

CHOWAN UNIVERSITY

Faith in your future

Chowan University Campus Police 2013 Annual Public Safety Report

Chowan University places a high priority on the safety and security of all members of the university community and is committed to providing a safe environment in which all members can achieve their goals. Chowan University is not immune from crime, but due to our rural physical location within the town of Murfreesboro, and because of the attitude of community shared between the University and the town, we do not experience a significant amount of crime. Chowan University has developed a series of safety and security policies that have been implemented to ensure that every possible precaution is being taken in protection of our University community.

In an effort to prevent incidents, a staff of residential living personnel is located in each residence hall to oversee the behavior of the residents, to inspect the condition of the fire safety equipment, exit lighting and to report any safety hazard. Residential living staff personnel also conduct mandatory floor meetings with the residents that cover crime prevention practices and define what type of behavior is expected. They also monitor access to the building through the enforcement of the visitation policy and residence hall card access system.

Campus Police

The Campus Police Department is located in the Hawks Nest. The department provides law enforcement services to our university community. Chowan University has its own campus police department under the direction of the Chief of Campus Police. Our officers are trained and certified to enforce the laws of the State of North Carolina just as any other law enforcement officer in the state. The department works in conjunction with local municipal and county agencies to provide police protection 24 hours per day, 7 days per week, 365 days per year. The department's primary goal is to provide a safe and secure environment of the University community to accomplish its mission. Public Safety officers have the authority to detain individuals on campus.

Public safety is everyone's responsibility and must be viewed as a joint effort for our programs to be successful.

The Campus Police Department, along with the Department of Public Safety is responsible for enforcement, security and emergency response at Chowan University. It is also responsible for providing services tailored to meet the unique needs of the Chowan University community. These services include:

- Coordinate emergency notification and response.
- Investigate all reported criminal incidents and motor vehicle collisions on campus.
- Maintain a vigorous university-wide fire safety and crime prevention program.
- Provide proactive sexual assault education and victim assistance and referral services
- Escort individuals to their cars or from building to building
- Give personal safety and law enforcement lectures
- Offer classes in:
 - Self-defense
 - Protection against sexual assault
 - Motor vehicle laws
 - Alcohol related problems
 - Computer/Internet safety
 - Homecoming Safety Forum
- Engrave valuables
- Enforce campus parking policy
- Provide transportation to airports and to the bus stations, for a fee
- Provide service for lockouts in the Residence Hall
- Provide service for lockouts of motor vehicles on campus.
- Provide battery jump starts.

How to Report crimes and Emergencies

On Campus:

- Since the Public Safety Department is staffed 24 hours per day, individuals should always report a crime, even if you are not sure about pressing charges (i.e. assault, sexual assault), or other emergencies by calling 398-1234 as soon as possible.
- Each incident is investigated by a professional officer
- Our follow-up investigations strive to identify and adjudicate cases, recover stolen property and encourage restitution, when possible

***For students that wish to report crimes or suspicious activity anonymously, there is a system in place. Students that would like to make the Chief of Campus Police aware of that activity can submit a form via the Internet. This form is transmitted to the Chief of Campus Police as a filtered email message. No one is able to determine who sent the message. If you wish to submit information in this manner, simply go to: www.chowan.edu/silentwitness*

Off Campus:

- A crime which occurs off-campus should be reported to the police department having jurisdiction for that area
- If you are unsure which department that is, call the Department of Public Safety at 398-1234 and we will assist you in locating the appropriate department

Report Crimes to

www.chowan.edu/silentwitness

Crime Prevention

Campus Facilities Maintenance

Campus police officers and safety officers constantly patrol the campus to assure a high level of physical security. As a regular part of their patrol duties, they look for any safety problems such as defective lighting, inoperative doors or locks, broken sidewalks, steps or hand rails and any other conditions which might detract from one's personal well-being. All such conditions can be reported, in writing or by phone, to the Maintenance Department at 398-1226 for correction or please call the Department of Public Safety at 398-1234. Your efforts will greatly add to or detract from our efforts to keep criminal activity at the lowest possible level around campus.

- **DO** report all crimes and/or suspicious activities to the Department of Public Safety as soon as possible at 398-1234.
- **DO** register your car with the department
- **DO** protect your personal property just as you would your money
- **DO** call if you are being stalked or harassed; if you are a victim of a crime, do not touch anything, call 398-1234 immediately
- **DO** preserve all evidence of a crime; this includes your person if you a victim of sexual assault. Do not bathe, brush your teeth, go to the rest room or change your clothes
- **DO** register all your valuables with the department on the form provided at registration or call 398-1234 for assistance
- **DO** call us for a personal escort
- **DO** attend the Chief of Campus Police's annual Public Safety presentations
- **DO** mark your property such as tape recorders, calculators, radios, etc., with some form of identification number, such as your (North Carolina) driver's license number
- **DO NOT** leave books, jewelry, purses, wallets, backpacks or other valuables unattended for any length of time
- **DO NOT** leave personal property in a locker unattended and unlocked; do not leave your residence hall room unlocked
- **DO NOT** leave purses in desks or file cabinets unattended unless locked
- **DO NOT** leave valuables on a chair behind you while at a study session
- **DO NOT** walk alone after darkTHINK!!!

Remember....by always protecting your property you can reduce the opportunity for a thief to commit a crime.

Crime Reporting

Numerous efforts are made to advise members of the campus community on a timely basis, about campus crime and crime related problems. These efforts include:

- **Annual Report** - A comprehensive Annual Report of crime related information is compiled, published and widely distributed. This Annual Report is available to any member of the campus community.
- **Special Alerts** - If circumstances warrant, special printed Crime Alerts can be prepared and distributed, either selectively or throughout the campus.

Crime Statistics

Below we have listed our crime statistics for the 2012 calendar year (January 1, 2012-December 31, 2012).

CHOWAN UNIVERSITY CAMPUS POLICE - CRIME STATISTICS

Criminal Offenses - On Campus

Criminal Offense:	Total Occurrences On-Campus		
	2010	2011	2012
A. Murder/Non-negligent manslaughter	0	0	0
B. Negligent manslaughter	0	0	0
C. Sex offenses – Forcible	2	3	1
D. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
E. Robbery	0	1	1
F. Aggravated assault	0	1	2
G. Burglary	9	10	17
H. Motor vehicle theft	0	0	0
I. Arson	0	0	0

Criminal Offenses - On Campus Residence Halls (*subset of Criminal Offenses on campus*)

Criminal Offense:	Total Occurrences Residence Halls		
	2010	2011	2012
A. Murder/Non-negligent manslaughter	0	0	0
B. Negligent manslaughter	0	0	0
C. Sex offenses – Forcible	1	2	0
D. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
E. Robbery	0	1	0
F. Aggravated assault	0	1	2
G. Burglary	9	8	15
H. Motor vehicle theft	0	0	0
I. Arson	0	0	0

Criminal Offenses – Public Property

Criminal Offense:	Total Occurrences Public Property		
	2010	2011	2012
A. Murder/Non-negligent manslaughter	0	0	0
B. Negligent manslaughter	0	0	0
C. Sex offenses - Forcible	0	0	0
D. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
E. Robbery	0	0	0
F. Aggravated assault	0	0	0
G. Burglary	0	0	0
H. Motor vehicle theft	0	0	0
I. Arson	0	0	0

Hate Crimes – On Campus

Hate Crime:	Total Occurrences On-Campus		
	2010	2011	2012
A. Murder/Non-negligent manslaughter	0	0	0
B. Negligent manslaughter	0	0	0
C. Sex offenses - Forcible	0	0	0
D. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
E. Robbery	0	0	0
F. Aggravated assault	0	0	0
G. Burglary	0	0	0
H. Motor vehicle theft	0	0	0
I. Arson	0	0	0
J. Any other crime involving bodily injury	0	0	0

Hate Crimes – Public Property

Hate Crime:	Total Occurrences Public Property		
	2010	2011	2012
A. Murder/Non-negligent manslaughter	0	0	0
B. Negligent manslaughter	0	0	0
C. Sex offenses - Forcible	0	0	0
D. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
E. Robbery	0	0	0
F. Aggravated assault	0	0	0
G. Burglary	0	0	0
H. Motor vehicle theft	0	0	0
I. Arson	0	0	0
J. Any other crime involving bodily injury	0	0	0

Hate Crimes – Residence Halls

Hate Crime:	Total Occurrences Residence Hall		
	2010	2011	2012
A. Murder/Non-negligent manslaughter	0	0	0
B. Negligent manslaughter	0	0	0
C. Sex offenses - Forcible	0	0	0
D. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
E. Robbery	0	0	0
F. Aggravated assault	0	0	0
G. Burglary	0	0	0
H. Motor vehicle theft	0	0	0
I. Arson	0	0	0
J. Any other crime involving bodily injury	0	0	0

Arrests – On Campus

Crime:	Number of Arrests-On Campus		
	2010	2011	2012
A. Illegal Weapon Possession	0	2	3
B. Drug Law Violations	10	10	23*
C. Liquor Law Violations	2	8	3

*Increased numbers are due to unprecedented growth of student population during the past ten years. This has resulted in additional Public Safety Staff and additional increases in Residence Life Staff which are required to live on campus.

Arrests – On Campus Residence Halls (Subset of Arrests-On Campus)

Crime:	Number of Arrests-Residence Halls		
	2010	2011	2012
A. Illegal Weapon Possession	0	1	3
B. Drug Law Violations	4	6	7
C. Liquor Law Violations	1	1	3

Arrests – Public Property

Crime:	Number of Arrests- Public Property		
	2010	2011	2012
A. Illegal Weapon Possession	0	0	0
B. Drug Law Violations	0	2	0
C. Liquor Law Violations	0	3	1

Disciplinary Actions – On Campus

Crime:	Num. of Persons Referred for Disciplinary Actions		
	2010	2011	2012
A. Illegal Weapon Possession	1	4	3
B. Drug Law Violations	13	24	15
C. Liquor Law Violations	38	24	38*

*Increased numbers are due to unprecedented growth of student population during the past ten years. This has resulted in additional Public Safety Staff and additional increases in Residence Life Staff which are required to live on campus.

Disciplinary Actions – On Campus Residence Hall (Subset of Disciplinary Actions-On Campus)

Crime:	Num. of Persons Referred for Disciplinary Actions		
	2010	2011	2012
A. Illegal Weapon Possession	0	4	3
B. Drug Law Violations	10	12	15
C. Liquor Law Violations	34	14	36*

Disciplinary Actions – Public Property

Crime:	Num. of Persons Referred for Disciplinary Actions		
	2010	2011	2012
A. Illegal Weapon Possession	0	0	0
B. Drug Law Violations	0	0	0
C. Liquor Law Violations	0	2	0

Alcohol and Drug Policies

Alcohol and illegal drugs are not allowed on campus. The complete policies on these and all offenses, which include sexual assault, are covered in the Student Handbook. Information in this document is provided to satisfy requirements of the Crime Awareness and Campus Security Act of 1990. Additionally, other informative documents on crime prevention and crisis centers are located in Hawks Nest. The department has procedural manuals located in the office of the **Chief of Campus Police**.

In conjunction, with Residence Life drug and alcohol abuse education and Sexual Assault and harassment education programming is completed by **Residence Life staff**.

Sexual Harassment & Sexual Assault Policies

Chowan University WILL NOT TOLERATE sexual harassment or assault, IN ANY FORM, including acquaintance rape or group (gang) rape. When there is probable cause to believe that the Chowan University regulations prohibiting sexual harassment or assault have been violated, the University will pursue strong disciplinary actions through its own channels. This discipline includes the possibility of suspension or expulsion from the University. A student charged with sexual assault can be prosecuted under North Carolina criminal statutes AND disciplined under the University code of student conduct. Even if the criminal justice authorities choose not to prosecute, the University can pursue disciplinary action.

I. Definitions of Rape

Rape is forced sexual intercourse that is perpetrated against the will of the victim. The force may involve physical violence, coercion, or the threat of harm to the victim. Rape is an act of violence, aggression, and power and the most prevalent, serious, violent crime committed on university campuses.

➤ *Acquaintance Rape*

The most prevalent form of rape on university campuses is acquaintance rape, which is forced, manipulated or coerced sexual intercourse by a friend or acquaintance.

➤ *Group or Gang Rape*

This type of rape often occurs in residence halls where students frequently have been drinking heavily or using drugs. Multiple assailants attack the victim often after passing out.

➤ *Sexual Assault*

Sexual assault is defined as any forced sexual activity that is against a person's will. The force may come in the form of actual physical force or it may be mental and emotional pressures, coercion or manipulation. Other felonious crimes besides rape include sodomy (forced anal intercourse); and rape by foreign object (forced penetration of the genital or anal openings by a foreign object including a finger).

➤ *Sexual Battery*

Sexual battery is defined as the unwanted touching of an intimate part of another person, such as a sexual organ, buttocks, or breast, for the purpose of sexual arousal.

➤ *Sexual Harassment*

Sexual harassment is another form of sexual assault. It is defined as unwelcome sexual advances or requests for sexual favors by a member of the campus community. The assailant may use, threaten to use, or imply that submission to or rejection of such conduct will have an impact upon academic decisions affecting the victim. This may involve students and professors or staff members.

II. For the Victim of Sexual Assault

If you are the victim of sexual assault or rape, you should do the following:

- Go to a safe place and tell someone that you trust
- Contact the Department of Public Safety (Public Safety Gazebo between Belk and Jenkins Halls, 398-1234 or 862-5676)
- Get medical attention, even if there are no injuries. (The state of North Carolina can pay the bill anonymously.) Go to a hospital emergency room. Do not bathe, shower, douche, or change clothes before going.
- Treatment for rape may include testing for sexually transmitted diseases, medication to prevent pregnancy and documenting evidence of the rape so you can decide later whether to prosecute.
- Report the sexual assault. It is your decision whether to report the sexual assault to police, but you are strongly encouraged to press charges.
- Campus authorities can charge a student with a violation of the student code of conduct if you do not press charges.
- Seek counseling. Whether or not you report the sexual assault or prosecute, a trained counselor will be available for help in dealing with the emotional aftermath of the assault. Contact any of the following:
 - Director of Residence Life Penny Hall 102, (252)398-6237
 - Vice President for Student Affairs Penny Hall 201A, (252)398-1227

- Director of Campus Ministry Penny Hall 201, (252)398-6282
- Off-campus: have Department of Public Safety call one the Crisis Lines: Ahoskie, NC 332-4442 or 209-8161, RC SAFE 332.1933

III. The University's Response to Reports of Sexual Assault

The campus' first responsibility in responding to reports of sexual assault is caring for the individuals involved (the victim, roommate, parents, close friends, and alleged assailant).

➤ *Step one:*

If an incident is reported to you, recognize that the individual might be struggling with painful feelings - denial, fear, embarrassment, or rage – when seeking assistance. To build trust and to assist the individual in getting further help, validate the courage she/he has shown in talking to you and assure him/her that one need not be alone in his/her struggle with this issue. Keep in mind that while no one invites sexual assault, many people feel that it was the victim's fault (by asking, for example, "What were you doing out so late?"). This might contribute to feelings of guilt and impede the healing process.

➤ *Step two:*

Urge the individual to seek assistance from campus support services such as the Director of Housing and Residence Life, the Director of Wellness Center, one of the Ministers to the University, or the Vice President for Student Life. Offer to accompany the individual to the appropriate service.

➤ *Step three:*

Urge the individual to seek medical care as soon as possible because of physical and emotional trauma that may accompany sexual assault. The risk of sexually transmitted diseases and pregnancy are also concerns to which physicians can respond. One should go to the emergency room of the nearest hospitals: Roanoke Chowan Hospital in Ahoskie or Southampton Memorial Hospital in Franklin, Virginia.

➤ *Step four:*

If the assault took place on or near campus, call Department of Public Safety: 398-1234 or 862-5676. The Department of Public Safety will respond promptly.

If the individual is considering reporting the assault to the police, let her (or him) know that it is crucial that medical evidence be collected as soon as possible as physical evidence is important.

Have the Department of Public Safety call the police if the victim wants to report the crime. Strongly encourage the victim to allow someone to report the assault to the police.

Murfreesboro Police Department
9-911 or 398-4151

Hertford County Sheriff's Department
358-7800 (if assault occurs out of city limits)

➤ *Step five:*

To protect the individual's privacy, discuss the incident only with those campus employees who have a NEED TO KNOW so that they can provide services to parties involved. Refer all inquiries about an alleged sexual assault to the Vice President for Student Affairs, 398-1227.

IV. Disciplinary Action taken Against those Charged with Sexual Harassment or Sexual Assault:

- A. Report sexual harassment or sexual assault to the Director of Public Safety or to the Vice President for Student Affairs.
- B. The above persons will investigate the report.
- C. If sufficient evidence is produced to support a claim against the accused, charges will be drawn.
- D. The accused may admit his/her guilt and waive the right of a hearing. If this is done, the accused agrees to accept the punishment imposed by the Vice President for Student Affairs.
- E. If the accused requests a hearing, the Vice President for Student Affairs is responsible for determining the penalty. The penalty for sexual harassment can range from an official reprimand to suspension. The penalty for sexual assault is suspension or expulsion.
- F. A student can request an appeal by following the appeal procedure, which is explained elsewhere.

V. Rights of Victims of Sexual Harassment or Sexual Assault

- To encourage reporting of assaults and to ensure fairness to victims throughout the disciplinary process, Chowan University has the following statement of rights of victims:
- The right of a victim to have a person or persons of her or his choice, within the University community, to accompany her or him throughout the disciplinary hearing
- The right to remain present during the entire proceeding
- The right, as established in state criminal codes, not to have his/her irrelevant past sexual history discussed during the hearing: (The Rape Shield Law)
- The right to make a "victim impact statement" and to suggest an appropriate penalty if the accused is found in violation of the code
- The right to be informed immediately of the outcome of the hearing

To Avoid High Risk Situations For Men:

- Know your sexual desires and limits. Communicate them clearly.
- Be aware of social pressures. It is OK not to “score.”
- Being turned down when you ask for sex is not a rejection of you personally. Women who say “No” to sex are not rejecting the other person; they are expressing their desire to not participate in a single act. Your desires may be beyond your control but your actions are within your control.
- Do not assume that just because a woman dresses in a “sexy” manner and flirts that she wants to have sexual intercourse.
- Do not assume that previous permission for sexual contact applies to the current situation.
- Avoid excessive use of alcohol and drugs. Alcohol and drugs interfere with clear thinking and effective communication.

For Women:

- Know your sexual desires and limits. Believe in your right to set those limits. If you are not sure STOP and talk about your feelings.
- Be assertive. Often men interpret passivity as permission. Be direct and firm with someone who is sexually pressuring you.
- Be aware that your nonverbal actions send a message. If you do dress in a “sexy” manner and flirt, some men may assume you want to have sex. This does not make your dress or behavior wrong, but it is important to be aware of misunderstanding.
- Pay attention to what is happening around you. Watch the nonverbal clues. Do not put yourself in vulnerable situations.
- Trust your intuitions. If you feel you are being pressured into unwanted sex, you probably are.
- Avoid excessive use of alcohol and drugs. Alcohol and drugs interfere with clear thinking and effective communication.

WWW.NCFINDOFFENDER.COM is the North Carolina Sex Offender and Public Protection Registry. This is where law enforcement information for sex offenders is provided.

Fire Alarm System

The campus fire alarm system is critical to the protection of the lives and property of students. General Statutes 14-286 of the North Carolina Criminal Law pertains to giving false fire alarms or tampering with fire alarm equipment as follows: It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or to aid and abet anyone in giving a false alarm of fire, or to break glass key protector, or to pull the slide arm, or lever of any systems, except in case of fire, or will fully misuse or damage a portable fire extinguisher, or in any ways to willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm, fire detection, smoke detection or fire extinguishing system.

- *Civil Penalty:* Any person violating any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500, imprisonment for not more than six months, or both.
- *University Penalty:* preliminary suspension and not less than removal from campus housing nor more than expulsion.

Fire Prevention

What causes a Fire?

Lifestyles of university students are in some ways particularly susceptible to fire hazards. Overloading electrical circuits with cooking and other appliances, using improperly gauged extension cords and multiple plugs are common contributors. As with most residential fires, the leading cause is CIGARETTES. Smoking material often lights upholstery or bedding when the smoker falls asleep.

Before a Fire:

- Take fire drills seriously
- Know primary and secondary evacuation routes. Each building has at least two exit routes
- Know locations of fire alarm pull stations and fire extinguishers and how to activate
- Have phone numbers for Fire Department (398-4151) and the Department of Public Safety (398-1234) near your phone
- Count and remember the number of doors between your door and exits
- Be aware of fire hazards
- Be careful with cigarettes, electrical appliances, and combustibles

On Hearing the Fire Alarm Sound:

- Prepare to exit building in an orderly manner
- Be familiar with safety precautions in exiting the building in case of fire (provided by residence hall staff).
- DO **NOT** USE ELEVATORS
- Follow directions of the person in charge
- Be sure the fire department is called

In Case of Fire:

- Sound the fire alarm immediately to alert residents
- If possible, shut all doors and windows in immediate vicinity
- Use fire extinguisher on only the smallest, most containable fire
- Notify residence hall staff of location and type of fire
- Leave building by nearest exit and stay calm
- Crawl to prevent smoke and gas inhalation
- Take quilt or large towel to cover your face
- Take room key, but do not lock your room

After Exiting the Buildings:

- Stand clear of the building after evacuating
- Report to your RA to be accounted for
- Follow directions of the staff members, Public Safety officers, Police, and Fire personnel

Keep in Mind:

- The charge for replacing an EXIT LIGHT is \$50.00.
- The charge for replacing damaged SMOKE DETECTORS is \$100.00 for Parker Hall.
- The charge for replacing damaged COMPUTER CARDS in the control panel is \$400.00.
- When an individual is found guilty of damaging the above items, the individual will be charged. If the guilty person or persons cannot be identified, those living in the area or on the floor will be prorated to cover the cost.
- These charges are in addition to fines that may be the result of the judicial process.

Hurricane Safety

A hurricane is an intense area of low atmospheric pressure with counter-clockwise winds of at least 75 miles per hour. Always consider hurricane wind velocities of this magnitude a serious threat. Of all the natural disasters, a hurricane offers the greatest chance of advance preparations.

The National Weather Service offers these suggestions:

Level One: *Hurricane Watch* (Hurricane may threaten within 36 hours)

- 1) Check transistor radio and flashlight for fresh batteries.
- 2) Fill vehicle with gasoline and relocate to safe area away from trees, poles, etc.
- 3) Store at least a two-day supply of food and water in your room (food that requires no refrigeration or cooking).

Level Two: *Hurricane Warning* (Hurricane expected to strike within 24 hours)

- 1) Recheck supplies
- 2) Stay indoors and out from under trees, power lines, etc.
- 3) Murfreesboro is located on a coastal evacuation route; therefore, stay off the streets
- 4) Stay out of long span buildings (Helms Center, Hawks Nest), elevators, etc.
- 5) Stay away from windows (the larger, the more dangerous)
- 6) Collect and store valuable and personal papers (money, jewelry, medicine, etc.)
- 7) Stay calm!

Tornado Safety

A tornado is a very intense low-pressure area with counterclockwise winds sometimes exceeding 200 mph. Tornadoes generally moves in a direction from the southwest to the northeast. A rapid reduction in atmospheric pressure causes structures to explode from the inside. Flying objects such as boards, limbs or other building materials cause most injuries. Adequate preparation for a tornado is the most difficult of all considerations; it offers the least amount of advance warning.

The National Weather Service offers these suggestions:

Level One: *Tornado Watch* (Conditions are right for tornado development.)

- 1) Stay calm. Continue normal activities, but be alert.
- 2) Monitor weather reports - take shelter.

Level Two: *Tornado Warning* (A tornado has actually been sighted).

- 1) Seek shelter - to lowest floor, preferably an interior hallway - stay away from windows.
- 2) Avoid long span buildings (Helms Center, Hawks Nest, etc.). If unavoidable, go to the rest rooms, closets, or hallways of these structures
 - Sit with back to wall and hands folded over head and neck.
- 3) If caught outside:
 - Move away at right angles from the storm's path.
 - Get out of vehicles.
 - Lie flat in the lowest spot available (ditch, ravine, or other low spot).

Missing Student Policy

A missing student is defined as any currently registered student of Chowan University who has not been seen by friends, family members or associates for a reasonable length of time, and whose whereabouts have been questioned and brought to the attention of a member of the University community. The Director of Public Safety will initiate an investigation when they are notified that a student, who resides in a University residence hall, is missing, with no reasonable explanation for his/her absence. In the event of a missing student residing on campus, the Assistant Vice President of Student Affairs will notify the parents/family members regarding the situation. In the event the student does not reside in a University residence hall, the appropriate municipal local police authorities will be notified by University Police and an investigation will be initiated.

Critical Issues Management Plan

The Critical Issues Management Plan for Chowan University is designed to allow the university and its constituents to have a full understanding of both the planning and response processes involved in critical issues. The plan recognizes that by its nature Chowan University is distinct from many other organizations due to its size, organization, mission and relationships to diverse constituencies.

The plan is intended to be a dynamic document that can address a wide range of issues and meet the greatest number of its constituent's needs.

Critical Issues Management Team

When a Critical Issue is identified, the President of Chowan University will convene an initial meeting of the Critical Issues Management Team (Team). This group is comprised of the President, the Provost and Vice President of Academic Affairs, Vice President for Student Affairs, Vice President for Enrollment Management, Vice President for Business Affairs, Vice President for Human Resources, Vice President for Development, Director of Athletics and Director of Public Safety.

In the event that the President is unable to convene a meeting of the Team the Vice President for Student Affairs will serve as the chair of the team.

The Team will review the incident and may call a secondary team that could include but would not be limited to; the University Registrar, Director of Information Technology, Assistant Vice President for Student Affairs, Minister to the University, Director of Food Services, Director of Sports Information, Dean of Enrollment, and Director of University Relations.

Chowan University enjoys formal mutual response agreements with Murfreesboro Police and Hertford County Sheriffs' Departments. These agreements assume that the Chief and Sherriff serve as ex-officio members of the Team as well as University Counsel.

The President will serve as the official spokesman for the University in all matters pertaining to a critical issue. The only time an individual may speak publicly about a critical issue is if the President has given specific instructions about such a statement.

Critical Issues Response Plan

Chowan University is committed to health, safety and security of the university community. The University also recognizes the central role it plays in the greater Chowan region. In the event of a critical issue the university asks that all members of its community stay calm and follow its established procedures.

About Critical Issue Preparedness

Chowan University has plans in place to respond to a wide range of critical issues. The following are highlights:

- Should a natural disaster, wide spread medical emergency, terrorist attack or other critical issues occur the Critical Issue Management Team will be convened. At that time, leaders of critical operation departments will meet to execute operational decisions. Members of this group will be on-call around the clock.
- Residential students will receive instruction on evacuation and other safety measures at the beginning of each new academic year. Evacuation drills will be held each semester.
- The Helms and Jenkins Centers may provide emergency alternative housing space for residential students.
- The university's athletic fields and other facilities may serve as emergency staging areas for the greater Chowan community.

Preparation

Chowan University's Critical Issue Management Plan depends on the cooperation of the entire university community for its effectiveness. Being prepared and remaining calm during any critical issue are essential. Panic can be one of the greatest hazards faced throughout the life of a critical issue. Adequate planning can save lives, reduce suffering and preserve property by enabling calm response during critical issues.

During a critical issue it is imperative that all members of the university follow established procedure and the instructions of emergency personnel. Each building has emergency procedures posted. If such an occurrence takes place, follow the appropriate instructions.

Communication during an event may utilize one or more of the following; the university web site, e-mail, voice mail and Public Safety's or Murfreesboro Police public address system.

Critical Issues Information Gathering

The single most important factor in managing a critical issue is understanding the threat that may exist. Therefore the gathering of information is of paramount importance. It is imperative that information such as weather threats, police bulletins, employee background checks, prospective student's background statements, safety net and/or faculty/staff concerns be shared with the appropriate members of the Chowan community.

Annual Fire Safety Report

Housing Facility

Number of Fires

Name of Facility	Street Address	2010	2011	2011
Parker Hall	One University Place	0	0	1
Dunn Hall	One University Place	0	0	0
Simons Hall	One University Place	0	0	0
Mixon Hall	One University Place	0	0	0
Jenkins Hall	One University Place	0	0	1
Belk Hall	One University Place	0	0	0
University House	212 East High Street	0	0	0
310 S. Fourth Street	310 S. Fourth Street	N/A	0	0
313 Union Street	313 Union Street	N/A	0	0
401 Union Street	401 Union Street	N/A	0	0
411 Union Street	411 Union Street	N/A	0	0
Whites Crossing A	900 Union Street A	N/A	0	0
Whites Crossing B	900 Union Street B	N/A	0	0

Facility	Category of Fire	Cause of Fire	Fire related injuries	Fire related deaths	Property Damage
Parker Hall	Unintentional	Smoking Material	0	0	\$0-\$99
Jenkins Hall	Unintentional	Electrical	0	0	\$0-\$99

Fire Safety Systems

<u>Facility</u>	<u>Fire Alarm Monitoring done off site</u>	<u>Sprinkler System</u>	<u>Smoke Detection</u>	<u>Fire Extinguisher Devices</u>	<u>Evacuation Plans and Placards</u>	<u>Number of Fire Drills each calendar year</u>
Parker Hall	X		X	X	X	4
Dunn Hall	X		X	X	X	4
Simons Hall	X		X	X	X	4
Mixon Hall	X		X	X	X	4
Jenkins Hall	X		X	X	X	4
Belk Hall	X		X	X	X	4
University House			X	X		
310 S. Fourth Street			X	X		
313 Union Street			X	X		
401 Union Street			X	X		
411 Union Street			X	X		
Whites Crossing A	X	X	X	X	X	4
Whites Crossing B	X	X	X	X	X	4

Appliances/Equipment

Campus housing has varying design and construction. The University reserves the right to impose reasonable requirements with respect to the use of appliances or equipment in campus housing. Some examples of items not permitted in campus housing are listed below. However, this list is not all-inclusive. If students have questions about specific items not listed, they are directed to the Residence Life Office for clarification. Those items not allowed are: halogen lamps, toaster ovens, hot plates, deep fat fryers, gas or charcoal grills, power tools, air conditioners, mopeds, motorbikes, or motorcycles. All electrical appliances must be UL (Underwriters Laboratory) approved.

Smoking/Open Flames

Smoking is not permitted in the residence halls or within a twenty-five foot “Smoke Free Zone” around all university building entrances. Open flames, including but not limited to candles or incense, are not allowed.

Student Housing Evacuation

Before a Fire:

- Take fire drills seriously
- Know primary and secondary evacuation routes. Each building has at least two exit routes
- Know locations of fire alarm pull stations and fire extinguishers and how to activate them
- Have phone numbers for Fire Department (911) and Public Safety (252.862.5676) near your phone
- Count and remember the number of doors between your door and exits
- Be aware of fire hazards
- Be careful with cigarettes, electrical appliances, and combustibles

On Hearing the Fire Alarm Sound:

- Prepare to exit building in an orderly manner
- Be familiar with safety precautions in exiting the building in case of fire. (Provided by residence hall staff.)
- DO NOT USE ELEVATORS
- Follow directions of the person in charge
- Be sure the fire department is called

In Case of Fire:

- Sound the fire alarm immediately to alert residents
- If possible, shut all doors and windows in immediate vicinity
- Use fire extinguisher on only the smallest, most containable fire
- Notify residence hall staff of location and type of fire
- Leave building by nearest exit and stay calm
- Crawl to prevent smoke and gas inhalation
- Take quilt or large towel to cover your face
- Take room key, but do not lock your room

After Exiting the Buildings:

- Stand clear of the building after evacuating
- Report to your RA to be accounted for
- Follow directions of the staff members, Public Safety officers, Police, and Fire personnel

Keep in Mind:

- The charge for replacing an EXIT LIGHT is up to \$200.00
- The charge for replacing damaged SMOKE DETECTORS is up to \$200.00
- When an individual is found guilty of damaging the above items, the individual will be charged. If the guilty person or persons cannot be identified, those living in the area or on the floor will be prorated to cover the cost
- These charges are in addition to fines that may be the result of the judicial process

**Report all fires by calling 9-911 to local
dispatch for police/fire or University Public
Safety at 252.398.1234**