, Pam Davis, or Dean of Students Ann Gleason.

### **Interim protective actions**

When the College receives a report under this policy, the Title IX coordinator and other appropriate College personnel will take reasonable and appropriate interim protective measures necessary to protect the safety of the parties or witnesses involved. These interim or temporary options or actions ensure the safety of all individuals involved and the fairness of the investigation process; they are not decisions about responsibility and may be changed as additional information is gathered.

Interim actions include these options: access to counseling and assistance in setting up an initial appointment; request a rearrangement of class schedule or living space; arrange for the complainant to have additional time to complete a course or retake/withdraw from a class without academic or financial penalty; impose a no-contact order; provide an escort between classes and educational activities; changes in a class schedule; provide academic support services such as tutoring

## **Definitions**

**Complainant:** The individual who has experienced alleged sexual misconduct.

**Respondent:** The individual who has been accused of committing sexual misconduct.

**Bystanders:** Persons who observe possible sexual misconduct and have the opportunity to intervene. Bystanders may report possible sexual misconduct (see "Reporting") and faculty and staff who observe sexual misconduct are required to report.

**Confidential resources:** Individuals permitted to guarantee confidentiality. Included are licensed counselors in the Counseling Center (919-760-8427), the campus Chaplain (919-760-8346), and the medical and nursing staff in Meredith College Health Services (919-760-8535).

**Responsible employees:** Meredith College faculty and staff, including residence life professional and student staff who are not specifically designated as confidential resources.

**Consent:** Words or actions that demonstrate a knowing or voluntary willingness to engage in mutually-agreed-upon sexual activity. Consent cannot be gained by force, by ignoring objections, or by taking advantage of another's incapacitation. Consent may not be inferred from silence or any other lack of active resistance. It may not be implied by attire or inferred from an individual by spending money on that individual (e.g., buying a meal on a date). Prior consent does not imply consent to future sexual acts. In addition, consent to one type of sexual act does not automatically imply consent to another type of sexual act. Once a person says "no," it does not matter if or what kind of sexual behavior has occurred at an earlier date in time. For example, if one individual says "no" and the other forces penetration, it is sexual misconduct. Consent to sexual activity may be withdrawn at any time, as long as the withdrawal of consent is communicated clearly; upon clear communication, all sexual activity must cease.

Consent may not be given by the following persons:

- Individuals who are mentally incapacitated at the time of the sexual contact in a manner that prevents him or her from understanding the nature or consequences of the sexual act involved;
- Individuals who are unconscious or otherwise physically helpless; and
- Minors.

Incapacitation is defined as the physical and/or mental inability to make informed, rational judgments that voids an individual's ability to give consent. Incapacitation may be caused by a permanent or temporary physical or mental impairment. Incapacitation may also result from the consumption of alcohol or the use of drugs.

The use of alcohol or drugs may, but does not automatically affect a person's ability to consent to sexual contact. The consumption of alcohol or drugs may create a mental incapacity if the nature and degree of the intoxication go beyond the stage of merely reduced inhibition and reach a point in which the complainant does not understand the nature and consequences of the sexual act. In such case, the person cannot consent.

A person violates the sexual misconduct policy if he or she has sexual contact with someone he or she knows or should know is mentally incapacitated or has reached the degree of intoxication that results in incapacitation. The test of whether an individual should know about another's incapacitation is whether a reasonable, sober person would know about the incapacitation. A respondent cannot rebut a sexual misconduct charge merely by arguing that he or she was drunk or otherwise impaired and, as a result did not know that the other person was incapacitated.

A person who is passed out or unconscious as a result of the consumption of alcohol or drugs is physically helpless and is not able to give consent.

**North Carolina General Statute 14-27 defines rape and sexual assault as follows:**

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

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

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

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

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

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

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

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

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

1. 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.
2. Who is 13, 14, or 15 years old and the defendant is more than four but less than six years older than the person except when the defendant is lawfully married to the person.

North Carolina General Statute 50B-1 defines domestic violence and dating violence as follows:

**Domestic violence** (a) 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, as defined in G.S. 14-277.3A, that rises to such a level as to inflict substantial emotional distress; or

(3) Committing any act defined in G.S. 14-27.2 through G.S. 14-27.7.

(b) 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. For purposes of this subdivision, an aggrieved party may not obtain an order of protection against a child or grandchild under the age of 16;

(4) Have a child in common;

(5) Are current or former household members;

**Dating Violence** - Dating violence means 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: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

1. 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. A casual acquaintance or ordinary fraternization between persons in a business or social context is not a dating relationship.

**Sexual Violence** - Sexual violence is a severe form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual exploitation, sexual abuse, relationship violence, stalking and sexual coercion.



## **Prohibited Conduct:**

**Complicity:** Complicity is any act that knowingly aids, abets, facilitates, promotes or encourages the commission of prohibited conduct by another person.

**Non-consensual sexual contact:** Any sexual contact that occurs without consent. Examples of sexual contact include, but are not limited to, the intentional touching of a person's genitalia, groin, breast, or buttocks or the clothing covering any of those areas, or using force to cause the person to touch his/her own genitalia, groin, breast, or buttocks.

**Non-consensual sexual intercourse:** The act of sexual intercourse that occurs without consent. Sexual intercourse is defined by penetration (anal, oral, or vaginal) by a penis, tongue, finger, or inanimate object.

**Sexual exploitation:** Taking sexual advantage of another person without effective consent. This includes but is not limited to causing the incapacitation of another person for a sexual purpose; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and knowingly transmitting a sexually transmitted infection, including HIV, to another person.

**Stalking:** Repeated contact or any other course of conduct directed at a person that is sufficiently serious enough to cause physical, emotional, or psychological fear or to create a hostile, intimidating or abusive environment for a reasonable person under similar circumstances and with similar identities. Contact includes but is not limited to unwanted communication (in person, by phone, or by computer), unwelcome gifts or flowers, following a person, and watching or remaining in the physical presence of the other person. Stalking may involve persons who know each other or strangers.

**Sexual Harassment** includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success; 2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or 3) such conduct has the purpose or

effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or educational environment.

Sexual harassment includes threats or insinuations, either explicitly or implicitly, that an employee's refusal to subject to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other conditions of employment.

Sexual harassing conduct is also prohibited. Such conduct may include, but is not limited to, unwanted sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; unwanted graphic verbal comments about an individual's body; the display in the workplace or educational environment of inappropriate and sexually suggestive objects, pictures, writing, language or drawings; or unwelcome touching or physical contact. Such conduct, whether committed by a person of the same or opposite sex, is prohibited whether or not it rises to the level that might constitute unlawful harassment.

**Gender-based Harassment:** Gender-based harassment is another form of sex-based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex discrimination prohibited by Title IX.

**Sexual coercion or intimidation:** Is an unreasonable amount of pressure or threat to engage in sexual activity. Coercion begins not when one makes a sexual advance, but when one realizes that the other person does not want to be convinced and she continues to push.

**Relationship Abuse and Violence:** Coercion, abuse or violence between partners in a personal, romantic or intimate relationship. This behavior can be physical, sexual, psychological, verbal and/or emotional. Incidents can occur between current or former intimate, romantic partners who have dated, lived together, or been married including spouses, partners, roommates, or even family members. Relationship abuse and violence can occur between persons of the same or different gender.

**Retaliation:** Retaliation is getting back at someone in words or actions for that person's participation in protected activity. Protected activity under this policy includes (i) an individual's good faith reporting of a complaint under the policy, participation in an investigation or hearing under the policy and (ii) an individual's opposition to practices that an individual reasonably believes are in violation of this policy. Retaliation is also a violation of this policy and subjects violators to prompt and appropriate discipline. Report any acts of retaliation to the Title IX Coordinator. The College will not tolerate retaliation against anyone under this policy, including the Title IX coordinators.

**Wrongful allegation:** It is a violation of this policy to bring a knowingly false complaint under this policy. However, failure to prove a claim of sexual misconduct does not alone

constitute proof of a false and/or malicious accusation. Individuals who make frivolous or false reports shall not be deemed to be acting in good faith.

## **Education and Training Programs**

The College is committed to promoting awareness and increasing the prevention of conduct prohibited under this policy through education and training prevention programs. The Title IX Coordinator maintains information about educational and training programs for students, faculty and staff. Programs include an overview of this policy as well as key terms such as prohibited conduct under this policy, consent, positive and safe ways for bystanders to intervene, available resources on campus and off, and the influence of alcohol and illegal drug use. The College provides educational materials through a variety of outlets including online training, emails, new student orientation, annual updates/training for employees, and new employee orientation. (See below for more information about training and awareness campaigns.)

### ***Role of Title IX Coordinator/Deputy Title IX Coordinator***

The Coordinator will first ensure that the complainant is safe and that the campus community is protected. She may meet with the complainant of the reported sexual misconduct, known as the "complainant." The Coordinator is trained in college sexual misconduct and will provide information (in writing) and advice to the complainant. The following information is provided:

- A copy of the College's Sexual Misconduct policy including information about confidential resources, investigation process and grievance procedures, and the College's non-retaliation policy.
- Resources on campus and in community, including counseling support.
- Information about the person's right to pursue criminal action in addition to the College's procedures and actions.
- Possible alterations or other measures to assure the complainant's well-being, including no-contact orders, adjustments to work/living arrangements/classes.
- Description of the College's obligation to treat both the complainant and respondent fairly and to promptly investigate the reported sexual misconduct as deemed necessary.

### **Investigation Procedures**

If a decision is made by the Coordinator to initiate an investigation, the following actions will be taken:

- May interview complainant, respondent and witnesses.

- Relevant information and documents will be gathered. This information may include, but is not limited to, reviewing campus and community law enforcement investigation documents, if applicable; reviewing student and employee files; and gathering and examining other relevant documents and evidence. Such investigation may involve review of documents, statements and/or interviews of the complainant, the respondent and any witnesses whom the investigator determines may have relevant information. The respondent and the complainant will each have access to provide information to the investigator and will be provided full information about the allegation.
- Investigation will be prompt and will take no longer than thirty (30) days, unless extenuating circumstances necessitate a longer time frame. If an investigation cannot be completed in that time, the investigator will communicate in writing to the complainant and the respondent that the investigation will take longer and will advise when the investigation is anticipated to be complete.
- At the conclusion of the investigation, findings will be shared with the complainant and respondent. The Title IX Coordinator will determine whether or not a formal complaint is warranted.
- If a formal complaint is warranted, the matter will be handled in accordance with the grievance procedures outlined in this policy.
- At any time a serious, imminent and continuing threat exists, Campus Police will be notified and an MC Alert message will be issued on campus to provide timely notification and warning to the campus community.

## **Grievance Procedures**

### **Informal Resolution**

A complainant who wishes to file a complaint of sexual misconduct at Meredith College but who does not wish to pursue a grievance hearing may request a less formal proceeding, referred to as the informal resolution process. The informal resolution process is not available for complaints of sexual violence, such as sexual assault, even on a voluntary basis. The informal resolution process is intended to resolve complaints quickly, efficiently, and to the mutual satisfaction of both parties. Both the complainant and the respondent must agree to participate in the informal mediation, and either party can end the mediation process at any time. The complainant has the right to bypass the informal resolution process and may elect to initiate the college Grievance Hearing Board process.

In mediation, the Title IX Coordinator or Dean of Students may arrange a meeting between the two parties to facilitate discussion of the complaint. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Its goal is to facilitate the resolution of the incident to the satisfaction of both persons involved, and to reach an agreement that is binding on both parties. If the complainant and the respondent are satisfied with the outcome, the matter will be considered resolved. Any failure to comply with the terms of an informal

resolution agreement may result in additional disciplinary action or a further allegation of sexual misconduct or harassment.

### **Formal Grievance Procedures**

As sexual misconduct is considered by the College to be a serious form of sexual harassment and a violation of the College's Harassment and Non-Discrimination Policy, all formal complaints of sexual misconduct (unless resolved through the informal resolution process), as warranted by the Title IX Coordinator or the Dean of Students (if students are involved), will be addressed through the College Grievance Hearing Board. The complainant and the respondent will be granted the same rights and access to provide an equitable and fair process that provides the same opportunities to both parties.

Both the Complainant and Respondent have the following rights:

- Equal opportunity to present relevant witnesses and other evidence.
- Equal opportunity to have an advisor at any stage of the disciplinary proceedings.

A student may select an advisor from the current College community including a student, faculty or staff member who is currently employed or enrolled at Meredith College and who is not a witness in the matter. In matters alleging sexual misconduct, students may have an advisor of their choosing and are not restricted to an advisor from within the College community (current students, faculty or staff). The role of advisors is to assist and support the students they advise and may not actively participate in the hearings. The advisor's role is limited to quietly conferring with the advisor's advisee in writing or whispering, and advisors may not address any other participant or the hearing panel.

- Other than the parties, their advisors, hearing panel members, Title IX Coordinator or Dean of Students or their designees, and witnesses when testifying, no one else is permitted to be present in the hearing room, but may be seated outside the hearing room.
- Preponderance- of-the evidence (more likely than not) standard will be used in fact-finding and hearing procedures.
- Right to an appeal.
- Receive written notification of the outcomes of both the hearing board's decision and the appeal.

### **Representation on the College Grievance Hearing Board**

The Title IX Coordinator will assemble the College Grievance Hearing Board (the "Board") from the College Grievance Hearing Board pool of available members ensuring that no member has a known conflict of interest. The College Grievance Hearing Board pool includes members of Faculty Council, the Staff Affairs Committee, undergraduate students who serve as student representatives on the Honor Council, and one graduate student from each school with graduate programs. The Title IX Coordinator will select

five (5) members of the Grievance Hearing Board pool and one alternate to serve on the hearing board. The Board should include individuals from each segment of the campus community represented by the concerned parties. For example, if the complaint is from a student against a faculty member, the Coordinator would select three students (undergraduate students or graduate students, depending upon the student's enrollment in either an undergraduate or graduate program) and two faculty or staff members to hear the case and the fifth board member and the alternate could be either a current student, faculty or staff member. If the hearing involves only faculty and staff members as complainant and respondent, the hearing board will consist only of faculty and staff. The chair will be selected by committee vote. The Title IX Coordinator and/or the Dean of Students will be available to provide technical assistance on procedural and policy matters. The Board will receive training on grievance procedures, sexual misconduct information/sensitivity and hearing board member responsibilities prior to the hearing date and are not eligible to serve unless they attend the training.

### **Grievance Board Review Process**

The Board will review the complaint and all information provided, carefully examine any policies involved, and may take statements or call witnesses to evaluate the complaint. Evidence and a list of witnesses who will be called will be distributed to both parties in advance of the hearing. Both parties should submit lists of potential witnesses to the Title IX Coordinator one week prior to the hearing. The complainant and respondent may also submit written statements to the hearing panel in advance of the hearing and both parties shall have a maximum of ten minutes to present relevant facts during oral opening statements at the hearing. Both parties may propose questions of witnesses to be considered through the Board. The complainant and the respondent will not be permitted to ask questions directly of each other; questions submitted to the Chair will be reviewed for relevance related to the hearing. The rules of evidence do not apply. The complainant and the respondent may each elect to be present in the hearing room during the proceedings. If either party requests not to be physically present during some or all of the proceedings, arrangements will be made by the Title IX Coordinator or Dean of Students to allow for both parties to participate in the hearing while not being required to physically be in the same hearing room.

Issues regarding admission of evidence or testimony, including relevancy and reliability, will be determined by the Chair in consultation with the Title IX Coordinator. Irrelevant sexual history or other behavior may not be discussed during the hearing. The parties and all witnesses are expected to provide honest information and statements. The Chair shall determine at its discretion the management of the hearing, and the relevance of information. Behavior that disrupts the hearing process will not be permitted and the Chair and the Title IX Coordinator will address parties, witnesses or advisors as necessary.

Both parties have the option of having another member of the Meredith community (current student, faculty or staff), not otherwise involved in the matter or serving as a witness, to be present as an advisor or supporter. The complainant and the respondent,

along with designated advisers, may be present during the hearing with the exception of the deliberation portion of the hearing.

The basis for a decision by the Board will be based on a preponderance-of-the-evidence standard (more likely than not), with the simple majority decision of the Board.

The Board may find that prohibited misconduct has occurred or that it has not. When a finding of misconduct has occurred, a recommendation of remedy including sanction will be determined. Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct. Meredith College reserves the right to provide sanctions that may include, but are not limited to: warning, reprimand, probation, delay of graduation (for student), suspension, expulsion, use of on-campus or off-campus resources, termination (of employee), and restitution. Recommendations of termination of faculty members will be submitted to the Provost for review and further action through the Procedure for Dismissal of Faculty as outlined in the *Meredith College Employee Handbook*. The chair will prepare a written report within five (5) business days with findings and recommendations to be submitted to the Title IX Coordinator or the Dean of Students. The Title IX Coordinator or the Dean of Students will deliver a written notification of the Board's decision and any sanctions to the respondent and the complainant.

### **Standard of proof**

The basis for a decision will be based on a preponderance-of-the-evidence standard (more likely than not). This means that in order to find the respondent responsible, the Board must find, based on the evidence presented at the hearing, that it is more likely than not that the respondent is responsible for the violation.

### **Procedures for Appeal of a Grievance Hearing Board Decision**

The Complainant or the respondent may appeal the Board's decision, subject to the scope of a review and confined to these questions: 1) whether there is evidence in the record to support the decision and/or sanctions based on the preponderance of the evidence standard; 2) whether the hearing was free of substantial error prejudicial to the appellant under the prescribed procedures; and/or 3) whether the sanction imposed is appropriate to the violation. Appeals must be submitted in writing to the Title IX Coordinator within five (5) business days.

Appeals of the College Grievance Hearing Board decision shall be heard by the appropriate vice president (or President when the employee reports directly to the President.) The Vice President for College Programs will hear the appeal if the respondent and complainant included only students. If the hearing included both students and faculty or staff members, the appeal shall be heard jointly by the Vice President for College Programs and the vice president for the division in which the faculty or staff member is employed. The vice president(s), at his or her discretion, may seek the advice and counsel of the Grievance Appeal Advisory Committee which shall



consist of two members of the Grievance Hearing Board pool who were not involved in the original hearing. The Title IX Coordinator and/or Dean of Students will also serve as a non-voting member of the Grievance Appeal Advisory Committee. Decisions will be made within ten (10) business days. In the event of extenuating circumstances that prevent a decision to be made within this timeframe, both parties will be notified in writing of the anticipated date of the decision.

In considering the appeal, the vice president shall consider only what is included in the hearing records; no new evidence may be permitted. The vice president will send a written notification of the decision to both the complainant and the respondent. The decision of the vice president is final.

**Description of sexual violence prevention and awareness programs/activities on campus:**

The Title IX Coordinators present information during training sessions for all employees at Meredith during faculty/staff planning week each August and provide ongoing training and consultation as needed. The Coordinators meet with campus departments, by request, to provide additional training or to work through case studies. The Coordinators also provide Title IX training to residence life staff, including Residence Directors and Resident Assistants. Employees receive an info sheet to use as a reference entitled "Sexual Misconduct and Title IX: Information for Meredith Faculty and Staff about Title IX Rights, Responsibilities and Resources." Employees also receive teal blue magnets that list the Title IX web page for Meredith and employees are encouraged to post these in visible locations on campus so that campus community members may be aware of the web site.

The Deputy Title IX Coordinator/Dean of Students partners with the Directors of Health Services and the Counseling Center to provide information to new Meredith students about the characteristics of healthy and unhealthy relationships, definitions of sexual violence and consent, how to report incidents of sexual violence (including an anonymous reporting form), who serves as confidential and other resources on campus, and the role/obligation of responsible employees on campus to report student disclosures of sexual violence. The presentation to new students also includes the range of interim actions that are available to a student who experiences sexual violence and the range of sanctions that may be possible for a perpetrator. Students are provided information about the opportunity to report incidents to law enforcement, on and off campus, as well as to seek off-campus resources, such as from Interact/Solace Center, a local non-profit that support persons who have experienced sexual or interpersonal violence. The presentation also includes information about grievance procedures through the College Grievance Board and the right of both parties to have advisors present, including attorneys.

In addition to the detailed information about the College's Sexual Misconduct Policy and procedures, presenters introduce strategies in being an effective bystander, including showing a clip from a video that demonstrates an effective non-confrontational strategy to use. Students are also given a teal blue magnet with Meredith's Title IX web site and

a copy of the student version of the handout entitled "Sexual Misconduct and Title IX: Information for Meredith Students About Title IX Rights and Resources."

In addition to these annual presentations, the Title IX Coordinators offer additional presentations/workshops about the campus sexual misconduct policy, open to all campus community members.

First year students are required to attend a Discovery session held in the fall semester that focuses on bystander intervention strategies, planned and facilitated by PEARLS peer educators. This session also reviews some of the information and resources provided by the campus related to Title IX/sexual misconduct and situations involving alcohol/making healthy choices.

Multiple resources regarding Title IX and the College's Sexual Misconduct Policy are included on the College's Title IX web page at [www.meredith.edu/title-ix](http://www.meredith.edu/title-ix). This site includes information about on-campus and off-campus resources for those impacted by sexual violence and additional info about confidential resources on campus. Links to the College's Sexual Misconduct Policy, effective bystander strategies, how to report to the Title IX Coordinators or through an anonymous report form are included on the site. Also included are the most recent versions of the handouts that are available for students and employees and the PowerPoint presentation that was presented at the faculty/staff update session.

Posters were created and posted on campus in August 2015 that outlined Title IX confidential resources at Meredith and how one could report complaints of sexual violence at Meredith. The poster included contact information for the Title IX Coordinators, Counseling Center, Campus Chaplain, Health Services, and Campus Police. The poster also included the web site for the Title IX resource page at Meredith College.

An advisory committee was created in August 2015 to advise the Title IX Coordinators about comprehensive training and awareness campaigns for campus community members related to Title IX/sexual violence prevention and response. The committee will generate additional ideas for raising awareness on campus.

Campus community members are invited to attend the statewide conference each December sponsored by the Chrysalis Network and focused on the topic of ending campus sexual violence. A number of faculty and staff attended the December 2014 conference, held at Meredith College, and will be attending the December 2015 conference to be held at a college in Raleigh.

The Dean of Students Office and staff in the Counseling Center partner with a student organization to plan and sponsor a sexual assault/domestic violence awareness week, usually held in the spring semester. In 2014, the week was planned by a student in the Wings organization and funding was provided by the Office of the Dean of Students. Events included an awareness campaign and an exhibit held in Cate Center to educate participants on the loss felt by persons experiencing domestic violence. In addition to this efforts, student enrolled in specific academic courses in fall and spring also

contributed to awareness of sexual violence by producing handouts and being present at information tables set up in Cate Center.

### **Campus Safety Resources**

Campus Police	919-760-8888
Residence Director on Duty	919-612-6350
Counseling Center	919-760-8427
Health Services	919-760-8535

### **Other Campus Resources**

Title IX Coordinator/Human Resources	919-760-8760
Athletics	919-760-8205
Residence Life Office	919-760-8633
Chaplin	919-760-8347
Student Leadership and Service	919-760-8338
Career Planning	919-760-8522
Dean of Students/Deputy Title IX Coordinator	919-760-8521

### **Off Campus Resources**

Interact Crisis Line (24 hour crisis line)	919-828-3067
Rex Hospital	919-784-3100
Solace Center on Oberlin Road	919-828-3067
Interact (for non-crisis)	919-828-7501
Wake County Crisis and Assessment Ctr.	984-974-4830
Holly Hill Hospital	919-250-7000
Wake County Mental Health	919-250-3133
Legal Aid of NC/Wake County	919-856-2564

## **Care Assessment Team**

In order to provide appropriate outreach, support and services for all Meredith students, a Care Assessment Team meets to discuss and address student situations as they arise (death in student's family, major student illness, student crises, etc.). Members of the Care Assessment Team may include the vice president for college programs, dean of students, associate vice president for enrollment, an academic dean, chaplain, chief of campus police, director of the counseling center, director of health services, director of residence life and assistant dean of students.

Referrals to the Care Assessment Team may be directed to Ann Gleason, Dean of Students, at (919) 760-8521 or at [gleasona@meredith.edu](mailto:gleasona@meredith.edu).

For situations involving immediate danger to the campus community, please contact Campus Police at (919) 760-8888.

Meredith believes it essential to the well-being of students to make every effort to maintain a campus environment free of influences such as illegal drugs. In view of this belief, the Board of Trustees has articulated the following policy related to illegal drugs. The policy simply stated is as follows: Meredith College students shall not illegally manufacture, possess, sell or deliver a controlled substance or counterfeit controlled substance or possess drug paraphernalia. The terms "controlled substance" and "counterfeit controlled substance" shall be defined in accordance with the definitions set out in the North Carolina General Statutes. Any student suspected of a violation of this policy is subject to a hearing by the Honor Council of Meredith College. If found responsible, the student will be suspended or expelled in accordance with the drug policy as enunciated by the Board of Trustees. The violator is also subject to North Carolina law. Paraphernalia that tests positive for any illegal substance shall be considered possession of a drug.

Drivers deemed by campus police to be impaired will not be allowed to operate vehicles on campus. The threshold of impairment is very low (any alcohol or controlled substance previously consumed remaining in the body) for persons under the age of twenty-one. Campus Police will send a report to the Dean of Students in the case of any student deemed to be driving while impaired. In the case of a resident student deemed to be driving while impaired, an immediate report will be made to the residence director on duty or the apartment manager.

## **Sex Offender Registry**

The North Carolina General Assembly created the North Carolina Sex Offender and Public Protection Registry in January 1996. This law outlines registration requirements for persons living in North Carolina, non-resident students and non-resident workers. The Registry serves as a resource to help protect and inform the public. A list of registered sex offenders is made available by the state authorities to the local law enforcement agency (City of Durham Police Department) that has jurisdiction where the institution of

higher education is located. The North Carolina Sex Offender Registry is found at <http://sexoffender.ncdog.gov/> The U.S. Department of Justice National Sex Offender website is found at [www.nsopw.gov](http://www.nsopw.gov) .

## **Annual Fire Safety Report**

This annual report is submitted to meet the federal requirements of the Campus Fire Safety Right to Know Act, an amendment to the Higher Education Opportunity Act. It includes information about Meredith College fire safety policies and procedures as well as reported campus fire statistics.

### **FIRE SAFETY EDUCATION AND TRAINING PROGRAMS FOR STUDENTS, FACULTY, AND STAFF**

Meredith Campus Police and Facilities Services in coordination with Residence Life provide annual training to Residence Life staff. Topics addressed during this training include

- Fire prevention in residence halls
- What to do in the event of a fire
- How to report a fire or other emergency
- How residence hall fire safety systems operate

Residence Life coordinates additional fire safety training and education programs for residence hall students.

### **Fire Log**

Campus Police track fire alarms and fire calls, provide information pertaining to fires that have occurred in campus housing facilities. A fire log is available for public inspection that includes a listing of all fires that have occurred in an on-campus housing facility, including the nature, date, time, and general location of each fire. The log may be viewed at the Meredith College Police Department, 3800 Hillsborough Street, Raleigh, NC 27607.

### **Reporting a fire**

Any student, faculty, or staff member who suspects the possibility of a fire in a building (for example sees smoke but no flames, feels a very hot door or wall) should immediately contact the Campus Police at 919-760-8888. Reporting individuals must take precautions to ensure their own safety but should remain in the vicinity of the suspicious area to inform responders of their concerns. Any student, faculty, or staff member discovering an actual fire should immediately activate the fire alarm system, warn all persons in the immediate vicinity of the presence of the fire, check that there is

no one in immediate danger, evacuate the building, assemble in the designated location area and notify the Campus Police at 919-760-8888.

### **During a fire drill:**

- Close windows.
- Turn off all lights except overhead.
- Close door when leaving.
- Walk rapidly (do not run) out of the building. The first person to reach the door should hold it open for others.
- When evacuating a residence hall, meet the Resident Assistant at the evacuation meeting place. If evacuating the apartment building, meet a staff person outside the building at the designated meeting point.
- Wait for the "all clear signal" from a person in authority to return.

Fire drills are held frequently for the safety of all students. Any student who does not leave the residence hall or apartment during a fire drill will be subject to a maximum penalty of \$50. Repeated failure to cooperate in the fire drill procedures will result in judicial action.

*Please Note: Students should be aware that it is against the law to activate a fire alarm when there is no fire. It is also against the law to tamper with fire safety equipment.*

### **Fire Evacuation**

In the event of a fire, the College expects all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system as they leave. Once safely outside the building, it is appropriate to contact the Campus Police. Students and staff are informed where to relocate if circumstances warrant at the time of the alarm. In the event a fire alarm sounds, College policy requires that all occupants must evacuate from the building. No training is provided to students or employees in firefighting or suppression activity; as this is inherently dangerous and each person's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. However, at no time is closing of doors or activating of the alarm to delay exit from the building.

### **Post fire contact information**

Listed below are non-emergency numbers to call to report fires that have already been extinguished in campus housing. These numbers are for reporting fires after-the-fact if you are unsure whether the Campus Police were made aware of the fire at the time of

its occurrence. If you find evidence of a fire or hear about a fire, and are unsure whether the fire has been report to the Campus Police, contact one of the following:

- Campus Police: 919-760-8888
- Facilities Service: 919-760-8560
- Events: 919-760-8533

## **Procedures for Student Housing Evacuation**

In case of a fire alarm, all residents must vacate the building until the situation is resolved. It is imperative that you cooperate in the evacuation of the residence hall and follow the instructions of College staff and the Campus Police.

### **If YOU discover the fire:**

- Activate the nearest alarm.
- Get out of the building immediately if fire is threatening.
- Alert Campus Police at 8888. Also alert residence director for a residence hall fire or apartment manager for an apartment fire.
- If it is a small fire, use a fire extinguisher.
- If it is a large fire, exit the building.
- Before leaving a room, check the doorknob to see if it is hot. If hot, do not open; go to the window and wait for the firefighters to rescue. Do not try to jump or climb down. (With the door closed, you are not in immediate danger).
- If smoke is beginning to fill the hallway as you evacuate, grab something to help filter the smoke. If you get caught in heavy smoke, crawl to the nearest exit.
- If fire blocks your nearest exit, go immediately to the next closest exit.
- If evacuating a residence hall, meet the resident assistant at the evacuation meeting point; if evacuating the apartment building, meet a staff person outside the building at the designated meeting point.

## **Residence Life Fire Safety**

### ***Information for resident students regarding procedures during fire drills or real fires:***

#### **Residents Housing Association**

Coordinates the check of fire alarm equipment with the Director of Residence Life and Campus Police during the first week of school.

- Designates the date and time for the drill and announces it at the regular meeting of the Executive Board.
- Explains procedure to the residence hall presidents.
- Informs security and RD on duty prior to the fire drill.

#### **Residence Hall Presidents**

- Conduct fire procedures training for resident assistants, fire marshals, and residence directors.
- Locate fire alarms for the residence hall; know how to operate them and check to make sure they are working correctly (check with the Residents Housing Association Chair) Check fire extinguishers on each hall of the residence halls periodically to see that they are functional and date has not expired.
- Make sure resident assistants have chosen fire marshal suites.
- Inform the residence director of the date and time of the drill.
- Sound alarm at the designated time and move to designated evacuation meeting place.
- Receive reports from resident assistants.
- Relay any necessary information to residence directors, security and firefighters.
- In a fire drill, at the signal of the Residents Housing Association Chair, deactivate the alarm to signal the end of the drill.

### **Fire Marshal**

Check rooms to make sure all students are out and make note of any locked doors.

- Knock on locked doors or closed doors.
- Close windows and turn off overhead lights in each room.
- Close doors to each room.
- Go directly to the resident assistant and report that all rooms are clear.

### **Resident Assistants**

- Move quickly to the evacuation meeting point.
- Receive reports from fire marshals and account for all students on the hall using hall roster.
- Report to the residence hall president evacuation times and problems (in real fire, i.e., the possibility of students still in building, etc.). Remain at the assigned position until instructed to return to the residence hall.

### **Residents Housing Association Chair**

Records the time of each residence hall's departure

- Receives reports from the residence hall presidents regarding evacuation after the fire drill.
- Keeps careful records of all fire drills and forwards copies of these records to the director of residence life.

### **Apartment Residents**

Students residing in on-campus apartments will receive specific fire safety information from the Oaks staff.

### **Evacuation procedure for people with disabilities**



At the beginning of each semester, the office of Disability Services provides the Campus Police and Residence Life with a list of students with disabilities, who have self-identified as potentially needing assistance during an evacuation. Students are also instructed to share their evacuation plan with their faculty, coworkers, residence life staff, library workers and others, as appropriate. The Human Resource Department also maintains a list of college employees who self-identify a disability with the division. College employees and students are encouraged to communicate to Campus Police or Fire Department, as they exit, the location of any disabled person.

- If you are aware of individuals who are not able to evacuate independently, alert emergency personnel.
- If you are unable to evacuate the building, ask others near you to notify emergency personnel. Call Campus Police at 919-760-8888 or dial 911 to notify them of your location and need for evacuation. Wait for assistance.
- If you are on an upper level of the building and unable to evacuate, make your way to the safest stairwell and wait for emergency personnel. If the path is unsafe to get to the stairwell, report to a room with a window and signal for help. Call Campus Police at 919-760-8888 or dial 911 to notify them of your location and need for evacuation. Wait for assistance.

**DO NOT** return to an evacuated building until advised to do so by the fire department or Campus Police.

#### **Building Evacuation Guidelines:**

Buildings will be evacuated when an alarm sounds continuously and/or upon notification by emergency officials. Be aware of people with disabilities in your area who might require assistance in an emergency evacuation. Be prepared to render assistance if necessary.

### **POLICY ON PORTABLE ELECTRICAL APPLIANCES, SMOKING, AND OPEN FLAMES IN STUDENT HOUSING FACILITIES**

#### **Fire Safety Rules**

- Candles, incense, or any open flames are prohibited in the residence halls. No flammable chemicals are to be kept in residence halls.
- Electric holiday lights or decorative string lights (with the exception of battery-operated lights) may not be used anywhere in the residence halls. All decorations must be nonflammable or treated with fire retardant chemicals.
- Live holiday trees are not permitted.
- Metal trash cans are recommended.
- All hallways and exit ways are to be kept clear of obstructions with complete access to be available at all times. Students who leave items in the hall may be fined. "Welcome mats" are prohibited.
- Storage areas must be kept neat and contain no empty cardboard boxes.
- All students must exit the building immediately when fire drills are conducted.
- Smoking in any resident room or residence hall is prohibited.

- No tissue paper or other flammable materials may be placed on walls or doors except on designated bulletin boards.
- Posters and notices cannot be placed on exit doors, stairwell doors or walls. Use only hall bulletin boards and the bulletin boards that are provided for you on your door.
- Draperies must be made of fire resistant material.
- Residents are not permitted to hang or affix any items to the ceiling.
- All types of extension cords are prohibited in the residence hall. Only UL-approved surge protector power strips with circuit breakers may be used. No electrical adapters of any kind may be used in the residence halls. All power strips need to be plugged into the wall. A power strip cannot be plugged into another power strip.
- Electrical appliances of any kind (i.e., hair dryer, curling iron, curlers) must be Underwriters' Laboratories (UL) approved. Students are expected to use all appliances with utmost safety.
- One single-cup coffee brewer is permitted per room.
- Electrical cooking appliances (deep fryers, blenders, toasters, toaster ovens, sandwich makers, indoor grills, etc.), sun lamps, personal microwave ovens and space heaters may not be used in the residence halls. Any cooking appliances found can be confiscated by the residence director and returned to the resident when she is able to take it home.
- Irons must be used in the designated area of each residence hall. Irons may be stored in resident rooms.
- No items can hang from sprinkler pipes or sprinkler heads.
- Refrigerators must meet college standards. One unit, maximum 4.5 cubic feet is permitted per room.
- Halogen and lava lamps of any kind are not allowed in the residence halls.
- Each residence hall room door is equipped with an automatic door closure for fire safety. These closures are not to be tampered with at any time. Dismantling the closure is considered tampering with fire equipment and will result in a \$50 fine. Each violation of these rules will result in a \$15 fine. A second violation of the same type will result in a \$25 fine.

## Fire Systems in Residential Halls

Residence Hall	Fire Extinguisher	Fire Alarm	Sprinkler System	Evacuation Placards	Fire Drills
Barefoot Hall	Yes	Yes	No	Yes	4
Brewer Hall	Yes	Yes	Yes	Yes	4
Faircloth Hall	Yes	Yes	Yes	Yes	4
Heilman Hall	Yes	Yes	No	Yes	4
Poteat Hall	Yes	Yes	No	Yes	4
Stringfield Hall	Yes	Yes	Yes	Yes	4
Vann Hall	Yes	Yes	Yes	Yes	4

Oaks Apartments	Yes	Yes	Yes	Yes	4
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## Fire and Life Safety Education

A fire in a campus building can endanger lives and destroy property. Every member of the Meredith community is responsible for preventing and properly handling common fire hazards.

### Training Programs

All Resident Directors and Resident Assistants receive comprehensive fire training and fire extinguisher education at the start of the school year from the Raleigh Fire Department and Pye-Barker Fire and Safety, Inc. Each on-campus student housing facility is equipped with portable fire extinguishers, posted evacuation maps, illuminated exit signs, emergency lighting, and fire rated egress corridors and stairwells. Faculty and staff receive training on request.

Plans for future improvements in fire safety

- All security officers undergo a day-long basic training course taught by the Raleigh Fire Department
- Development and installation of evacuation maps in all administrative and classroom locations
- Establish Fire Marshall for each administrative and classroom building
- Emergency operations plans updated
- National Incident Management System training (NIMS)

## Fire Statistics

### 2015

Residence Hall	Number of fires	Cause of fire	Number of injuries	Number of deaths	Estimated property damage
Barefoot Hall	0	N/A	0	0	N/A
Brewer Hall	0	N/A	0	0	N/A
Faircloth Hall	0	N/A	0	0	N/A
Heilman Hall	0	N/A	0	0	N/A
Poteat Hall	0	N/A	0	0	N/A
Stringfield Hall	0	N/A	0	0	N/A

Vann Hall	0	N/A	0	0	N/A
Oaks Apartments	1	Dish cloth on fire	0	0	\$289

## 2014

Residence Hall	Number of fires	Cause of fire	Number of injuries	Number of deaths	Estimated property damage
Barefoot Hall	0	N/A	0	0	NA
Brewer Hall	0	N/A	0	0	N/A
Faircloth Hall	0	N/A	0	0	N/A
Heilman Hall	0	N/A	0	0	N/A
Poteat Hall	0	N/A	0	0	N/A
Stringfield Hall	0	N/A	0	0	N/A
Vann Hall	0	N/A	0	0	N/A
Oaks Apartments	0	N/A	0	0	N/A

## 2013

Residence Hall	Number of fires	Cause of fire	Number of injuries	Number of deaths	Estimated property damage
Barefoot Hall	1	Unintentional - dryer in laundry room	0	0	\$600
Brewer Hall	0	N/A	0	0	N/A
Faircloth Hall	0	N/A	0	0	N/A
Heilman Hall	1	Unintentional - electric motor in mechanical room	0	0	\$1,000
Poteat Hall	0	N/A	0	0	N/A
Stringfield Hall	0	N/A	0	0	N/A
Vann Hall	0	N/A	0	0	N/A
Oaks Apartments	0	N/A	0	0	N/A

