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Message from the Chancellor

The North Carolina Agricultural and Technical State University Police Department is committed to providing a safe and secure campus environment for students, faculty, staff and visitors. The department is accredited and highly trained to develop and deploy services, programs and strategies for maintaining a safe campus.

The Annual Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. This year’s report is a collection of crime data that promotes crime awareness, crime prevention, and the enhancement of campus safety.

North Carolina A&T remains dedicated to maintaining the highest possible standards, from academic pursuits to the safety of its community. I strongly encourage you to read this report, take note of its recommendations and become a part of the solution. We are all partners in making this a safe place for the entire Aggie family.

Aggie Pride,

Harold L. Martin Sr.
Chancellor
Message from the Chief of Police

On behalf of the staff of the Office of Police and Public Safety, I extend greetings.

We are pleased to provide you with a variety of 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 North Carolina Agricultural and Technical State University safe and enjoyable. We hope you will use the information and become our partner in preventing crime and maintaining a safe environment.

All efforts of the University Police Department (UPD) are aimed at providing a safe and harmonious environment where our community can thrive. We believe the best way to build a community is to work together. Accordingly, we endeavor to preserve old relationships and continuously form new ones within our community. Whether you are representing yourself or a group, we encourage you to let us know how the UPD can serve you. Every member of the UPD is committed to the concepts of personal and professional excellence, uncompromising integrity, continuous improvement, productive teamwork and efficient safety, security and law enforcement services. We take pride in our accomplishment and abilities, and in all we do.

The safety and wellbeing of our students, faculty, staff and visitors are always our primary concern. Please be assured that we take the issue of campus safety seriously and we are determined to continue our efforts to assure our campus remains safe. To do so requires not just our efforts but the cooperation and understanding of every member of our community.

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 university leadership and the university community.

Glenn C. Newell
Chief of Police/Associate Vice Chancellor
Equal Employment Opportunity

NC A&T SU is committed to providing equal employment opportunities to all applicants for employment, faculty, staff and students regardless of race, color, national origin, creed, religion, sex, age, disabling condition or political affiliation, except where religion, sex or age are bona fide job related employment requirements. This is in keeping with Title VII of the Civil Rights Act of 1964 as amended, the Civil Rights Act of 1991, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1968, as amended, Executive Order 11246 as amended, the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1988, the Americans with Disabilities Act of 1990, NC G. S. 126-16 as amended, and other State and Federal EEO and anti-discrimination laws or statutes. The university prohibits retaliatory actions of any kind taken by any employee of NC A&T SU against any other employee or applicant for employment because that person made a charge, testified, assisted or participated in any manner in a hearing, proceeding or investigation of employment discrimination.

Title IX Program

The Title IX Coordinator is responsible for overseeing and administering North Carolina Agricultural and Technical State University’s Title IX Program. Title IX of the Education Amendments of 1972 is a federal law that protects students, employees, and third parties (such as vendors, parents, etc.) from sex discrimination.

Complainants are encouraged to report incidents of sexual harassment in a timely manner. The university is committed to implementing prompt and appropriate remedies to prevent sex discrimination and/or harassment along with its effects. An impartial investigation will be conducted and North Carolina Agricultural and Technical State University strives to complete this investigation within sixty (60) calendar days from receipt of the written complaint. At the conclusion of the investigation, North Carolina Agricultural and Technical State University will notify the complainant and respondent in writing of the findings. The complainant and the respondent are both entitled to have others present during the disciplinary proceeding and the complainant may withdraw a complaint at any time in writing to the Title IX Coordinator. Upon a finding of sex offense against the complainant, the accused may be expelled or suspended from the university.

To the extent possible, the university will keep the complaint and investigation private. Retaliation, or engaging in an adverse action against a person who has filed a Title IX complaint, is strictly prohibited. Any individual within the university community who engages in retaliation shall be subject to disciplinary action. Upon request, North Carolina Agricultural and Technical State University will make any reasonable change to a victim’s academic, living, transportation, and/or working situation. If desired, North Carolina Agricultural and Technical State University Police will assist the victim in contacting local law enforcement authorities. Students who have been subject to sexual assault, sexual violence or sexual harassment may request to withdraw from a semester or individual courses.

Any victim of a sexual assault should report these incidents to the North Carolina Agricultural and Technical State University Police immediately at 336-334-7675. Victims of sexual discrimination or sexual assault may also contact Linda Magnum, Title IX Coordinator by phone at 336-285-3769 or by email at lmangum@ncat.edu.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) requires North Carolina A&T to provide students and employees with information on its security policies and procedures and specific statistics for certain criminal incidents, arrests and disciplinary referrals and to make the information and statistics available to prospective students and employees upon request. This information is available on the Police and Public Safety website at http://www.ncat.edu/divisions/business-and-finance/upd2/clery/index.html.

It is important to note that the crime classifications for which colleges and universities must provide statistics differ under state and federal law. Statistics for certain crime classifications might appear to be different. For example, the federal statistics for motor vehicle theft differ from the state statistics for the same category because the federal classification includes attempted motor vehicle thefts, while state law requires institutions to separately report attempted motor vehicle thefts.

The crime statistics reported under the Jeanne Clery Act include the following: criminal homicide: murder and non-negligent manslaughter, sex offenses: forcible rape, sodomy, sexual assault with an object and fondling, non-forcible: incest and statutory rape, robbery, aggravated assault, burglary of motor vehicle, arson, domestic violence, dating violence, stalking and hate crimes. Crime statistics are gathered from reports made to local law enforcement agencies, UPD and campus security authorities as defined by Federal Law for buildings owned or controlled by N.C. A&T State University.

North Carolina Agricultural and Technical State University

Established in 1891, North Carolina Agricultural and Technical State University is a public, 1890 land-grant institution. With an enrollment of more than 10,700 students, N.C. A&T is the largest historically black university in The University of North Carolina system and the second largest historically black university among the nation’s 77 land-grant institutions. The 200-acre campus and 600-acre farm are home to historic landmarks, countless stories and a unique legacy.

Throughout its history, A&T has maintained a rich tradition in academics, research and outreach. Today, the university is committed to fulfilling its fundamental purposes through exemplary undergraduate and graduate instruction, scholarly and creative research, and effective public service and engagement. A&T is accredited by the Southern Association of Colleges and Schools Commission on Colleges, and it is currently ranked as a doctoral/research university by the Carnegie Classifications of Institutions of Higher Education.

The university offers 95 degree programs at the baccalaureate, master’s and doctoral levels through the Colleges of Arts and Sciences and Engineering, the Schools of Agriculture and Environmental Sciences, Business and Economics, Education, Nursing, Technology and Graduate Studies, and the Joint School of Nanoscience and Nanoengineering. The academic curriculum has been adapted to strengthen science, technology, engineering and mathematics (STEM)—its academic core and foundation. A&T has moved rapidly to blend its academic and research programs with the needs of society and industry, forming a symbiotic relationship. Notably, A&T has advanced to the forefront in
the area of research—ranking third in the UNC system in sponsored research funding since 2005 and receiving a multimillion-dollar National Science Foundation Engineering Research Center grant for revolutionizing metallic biomaterials, among numerous other collaborative projects.

The A&T family is a collection of past and future leaders, inventors and pioneers. From the historical significance of the Greensboro Four, A&T freshmen who are credited with influencing a wave of nonviolent lunch counter sit-in protests across the South during the civil rights movement, to the matriculation of future astronaut Ronald E. McNair and countless other students who have made their marks on societies worldwide, A&T continues to attract students who will make a difference in the world.

Security and Access
During business hours, North Carolina A&T State University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests and invitees. During non-business hours, access to all university facilities is by key or card access, if issued, or by admittance via the UPD or Housing and Residence Life staff. In the case of periods of extended closing, the university will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock and will be equipped with a lock separate from the regular key issued to resident students. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Memorial Student Union, F.D. Bluford Library and McNair Hall. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

All campus facilities, residential buildings and academic and administrative facilities are patrolled routinely by UPD officers to monitor and maintain safety and security concerns. Housing staff also aid in monitoring security in residential buildings. Members of the community are helpful if they report suspicious activity promptly to UPD.

Special Considerations for Residence Hall Access
All residence halls operate under a computerized Access Control and Security Monitoring System. Identification cards are coded so that only students who are residents in a particular hall are authorized electronic access entry to that hall; the system denies entry to all unauthorized persons. When any exterior door is left ajar, an audible alarm is activated. NC A&T Resident Security Hall Officers are responsible for checking and securing exterior doors, when needed. When a door is malfunctioning, personnel are summoned for immediate repair. Remember to lock your doors and windows. All residence hall and apartment exterior doors are equipped with locks and with crash bars to ensure a quick emergency exit.

Only residents and their invited guests are permitted in the living areas of the residence halls. It is the resident’s responsibility to ensure that his/her guests are aware of the university and residence hall policies. Guests are not provided with room keys or door access cards. Guests must be escorted by a resident of the building at all times. All exterior doors are locked 24 hours a day. It is the responsibility of residents and staff members to challenge or report individuals who cannot be identified as residents or the guests of residents. Security Officers are assigned to patrol the residence hall areas from 7:00
p.m. until 7:30 a.m. and 24 hours a day in the all-female resident halls. During low-occupancy periods such as holidays and scheduled breaks, students are consolidated into designated buildings and gain access via the university’s electronic access control system. During the summer when groups who are not regularly associated with NC A&T are using the university residence halls, exterior doors are locked 24 hours a day. Each guest is issued an identification card and that allows him or her to gain access to their assigned building via the electronic access control system. Residence Halls are staffed with security and NC A&T Police personnel also conduct regular checks of residence hall areas.

**Security Maintenance**
Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. University Police Department regularly patrols campus and reports malfunctioning lights and other unsafe physical conditions to the physical plant for repair. Other members of the university community should promptly report equipment problems to UPD or to the physical plant.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the University Police Department, Emergency Management, Environmental Health & Safety, the Physical Plant, Housing & Residence Life and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, video cameras, and communications.

**Emergency Blue Light Phones**
Emergency blue light phones are located throughout campus. Once activated, a large blue strobe light flashes from the top of the phone tower and the University Police Department dispatcher is notified immediately. If you need assistance, see something that is suspicious, or see someone else who needs assistance, you should activate a blue light phone and speak with the UPD dispatcher.

**Parking Deck Emergency Call Boxes**
Emergency call boxes are located on each level of the parking deck. They are visible by the blue light located on top of each unit. Parking deck patrons should familiarize themselves with these units and their locations. Like the blue light phones, the call boxes will flash a strobe light and connect you through a phone to the dispatcher.

**Joint School of Nanoscience and Nanoengineering**
The Joint School of Nanoscience and Nanonengineering (JSNN) is located on the South Campus of the Gateway University Research Park just off I-40/I-85. JSNN is located in Building 2 at 2907 E. Lee Street, Greensboro, NC 27401.

JSNN has been established as an academic collaboration between North Carolina Agricultural and Technical State University and The University of North Carolina at Greensboro. Both universities are classified by the Carnegie Foundation as “research universities with high research activity.” JSNN builds on the strengths of the two universities in the basic sciences and in engineering to offer an innovative, cross-disciplinary graduate program that will train scientists in various emerging areas of nanoscience and nanoengineering. The JSNN Facility is a 105,000 square foot interdisciplinary research facility dedicated to academic and
industrial research and development activities. The building has specialized nanotechnology resources, such as a nanobioelectronics cleanroom, nanocharacterization labs a computation and visualization facility and conventional science and engineering facilities under one roof. JSNN strives to provide an ideal teaming environment to facilitate interdisciplinary research in areas of nanobioelectronics, nanobiology including nanopharmacology, nanomaterials and nanocomputing. There are no residential facilities located at the JSNN.

Security and Access
Lankford Protective Services is a contracted private security company that performs regular security patrols at the Gateway South Campus and their activities are documented approximately every two hours. If an event is facilities related, Gateway University Research Park employees are called. If an event is an emergency, 911 is called. Depending on the nature of the event, either the Greensboro Fire Department (for fire, hazardous materials, or ambulance) or the Greensboro Police Department (for criminal activity) responds. For other issues, the NC A&T SU Police Department is the first call due to their proximity to the East Lee Street campus. If the NC A&T SU Police are unable to respond, the UNCG Police Department is notified. The NC A&T SU Police department also performs patrols of the JSNN perimeter during their shifts.

Lankford Protective Services provides security for the Gateway South Campus during the hours of 4 PM to 8 AM from Monday to Friday and 24 hour security on Saturday and Sunday. The JSNN facility is badge locked. Badges are provided to personnel who must access the JSNN building, e.g. faculty, staff, students, security and police officers and industrial partners. Inside JSNN, access to individual laboratories is given only to personnel who are qualified to enter the laboratory. During the 8 AM to 4 PM timeframe, JSNN self-performs the security function. Visitors sign-in when they arrive at JSNN and sign-out when they leave. If qualified personnel work in laboratories after 6 PM weekdays or on weekends, they are also required to sign-in and make the security officer aware of their presence and sign-out when they leave the building.

JSNN has a variety of safety and facilities control systems as well as a video surveillance system, all of which can be monitored by the security officer from the security station at the entrance to JSNN.

Research Facility 1, also known as the "USDA building", is locked after 5 PM and on weekends. Only individuals with keys may access the building after hours.

General Procedures for Reporting a Crime or Emergency
Members of the JSNN and their guests should report all public safety incidents (crimes, medical/fire emergencies, safety hazards, suspicious behavior, etc...) to the NC A&T Police Department at (336) 334-7675. If the crime is in progress or an emergency, call 911 immediately and the Greensboro Police Department or Guilford County Sheriff’s Office will respond.

Notifying the JSNN Community about Reported Crimes
The JSNN is home to several business and research entities, including students, staff, and faculty from both UNCG and NCA&T. This unique subset of both campuses will receive timely warnings via AggieAlert@JSNN from NC A&T Police. The JSNN will follow the same timely warning requirements as the Main Campus. Timely warnings will be provided to the community in the event of a reported crime,
either on or off campus that constitutes a serious or ongoing threat to the safety of the community. NC A&T is authorized to initiate a timely warning for the JSNN.

AggieAlert@JSNN is the emergency notification system for the Joint School of Nanoscience and Nonoeengineering at the Gateway University Research Park South Campus.

AggieAlert@JSNN allows students, faculty and staff at both NCA&T and UNCG to register for emergency notification messages as a distinct contact group for the Gateway URP South Campus within our Emergency Notification System.

NCA&T students, faculty and staff who have registered for Aggie Alert for the current semester will continue to receive alert notifications for incidents that occur on the main campus. The same applies to those who have registered for Spartan Alert on the UNCG main campus.

The purpose of the additional registration link will be to provide the students, faculty and staff at the JSNN to receive notifications whenever there is credible support that a threat is eminent to that location.

For information on AggieAlert@JSNN, please contact Mr. Timothy Johnson at (336) 285-2405 or tjohnson@ncat.edu.

The Office of Public Safety

Campus Safety & Security: “A Shared Responsibility”
Campus Safety and Security at North Carolina A&T State University is a shared responsibility. The best protection against campus crime is an aware, informed, alert campus community—students, faculty and staff who use reason and caution—along with a strong law-enforcement presence. The majority of our students, faculty, staff and visitors do not experience crime at North Carolina A&T State University. However, despite our best efforts, crimes sometime occur. This information is provided because of our commitment to campus safety and security and in compliance with the federal law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act). If you have concerns, questions or comments about federal or state law requirements, or N.C. A&T’s compliance with these laws, please contact the associate vice chancellor for police and public safety at (336) 334-7128.

Office of Emergency Management
The Office of Emergency Management is responsible for assisting and coordinating the university’s overall incident planning and preparation. This includes developing, maintaining and facilitating implementation of the university’s comprehensive emergency management plan; developing and conducting exercises to test plans; facilitating communication within the N.C. A&T community; conducting outreach education on university preparedness for students, faculty and staff; and engaging external partners to improve overall university preparedness.
Security Division
As one of the most visible divisions of the police department, 41 university and contracted security officers have frequent interaction with the public. They are highly visible 24 hours a day. Their public relations skills extend from assisting tour groups in the F.D. Bluford Library to providing directions and information to students, faculty, staff and visitors to the campus.

The daily responsibilities of the security division include the patrol of the residence halls, library and other buildings on campus. They are responsible for the prevention of theft and damage to university and personal property as well as the safety of students, faculty, staff and visitors to the campus. The officers are trained and equipped with tools needed to sufficiently handle any concerns that may arise. With such crime preventive programs as property engraving, book marking, and incident reporting, the department’s security program is very effective in bridging the gap between the department and its community.

Contracted security officers are utilized to patrol the exterior of campus buildings and streets. They are primarily assigned to foot patrol and patrol in two-man teams, with one team in each patrol zone. They also assist with special events on campus. Contracted security officers provide a deterrent to those who would commit crimes by providing constant patrol and contact with pedestrian foot traffic. They also patrol the interior of academic buildings. All university security officers and contracted security officers are non-sworn and do not possess any powers of arrest.

Telecommunications Division
The University Police Department (UPD) Telecommunications Center functions 24 hours a day, 365 days a year. Telecommunicators receive emergency and non-emergency calls from individuals who need assistance from police officers, fire fighters and emergency medical services. Once information is obtained from the caller, these dispatchers activate the services necessary to respond to the nature of the call for help. Dispatchers are an integral part of the organization’s success. Daily operations include but are not limited to: dispatching for illegally parked vehicles, sick calls, package pickup and delivery, welfare checks on students, lost or stolen property and running criminal history inquiries.

UPD telecommunicators use modern technology to keep abreast of crimes reported directly to the UPD. Our telecommunications center has access to the city police radio system as well as the police computer-aided dispatch (CAD), which gathers information on all emergency calls made to the UPD. In addition, the telecommunications division monitors all calls made for assistance from the N.C. A&T community. The department also monitors campus-wide electronic security systems administration and support. Currently, this includes emergency blue light telephones, building alarm systems, fire alarms, electronic access control systems and closed-circuit video (CCTV), monitoring over 400 cameras for safety and security purposes.
North Carolina A&T State University Police Department

The University Police Department (UPD) is committed to enhancing the quality of life of the campus community, integrating the best practices of public policing and to provide these services with the highest standards of professionalism.

UPD includes a staff of over 100 personnel, organized into several areas: Office of the Chief, Administrative Services, Support Services, Patrol, CID, Community Action Team (CAT), Telecommunications, Accreditation, Security Division and Contracted Security.

The department maintains police patrol of the campus 24 hours a day seven days a week and is responsible for the protection and safety of persons, property and buildings on campus. Their mission is accomplished through regular patrols of buildings and grounds through campus crime prevention and safety programs. Police also conduct investigations, respond to campus incidents, building alarms, injuries or illnesses, fires and safety hazards, and assistance calls and enforce university regulations.

Other methods to assist the patrol are made by the Community Action Team (CAT). This team consists of two bike officers and one K-9 patrol officer working a modified schedule. The mission of this team is to identify and proactively address serious, complex or chronic crime issues that impact the university community. The unit aggressively works to suppress criminal activity and address quality of life issues in a proactive manner to include but not limited to possession, distribution or usage of any and all controlled substances.

Through a mutual aid agreement, the UPD works closely with the Greensboro Police Department (GPD), as both agencies patrol and respond to neighborhood apartments in close proximity to the university that house many off-campus A&T students. With a police force of 29 sworn officers and four reserve officers, the UPD is also assisted by a team of non-sworn officers, which includes contracted security.

Campus police are sworn full-time police officers who are state certified by the North Carolina Criminal Justice Training and Standards Commission. They must receive basic law enforcement training before being sworn as police officers. Upon successful completion of basic law enforcement training, officers are placed on a one year probationary period. Each new officer is assigned to a senior field training officer who submits daily progress evaluations on the new officer until all field training is completed.

Enforcement powers are derived from the state of North Carolina as each officer receives his or her commission in accordance with the provisions set forth in N.C.G.S. 116-40.5. All sworn and non-sworn officers receive training in campus law enforcement at the North Carolina Justice Academy. Further training is received annually through the department’s in-service training program and in local community colleges. Training includes, but is not limited to, legal updates, crime prevention strategies, firearms instruction and requalification, defensive tactics, suicide prevention, CPR, first aid and interpersonal communications.

Officers employed with the North Carolina A&T State UPD have complete police authority to enforce local, state and federal laws on all property owned or leased by the university and on streets that run through, are adjacent to, or border the campus. If minor offenses involving university rules and
regulations are committed by a university student, a university police officer may also refer the individual to the disciplinary processes of the Division of Student Affairs or Housing and Residence Life. Major offenses such as rape, murder, aggravated assault, robbery and auto theft are also reported to the GPD and joint investigations are conducted by investigators from UPD and GPD to solve these and other serious crimes. The UPD continues to establish mutual aid agreements with surrounding police agencies such as the GPD and the Guilford County Sherriff’s Office.

The UPD has been accredited by The Commission on Accreditation of Law Enforcement Agencies (CALEA) since 2006. In 2012, the department completed its second reaccreditation and received the new award in November 2012. With this accreditation, the department has met the requirements of over 400 standards that have been set forth by CALEA.

The North Carolina A&T State University Police has been recognized as the first Historically Black Colleges and Universities (HBCU) to receive this prestigious recognition.

**Off-campus Criminal Activity**

When a N.C. A&T student is involved in an off-campus offense police officers may assist with the investigation in cooperation with local, state or federal law enforcement. The GPD routinely works and communicates with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding the campus.

N.C. A&T operates no off-campus housing. However, many students live in the neighborhoods surrounding N.C. A&T. While the GPD has primary jurisdiction in all areas off campus, UPD officers respond to student-related incidents that occur in close proximity to campus when a request for assistance is made by the GPD. N.C. A&T officers have direct radio communications with the city police, fire department and ambulance services to facilitate rapid response in any emergency situation.

**Reporting Procedures**

**General Procedures for Reporting a Crime or Emergency**

The University Police Department (UPD) is maintained 24 hours a day, seven days a week. All criminal and fire-related incidents should be reported to UPD for response and documentation. Incidents known in common parlance as Part I crimes that are identified to the UPD are reported to the Greensboro Police Department (GPD) to ensure that all agencies charged with providing services are aware of these incidents.

The relationship and exchange of information with city, state and federal authorities are extremely important, and are ongoing processes. GPD alerts the UPD of reported incidents in the neighborhoods that are jointly patrolled by both university police and the city police department.

Suspicious or criminal activity or other emergencies may be reported by dialing the Department of Police and Public Safety Telecommunication Center at (336) 334-7675 any time, day or night. The Department of Police and Public Safety also has established a “Tip Line” to anonymously report a crime or criminal activity; call (336) 334-7879.
For your safety, there are also Police Emergency Telephones in certain residence halls and various locations across the campus. These clearly marked phones are a direct link to the University Police Telecommunication Center. In addition to using the telephones to report suspicious or criminal activity, you may also go directly to the Police Department Telecommunications Station and request their assistance. The UPD is located at Ward Hall, 406 Laurel Street, next to Smith Hall. The police department is open 24 hours a day, seven days a week and 365 days a year. The UPD is also a designated safe place site for the campus. The location of the UPD is prominently displayed, via the campus maps, the web site, signs and informational packets to students, faculty, and staff.

The UPD maintains a computerized database for all reported criminal incidents, including those that occur on campus and those that occur in the surrounding neighborhood. This data serves as the basis for crime statistics reported to the Federal Bureau of Investigation Uniform Crime Reporting System, for compliance with the Clery Act, the Uniform Crime Reporting Act and for reporting crime statistics to the campus community.

**Encouragement of Accurate and Prompt Crime Reporting**

Community members, students, faculty, staff, and guests are encouraged to accurately and promptly report all crimes and public safety related incidents to the University Police Department in a timely manner.

To report a crime or an emergency on campus, call UPD at extension 4-7675, or from outside the university phone system call (336) 334-7675. To report a non-emergency security or public safety related matter, call UPD at (336) 334-7128 or from outside the university phone system, (336) 334-7128.

Dispatchers are available 24 hours a day to answer your call. In response to a call, UPD will take the required action, dispatching an officer or asking the victim to report to UPD to file a police report. UPD investigators will investigate a report when it is deemed appropriate.

If assistance is required from the Greensboro Police Department, UPD will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including UPD, will offer the victim a wide variety of services.

This publication contains information about on-campus resources. That information is made available to provide university community members with specific information about the resources that are available in the event they become the victim of a crime. The information about “resources” is not provided to infer that those resources are “reporting entities” for N.C. A&T.

Crimes should be reported to the UPD to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

**Reporting to the Greensboro Police Department (GPD)**

A person reporting a crime to UPD has the right to report the crime to the Greensboro Police Department (GPD) by calling 911. UPD officers regularly discuss this option with the victim of a crime and will assist the victim with that process. There are recognized student organizations that occupy privately owned houses within the campus boundaries; however, N.C. A&T does not have any officially recognized student organizations that have housing facilities off-campus. If UPD is contacted about
incidents occurring off-campus, involving N.C. A&T students, GPD will typically notify UPD to respond with them or they will notify UPD after they have responded to inform UPD of the situation. There is no official GPD policy requiring such notification involving private property. Students in these cases may be subject to arrest by GPD and university disciplinary proceedings through the Office of the Dean of Students.

Counselors and Confidential Crime Reporting
As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus pastoral counselors and campus professional counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes to UPD, but not on a voluntary confidential basis, as there is no process for that at N.C. A&T UPD.

Limited Voluntary Confidential Reporting
If crimes are never reported, little can be done to help other members of the community from being victims. We encourage the university community to report crimes promptly and to participate in and support our crime prevention efforts. The university community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the university or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the university to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security and Fire safety Report. In limited circumstances, UPD may not be able to assure confidentiality and will inform you in those cases. NC A&T Police Anonymous Tip Line: (336) 334-7879.

Campus Security Authority

A Campus Security Authority (CSA) is an individual who is an official of the institution that has significant responsibility for student and campus activities, including but not limited to:

- Student housing
- Student discipline
- Campus judicial proceedings
- Directors of athletics and team coaches
- Faculty advisor to a student group
- Dean of Students overseeing student housing, a student center or student extra-curricular activities
• Student resident advisor (RA) or a graduate assistant (GA) who monitors access to resident halls
• Director of Greek Life
• Physicians in campus health center

Under the Clery Act, a crime is reported when a victim, witness, other third party or even the offender brings it to the attention of a CSA or local law enforcement personnel. It does not matter whether or not the individual/s involved in the crime or reporting the crime are associated with the institution. If a CSA receives the crime information and believes it was provided in good faith, he or she should document it as a crime report and provide this report to the University Police Department. In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay.

There are two individuals who, although they have significant responsibilities for student and campus activities, are not considered a CSA under the Clery Act. They are pastoral counselors and professional counselors. A pastoral counselor is defined as a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor. A professional counselor is defined as a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. This definition also applies to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.

Although pastoral counselors and professional counselors do not have to report crimes that are brought to their attention while serving in an official capacity, they are encouraged to inform their client/s of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

**Notifying the N.C. A&T Community about Reported Crimes**

**Timely Warnings**

When a situation arises, either on or in non-campus facilities outside of the core campus that are owned or controlled by North Carolina Agricultural and Technical State University and used for institutional purposes, which in the judgment of the chief of police, constitutes an ongoing or continuing threat to the campus, a campus wide warning will be issued. When a determination has been made that a timely warning should be issued, the police department will take all necessary steps to ensure timely notification of the university community. Options for notification include the university’s emergency notification system AggieAlert!, email, voicemail, website, student newspaper or other publications and news releases to local media. Such warning(s) may include, but are not limited to, the following information: type of crime, date, time and location of crime, as well as available suspect information.

Students, faculty, staff, community members and guests are encouraged to report all crimes and public safety-related incidents to UPD in a timely manner to aid in providing accurate and timely warning notices to the community when appropriate and to ensure inclusion in the annual crime statistics. The alerts are generally written and distributed to the university community by the Chief of Police or a
designee, or the Associate Vice Chancellor for University Relations or a designee.

Timely warnings are issued in an effort to keep the campus community informed about safety and security matters in an ongoing basis. The decision to issue a timely warning is made on a case-by-case basis in an effort to prevent similar crimes from occurring. The timing of the notification shall, in the first instance, be based upon whether the crime is considered serious; there is a continuing threat to the university community, and the possible risk of compromising law enforcement efforts. Timely warnings are generally issued for the following classifications: criminal homicide and robbery. Incidents of arson, aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by UPD. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other NC A&T community members and a Timely Warning would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the University Police Department.

Timely warnings may also be issued for other crimes as deemed appropriate. Upon receipt of all relevant information, such warnings will, as circumstances warrant, be issued in a manner to best protect the campus community.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the University Police Department may also post a notice on the University’s website. The University’s website is immediately accessible via computer by all faculty, staff, students, and guest.

Anyone with information warranting a timely warning should report the circumstances to the University Police Department, by phone (336) 334-7675 or in person at the University Police Department located at Ward Hall.

Upon receipt of all relevant information such warnings will, as circumstances warrant, be issued in a manner to best protect the campus community. When such warnings are issued, the identity of the victim will be withheld.

**Notifying the N.C. A&T Community about an Immediate Threat**

The University Police Department (UPD) monitors events on and around campus and the City of Greensboro daily. If UPD confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the N.C. A&T community, UPD and the Office of University Relations will activate emergency notification procedures to provide immediate notification of the threat to the N.C. A&T community, or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. UPD and university relations will, without delay and taking into account the safety of the community, determine the content of the notification and initiate notification, unless issuing a notification will, in the judgment of the first responders (including, but not limited to UPD, GPD, and/or the Greensboro Fire Department and Guilford County Emergency Services), compromise the efforts to assist a victim or to contain,
respond to, or otherwise mitigate the emergency. In the event of a serious incident that poses an immediate threat to members of the N.C. A&T community, the university has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the N.C. A&T campus community. These methods of communication include !AggieAlert!, a system that provides text message alerts to members of the N.C. A&T community. Students, faculty, and staff may also receive email alerts through their official N.C. A&T email address. Alert notifications can also be sent out through official N.C. A&T social media pages as well, including Facebook and Twitter (@ncatsuaggies). In emergency situations, alerts may also appear at the top of university webpages and on the plasma monitors, located throughout campus. Individuals can also call the N.C. A&T Information Line for updates at (336) 334-7325. Members of the larger community who are interested in receiving information about emergencies on campus should use the university website, social media, or call the N.C. A&T Information Line.

N.C. A&T community members are encouraged to notify UPD of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students, faculty, staff, or visitors on campus. UPD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, UPD has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

**Procedures for Disseminating Emergency Information to the Greater Community**
Alerts are disseminated to the greater community via Aggie Alert. Notifications are also sent via university email and posted on the university’s website, Facebook and Twitter.

**Response to Sexual Violence**
North Carolina A&T State University will not tolerate affronts to basic human dignity in any form. Acts of rape and sexual offense are flagrant examples of such affronts. The university provides this statement as a means of preventing acts of rape and sexual assaults of students on campus or in off-campus locations. The penalty for first-degree sexual offense and first-degree rape may be life imprisonment. For second-degree of these offenses, the maximum penalty for attempted rape or attempted sexual assault is 20 years imprisonment. Where allegations concerning any such activities arise, the university will pursue all available courses of disciplinary action against students and will cooperate fully with the Greensboro Police Department.

The circumstances surrounding sexual assaults on college campuses are often quite different from those that occur elsewhere. Many of the incidents occur under circumstances commonly referred to as acquaintance rape. Acquaintance rape is a sexual assault against a person that is committed by someone the victim knows. The perpetrator may be someone the victim knows well and who may have previously been in his or her company. Because of this familiarity the victim often fails to see the incident as a serious crime and may, in fact, place some of the blame for the incident upon him or herself. Date rape in college surroundings quite often follows the use of alcohol or other drugs by the victim and the perpetrator. Very often, the victims find that they have been placed in a vulnerable
position by trying to make new acquaintances or fit in with a new crowd. All students should remember that date rape is another name for a very serious crime. Every person is an individual and should be able to assert his or her wishes in a relationship. Self-awareness and good common sense are your best weapons against date rape.

**Personal Safety**
Theft, disorderly conduct, and alcohol related offenses are very common on most college campuses. However, they don’t stand-alone. Despite law enforcement’s efforts, serious crimes do occur on campuses. It is important to report any suspicious incidents to the police and always remain alert and vigilant.

One of the more serious crimes that too often is unreported is sexual assault. It is important to know what these crimes are, because in many cases, victims do not realize that have been victimized. Additionally, crimes of this nature are very difficult for victims to report for a number of very complex reasons. We provide the following information to assist those help who may have been victims of sexual assault or who have a friend who has been sexually assaulted.

There are many guidelines to help you be more alert and aware of the situation to prevent serious crimes. Such as:
- Know your surroundings;
- Be alert;
- Call for help; and
- Report any suspicious people and/or activity, immediately.

**Defining Rape and Sexual Assault in North Carolina**

**NC General Statute 14-27 defines rape and sexual assault as the following:**

**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 is a crime in which a minor is manipulated to engage in intercourse with someone older. Many victims do not understand this is a crime because statutory rape considers age difference and not the consent of the individuals.

**NC General Statute 14-27 defines statutory rape as:**

**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.

While these definitions are clear, victims often have difficulty reporting a sexual assault for numerous reasons such as knowing the perpetrator, fear of retaliation, fear of parents knowing about the incident, fear of getting in trouble with law enforcement. Despite these concerns, it is vital to report such incidents in order to get help.

The following information provides steps to follow should a sexual assault occur:

- Get to a safe place as soon as possible!
- Try to preserve all physical evidence – The victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until they have a medical exam. Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam and/or police department. Advocates from Family Service of the Piedmont are available 24/7 to provide a victim support. They can be reached via their crisis line at (336)273-7273.
- Get medical attention as soon as possible – An exam may reveal the presence of physical injury of which the victim is unaware. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraceptive pills are offered to all victims at the time of the exam (if the victim presents within 120 hours) to help prevent pregnancy from occurring as a result of the rape. If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Some of the commonly used “date rape” drugs, however, are only detectable in the urine for 6-8 hours after ingestion.
• Contact the police – Sexual assault is a crime, it is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the District Attorney.

• Consider talking to a counselor – Seeing a counselor may be important in helping the victim understand his/her feelings and begin the process of recovery.

**If You Are the Victim of Sexual Assault** - The UPD has formulated guidelines to be followed when dealing with reports of sexual assault. The primary objective of these guidelines is to provide all possible assistance to the victim, apprehend the perpetrator and maintain the confidentiality of the victim. These guidelines are as follows:

1. If you are the victim of sexual assault, notify the UPD at (336) 334-7675 immediately. They will assist you in obtaining emergency medical treatment, police assistance and/or counseling, if necessary. If requested, a female officer will assist you. If the crime occurred in another jurisdiction, the victim should report it to the appropriate law enforcement agency and there is N.C. A&T personnel available, upon request to assist individuals with contacting UPD and/or the appropriate local police agencies.

2. You are encouraged to seek immediate medical attention. This is important to alleviate fears of sexually transmitted disease and pregnancy. It will also aid in the collecting and preserving of evidence that can be later used in prosecution. Preserving physical evidence is important proof of a criminal offense. Remain dressed in the same clothing. Do not wash, douche or remove clothing worn at the time of the attack before you seek medical attention.

3. When calm, make note of the events involving the attack. Inform the police investigator of these details.

4. It may be necessary to seek the services of a counselor. University counselors are trained to assist victims immediately and make referrals to community agencies.

5. Whenever a report of sexual assault is received, the chief of police or his designee will be notified immediately. As with all other reports of incidents taken on campus, the police officer taking the report will obtain as much information as possible about the circumstances of the incident. Unlike other reports, the identity of the victim will be kept confidential. The name, address and other identifying information will not be included on the incident report. If a student is found guilty of violating university rules, she/he shall be subjected to the following range of sanctions defined in the rules and regulations for the Maintenance of Public Order pursuant to Article 129 A of the Education Law: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection, and/or arrest by the civil authorities.

6. Upon request, N.C. A&T will change a victim’s academic and living situation after and alleged sex offense if these changes are requested and reasonably available.

7. Individuals may also report a sex offense to the institutions Title IX coordinator. This office is responsible for coordinating the institution’s compliance with Title IX. The Title IX coordinator is the director of employee relations, (336) 336-285-3769, 1020 E. Wendover Building. The institution’s sexual harassment policy, including a description of the grievance procedures can be found online at www.ncat.edu/hr/policies/index.html.
VAWA (Violence Against Women Act) Amendments “Good Faith” Policy Statement

If a student, employee or visitor has been the victim of an incident of sexual assault including: dating violence, domestic violence, or stalking they should immediately report it to the NC A&T Police. In the case of an emergency or ongoing threat, get to a safe location and please report the incident to the NC A&T Police by calling 336-334-7675 or by calling the Greensboro City Police at 911.

Students may also report to Dean of Students at 336-334-7791. Employees may also report to Human Resources at 336-334-7862. NC A&T officials will assist any complainant in notifying law enforcement, including local police, if they elect to do so. Complainants are also entitled not to report to law enforcement. Any student or employee who reports an incident of sexual assault, involving dating violence, domestic violence, or stalking, whether the offense occurred on or off campus, shall receive a written explanation of their rights and options.

A sexual assault is 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, as well as incest or statutory rape.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. Dating violence means violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Accommodations
Whether or not a student or employee reports to law enforcement and or pursues any formal action, if they report an incident of sexual violence, NC A&T is committed to providing them as safe a learning or working environment as possible. Upon request, NC A&T will make any reasonably available change to a complainant’s academic, living, transportation, and or working situation. Students may contact the Dean of Student’s Office, 336-334-7791 for assistance, and employees may contact Human Resources, 336-334-7862 for assistance.

If a complainant reports to law enforcement, they may assist them in obtaining a domestic violence protection order from a criminal court. NC A&T is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. NC A&T is also committed to protecting victims from any further harm, and the Dean of Student’s Office may issue a temporary no-contact order pending the outcome of any conduct proceeding.

Victim Confidentiality
NC A&T recognizes the sensitive nature of sexual violence and is committed to protecting the privacy of any individual who reports an incident of sexual violence. Different officials on campus are, however, able to offer varying levels of privacy protection to complainants. Reports made to law enforcement, including if criminal prosecution is pursued, may be made public and shared with the respondent when criminal charges are filed.
Reports made to NC A&T officials will be kept mostly confidential, and identifying information about the complainant shall not be made public. Reports made to medical professionals and licensed mental health counselors will not be shared with third parties except in cases of imminent danger to the complainant or a third party.

**Conduct Proceedings**

If a student is accused of sexual assault, the university may implement a student disciplinary procedure as outlined in the student handbook of the university by-laws, copies may be obtained at the Dean of Student’s office. Those within the campus community who are found responsible for sexual assault, dating violence, domestic violence and stalking are subject to university sanctions which can include but are not limited to suspension, expulsion, and/or separation from the university.

Because of the enactment of the Higher Education Act amendments of 1992, effective July 3, 1993, student disciplinary proceedings involving charges of sexual assault are amended to include: The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceedings: and both the accuser and the accused shall be informed of the outcome of any student disciplinary proceeding brought alleging a sexual assault. N.C. A&T will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair and impartial investigation and resolution by officials who have received annual training on the nature of the types of cases they are handling, on how to conduct an investigation, and conduct a hearing in a manner that protects the safety of victims and promotes accountability. Determination of responsibility shall be made by the Dean of Students or Human Resources using the preponderance of the evidence standard (which means that it is more likely than not that the alleged misconduct occurred).

In all proceedings, including any related meetings, both the complainant and respondent are entitled to the same opportunities to have an attorney or non-attorney advocate present. Students who report being a victim of sexual assault, dating violence, domestic violence may request a change in their academic and living situations on campus, if such changes are reasonably available. In accordance with federal regulations, both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and will be informed of the outcome of any campus disciplinary proceeding regarding sexual assault. For more details on these proceedings, consult the Guide to Student Rights and Responsibilities. The university will, upon written request, disclose to the alleged victim of the aforementioned offenses, the report on the results of a university disciplinary proceedings against a student who is the alleged perpetrator. If the victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the victim if so requested.
Sexual Assault and Response Team (SART)

The Centers for Disease Control and Prevention defines sexual violence as “Sexual Violence (SV) is any sexual act that is perpetrated against someone’s will. SV encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment).”

Institutions of higher education can best serve students of their community by ensuring a timely, comprehensive approach to appropriate services and by creating an environment intolerant of sexual assault. It is the policy of North Carolina A&T State University to ensure that the student, when victimized, is properly assessed with confidentiality, competency and compassion by the appropriate authorities and agencies.

The SART is comprised of a member from North Carolina A&T State University’s:

1. Sebastian Health Center
2. University Police Department
3. Office of Counseling Services
4. Office of Legal Affairs
5. Dean of Students
6. Housing and Residence Life
7. Human Resources (Title IX)

The team will also include a member from Moses Cone Hospital-Sexual Assault Nurse Examiner (SANE) and Piedmont Family Services Rape Crisis Center.

Procedures for Directing the Initial Response with the Sexual Assault Victim

1. When a student alleges sexual assault, first ensure that the victim is in a safe environment and notify university police immediately at (336) 334-7675 and/or call 911 as appropriate for life threatening injuries and to report the crime.
   - The victim has the right not to pursue charges. If this should occur, the victim should be advised of his or her options which are listed in item number 8 of this policy.
2. Do not attempt to enter the crime scene area and prevent others from entering the area. No attempts will be made to collect evidence or enter the crime scene area by anyone until university police have arrived at scene. Collection of evidence is managed by lab personnel.
3. Notify the following:
   - University Police, (336) 334-7675
   - Title IX coordinator
     Linda Mangum, (336) 285-3769
   - Sexual Assault Response Team (SART)
     Sandra K. Ziglar, (336) 285-2931
   - The resident hall assistant and resident hall director if not already aware
4. UPD will begin an investigation and will attempt to determine the possible identity and whereabouts of the alleged offender. If the incident occurred off campus, university police will then
contact and defer to local police.

5. In the event the sexual assault occurs off campus, university police will work in conjunction with local authorities to complete reporting and investigation.

6. The victim should be encouraged not to eat, drink, brush their teeth, change clothes or bathe until further instruction.

7. Remain with the victim until an advocate is available. A victim advocate is the responsibility of the resident hall director. If an assault occurs off campus, an advocate will be provided for you.

8. Advise the victim of their options and rights and assist the victim in the following:
   - Reporting to the Sebastian Health Center for a medical exam and prophylactic treatment for sexually transmitted diseases, pregnancy prevention, and for psychiatric evaluation as necessary or receive a medical exam, prophylactic treatment and forensic evidence collection at the emergency room/department at Moses Cone Health Systems.
   - Having evidence collected, which can be done as an anonymous collection, giving the victim the option of pursuing the matter in the future if they do not wish to do so at that time. This is known as a Jane Doe Kit and ensures that valuable evidence is not lost.
   - A victim may choose to decline the collection of evidence. However, it is important to note that there is a short window of opportunity during which evidence may be collected. DNA quickly disintegrates. As a rule, evidence should be collected within 72 hours of an assault. The chances of obtaining DNA evidence after that time is minimal and unlikely.
   - If the sexual assault occurred more than 72 hours prior to the victim reporting the crime, notify university police and the resident hall assistant/resident hall director. Call the hospital emergency room for guidance on whether or not there is still a chance for the collection of evidence. 72 hours is only a guideline and it is at the discretion of the sexual assault nurse examiner or the forensic nurse examiner if an attempt should be made to collect evidence after that time.
   - Notify family/friends as requested.
   - Provide community and campus resources for follow up and counseling as needed.
   - Provide support for the student, as necessary.

The Rape Crisis Center/Family Services of the Piedmont can be reached seven days a week, 24 hours a day by dialing (336) 273-7273 in Greensboro and (336) 889-7273 in High Point. Counseling Services at North Carolina A&T State University can be reached at (336) 334-7727.

ON-CAMPUS RESOURCES

S.A.R.T (336) 285-2931
Counseling Center (336) 334-7727
Sebastian Health Center (336) 334-7880
Division of Student Affairs (336) 334-7696
Title IX Coordinator (336) 285-3769
OFF-CAMPUS RESOURCES

The Rape Crisis Center/Family Services of the Piedmont
Family Service of the Piedmont is the largest private, nonprofit agency of its kind in Guilford County, NC. The agency empowers individuals and families in crisis to restore hope, achieve stability and thrive through quality support services, advocacy and education.

Greensboro (336) 273-7273
High Point (336) 889-7273

Education Programs - The Student Health Center and Counseling Service Center offer an integrated program of special events, workshops, courses and research projects on wellness scheduled throughout the year. Included are programs to promote the awareness and prevention of sexual offenses that deal specifically with forcible and non-forcible sex offenses such as rape, acquaintance (date) rape and other sexual offenses. A staff of qualified professionals plan and implement these activities. University police officers in conjunction with other appropriate departmental representatives provide seminars on a host of topics: workplace violence, sexual awareness and responsibility, crime prevention, personal safety, domestic violence and acquaintance rape. The university makes every effort to advise and update students about public safety procedures and security conditions on campus.

Sex Offender Registry

As per the Campus Sex Crimes Prevention Act, all institutions of higher learning must advise the campus community where law enforcement agency information provided by the state concerning registered sex offenders may be obtained. This information may be obtained by going to http://sexoffender.ncdoj.gov. The search can be done by zip code, county or name.

Crime Statistics

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniformed Crime Reporting Handbook and relevant federal law. University Police Department submits the annual crime statistics published in this report to the United States Department of Education (ED). The statistical information gathered by the ED is available to the public through the ED website. In addition, a daily crime log is available for review 24 hours a day at the UPD. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the university community obtained from the following sources: the N.C. A&T University Police Department (UPD), the Greensboro Police Department (GPD), the Guilford County Sheriff’s Office (GCSO), and university officials. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime occurred.
A request for statistical information is made on an annual basis to all campus security authorities (as defined by federal law) and to all university deans, directors, and department heads. Statistical information is requested and provided to UPD by the employees at the university counseling center, even though they are not required by law to provide statistics for the compliance document. Members of the Sexual Assault Response Team (SART) also provide statistics to UPD about cases they have dealt with where the victim chose not to report the incident to UPD or GPD.

All statistics are gathered, compiled and reported to the university community via this report, “Annual Security and Fire Safety Report” which is published by UPD. UPD submits the annual crime statistics published in this brochure to the Department of Education (ED) which is available on the ED website.

**Definitions of Categories**

UPD sends an email to every enrolled student and current employee on an annual basis. The email includes a brief summary of the contents of this report and the address for the UPD website where the “Annual Security and Fire Safety Report” brochure can be found online at [http://www.ncat.edu/divisions/business-and-finance/upd2/assets/asrrevised.pdf](http://www.ncat.edu/divisions/business-and-finance/upd2/assets/asrrevised.pdf). A physical copy of this report may be obtained by making a request to the UPD (336) 334-7128.

Offenses in campus reporting utilize the Federal Uniform Crime Reporting Part I Offense and their related definitions.

**Murder and Non-negligent Manslaughter** - Murder is the willful negligent killing of one human being by another. It excludes deaths caused by negligence suicide, or accident, justifiable homicides and attempts of murder or assault. Negligent manslaughter is the killing of another person through negligence. Justifiable homicide is limited to (1) the killing of a felon by a law enforcement officer in the line of duty and (2) the killing of a felon by a private citizen.

**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 aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Attempts are included since it is not necessary that an injury result when a gun, knife or other weapon is used which could and probably would result in serious personal injury, if the crime were successfully completed. Excludes simple assaults.

**Burglary/Breaking and Entering** - The unlawful entry of a structure to commit a felony or a theft. The use of force to gain entry is not required to classify an offense as a burglary. Burglary includes forcible entry, unlawful entry where no force is used and an attempted forcible entry.

**Larceny/Theft** (except motor vehicle theft) - The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Include crimes such as shoplifting, pocket-picking, purse snatching, thefts from motor vehicles, thefts of motor vehicle parts and accessories, bicycle thefts and similar thefts, in which no use of force, violence or fraud occurs.
**Motor Vehicle Theft** - The theft or attempt that of a motor vehicle. Includes the stealing of automobiles, trucks, buses, motorcycles, motor-scooters, snowmobiles and similar motor vehicles.

**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. Includes fires determined to have been willfully or maliciously set. Excludes fires of suspicious or unknown origin.

**Domestic Violence** - Includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**Dating Violence** - Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

**Stalking** - A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

**Sexual 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Rape** - The carnal knowledge of a person, forcibly and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

**Sodomy** - Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object** - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Non-forcible Sex Offenses**
Unlawful and non-forcible sexual intercourse.

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

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

**Disciplinary Referrals**
Includes those individuals referred to the Dean of Students for liquor law, drug law, and illegal weapons violations by the Division of Student Affairs. The numbers include incidents that are reported via UPD incident reports and reports provided directly to the Dean of Students from other members of the N.C. A&T community.

**Drug Law Violations** – The violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (demerol, methadones) and dangerous non-narcotic drugs (barbiturates, benzedrine).

**Liquor Law Violations** - The violation of laws or ordinance prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are not included in this definition.

**Weapon Law Violations** - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Hate Crimes**
North Carolina A&T State University strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all members of the N.C. A&T community. The hate crimes statistics are separated by category of prejudice.

The law requires the release of statistics by category of prejudice concerning the occurrence of hate crimes in the crime classifications listed in the preceding section and for other crimes involving bodily injury to any person in which the victim is selected because of the actual or perceived race, national origin, gender, gender identity, religion, sexual orientation, ethnicity or disability of the victim. Hate crimes includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes.

- **Larceny/Theft** - Includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

- **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.

Destruction/Damage/Vandalism or Property (except Arson) - 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 for Hate Crimes
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.

Gender Identity - A preformed negative attitude of totality of physical and behavioral traits that are designated by a culture as masculine or feminine.

Religion - A preformed negative opinion or attitude toward 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/National Origin - A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.

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, advanced age or illness.

The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of simple assault, intimidation and any other crime that involves bodily injury that is not already included in the required reporting categories. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Note: A hate or biased related crime is not a separate, distinct crime but is the commission of a criminal offense, which was motivated by the offender’s bias.

Definitions of Geography

On-campus - Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes (including residence halls), and any building or property that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.
Note: Statistics for university housing facilities are recorded and included in both the on-campus category and the on-campus residential only category.

**Non-campus Building 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 owned or controlled by an 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. Residence halls that are located outside the campus boundaries –Aggie Terrace, are captured in the non-campus category.

**Public Property** - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. The N.C. A&T UPD crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.
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<th>Offense (Reported By Hierarchy)</th>
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<th>Non-Campus Bldg.</th>
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</table>
The University began collecting data for Domestic Violence, Dating Violence and Stalking incidents in 2013.

There were no hate crimes reported in 2011, 2012 or 2013.

**Joint School of Nanoscience and Nanoengineering**

N.C. A&T State University and the University of North Carolina at Greensboro began collecting data for the JSNN in 2013. In 2013, there were no reportable offenses.

**Education of Members of the University Community**

Crime prevention is the anticipation, recognition and appraisal of a crime risk and the initiation of some action to remove or reduce the risk. The N.C. A&T University Police Department (UPD) advocates a proactive approach to crime prevention. This approach is exemplified by various education and information programs provided to students, faculty and staff.

The purpose of the crime prevention and security awareness programs on the campus of N.C. A&T is to reduce crime through public awareness and educational programs. The objective is to reduce criminal opportunities by soliciting the cooperation of the university community through the development and implementation of programs and the dissemination of information and other consultants develop workshops, seminars, and open forums in an effort to make the university environment more informative on crime prevention.

Campus security and fire safety procedures are discussed during new student orientation. The University Police Department (UPD), Office of Environmental Health and Safety (EHS), Office of Emergency Management (OEM), and Division of Student Affairs—including Housing and Residence Life staff and a Title IX coordinator—participate in forums, town hall meetings and programs in residence halls to address students and to explain university security, public safety, and fire safety measures and procedures at N.C. A&T.

Members of UPD conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of the university. During these presentations, the following information is typically provided: crime prevention tips; statistics on crime at N.C. A&T; fire safety information; information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus. In addition, UPD organizes and sets up crime prevention and education display tables which are staffed by an officer(s) at various locations.
throughout the year. This activity provides an opportunity for UPD staff to hand out safety-related information, as well as to answer individual questions. New employee orientation includes the distribution of crime prevention and fire safety materials to all new employees.

During the 2012-2013 academic year, UPD conducted several events and presentations and staffed crime prevention display tables. The Division of Student Affairs conducted 68 programs including information regarding alcohol education, personal safety, and crime prevention for the N.C. A&T community.

The programs conducted by these offices included general crime prevention and security awareness programs such as safety education forums, programs and discussions about topics such as alcohol abuse, domestic violence, self-defense, fire safety, emergency response and evacuation procedures, sexual assault prevention, and theft prevention.

The engraving of personal property enables the police to identify the owner of lost or stolen property when recovered. Interested students, who reside on campus, will make the request to their hall directors or residence assistants that they would like for their property to be engraved. Security officers who are patrolling the residences will regularly encourage the student to have their property personalized by engraving. This is a free service provided by the UPD.

N.C. A&T provides an escort service, Aggie Escort, using vans that are available 6 p.m.–2 a.m. seven days a week to students, staff, faculty and visitors who request it by calling (336) 285-2027. Escorts are provided to and from campus within a three-block radius of the campus boundary. In addition to the escort service, N.C. A&T provides an on-campus shuttle service, with various stops throughout the campus community.

**Rape Aggression Defense (RAD)**
The Rape Aggression Defense System (RAD) is a program of realistic, self-defense tactics and techniques. This comprehensive course for women begins with awareness, prevention, risks reduction and avoidance, and progresses to the basic hands-on self-defense training. RAD is not a martial arts program. Courses are taught by certified RAD instructors and participants are provided with a workbook/reference manual that outlines the entire physical defense program for reference and continuous personal growth.

The RAD system of physical defense is currently being taught at colleges and universities across the nation. The growing widespread acceptance of this system is primarily due to the ease, simplicity and effectiveness of this system of the tactics, solid research, legal defensibility and unique teaching methodology. The system of realistic defense is intended to provide women with the knowledge to make educated decisions about resistance.

**Crime Prevention Tips**
1. Never accept rides from someone you don’t know or trust.
2. Know where emergency phones on campus are located.
3. Walk on well-lit paths and avoid short cuts, especially at night.
4. Travel with a friend or group especially at night and definitely when walking at night.
5. At social events, drink only from sealed containers, avoid punch bowls. If you leave your drink for
any amount of time unattended, don’t drink it.; throw it away and get a new drink. Never accept an opened drink from someone you don’t know or trust.

6. Avoid using ATM’s at night or when alone.
7. Attend a self-defense course.
8. Always carry a cell phone. But remember, a cell phone won’t help you stop a criminal. Have the campus police number programmed into your phone. Consider the new iPhone application Silent Bodyguard. It notifies up to four different people that you are in a dangerous situation and sends and resends your exact GPS location every 60 seconds when activated.
9. Call campus police anytime you notice anything or anyone who appears suspicious.
10. Keep your dorm or apartment locked and don’t share your keys with anyone or open the door for someone you don’t know. Use a peep hole to view who is at the door before opening it.
11. When walking or running, if you wear earphones to listen to music, keep one ear free so you can hear what is going on around you.
12. Do not allow an assailant to take you away in a car or otherwise move you. If he does you will have no way to call for help and you have less than a 50 percent chance of surviving. Kick, scream and use a whistle to protect yourself.
13. If you receive inappropriate to threatening telephone calls, text messages or emails report it to campus police.
14. Be aware of your surroundings at all times in all places. Always have an escape route especially in locations such as parties, bars and concert areas.
15. Be sure someone knows where you are. If you don’t plan to be gone all night or over the weekend, be sure to have someone check on you and you do the same for them.
16. Don’t abuse alcohol or drugs. Most people know that alcohol or drug use can contribute to the probability of becoming a victim by impairing judgment and making you less aware of your surroundings. Each year over 1,700 college students die due to some type of alcohol related incident, many more are injured or become victims of date rape.

Hazing Activities

North Carolina A&T State University prohibits hazing activities by law (G.S. 14-35). Under this statute, colleges and universities are required to take criminal and/or administrative action against any individual suspected of involvement in hazing activities. It is the responsibility of all student organizations, athletic teams or other organizations with student membership to encourage an atmosphere of learning, social responsibility and respect for human dignity, and to provide positive influence and constructive development for members and aspiring members. Hazing is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in university life, either on or off campus.

It is unlawful for any student in attendance at any university, college, or school in this state to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section, hazing is defined as follows: “to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority or other similar group.” Any violation of this section shall constitute a Class 2 Misdemeanor.
Hazing activities include any acts that cause or are likely to cause serious physical or mental harm, or which tend to or actually injure, frighten, demean, or disgrace any person; to annoy any student by playing abusive or ridiculous tricks upon them, endangering his or her life, frightening, scolding, beating, or harassing them, or subjecting them to personal indignity.

If you are aware of or have been a victim of hazing contact the N.C. A&T University Police Department at (336) 334-7675.

**Missing Person Policy**

In the event that a student is discovered to be missing for a period exceeding 24 hours, a report should be made to one of the following university officials:

* University Police Department
* Dean of Students
* Vice Chancellor for Student Affairs
* Director of Housing and Residence Life

Following receipt of a missing student report, university officials will immediately notify the A&T University Police Department, which will follow their own investigation procedures. If the student has designated an emergency contact person with the university, the university will notify that individual within 24 hours of receiving a report that the student is missing. North Carolina A&T students can confidentially designate a confidential contact person by completing the Missing Person Contact section of the Housing and Residence Life Emergency Contact Registration form at [http://www.ncat.edu/student-affairs/housing/assets/downloads/forms/personal-data.pdf](http://www.ncat.edu/student-affairs/housing/assets/downloads/forms/personal-data.pdf) or residence hall students may fill one out when they check in the residence hall. By law, the parent/guardian of students who are under 18 and not legally emancipated will be notified in the event that the student has been reported as missing for 24 hours.

**N.C. A&T Housing and Residence Life Missing Person Protocol**

In the event that a student is discovered to be missing for a period exceeding 24 hours a missing person report should be made to one of the following university officials:

* University Police Department
* Dean of Students
* Vice Chancellor for Student Affairs
* Director of Housing and Residence Life

**Residents 18 Years and Older**

Students may confidentially designate an emergency contact person with the university, by completing an Emergency Contact Registration form. Students may register a confidential contact when initially registering/checking-in. Students may make changes with the hall director at any time.

**Residents Younger than 18 Years Old (Or Not Emancipated)**

The policy requires us to notify the custodial parent or guardian no later than 24 hours after the time
Missing Person Report Filed on an Individual’s Behalf

Once a student is determined to be missing, Housing and Residence Life will contact the university police who will follow their own investigation procedures.

Notify your confidential emergency contact (custodial parent or guardian if you are less than 18 years old) within 24 hours after the student is determined missing.

All emergency contact information submitted to N.C. A&T Housing and Residence Life is kept confidential and only shared with appropriate emergency response and law enforcement personnel in the event such information is needed.

If you suspect a person is missing, notify the N.C. A&T University Police immediately at (336) 334-7675.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, UPD will inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

Alcohol, Drugs and Weapons Policy

The law requires that colleges and universities provide statistics for the following categories of arrest or referrals for campus disciplinary action (if an arrest was not made): liquor law violation, drug law violation, and illegal weapons possession.

Alcohol and Drugs

The basic mission of North Carolina A&T State University is to provide an educational environment that enhances and supports the intellectual process. The academic community, including students, faculty and staff has the collective responsibility to ensure that this environment is conducive to healthy intellectual growth. The illegal use of harmful and addictive chemical substances and the abuse of alcohol pose a threat to the educational environment. Thus, the Drug and Alcohol Education Policy is being applied to assist members of the university community in their understanding of the harmful effects of illegal drugs and alcohol abuse; of the incompatibility of illegal drugs and the abuse of alcohol with the educational mission of the university; and of the consequences of the use, possession or sale of such illegal drugs and the abuse of alcohol, including the violation of applicable laws. UPD enforces state underage drinking laws pertaining to the illegal possession, use and sale of alcoholic beverages, as well as enforcing both Federal and state laws pertaining to the illegal possession, use and sale of illegal drugs.

Objectives

1. To develop an educational program that increases the university community’s knowledge and competency to make informed decisions relative to the use and abuse of controlled substances and alcohol; and
II. To increase those skills and attributes required taking corrective action conducive to the health and well-being of potential drug and alcohol abusers.

Program Components
There are five components to this policy:
I. Education
II. Health Risks
III. Rehabilitation
IV. Sanctions
V. Dissemination and Review

EDUCATION

It is the intent of the Drug and Alcohol Education Policy of North Carolina A&T State University to insure that all members of the university community (i.e., students, faculty, administrators and other employees) are aware that the use, sale and/or possession of illegal drugs and the abuse of alcohol are incompatible with the goals of the university. Moreover, each person should be aware that the use, sale or possession of illegal drugs and the abuse of alcohol are, as more specifically set forth later in this policy, subject to specific sanctions and penalties.

All members of the university community are reminded that in addition to being subject to university regulations and sanctions regarding illegal drugs and the abuse of alcohol, they are also subject to the laws of the state and of the nation. Each individual is also reminded that it is not a violation of double jeopardy to be subject to the terms of this policy as well as the provisions of the North Carolina General Statutes. For a listing of relevant state criminal statutes, please see Appendix A. Further questions may be directed to the Office of the University Attorney (Legal Affairs) or the Division of Student Affairs.

Each member of the university community is asked to pay particular attention to the full consequences of the sanctions specified in this policy as well as the consequences of the North Carolina criminal law referenced above. Certain violations may jeopardize an individual’s future as it relates to continued university enrollment or future employment possibilities, depending on individual circumstances.

Further, it is a policy of the university that the educational, legal and medical aspects of this issue be emphasized on an annual basis through the provision of programs and activities in the following areas:

a. Annual Drug and Alcohol Education Week - Workshops and seminars on drug abuse led by former drug addicts and community agencies such as MADD, SADD, and the Sycamore Center;
b. Drug and Alcohol Awareness Fair - Exhibits featuring drug and alcohol related paraphernalia;
c. Media presentations on the university radio station, WNAA 90.1 FM, emphasizing the most current programs with drug and alcohol education messages;
d. “Home for the Holidays, Don’t Drink and Drive”; Drug and Alcohol Abuse Prevention Campaign;
e. Publication of brochure on drug education; and
f. Continuous monthly outreach programs in each residence hall.
Although directed primarily to the student population, the above noted educational programs shall also open to participation by all categories of university employees.

Additionally, the Staff Development Office is the designated university department responsible for the planning and implementation of drug and alcohol education programs geared toward the special needs of the faculty and staff. Among the programs to be implemented by the Staff Development Office are lunchtime seminars jointly conducted by the Sycamore Center, the Greensboro Police Department and the Guilford County Mental Health Department.

HEALTH RISKS

Health risks, associated with the use of illicit drugs and the abuse of alcohol, are wide ranging and varied depending on the specific substance involved and individual abuse pattern. These risks include, but are not limited to the following:

1. Physical changes which alter bodily functions such as severely increased or decreased cardiac output; shallow to irregular respiration; and damage to other major organs, such as kidney, liver and brain;
2. Emotional and psychological changes including paranoia, depression, hostility, anxiety, mood swings and instability;
3. Additional health risks could include such illnesses as AIDS HIV infection, sexually transmitted diseases, severe weight loss, cancer, cirrhosis, hepatitis, short-term memory loss, seizures and deformities to unborn children;
4. Physical and psychological dependency (addiction); and
5. Death from overdose or continuous use.

While these health risks are broad in range, persons consuming illicit drugs and alcohol will exemplify some, if not all, of the above symptoms. See Appendix A for a list of a few specific drugs and their corresponding health risks.

REHABILITATION

The university recognizes that rehabilitation is an integral part of an effective drug and alcohol policy. Consistent with its commitment in the areas of education and sanctions, it is the university’s intent to provide an opportunity for rehabilitation to all members of the university community. This commitment is evidenced through access to existing university resources and is furthered by referrals to community agencies.

Students

The university counseling center and the student health center are available to provide medical and psychological assessments of students with drug/alcohol dependency and drug/alcohol abuse problems. Based on the outcome of this assessment, treatment can be provided by either or both of these centers. If, however, the scope of the problem is beyond the capability of these centers, affected students will be referred to community agencies, such as the Guilford County Mental Health Center and Greenpoint. The cost of such services shall be the individual’s responsibility.
Employees
Referrals to local community agencies will be made available to include the Guilford County Mental Health Center, Greenpoint and private physicians. The cost of such services will be the individual’s responsibility. The services of the university’s counseling and health centers are not normally utilized by faculty and staff members except in emergency situations.

SANCTIONS

A. Illegal Drugs/Prohibited Conduct

All members of the university community have the responsibility for being knowledgeable about and in compliance with the provisions of North Carolina law as it relates to the use, possession or sale of illegal drugs as set forth in Article 5, Chapter 90, of the North Carolina General Statutes. Any violations of this law by members of the university community, subjects the individual to prosecution both by university disciplinary proceedings and by civil authorities. It is not a violation of double jeopardy to be prosecuted by both of these authorities. The university will initiate its own disciplinary proceedings against a student, faculty member, administrator or other employee when the alleged conduct is deemed to affect the interests of the university.

Penalties will be imposed by the university in compliance with procedural safeguards applicable to disciplinary actions against students (see Student Handbook), faculty members (see Faculty Handbook), administrators (see Board of Governors Policies Concerning Senior Administrative Officers as well as the EPA Non-Teaching Personnel Policies) and SPA employees (see State Personnel Commission Policies).

The penalties imposed for such violations range from written warnings with probationary status to expulsion from enrollment and discharges from employment. However, minimum penalties that apply for each violation are listed in Appendix A. For additional information, direct questions to the Office of the University Attorney (Legal Affairs) or the Division of Student Affairs. It should be noted that where the relevant sanction dictates a minimum of one semester suspension from employment, the regulations of the State Personnel Commission (as pertaining to SPA employees) do not permit suspension from employment of this duration. Thus, such sanction as applied to SPA employees dictates the termination of employment.

Federal and North Carolina Drug Related Offenses

Federal Illegal Drug Laws

Federal law penalizes the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of drugs (“controlled substances”). Federal penalties and sanctions for the simple possession of a controlled substance are quite severe. The law sets forth sentences and fines that include the following:

1. First conviction: up to one-year imprisonment, a fine of at least $1,000, or both. After one prior drug conviction: at least 15 days in prison, not to exceed two years, and a fine of at least $2,500. After two or more prior drug convictions: at least 90 days in prison, not to exceed three years, and a fine of at least $5,000. A special, harsher sentencing provision applies for possession of flunitrazepam (Rohypnol) (21 U.S.C. §844(a))
2. Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment, as well as forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance. (21 U.S.C. §§853(a) & 881(a))

3. Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to five years for the first offense, up to 10 years for the second offense, and permanently upon the third offense. (21 U.S.C. §862)

4. Ineligibility to receive or purchase a firearm. (18 U.S.C. §922(g))

Moreover, revocation of certain federal licenses and benefits (e.g., pilot licenses, public housing tenancy) are vested within the authorities of individual federal agencies. These penalties may be doubled, however, when a person at least 18 years old: (1) distributes a controlled substance to a person under 21 years of age (a term of imprisonment for this offense shall not be less than one year), and/or (2) distributes, possesses with intent to distribute, or manufactures a controlled substance in or on, or within 1,000 feet of, the real property comprising a public or private elementary or secondary school, or a public or private college. (21 U.S.C. §§859 & 860)


North Carolina Drug Laws & Penalties

Each illegal drug in the State of North Carolina is characterized in the chart below to make you aware of the potential penalty for possession or trafficking illegal drugs.

<table>
<thead>
<tr>
<th>TYPES OF DRUGS UNLAWFUL POSSESSION</th>
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<tr>
<td><strong>Schedule I:</strong> Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), other Hallucinogens, Methaqualone (Quaaludes), Phencyclidine (PCP), and MDA</td>
<td>Maximum Penalty: Five (5) years in prison and/or fine (felony)</td>
<td>Maximum Penalty: Ten (10) years in prison and/or fine (felony)</td>
<td>§90-89</td>
</tr>
<tr>
<td><strong>Schedule II:</strong> Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Seconal, Nembutal, Cocaine, Amphetamines and other opium and opium extracts and narcotics</td>
<td>Maximum Penalty: Two (2) years in prison and/or $2,000 fine (misdemeanor) – UNLESS: 1. Exceeds 4 tablets, capsules, other dosage units or equivalent quantity of Hydromorphone. 2. Exceeds 100 tablets, capsules, other dosage units or equivalent quantity. 3. One gram or more of Cocaine</td>
<td>Maximum Penalty: Ten (10) years in prison and/or fine (felony)</td>
<td>§90-90</td>
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<tr>
<td><strong>Schedule III:</strong> Certain barbiturates such as amobarbital and codeine containing medicine such as Fiorinal #3, Doriden, Tylenol #3, Empirin #3, and codeine-based cough suppressants such as Tussionex and Hycomine, and all anabolic steroids</td>
<td>Maximum Penalty: Possession of less than 100 tablets, capsules, other dosage units or equivalent quantity: Two (2) years in prison and/or fine (misdemeanor) To possess more than 100 tablets, capsules, other dosage units or equivalent quantity: Five (5) years in prison and/or fine (felony)</td>
<td>Maximum Penalty: Five (5) years in prison and/or fine (felony)</td>
<td>§90-91</td>
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<td><strong>Schedule IV:</strong> Barbiturates, narcotics, and stimulants including Valium, Taliwin, Librium, Equanil, Darvon, Darvocet, Placidyl, Tranzene, Serax, Isonam (yellow jackets)</td>
<td>Maximum Penalty: Same as Schedule III</td>
<td>Maximum Penalty: Five (5) years in prison and/or fine (felony)</td>
<td>§90-92</td>
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<tr>
<td>Schedule V: Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium, and atropine, such as Terpine Hydrate with codeine, Robitussin AC</td>
<td>Maximum Penalty: Six (6) months in prison and/or fine (misdemeanor)</td>
<td>Maximum Penalty: Five (5) years in prison and/or fine (felony)</td>
<td>§90-93</td>
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<td>Schedule VI: Marijuana, THC, Hashish, Has Oil, Tetrahydrocannabinol</td>
<td>Maximum Penalty: Possession of less than ½ ounce of Marijuana or 1/20 ounce Hashish: Thirty (30) days in prison and/or $100 fine (misdemeanor) Possession of more than ½ ounce of Marijuana or 1/20 ounce Hashish: Two (2) years in prison and/or fine (misdemeanor) Possession of more than 1½ ounce of Marijuana or 3/20 ounce of Hashish or consists of any quantity of synthetic Tetrahydrocannabinols or Tetrahydrocannabinols isolated from the resin of marijuana: Five (5) years in prison and/or fine (felony)</td>
<td>Maximum Penalty: Five (5) years in prison and/or fine (felony)</td>
<td>§90-94</td>
</tr>
<tr>
<td>Drug Paraphernalia</td>
<td>Maximum Penalty: One hundred twenty (120) days in prison and/or fine. (misdemeanor)</td>
<td>Maximum Penalty: One hundred twenty (120) days in prison and/or fine. (misdemeanor) However, delivery of drug paraphernalia by a person over 18 years of age to someone under 18 years of age who is at least three years younger: One (1) year in prison and/or fine. (felony) It is unlawful for any person to purchase or otherwise procure an advertisement in any newspaper, magazine, handbill, or other publication, or purchase or otherwise procure an advertisement on a billboard, sign, or other outdoor display, when he knows that the purpose of the advertisement, in whole or in part, is to promote the sale of objects designed or intended for use as drug paraphernalia. Sixty (60) days in prison and/or fine. (misdemeanor)</td>
<td>§90-113.22- §90-113.24</td>
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B. Alcohol/Prohibited Conduct

1. Employees: While the sale, possession, or consumption of alcoholic beverages is not illegal under state or federal law, it is, hereby, the policy of North Carolina Agricultural and Technical State University that the consumption of alcohol sufficient to interfere with or prohibit the otherwise normal execution of job responsibilities is improper and subjects the employee to appropriate disciplinary procedures. It is also the policy of North Carolina Agricultural and Technical State University that alcoholic beverages are not sold on campus. Employees violating the above noted policies are subject to appropriate disciplinary procedures, which range from warning and probation to dismissal consistent with the individual circumstances. Similarly, employees are reminded that, under N.C. law, it is illegal to sell or give malt beverages, unfortified wine, fortified wine, spirituous liquor or mixed beverages to anyone less than 21 years old. It is also illegal to aid and abet any person less than 21 years old in the purchase or possession of the alcoholic beverages noted above. Employees found violating these state laws
are subject to legal sanction as well as the appropriate disciplinary procedures.

2. Students: Students are reminded of the following university regulations and state laws regarding alcoholic beverages as contained in the Student Handbook:

Students are liable for violation of State Law GS 18B-302 while on university premises: 18B-302
Sale to or Purchase by Underage Persons
a. Sale – It shall be unlawful for any person to:
   i. Sell or give malt beverages or unfortified wine to anyone less than 21 years old; or
   ii. Sell or give fortified wine, spirituous liquor, or mixed beverages to anyone less than 21 years old.

b. Purchase or Possession - It shall be unlawful for:
   i. A person less than 21 years old to purchase, to attempt to purchase, or to possess malt beverages or unfortified wine; or
   ii. A person less than 21 years old to purchase, to attempt to purchase, or possess fortified wine, spirituous liquor, or mixed beverages.

   c. Aider and Abettor:
      i. By Underage Person - Any person under the lawful age to purchase and who aids or abets another in violation of subsection (a) or (b) of this section shall be guilty of a misdemeanor punishable by a fine of up to five hundred dollars ($500) or imprisonment for not more than six months, or both, at the discretion of the court.
      ii. 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) or (b) of this section shall be guilty of a misdemeanor punishable by a fine of up to two thousand dollars ($2,000) or imprisonment for not more than two years, or both, at the discretion of the court.

3. Students are responsible for conforming to state laws pertaining to:
   a. Transportation of alcoholic beverages
   b. Consumption of alcoholic beverages in public places
   c. Consumption of alcoholic beverages by students under the legal age
   d. Abuses of alcoholic beverages

4. There will be no consumption of alcoholic beverages in a motor vehicle while on university property or on university streets.

5. Personal consumption of alcoholic beverages is restricted to students’ rooms in residence halls, if they are of legal drinking age.

6. The possession or consumption of alcoholic beverages shall not be permitted in public places, such as lounges, game rooms, study rooms, kitchens, laundries or patios.

7. There will be no public display of alcoholic beverages.

8. The university discourages the drinking of alcoholic beverages, and other abuses of alcoholic beverages. Being under the influence of alcohol is considered a breach of conduct, and students who violate these standards are subject to disciplinary action.
North Carolina Alcohol Related Offenses

False Identification
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 in an attempt to obtain alcohol or 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 presents the card. A violation constitutes a Class 2 misdemeanor and subjects the offender to court costs and fines.

Public Intoxication
It is illegal to appear in any public place under the influence of alcohol to the degree that you: block or otherwise interfere with traffic, or block or otherwise prevent access to or passage across a sidewalk or entrance to a building, or grab, shove, push or fight with others or challenge others to fight, or curse or shout at or otherwise rudely insulting others, or beg for money or other property. Being intoxicated and disruptive in public also leads to other behaviors and important health concerns. Oftentimes 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. A violation constitutes a Class 3 misdemeanor and subjects the offender to court costs and fines.

Driving While Impaired (DWI) & Refusing a Chemical Test
In North Carolina, a person commits the offense of Driving While Impaired if they drive a vehicle upon any highway, street, or public vehicular area within this State if:

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; or
3. With any amount of a Schedule I controlled substance or its metabolites in his blood or urine.

The punishment for the offense is a misdemeanor to which the structured sentencing laws do not apply. It has five different levels of punishment; the level depends on the presence of and weight assigned to certain specified aggravating and mitigating factors found by the court.

It is illegal for anyone under 21 years of age to drive a vehicle with a blood alcohol concentration of .01 or higher.

Any person who drives a motor vehicle automatically gives consent to one or more chemical analysis (e.g. breath, blood, or urine.). This implied consent means that a person doesn’t have a right to an attorney before testing, except to view the testing procedures. Under the implied consent law, you can refuse any test, but your driver’s license will be revoked for one year and could be revoked for a longer period of time under certain circumstances, and an officer can compel you to be tested under other laws.

Your driving privilege will be revoked immediately for at least 30 days if you refuse any test or the test results is 0.08, 0.04 or more if you were driving a commercial vehicle, or 0.01 or more if you are under the age of 21.

Open Container Law
North Carolina does not have a general statute prohibiting open containers of alcohol in public.
However, the City of Greensboro has a local ordinance prohibiting open containers of alcohol in public.

Violations of the above regulations and laws will subject students to criminal prosecution, as well as campus-based charges.

C. Suspension Pending Final Disposition

The university reserves the right through the chancellor or his designee to suspend a student, faculty member, administrator and other employee between the time of the initiation of charges and the hearing to be held. Such decision will be made based on whether the person’s continued presence within the university community will constitute a clear and immediate danger or disruption to the university. In such circumstances the hearing will be held as promptly as possible.

DISSEMINATION

A copy of the Drug and Alcohol Education Policy will be distributed on an annual basis to each employee and student of the university. The distribution to all enrolled students will occur as a part of the registration process. The Division of Human Resources will administer the distribution to university employees.

The chancellor of the university shall insure on a biennial basis that this policy is reviewed for purposes of assessing its effectiveness, consistency of application of sanctions and to determine the necessity for modification. This review shall be conducted by Oct. 15 of every other year, beginning in 1992.

CONCLUSION

North Carolina A&T State University recognizes that the use of illegal drugs and the abuse of alcohol are a national problem and that sustained efforts must be made to educate the university community regarding the consequences associated with drug and alcohol abuse. The primary emphasis in this policy has therefore been on providing drug and alcohol abuse counseling and rehabilitation services through the various programs and activities outlined above.

Past experience suggests that most members of the university community are law abiding and will use this policy as a guide for their future behaviors and as a mechanism to influence their peers and colleagues in a positive direction. However, those who choose to violate any portions of this policy will pay the penalty for non-compliance. The main thrust of this policy has been to achieve a balance between its educational and punitive components.

The effective implementation of this policy rests on its wide dissemination to all members of the university community. This will be accomplished by the dissemination procedure previously outlined and through its publication in the Faculty Handbook, Student Handbook and University Catalog. All affected individuals can be assured that applicable professional standards of confidentiality will be maintained at all times.
Firearms and Weapons Offenses

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, furnishing deadly weapons to minors, aliens possessing deadly weapons, and all attempts to commit any of the aforementioned.

Weapons and Dangerous Instruments

Following is North Carolina General Statute, GS-14-269.2.

Titled: Weapons on campus or other educational property outlining the policy for weapons on educational property

G.S. 14-269.2b - It shall be a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in:

G.S. 14-284.1 – On educational property:

G.S. 14-269.2d - It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, except solely for shaving purposes, and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance on educational property.

G.S. 14-269.2f - Notwithstanding subsection (b), it shall be a misdemeanor rather than a Class I felony for any person to possess or carry, whether openly or concealed any gun, rifle, pistol, or other firearm of any kind on educational property if:

1. The person is not a student attending school on the educational property.
2. The firearm is not concealed within the meaning of G.S. 14-269.
3. The firearm is not loaded and is in a locked container, a locked vehicle, or a locked firearm rack which is on a motor vehicle, and the person does not brandish, exhibit or display the firearm in any careless, angry or threatening manner.

G.S. 14-269.2g - this section shall not apply to:

1. A weapon used solely for educational or school sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority; or
2. Armed forces personnel, officers and soldiers of the militia and National Guard, law enforcement personnel, and any private police employed by an educational institution when acting in the discharge of their official duties.

Amendment to G.S. 14-269.2

Beginning October 1, 2013, North Carolina A&T State University will observe the amendment to G.S.
14-269.2 that allows concealed handgun permit holders to transport and/or store their personal handguns in a locked vehicle, in a locked container while traveling or parked on educational property.

The House Bill 937 was signed into law on July 29, 2013, by Gov. Pat McCrory. Under the current law, it is a Class I felony for any person to knowingly possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind on educational property or to curricular or extracurricular activities sponsored by the school.

It still remains a Class I felony if the handgun is removed from the vehicle for any reason or if the handgun is transported or locked in a vehicle on N.C. A&T property by anyone who is not a concealed handgun permit holder. Anyone in violation of this law will be charged accordingly by university police.

N.C. A&T strongly opposes weapons of any kind on campus. However, the university will observe the legislative changes.

**Emergency Management and Preparedness**

North Carolina A&T State University’s Comprehensive Emergency Management Plan (CEMP) is managed by the Emergency Management Team (EMT). CEMP is designed to address emergencies that may happen at any of its facilities. The focus of the plan is on the prevention, preparedness, response, and recovery from any emergency. N.C. A&T and its business operations are susceptible to emergencies such as natural disasters, severe weather, and man-made hazards. The CEMP is designed to assist management and personnel with managing emergencies that affect its employees, customers, visitors, neighbors, contractors, and facilities. The CEMP is the foundation for the Comprehensive Emergency Management Program. The Program consists of plans, procedures training, drills and exercises, acquiring equipment, equipping facilities, and interfacing with Federal, State, and local agencies in developing and maintaining emergency response capabilities. This plan coincides with each university divisional emergency response plan.

Annually, The EMT facilitates an Emergency Preparedness drill to familiarize students, faculty and staff with emergency procedures and their individual roles.

**Emergency Response and Evacuation Testing Procedures**

An evacuation drill is coordinated by the N.C. A&T Office of Environmental Health and Safety each semester for all residential facilities on campus. A second drill is coordinated each semester for some first-year residence halls and the more densely populated halls. Thus, the emergency response and evacuation procedures are tested at least twice each year and, for some of the buildings, four times a year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The designated locations for evacuations are recorded in the building emergency action plan and is not shared with the residents because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both short-term and long-term building evacuations, UPD and residence hall staff, on the scene, will communicate information to
students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in the case of a fire or other emergency. At N.C. A&T, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the university an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by Environmental Health & Safety, and residence hall staff to evaluate egress and behavioral patterns. Reports are prepared by Environmental Health & Safety that identifies deficient equipment so repairs can be made immediately. Recommendations for improvements are also shared with the Office of Emergency Management for consideration and improvement to the Comprehensive Emergency Management Plan (CEMP).

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The residence hall staff members are trained and certified as crowd managers as well and act as an ongoing resource for the students living in residential facilities.

Drills and exercises are conducted each year to assess and evaluate the emergency plans and capabilities. After action recommendations are incorporated into the CEMP.

**University Lockdown Procedures**

A campus lockdown is a safety procedure initiated by university officials in an effort to protect the livelihood of students, staff, and faculty. This requires the residents and/or occupants of a building to stay safely sheltered where they are located once an emergency is identified and declared by the chancellor, or appropriate delegate, unless there is a specific threat within the building that requires them to exit.

The length of time that a lockdown lasts depends upon the situation that has occurred and how quickly university police and local law enforcement can resolve the situation and secure the safety of the entire campus.

**Why Would a Campus Lockdown Occur?**

A campus lockdown might be initiated for a variety of reasons including natural disasters, criminal activity, or other potential threats. While most campus lockdowns will directly involve the campus itself, university officials may order a lockdown because of a dangerous situation that has occurred near the campus.
A lockdown may be called because of a suspected threat or because of a warning that a dangerous event is about to take place. University officials take information they receive very seriously and prefer to err on the side of caution when it comes to protecting students and staff from danger.

Though university officials make the final decision to initiate a lockdown, the procedure may be requested by the Greensboro Police Department, Greensboro Fire Department, or other city and state agencies that have verifiable information about a threat.

Reasons for a campus lockdown include:

**Natural Disasters**
- Tornado
- Hurricane
- Earthquake
- Ice Storm or Blizzard
- Severe Lightning

**Criminal Threats**
- Person with a firearm or weapon seen on campus
- Report of weapon(s) on campus
- A hostage situation or an armed barricaded subject on or immediately adjacent to the campus
- Gunshots on or near campus
- Crime taking place on or near campus
- Hostile or threatening intruder on campus
- Threats involving weapons of mass destruction, which would indicate immediate danger to those on campus.

**Chemical Spills or Gas Leaks**

**What Happens During a Campus Lockdown?**

The actual events during a campus lockdown will depend entirely upon the situation taking place, but students and staff can expect certain things to happen during every lockdown. When the decision to initiate a campus lockdown is made, the siren system will be activated and an emergency notification will be sent to everyone registered to receive AggieAlert! notifications. Everyone will be clearly informed that the campus has been placed on lockdown because of an emergency situation.

The lockdown procedures will differ depending on whether the lockdown has been ordered because of a natural disaster, criminal threat or chemical leak. During a tornado for example, everyone may need to move to protected areas on lower levels or to basements or special shelters. Specific instructions like this will be disseminated via emergency notification systems.

To aid in the safety and protection of students, faculty and staff, N.C. A&T State University has identified two types of lockdowns:
Partial Lockdown

- A partial lockdown is the securing of all exterior doors of all facilities at N.C. A&T State University.
- In facilities that cannot be secured remotely, a representative from these buildings will be contacted and requested to secure the exterior doors manually.
- A partial lockdown can also be used to secure a particular area of the University where an incident has occurred that could affect the safety of the students, faculty and staff.
- During a partial lockdown, all are able to leave buildings when an evacuation is ordered.

Full Lockdown

- A full lockdown is the securing of all exterior doors and the locking or barricading of classrooms, offices and conference rooms.
- Students, faculty and staff must remain in these rooms until advised that it safe to leave.
- Students, faculty and staff who are in public areas when a full lockdown is declared must proceed to a room that can be locked or barricaded and remain until advised that it is safe to leave.
- A full lockdown is only used when a violent incident has or may occur that could impact the safety of students, faculty and staff.

What Should I Do During a Campus Lockdown?

During a criminal threat, students and staff are instructed to proceed to the nearest classroom, office, or resident hall room where they should lock the door and stay away from the windows. If you’re outside when the lockdown announcement is made, you should run quickly into a building if one is very close or stay low to the ground behind a vehicle, tree, or other large object. If a dangerous person is present on campus, it’s very important to avoid being seen.

Other precautions that should be taken during a criminal threat:

- If communication is available, call 911 and/or the University Police Department, (336) 334-7675.
- Cell phones should be silenced.
- Lights, electronics, and other equipment should be turned off.
- Everyone should stay low and away from the windows.
- Everyone should remain silent and stay very still.
- Professors or staff members are responsible for recording the names of everyone present and to ensure that no one leaves the room until the lockdown has been lifted.
- Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
- It is essential that everyone stays calm and follows any instructions given by campus security officers or police.
Once the police arrive, obey all commands. This may involve your being handcuffed, or keeping your hands in the air. This is done for safety reasons, and once circumstances are evaluated by the police, they will give you further directions to follow.

During the campus lockdown, police officers will be working to contain the threat and to apprehend any perpetrator involved. Once the situation is brought under control, security and police will ensure that the entire campus is once again safe. An all-clear message will then be disseminated in accordance with the NC A&T State University Emergency Notification Systems Protocol, and everyone will be free to unlock doors and exit the rooms and buildings.

The implementation and status of a campus lockdown will be communicated via the following means:

- Aggie Alert (Text notification)
- University e-mail
- WNAA 90.1 FM Radio
- A&T Website (www.ncat.edu)
- WNAA 90.1 FM Radio website
- Aggie Net (Plasma TV screens)
- Aggie Info Line (336.334.7325)

REMEMBER: University officials take information they receive very seriously and you should as well. Do not assume the perceived threat to be a prank or something not to be taken seriously. All threats are considered to be legitimate until it can be proven otherwise.

**Emergency Notification System Protocols**

1.1 Introduction
North Carolina Agricultural and Technical State University (N.C. A&T) has an Emergency Notification System (ENS) with multi-channel communication capabilities. The N.C. A&T ENS is intended to rapidly disseminate emergency information on an incident, and provide instructions to the N.C. A&T campus population in Greensboro, N.C. The protocols outline the emergency notification process and organization.

The purpose of these guidelines is to establish the process for activating the N.C. A&T ENS protocols when a threat or emergency situation is reported to the N.C. A&T University Police Department or to another responsible university authority operating within their direct area of responsibility and directly involved with the emergency response for a safety-and-security incident at N.C. A&T. Authorizing decision-making at the operational response level enables N.C. A&T to disseminate rapid and responsible emergency information to the campus population.

1.2 Background
The university first implemented the PIER System (AggieAlert!) in 2007, as one of its emergency notification systems. AggieAlert! is used to disseminate text messages (to mobile devices) or email messages to registered validated users. AggieAlert! complements other communication strategies used by the university’s website, university-issued email addresses, WNAA 90.1 FM radio, and local media
Participation in the AggieAlert! system is voluntary to students, faculty, staff, parents, and community affiliates. Since 2009, as the number of registrants has fluctuated due to graduation and career changes, the number of registrants has continued to grow. Currently the N.C. A&T Emergency Management Team is implementing an opt-in process. Participants also will have the opportunity to opt-out at will. The opt-in process will increase the number of students; faculty and staff receiving the emergency notification, and fluctuation in the voluntary registration process will stabilize.

The N.C. A&T ENS summarizes the university’s emergency response and evacuation procedures, including protocols for emergency notifications in those situations that represent a significant emergency or dangerous situation affecting the health and/or safety of the university community. The N.C. A&T ENS complies with the Emergency Notification requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act of 2008 and applicable Department of Education regulations. The Clery Act defines emergency notification as:

Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus ... unless issuing a notification will compromise efforts to contain the emergency.

While the law does not specify requirements related to time(s) or channels(s) associated with issuing an emergency notification, it does indicate that once the emergency situation is confirmed, such warnings should be issued “immediately.”

1.3 Training and Exercising
Training and exercising are essential to demonstrating and improving the ability of N.C. A&T to execute its ENS protocols, and the most effective methods for implementing the N.C. A&T ENS. Periodic exercising also helps ensure that equipment and procedures are maintained in a constant state of readiness. Testing N.C. A&T ENS technology may help identify issues and determine functionality before an emergency occurs.

Staff with responsibilities in the N.C. A&T ENS will receive an initial training on the emergency notification protocols and process. University executives will be briefed on the emergency notification system. On an ongoing basis staff and leadership will be trained and exercised on the N.C. A&T ENS and will be informed when N.C. A&T ENS protocols or N.C. A&T ENS system characteristics or capabilities are updated.

N.C. A&T recognizes that trained staff may not be available in an emergency to perform their function under the ENS protocols and has committed to cross-training staff on responsibilities. New staff with ENS roles will be trained on the system and protocols as they assume their positions.

The university conducts numerous emergency response exercises each year, such as table-top exercises and tests of its emergency notification system (AggieAlert!), as well as its emergency siren system. These tests are announced OR unannounced. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. Campus police officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a
serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually UPD, the Greensboro Police Department, local fire responders, and emergency medical services. All departments typically respond and work together to manage the incident. Depending on the nature of the incident, other university departments and other local or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for North Carolina A&T State University are publicized each year as part of the institution’s Clery Act compliance efforts.

2.1 Operational Guidelines

2.2 Purpose and Authority of the Emergency Notification System Protocols
These protocols provide operational guidelines for issuing emergency messages via the N.C. A&T ENS. These protocols are integrated with and supplement the N.C. A&T Emergency Response Plan.

The protocols are consistent with the Safety and Security Policies of the University, and have been approved by the chancellor’s cabinet.

N.C. A&T will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus.

2.3 Purpose of the N.C. A&T Emergency Notification System (N.C. A&T ENS)
The purpose of N.C. A&T ENS is to authorize and issue safety and security warning notifications to the N.C. A&T campus population in an emergency or when specific actions must be taken to maintain safety and security at the N.C. A&T campus. For the purposes of these protocols, authorizing and issuing notifications are distinct activities and responsibilities; authorizing a notification refers to providing approval for the issuance of the notification, while issuing a notification refers to the technical activity of broadcasting the notification. Note that in the interest of timely notification, these protocols do not contain a separate approval procedure for the language of a notification; use of the pre-approved templates (with relevant blank fields completed) addresses this issue.

2.4 Responsible University Authorities
The following university officials have been assigned the authority by the chancellor of the university to authorize emergency notifications to provide alert, warning and safety or protection instructions:

- Nicole Pride, Chief of Staff and Interim Vice Chancellor for University Advancement
- Glenn Newell, Associate Vice Chancellor for Police and Public Safety/Chief of Police
- Louisa Thomas, Director of Environmental Health and Safety
- Betty Young, Interim Director of Student Health Services

These positions will be collectively referred to as “responsible university authority” for the purposes of these protocols.

At all times in these protocols, reference to any position at the university shall be understood, in the absence of the referenced individual, to include designees.
2.5 Initial Activation of the Protocols
The process for activating the N.C. A&T ENS protocols begins when a threat or emergency situation is reported to the N.C. A&T University Police Department (UPD) or to another responsible university authority. For confirmed threats or emergency situations that require immediate or urgent notification, the N.C. A&T police department shift supervisor on duty or another responsible university authority will authorize the emergency notification based on the operational guidelines in Section 3 of these protocols.

It should be noted that for the majority of emergency threats and incidents at the N.C. A&T campus, the first notice of the situation will be via an incoming call to the N.C. A&T police department communications center. In the event of a threat or emergency in which the UPD shift supervisor on duty is not yet at the incident and/or for which specialized technical knowledge is required, another responsible university authority may confirm the threat and authorize the message with emergency safety instructions. The responsible university authority will call the communications center and authorize the dispatcher to issue the message. If the responsible university authority is trained in and has direct access to the N.C. A&T ENS interface, the responsible university authority may issue the message if necessary.

2.6 North Carolina A&T State University Emergency Notification System Channels
The N.C. A&T ENS consists of the following channels:
In the event of a situation that poses an immediate threat to members of the campus community, the university has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event for emergency notification to all or a segment of the campus community. These methods of communication include the mass notification system AggieAlert!, the university’s email system, on-campus plasma screens, social media and emergency messages that scroll across computer screens. The university will post updates during a critical incident on the homepage. Individuals may also call the university’s emergency line (336) 334-7325 for a pre-recorded message about the emergency situation. If the situation warrants, the university will establish a telephone call-in center staffed by university specialists who are trained to communicate with the campus community during an emergency situation.

2.7 Emergency Notification Message Characteristics
All N.C. A&T ENS messages will contain at minimum the following information, in the following order:

1. Nature of the incident
2. Location
3. Actions to be taken by affected populations

N.C. A&T ENS messages generated via these protocols will follow formatting consistent with N.C. A&T Phone Alerts system characteristics. Therefore, regardless of channel used, N.C. A&T ENS messages generated via these protocols will use the same message of no more than 160 characters (the maximum number of characters available in a SMS message) for all message systems.

Additional or subsequent messaging via non-N.C. A&T Phone Alerts channels (which are not constrained by technical limitations related to SMS) may use additional characters, as appropriate, to convey more information. As soon as possible following the issuance of an emergency message, the
N.C. A&T homepage and hotline will contain additional and/or supplemental information about the alert and/or the incident. These will provide instructions for (1) obtaining additional detailed information if university programs and/or services are interrupted, (2) receiving additional updates and information, and/or (3) reporting information.

2.8 Levels of Emergency Notification
The process for activating the N.C. A&T ENS protocols begins when a threat or emergency situation is reported to N.C. A&T police department or to another responsible university authority.

There are three levels of notifications under the N.C. A&T ENS. These are immediate, urgent and status update/all clear, each of which are described on the following pages.

- **IMMEDIATE:** An *immediate notification* to the campus is made when N.C. A&T police department or another responsible university authority has confirmed that an emergency situation poses an immediate threat to life safety or security of the campus population. The N.C. A&T UPD shift supervisor on duty or another responsible university authority is authorized to make an immediate notification to provide alert, warning and safety or protection instructions.

  However, the UPD shift supervisor on duty or other responsible university authority also has the authority not to authorize an immediate notification to the campus if issuing the message will create a more serious emergency and/or compromise the university’s efforts to contain the emergency. If the UPD shift supervisor or other responsible university authority makes a decision not to authorize an alert he or she must notify and consult with the N.C. A&T chief of police.

  As necessary, the chief of police notifies the chancellor of the situation, notifications authorized/issued (or not authorized/issued), and any other actions taken.

  At any time, if more than one operator attempts to log into the N.C. A&T ENS interface, or if a UPD dispatcher or other operator is given conflicting instructions, the system operator will contact his or her supervisor to de-conflict the messages and/or clarify the instructions. (This may vary depending upon the capabilities of each individual institution’s notification system.)
• **URGENT**: An *urgent notification* to the campus is made when the UPD or another responsible university authority has confirmed that an emergency situation may pose a threat to life safety or security of campus population.

If the UPD or another responsible university authority confirms an emergency situation, he or she notifies the university chief of police, who will consult with the chancellor regarding the emergency situation.

The UPD shift supervisor on duty or other responsible university authority may authorize a N.C. A&T ENS message that alerts campus populations of the situation’s location and provides precautionary actions.

As necessary, the chief of police notifies the appropriate administrators and personnel of the situation, notifications authorized/issued (or not authorized/issued), and any other actions taken.
At any time, if more than one operator attempts to log into the N.C. A&T ENS interface, or if a N.C. A&T PD dispatcher or other operator is given conflicting instructions, the system operator will contact his or her supervisor to de-conflict the messages and/or clarify the instructions. (This may vary depending upon the capabilities of the individual institution notification systems.)
• **STATUS UPDATE/ALL CLEAR:** A *status update* is made when there is new information or instructions for the campus population; it may provide an update on the situation or change in protective actions. An *all clear notification* indicates that the emergency has been contained. Status update and all clear notifications should be timed such that SMS messages do not overlap. Status update and all clear notifications are authorized by the person who has incident command, which may be the shift supervisor on duty, university chief of police, or other responsible university authority.

2.9 Emergency Notification System Authorizations

This section describes the authorization for issuing N.C. A&T ENS notifications. All N.C. A&T ENS alert protocols and procedures will be coordinated and authorized through the Office of University Relations.
The office responsible for issuing the emergency notification will, in concert with university and local first responders, determine the contents of the notification. The university has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. In cases where there is no pre-determined template message in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

<table>
<thead>
<tr>
<th>Level</th>
<th>Authorized By</th>
<th>Issued By</th>
<th>Channels Activated</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMMEDIATE</td>
<td>N.C. A&amp;T UPD shift supervisor on duty or other responsible university authority</td>
<td>N.C. A&amp;T Police Dispatcher or other trained personnel</td>
<td>- AggieAlert! (text notification)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- University email</td>
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<tr>
<td></td>
<td></td>
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<td>- WNAA 90.1 FM Radio</td>
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<td></td>
<td>- WNAA 90.1 FM Radio website</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- University fax machines</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- N.C. A&amp;T website (<a href="http://www.ncat.edu">www.ncat.edu</a>)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Aggie Net (plasma TV screens)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Aggie InfoLine, (336) 334-7325</td>
</tr>
<tr>
<td>URGENT</td>
<td>University police chief or other responsible university authority</td>
<td>Trained personnel</td>
<td>- AggieAlert! (text notification)</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>- University email</td>
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<td></td>
<td>- Aggie InfoLine, (336) 334-7325</td>
</tr>
<tr>
<td>STATUS UPDATE/</td>
<td>N.C. A&amp;T UPD or other responsible university authority (for incidents in which this person has incident command)</td>
<td>Trained personnel</td>
<td>- AggieAlert! (text notification)</td>
</tr>
<tr>
<td>ALL CLEAR</td>
<td></td>
<td></td>
<td>- University email</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- WNAA 90.1 FM Radio</td>
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</tbody>
</table>
3.0 Emergency Notification System Staff Assignments, Roles

This section describes roles and actions assigned to staff at N.C. A&T for authorizing and operating the N.C. A&T ENS. The action checklists provide detailed guidance for each position within the N.C. A&T ENS.

3.1 Summary of N.C. A&T ENS Staff Assignments and Roles

<table>
<thead>
<tr>
<th>Role</th>
<th>Actions</th>
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</thead>
<tbody>
<tr>
<td>Police Dispatcher</td>
<td>• Coordinate with the shift supervisor on duty</td>
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<td></td>
<td>• Issue immediate notifications</td>
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<tr>
<td></td>
<td>• Issue status updates or all clear notifications as instructed</td>
</tr>
<tr>
<td></td>
<td>• Activate the sirens as instructed</td>
</tr>
<tr>
<td>Shift Supervisor on Duty</td>
<td>• Confirm the emergency situation or threat</td>
</tr>
<tr>
<td></td>
<td>• Determine whether an emergency notification to the campus would create a more serious emergency and/or compromise the university’s efforts to contain the emergency</td>
</tr>
<tr>
<td></td>
<td>• Authorize the dispatcher to send out Immediate Notifications</td>
</tr>
<tr>
<td></td>
<td>• Notify the police chief of the situation, notifications authorized/issued, notifications not authorized/issued due to the potential to compromise university efforts to contain the emergency, and any other actions taken to contain the emergency</td>
</tr>
<tr>
<td></td>
<td>• May authorize the dispatcher to send an all clear notification (for incidents in which this person has incident command)</td>
</tr>
<tr>
<td>Chief of Police</td>
<td>• Receive notification of immediate notifications that have been sent, or notifications not sent because they might compromise the university’s efforts or because the immediacy of the threat is undetermined</td>
</tr>
<tr>
<td></td>
<td>• Provide executive direction to N.C. A&amp;T UPD on further messages or notifications</td>
</tr>
<tr>
<td></td>
<td>• Notify chancellor of the situation, notifications authorized/issued, and any other actions taken to contain the emergency</td>
</tr>
<tr>
<td></td>
<td>• Determine whether an emergency notification to the campus</td>
</tr>
</tbody>
</table>
would create a more serious emergency and/or compromise the university’s efforts to contain the emergency
- May authorize the dispatcher to send status update notification or all clear notifications (for incidents in which this person has incident command)

| Responsible University Authorities | • Confirm whether the emergency situation threatens the life safety or security of the campus population for situations within the authorization of the responsible university authority
• Authorize the dispatcher or trained staff to issue an immediate or urgent notification
• Notify the university chief of police
• Restrict the sending out of a notification if it would create a more serious emergency and/or compromise the university’s efforts to contain the emergency
• May authorize the dispatcher or trained staff to send status update notifications or all clear notifications (for incidents in which this person has incident command) |

| Vice Chancellor for University Advancement | • Receive notification of immediate notifications that have been sent and as appropriate, notifications not sent
• Authorize urgent notifications
• Notify the university chancellor and other officials as necessary of the situation, notifications authorized/issued, and any other actions taken |

| Director of Environmental Health and Safety | • Provide safety and security information for notifications as needed
• Confirm whether the emergency situation threatens the life safety or security of the campus population for situations within the authorization of the director of environmental health and safety per the Emergency Response Plan, office mission, and/or position description
• For situations within the authorization of the director of environmental health and safety, notify the university chief of police
• For situations within the authorization of the director of environmental health and safety, restrict the sending out of a notification if it would create a more serious emergency and/or compromise the university’s efforts to contain the emergency
• For situations within the authorization of the director of environmental health and safety, may authorize the dispatcher or trained staff to send immediate or urgent notifications; generally may authorize status update notifications or all clear notifications (for incidents in which this person has incident command) |
| **Associate Vice Chancellor for University Relations** | • Support the vice chancellor for university advancement with decisions on or in issuing urgent notifications, as necessary  
• Issue notifications  
• Provide additional information on notification messages on the university homepage, via voicemails, and on the hotline. |
| **Information Technology** | • Provide technical support to N.C. A&T UPD, the vice chancellor for university advancement, associate vice chancellor for university relations, and other responsible university authority in the operation of the N.C. A&T ENS and associated networks and systems  
• Coordinate with service providers as needed to ensure system operability |

This table presents a summary of staff assignments and roles in the N.C. A&T ENS.

### 4.1 Legal Note

The information contained in this protocol is guidance for issuance of an emergency alert, recognizing that individual circumstance or events not anticipated by this protocol may occur. The experience and judgment of those utilizing the protocol is an important consideration in how and when the protocol is utilized and when an alert is issued. The content represents the best opinions on the subject. No warranty, guarantee, or representation is made by the university of the sufficiency of the information contained herein and the university assumes no responsibility in connection therewith. This protocol is intended to provide guidelines for safe practices; therefore, it cannot be assumed that all plausible and non-plausible scenarios are contained in this document, or that other or additional information or measures may not be required.

**EMERGENCY MEDICAL RESPONSE PROCEDURES**

Students, faculty, staff and guests should report any emergency medical situations to UPD immediately at (336) 334-7128 or, by dialing 911. The UPD dispatcher will send UPD to the scene, as well as dispatch Guilford County Emergency Services.
Annual Fire Safety Report

If a fire occurs in a university building, campus members should immediately notify the N.C. A&T University Police Department (UPD) at (336) 334-7675. UPD will initiate a response, as the department has a direct dial phone line to the Metro 911 Communications Center and can summon the fire department quickly through this communication link. If a member of the N.C. A&T campus community finds evidence of a fire that has been extinguished, and the person is not sure whether UPD has already responded, the community member should immediately notify UPD to investigate and document the incident. For example, if a housekeeper finds evidence of a fire in a trashcan in the hallway of a residence hall, he/she should not touch the trashcan and should report the incident to UPD immediately and wait for an officer’s response. The officer will document the incident prior to removing the trash can.

Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Do not use the elevator. Campus members should familiarize themselves with the exits in each building. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly—but a more important reason for evacuating is for safety reasons.

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to the UPD 24-hr dispatcher.

UPD publishes this fire safety report as part of its annual Clery Act Compliance document, via this brochure, which contains information with respect to the fire safety practices and standards for N.C. A&T. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. The compliance document is available for review 24 hours a day on the UPD website at http://www.ncat.edu/UPD and a physical copy may be obtained by making a request to UPD.

1. Fire Log: Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. N.C. A&T complies with this rule by including all fire-related incidents in the Daily Crime and Fire Log. The public can view the most recent 60 days of crime and fire-related incidents by visiting the University Police Department, located at 406 Laurel Street. Requests for information older than 60 days must be directed to the associate vice chancellor for police and public safety. Information will be made available within two business days of a request for public inspection.

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

If a fire occurs in any building, community members should immediately notify the UPD by dialing (336) 334-7675. If a member of the university community finds evidence of a fire that has been extinguished, and the person is not sure whether UPD has already responded, the community member should immediately notify UPD to investigate and document the incident.

The campus fire alarm systems alert community members of potential hazards. Community members are required to heed an activated fire alarm. Ask your residence hall assistant (RA) or residence hall director about your designated meeting location.

If the fire alarm sounds:

- Go to the door of your room and check it for heat with the back of your hand.
- If it is COOL, open the door slowly and check for smoke in the hall. If there is no smoke, stay low, go to the nearest EXIT and evacuate the building.
- If it HOT or if there is smoke in the hallway, DO NOT open the door.
  - Stay in your room.
  - Pack towels, rags or blankets under the door.
  - Telephone the UPD at (336) 334-7675 and give them your location.
  - Wave a brightly colored item out the window to attract attention.
- If you CAN, evacuate your room safely.
- Close the door as you leave (DO NOT lock the door behind you). If the door locks automatically, TAKE YOUR KEYS.
- Proceed to the EXIT and evacuate the building.
- Meet at your designated area outside of and away from the building for accountability.
- Verify that everyone in your group has made it to safety.
- IF NOT, and there is a fire, contact the UPD.
- Move at least 100 feet away from the building.
- Stay away from the building for your personal safety and firefighter accessibility.
- Do not re-enter the building until the fire alarm has been silenced and the fire department or the UPD has granted permission.

When a fire alarm is activated, the elevators in most buildings will automatically recall to a pre-designated fire safe floor. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, use the emergency phone located inside the elevator to contact police communications.

**Fire Protection Equipment/Systems**
All residential buildings and university buildings are equipped with automatic fire detection and alarm systems which are monitored by UPD Communications, 24 hours a day, 365 days a year.

**Plans for Future Improvements in Fire Safety**
The university continues to assess and upgrade fire safety equipment as an ongoing process to ensure
that all equipment meets National Fire Safety standards. Future improvements will be made as needed as part of the ongoing assessment process.

**Fire Safety Education**
Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are closed for them to work. Additionally, if a door has a device that automatically closes the door, it should not be propped open.

Sprinklers are 98 percent effective in preventing the spread of fire when operating properly. Do not obstruct the sprinkler heads with materials like clothing hanging from the piping. Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of university policy.

Almost three-fourths of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is not permitted in any building.

A daily fire log is available for review 24 hours a day at the UPD from 8 a.m.–5 p.m., Monday through Friday, excluding holidays. The information in the fire log typically includes information about fires that occur in residential facilities, including the nature, date, time, and general location.

**Health and Safety Inspections**
The Office of Housing and Residence Life performs residential inspections at mid-year, usually during the winter break. Residents are notified beforehand of the inspection process. The inspections are conducted to identify safety violations as well as conditions which may be detrimental to the health or well-being of the wider residential community.

The inspections include a visual examination of electrical cords, sprinkler heads, smoke detectors and other life safety systems. In addition, each room is examined for the presence of prohibited items such as candles, halogen lamps, open coiled appliances, pets, etc. Rooms are also examined for evidence of prohibited activity such as smoking in the room, removal of door closers, unauthorized door locking or alarm mechanisms, removal of security screens or other equipment, tampering with life safety equipment, etc. This inspection also includes a general assessment of cleanliness of the room, including food and waste storage.

Conditions warranting follow-up are reported to the residential program staff, e.g., hall directors and graduate assistances, for follow-up. The staff members are expected to communicate with those residents apply sanctions which can range from fines to expulsion from housing; and to document such follow up.

The resident’s signature on the Housing and Residence Life Contract, required in order to take occupancy, signifies their acceptance of and responsibility for abiding by residential and university policies as provided through all printed publications, web sites, email and other vehicles. Specific
health and safety policies and procedures are outlined in the Student Handbook as well as the Housing and Residence Life Contract. Per the contract, Housing Services may enter any room at any time for the purposes of inspection, establishment of order, maintenance, extermination, inventory correction, cleaning, or in case of emergency or other reasonable purposes.”

**Fire Definitions**

**Fire** - Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency.

**Fire-related Deaths** - Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one year of injuries sustained as a result of a fire).

**Fire-related Injuries** - Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individuals.

**Estimated U.S. Dollar Loss Related to Fire Incidents** - Estimated total U.S. dollar loss of both contents and structure or property destroyed because of a fire incident, not loss of business.

**Evacuation Procedures Posted** - When a fire alarm is activated, evacuation is mandatory. Do not use elevators; evacuate the building using the nearest available exit.

**Fire Alarms Monitored by UPD** - Fire alarms are monitored 24 hours a day, seven days a week, 52 weeks a year by UPD Communications.

**Fire Safety Training Programs Delivered** - Number of training programs delivered by the Office of Environmental Health and Safety or other responsible persons of authority within the university or city of Greensboro to occupants of residence concerning fire prevention and preparedness.

**Buildings Equipped with Fire Alarm Systems and Smoke Detectors** - Buildings that have functional fire alarm systems and smoke detectors installed. Please note, all residence halls are equipped with a functional fire alarm system and smoke detectors.

**Buildings Protected with Automatic Sprinkler System Throughout** - Indicates an automatic sprinkler system protects all areas of a building. Please note, all residence halls with exception of Morrow Hall are equipped with sprinkler systems. Residence halls have wet-pipe automatic sprinkler systems

**Emergency Evacuation Drills (formerly known as Fire Drills)** - The number of supervised scheduled drills or actual events at campus residence halls, which are facilitated by the Office of Environmental Health and Safety. Various drills are conducted throughout the year to familiarize students, faculty and
staff with emergency procedures and individual roles. Each semester EHS facilitates at least one emergency drill targeting all residential halls.

**Fire Policy for On-campus Student Housing Facilities**

Be prepared for a fire. Fire drills are mandatory. Students failing to vacate are subject to disciplinary action. Participate in all fire drills as if they were an actual emergency. False alarms are serious and should be reported.

- If you have a disability, make sure you are included in the escape planning.
- Learn the location of all building exits. You may have to find your way out in the dark.
- If a fire occurs, smoke detectors reduce the chance of causalities. Don’t disable them.
- Fire sprinkler systems can save lives and property. Don’t hang anything on the sprinkler heads and pipes.
- Portable fire extinguishers can put out small, contained fires. Don’t play with them.

Smoking is prohibited in the building. Candles, halogen or “torchiere” lamps, incense burners and potpourri pots are forbidden in residence halls.

If you have to escape through smoke, get low and go under the smoke to your exit. Use the stairs, never an elevator during a fire.

If a fire starts in a microwave oven, keep the door closed and unplug the unit. Don’t try to remove the burning container from the microwave. Use microwave-safe cookware.

Tampering with, vandalizing or misusing fire safety equipment is prohibited and constitutes reasons for eviction from the residence hall and possible suspension or expulsion from the university. Fire safety equipment includes, but is not limited to, alarms, extinguishers, smoke detectors, door closures, alarmed doors, and sprinklers. Failure to evacuate during a safety drill will result in disciplinary action. Items that are flammable such as fuel, etc., may not be stored in a resident’s room or apartment. Items that require an open flame to operate or which produce heat (i.e., Bunsen burners, lit candles, alcohol burners, grills) are not allowed in resident’s rooms. Residents must further agree to abide by the safety regulations as stipulated in the housing contract.

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire. A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are closed for them to work. Additionally, if a door has a device that automatically closes the door, it should not be propped open. Sprinklers are 98 percent effective in preventing the spread of fire when operating properly. Do not obstruct the sprinkler heads with materials like clothing hanging from the piping. Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of university policy. Smoking is not permitted in any N.C. A&T building.

1. **Portable Electrical Appliances** - Hot plates, halogen lamps, immersion coils, air conditioners, freezers, dishwashers, washing machines, and open-coil appliances are prohibited in university
residences as they pose a threat of electrical overload and/or fire.

Microwaves, computers, stereos, televisions, radios, irons, non-commercial hairdryers, and other similar appliances are permitted, unless specifically prohibited by the residence staff. All appliances must have a manufacturer’s label that show the electrical ratings and listing by a nationally recognized testing laboratory (e.g., ETL, UL, etc.). We strongly recommend the use of surge protectors(s).

Refrigerators larger than four cubic feet internal dimensions (each resident may have one refrigerator in residence halls where refrigerators are not provided). Micro-fridges are provided in some residence halls.

Caution should be taken to prevent fire hazards resulting from excessive use of appliances and over-dependence on power strips and extension cords.

*Lamps: A Special Safety Advisory* - The use of halogen lamps is prohibited.

- Carefully read all safety instructions and warnings that accompany any lamp.
- Never use bulbs of a higher wattage or of a different style than is recommended by the manufacturer’s instruction.
- Never remove or discard a bulb that is hot to the touch; don’t try to operate a lamp that has damaged or missing parts.
- Do not place lamps near clothing, draperies, or bedding, as incidental contact with the lamp bulb could ignite the material.
- Never place materials such as towels or clothing on top of lamps.
- Avoid placing lamps in location where they may be knocked over.
- Always remember to turn off or unplug any lamp when changing bulbs or when leaving your room/apartment.
- Taking proper precautions and guarding against potential hazards posed by lamps will help ensure community safety.

2. **Smoking** - Smoking, including hookahs and other smoking paraphernalia, is prohibited in all residential buildings, and outdoors within 20 feet of windows and doors. Some houses have additional restrictions. Those who violate this policy may face disciplinary actions, fines, and possible termination of their housing agreement.

3. **Open Flames** - Fire or smoke producing articles, such as Bunsen burners, portable stoves, kerosene lamps, cut trees, incense and candles are prohibited in residence halls. Possession of hibachis, barbecue grills, smokers, potpourri burning units or other fire-starting devices/substances is prohibited in residence halls, as is their use in residential areas or adjacent outdoor space without staff supervision. Violators are subject to judicial action and criminal prosecution.
# Fire Statistics

**Reported Fires for 2011 by Building Location for All**  
**North Carolina Agricultural and Technical State University**  
**On-campus Residence Halls**

<table>
<thead>
<tr>
<th>Location</th>
<th>Total Files in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Inquiries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
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### Reported Fires for 2012 by Building Location for All North Carolina Agricultural and Technical State University On-campus Residence Halls

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<th>Location</th>
<th>Total Files in Each Building</th>
<th>Fire Number</th>
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<th>Number of Inquiries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
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Resources

ON-CAMPUS

University Police Department (24 hours) (336) 334-7675
Anonymous Tip Line (336) 334-7879
Aggie Escort Services (Sunday–Friday, 6 p.m.–1 a.m.) (336) 334-7309
Sebastian Health Center (Monday–Friday, 8 a.m.–9 p.m.) (336) 334-7880
Counseling Services (Monday–Friday, 8 a.m.–5 p.m.) (336) 334-7727
Dean of Students (Monday–Friday, 8 a.m.–5 p.m.) (336) 334-7791
Housing and Residence Life (Monday–Friday, 8 a.m.–5 p.m.) (336) 334-7708
Vice Chancellor for Student Affairs (Monday–Friday, 8 a.m.–5 p.m.) (336) 334-7696
Sexual Assault and Response Team (SART) (Monday–Friday, 8 a.m.–5 p.m.) (336) 285-2931

OFF-CAMPUS

Greensboro Police Department 911
Greensboro Fire Department 911
Guilford County Emergency Services 911
Moses Cone Hospital (336) 832-9040
Wesley Long Hospital (336) 832-0212
Guilford Center (24 hours) (800) 853-5163
National Suicide Prevention (800) 273-TALK
(800) 273-8255
Prevention Hotline Free Confidential (800) SUICIDE
(800) 784-2433
The Rape Crisis Center/Family Services of the Piedmont
Greensboro (336) 273-7273
High Point (336) 889-7273

We urge members of the university community to use this report as a guide for safe practices on and
off-campus. The Office of University Relations sends an email to every enrolled student and current
employee on an annual basis to notify that the report is available to be viewed. The email includes a
brief summary of the contents of this report and the web address for the UPD website where the
Annual Security and Fire Safety Report can be found. The report is available online at
request to have a physical copy mailed to you by calling (336)-334-7128. A copy of the report can also
be obtained from the University Police Department at Ward Hall, 406 Laurel Street, Greensboro, NC
27411.

North Carolina Agricultural and Technical State University is an AA/EEO employer and an ADA compliant
institution.
If you SEE something, SAY something. Report ALL suspicious and criminal activity.

24-HOUR EMERGENCY NUMBER
(336) 334-7675

ANONYMOUS TIP LINE
(336) 334-7879