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

The information and policies described in the Wake Forest Baptist Medical Center main campus report applies to all campuses except where noted.

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

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

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

Information in this report is applicable to all WFBMC campuses, including the WFBMC main campus (referred to herein as “the WFBMC campus”), the Innovation Quarter campus, and the Boone campus unless otherwise noted. Maps can be found on pages 7 (WFBMC Campus) and 8 (Innovation Quarter Campus) of this report. Information regarding the WFBMC Boone campus -- located in Boone, North Carolina -- can be found beginning on page 60 of this report.

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

To report criminal acts and other emergencies:

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

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

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

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

**NOTE:** If the situation involves weapons or extreme force that by its nature would inflict serious bodily harm you should call local law enforcement at 9-1-1. However, as soon as practical after notifying law enforcement call the WFBMC Security Services at 336-716-9111 or 336-716-3305 so someone can respond to assist and document the occurrence as well.
CAMPUS LAW ENFORCEMENT POLICIES

The Wake Forest Baptist Medical Center Security Services Department (herein referred to as “WFBMC Security Services”) is committed to providing a safe environment for all members of the WFBMC community. WFBMC Security Services, which operates 24 hours/7 days a week, is comprised of professional personnel whose purpose is to provide a safe environment in which students and employees may learn and work.

Security officers document violations of WFBMC policy and may contact local law enforcement agencies to report observed violations of federal and state laws. WFBMC Security Services also maintains a Daily Crime Log for all WFBMC campuses. The Log is available to the public for review via the web at https://school.wakehealth.edu/Campus-and-Community-Life/Campus-Safety-and-Security or in person at the WFBMC Security Services Department Administration office located on the WFBMC main campus adjoining Reynolds Tower, Main Floor – Ambulatory Care.

WFBMC Security Services personnel are non-commissioned security officers who do not possess statutory authority to conduct criminal investigations or effect arrests. Security officers are not sworn officers and have no service jurisdiction outside of WFBMC campuses and properties, but they are responsible for enforcing WFBMC policies related to ensuring the safety for students, faculty, staff, patients and visitors on WFBMC campuses and properties. When criminal reporting or investigation is required, WFBMC Security Services will contact the Winston Salem Police Department or local police. (There are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between WFBMC and the Winston-Salem Police Department or other local police departments.) WFBMC Security Services maintains a strong working relationship with state and local police agencies, including: Winston-Salem Police Department, Forsyth County Sheriff’s Office, State Bureau of Investigation, Federal Bureau of Investigation, and North Carolina State Highway Patrol.

CAMPUS SECURITY POLICIES AND PROCEDURES

WFBMC Campus

WFBMC Security Services personnel patrol, via foot and marked vehicles, the WFBMC campus. Map A on page 7 illustrates the WFBMC campus areas subject to Clery Act reporting.

There are 81 emergency (blue light) call stations located throughout the campus. Persons using a call box are immediately connected to the WFBMC Security Services Emergency Communications Center. Either Security Services or local law enforcement officers are dispatched to an activated call box and can, if necessary, speak directly with the person using the call box via the officer’s portable radio. Call boxes and campus lighting are routinely checked by WFBMC Security Services. Repair requests are made to WFBMC Security Services.

With regard to the WFBMC campus, there are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between WFBMC Security Services and the Winston-Salem Police Department or other local police departments.

Innovation Quarter Campus

WFBMC has contracted with Sunstates to patrol, via foot and marked vehicles, the Innovation Quarter campus, which consists of the buildings identified in Map B on page 8. Additionally, at Innovation Quarter campus (Building 60), Wake Forest University Police also patrol and respond to incidents in order to assist
Sunstates with the maintenance of a safe and secure environment. Sunstates security personnel have no powers of arrest and utilize local law enforcement (Winston Salem Police Department) when criminal reporting or investigation is required. (There are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between Sunstates and the Winston-Salem Police Department or other local police departments.) Wake Forest University Police have powers of arrest while on the Innovation Quarter campus but in most cases, utilize local law enforcement (Winston Salem Police Department) when criminal reporting or investigation is required. (There are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between Wake Forest University Police and the Winston-Salem Police Department or other local police departments as related to the Innovation Quarter campus.)

There are 31 emergency (blue light) call stations on the Innovation Quarter campus. Persons using a call box are connected to the WFBMC Security Services Emergency Communications Center. Either Sunstates security personnel or local law enforcement officers are dispatched to an activated call box and can, if necessary, speak directly with the person using the call box via the officer’s portable radio. Call boxes and campus lighting are routinely checked by Sunstates security officers. Repair requests are made to WFBMC Security Services.

**Photo Identification Badges**

Each employee and student is provided with a photo identification badge that must be worn in a visible location (*above the waist, pocket height, is preferred*) at all times while on WFBMC property, including the WFBMC campus and Innovation Quarter campus. An employee/student without a WFBMC issued ID badge may be asked to leave, stop work/studying or be denied access to the WFBMC and Innovation Quarter campuses until the badge is replaced or positive identification is obtained. Students and employees should immediately report lost or stolen ID badges to the WFBMC Identification Office at 336-716-0069.

**Parking**

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

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

**Security of Campuses**

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

REPORTING PROCEDURES

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

Voluntary and Confidential Reporting

There are procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Should a student or employee become the victim of a crime and choose not to pursue action or is unable to do so under the applicable campus judicial or employee process or through the public criminal justice system, students and employees may still want to consider making a confidential report. In addition to the Silent Witness Form https://police.wfu.edu/forms/silent-witness-form/, students and employees may request that the WFBMC Security Services and/or the WFU PD personnel file a report on behalf of the victim with the details of the incident. This may be done without revealing the student’s or employee’s identity. This confidential report will protect the student’s or employee’s identity while assisting with notification to other students and employees of potential risk. Confidential reports are included among crime statistics for the WFBMC and Innovation Quarter campuses but do not provide identifying information.

A list of the titles of each person or organization to whom students and employees should report the criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure are as follows:

- Director of Security Services
- Security Services Operational Manager
- Security Services Systems Manager
- Security Services Investigations Coordinator
- Security Services Supervisors
- Senior Security Officers
- Security Officers
- Emergency Communications Dispatcher

Pastoral and Professional Counselors

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

Security Response to Criminal Acts and Emergencies

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

The primary law enforcement agency responsible for events at the WFBMC and Innovation Quarter campuses is the Winston-Salem Police Department. Wake Forest University Police also have powers of arrest while on the Innovation Quarter campus, but in most cases, utilize local law enforcement. Neither WFBMC Security Services nor Sunstates have a formal agreement defining investigative authority. Responsibility for the investigation of criminal offenses is maintained by the Winston Salem Police Department as defined by North Carolina statutes regulating law enforcement jurisdiction. When a crime is reported, a police officer will meet with the person reporting the crime, listen to what happened, and, if appropriate, make a report. Generally, the investigating department will review the report and conduct a follow-up investigation, if appropriate. If a suspect is found and a victim decides to press charges, information will be presented to a warrant magistrate, who decides if there is probable cause to arrest the suspect. If there is, the victim will be notified, and a court date will be set. A victim and any witnesses may have to be present to testify.

WFBMC Security Services personnel may file non-public reports of incidents on both campuses and may investigate those incidents independent of local law enforcement. When a police report is required or requested, WFBMC Security Services and/or Sunstates, and in some instances, Wake Forest University Police will assist victims in contacting and reporting incidents to the Winston Salem Police Department. WFBMC Security Services, Sunstates and the Wake Forest Police Department maintain a cooperative and collaborative relationship with local and regional law enforcement agencies.

WFBMC Security Services and Sunstates will facilitate reporting of criminal activity on a voluntary basis by both victims and/or witnesses in support of accurate campus safety reporting.
WFBMC has a policy for issuing Timely Warnings to WFBMC employees and students regarding the occurrence of crimes listed in the Clery Act and occurring on the WFBMC and Innovation Quarter campuses.

Such reports shall be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences. Updates to the campuses about any particular case resulting in a Timely Warning/Crime Alert may be distributed via campus wide email, and/or may be posted on WFBMC’s Security Services website: https://school.wakehealth.edu/Campus-and-Community-Life/Campus-Safety-and-Security.

A Timely Warning will be issued based on the following: Warnings are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, criminal homicide, burglary and robbery. Warnings for cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by WFBMC. Timely Warnings may be issued for other Clery Act crime classifications when WFBMC Security Services determines such crimes pose a serious or on-going threat to students and employees.

The individual or office responsible for writing and developing the content of a Timely Warning, as well as initiating it, is the Director of Security Services, who may consult with the WFBMC’s Communications, Marketing and Media Department. The Director of Security Services or designee reviews all incident reports to determine if there is an ongoing threat to the community and the distribution of a Timely Warning/Crime Alert is warranted. Cases involving sexual assault are often reported long after the incident occurred, thus there may be no opportunity to distribute a “timely” warning notice to the community in such circumstances. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the WFBMC Security Services department or local law enforcement.

The Timely Warning will be disseminated through a MIR 3 notification and/or email to students and employees. In an effort to provide timely notice to WFBMC and Innovation Quarter campuses, and in the event of a serious incident that may pose a serious or ongoing threat to members of the WFBMC and Innovation Quarter campuses, a MIR 3 notification and/or a campus wide email will be sent. A Timely Warning/Crime Alert is sent to all students and employees. For information regarding MIR 3, please review the “Emergency Notification System” section of this report.

WFBMC has campus policies regarding immediate emergency response procedures. WFBMC maintains an emergency response plan that outlines responsibilities of campus departments during emergencies. This plan outlines incident priorities and specific responsibilities of particular departments and designated personnel.

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

There are current campus policies regarding evacuation procedures. The emergency evacuation procedures are tested at least once each year. Students and employees learn the locations of the
emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. WFBMC Security Services does not notify building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, WFBMC Security staff or Sunstates security officers on the scene will communicate information to students and employees regarding the developing situation or any evacuation status changes.

WFBMC has one residential facility, Global Health House, and has established processes for annual fire drills. Wake Forest Baptist Medical Center conducts building evacuation drills. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. WFBMC evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

Immediate Emergency Response Procedures

There are current WFBMC policies regarding immediate emergency response and evacuation procedures, including the use of electronic and cellular communication (if appropriate). At the sound of a fire alarm or when instructed to evacuate, individuals should leave their work or study area immediately, proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify emergency responders at 911.

Individuals should also adhere to the following instructions during an evacuation.

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

Emergency Notification System

WFBMC 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 employees occurring on the campus. WFBMC Security Services responds to all emergencies at the WFBMC campus. At the Innovation Quarter campus, contract security Sunstates Security, LLC (referred to herein as “Sunstates”) and local law enforcement respond to emergencies. WFBMC employs an automated Emergency Notification System (MIR 3) to notify employees and students upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring on both the WFBMC and Innovation Quarter campuses. The system can make notifications via e-mail, telephone, pager and text messaging and can be used to provide follow-up information to the community. All students, faculty, and staff are required to participate in the notification system. Contact information is electronically obtained from student or employment registration processes and separate registration is not required.
A description of the process the institution will use to confirm that there is a significant emergency or dangerous situation and the titles of the person(s) or organization(s) responsible for carrying out these actions are as follows: Confirmation of a reported emergency or dangerous situation may be established by the response of WFBMC Security Services personnel, local law enforcement or other dispatched public emergency responders. The number of reports concerning the event, as well as consistency in the details of such reports, may also aid in establishing confirmation of a reported emergency or dangerous situation. When confirmed either by a specific or by accumulated reports, Emergency Communications personnel or the on-duty WFBMC Security Services supervisor may initiate activation of the MIR 3 emergency notification system.

Emergency Communications personnel or the on-duty WFBMC Security Services supervisor will, without delay, and in consideration of the safety of the community, determine the content of the notification and initiate the notification system. The content of notifications may involve utilization of pre-scripted messaging or appropriately constructed messaging that plainly describes the event and action to be taken by the campuses. Notification would not occur if, in the professional judgment of the responsible authorities, efforts to assist a victim, contain, or respond to the emergency would be compromised. Additional forms of campus wide notification may include use of the campus wide email alert, Intranet website postings, overhead public-address system, pagers and text messaging. Examples of incidents that may trigger a campus-wide emergency notification are the following: immediate criminal threats, violent acts, fire, gas leaks, tornadoes, contagious viruses, etc. WFBMC Security Services will consult with police, fire and disaster authorities when confirming that there is a significant emergency, determining who to notify, the content of the notification, and initiation of the notification system.

WFBMC has procedures to determine the appropriate segment or segments of the campus community to receive a notification, to determine the content of the notification, to initiate the notification system, and if there is an immediate threat to the health or safety of students or employees occurring on campus—how the institution will provide follow-up information to the community.

Based on the magnitude of an event, WFBMC Emergency Management, which is a unit within the Environmental Health and Safety Department, may activate an incident command team and/or center for management of the crisis. The incident command team provides coordination of internal response to the event, manages resources, and maintains decision making authority related to the event. The designated Incident Commander and incident command staff, with the assistance of WFBMC Communications and Media/Marketing, will prepare notifications and will use some or all of the systems described below to communicate the threat to the WFBMC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population, and determine appropriate timing of release as well as notification to the larger community using external media sources (radio, TV) and direct notification to local emergency management organizations. All notifications will be released to all students, faculty, staff and employees regardless of campus location and will identify the nature of the threat/safety event, location, and action to be taken. Follow up notifications will utilize, at a minimum, the same resources as initial notification.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Specifically, in the event of an emergency, WFBMC will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the WFBMC community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors. Notification will be made by using some or all of the following methods depending on the type of emergency: Wake Forest Baptist Medical Center Alert System/MIR3 system (which contains email, cell phone text, voice message alert);
fire alarm (where available), public address systems (where available), WFBMC social media, local media, webpage and/or in person communication. If any these systems fail or the WFBMC Security Services Director or designee deems it appropriate, in person communication may be used to communicate an emergency.

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(1) MIR3 messages can be delivered via phone, text format, and email. (2) Upon confirmation of an event, each is authorized to initiate message without additional approval.

Local emergency response (fire/police) may establish incident command in accordance with statutory authority. WFBMC resources and incident command may be utilized in conjunction with, or subordinate to, local response resources. The above procedures are followed for disseminating emergency information to the larger community, too.

WFBMC conducts drills to test emergency response and evacuation procedures on an annual basis, including documentation of each test, a description of the exercise, the date, time, and whether it was announced or unannounced. WFBMC’s Environment of Care Committee reviews exercise and drill summary on a quarterly basis. The quarterly summary includes response time of the participating faculty/staff and departments/units and includes the number of participants in the quarterly drills, including numbers of faculty/staff/student participants and departments/units. The Environment of Care Committee completes an annual report which summarizes activity related to life safety, emergency management and security management plans.

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

WFBMC publicizes the procedures to test emergency response and evacuation procedures on an annual basis, including—publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year. WFBMC Environmental Health & Safety’s Fire and Life Safety Section is responsible for testing evacuation plans. The Wireless Communications Services or the WFBM Emergency Communications Center is responsible for testing the automated notification system.
Evacuation plans are available for buildings located throughout the main campus and offsite areas.

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

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

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

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

**Education**

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

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

**Position Hazards**

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

- Position hazard amendment worksheet
- Hazard descriptions

**Shelter-in-Place Procedures – What it Means to “Shelter-in-Place”**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance: If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your
personal belongings (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest WFBMC building quickly. If police or fire department personnel are on the scene, follow their directions.

**How You Will Know to “Shelter-in-Place”**

A shelter-in-place notification may come from several sources, Medical Center Security, other WFBMC employees, the local police department, or other authorities utilizing the Medical Center’s emergency communications tools.

**How to “Shelter–in–Place”**

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
   - An interior room;
   - Above ground level; and
   - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to Medical Center Security [336-716-9111) so they know where you are sheltering. If only students are present, one of the students should call in the list to Medical Center Security.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

**LOCAL POLICE DEPARTMENT MONITORING OF STUDENT ORGANIZATIONS**

WFBMC does not have a policy concerning the monitoring and recording through local police agencies of criminal activity by students at non-campus locations of student organizations officially recognized by WFBMC, including student organizations with non-campus housing facilities because WFBMC does not have any student organizations that own or control property outside of the campus boundaries. Accordingly, WFBMC does not use local police to monitor activities at those types of locations.

**MAINTENANCE OF AND ACCESS TO CAMPUS FACILITIES**

WFBMC has current policies concerning security of campus facilities, including the one residential facility. The WFBMC campus and Innovation Quarter campus maintain campus facilities in a manner that minimize hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. WFBMC Security Services and Sunstates work closely with Facilities Management to promptly address burned out lights as well as malfunctioning door locks or other physical conditions that enhance security. Other members of the community are helpful when they report equipment problems to WFBMC Security Services, Sunstates or to
Facilities Management. WFBMC has only one residential facility, Global Health House, which is maintained like other campus facilities.

WFBMC has policies concerning access to campus facilities, including its one campus residence as well as security considerations used in the maintenance of campus facilities. During normal business hours, the administrative and academic facilities at the WFBMC campus and Innovation Quarter campus are open and accessible to students, staff, faculty and visitors of WFBMC and Innovation Quarter. After normal business hours and during breaks, these facilities are locked and only accessible to authorized individuals. WFBMC Security Services, Sunstates security officers and/or Wake Forest University Police conduct routine security and safety patrols of the academic and administrative buildings to monitor conditions and report any unusual circumstances. The residential facility, Global Health House, is only accessible to building residents and their authorized guests and visitors. Residents are helpful if they avoid allowing access to the residential building to unknown individuals. WFBMC Security Services officers monitor security in the residential facility and encourage building residents to report suspicious or unusual activity. See the “Campus Security Policies and Procedures” section above for additional information regarding security considerations.

### ALCOHOL AND DRUG POLICIES

WFBMC has a policy regarding the possession, use; and sale of alcoholic beverage, and the enforcement of State underage drinking laws as well as possession, use; and sale of illegal drugs, and the enforcement of Federal and State drug laws.

**Illegal Possession, Use and Sale of Alcohol**

Illegal possession, use, and sale of alcoholic beverages are prohibited. Intoxication, public consumption, public displays, or sale of alcoholic liquors, wine or beer is generally prohibited on the WFBMC and Innovation Quarter campuses. All persons on the WFBMC and Innovation Quarter campuses are subject to state and federal regulations concerning the use of alcohol. “Public display” is defined as the possession and/or consumption of alcoholic beverages on WFBMC property. Off campus consumption of alcohol by anyone less than 21 years of age is a violation of state law. Off campus consumption of alcohol by anyone less than 21 years of age is a violation of state law.

Use, possession, manufacture, sale, distribution and/or transportation of illegal drugs and drug paraphernalia are prohibited. Students found to be involved with illegal drugs, either on or off campus, will be subject to disciplinary action (which may include dismissal from academic programs).

The Winston Salem Police Department has primary responsibility for the enforcement of State drinking laws as well as the enforcement of Federal and State drug laws.

**Drug Free Schools and Communities Act**

In compliance with the Drug Free Schools and Communities Act, WFBMC publishes information regarding educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and school policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for students and employees.

The WFSM Student Substance Abuse Policy can be found in the Student Handbook. The WFBMC Substance Abuse Policy can be found at the end of this report.
CRIME STATISTICS

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

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

On Campus = any building on campus.

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

Residential Facilities = any Medical Center or Wake Forest University Health Sciences owned building on campus that serves as a residence for students.

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

Local Law Enforcement = Police agencies that have authority in the areas surrounding the campus or on campus when necessary. These agencies include, but are not limited to, the Winston-Salem Police Department, Forsyth County Sheriff, Alcohol Law Enforcement, Forsyth County ABC Enforcement, State Highway Patrol and State Bureau of Investigation.

Arrests = the physical arrest or issuing of a citation to a person accused of violating state law.

Referred for Disciplinary Action = the referral of a student who has violated state law to the Dean of Students of the applicable education program for disciplinary action.

Public Property = any public property within the campus, immediately adjacent to and accessible from the campus.
# Wake Forest Baptist Medical Center
## Campus Crime Report – WFBMC Campus 2017

### Offense

<table>
<thead>
<tr>
<th>Offense</th>
<th>On-Campus</th>
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### Arrests

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### Disciplinary Action Referrals

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# Wake Forest Baptist Medical Center
## Campus Crime Report – Innovation Quarter Campus 2017

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## Arrests

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## Disciplinary Action Referrals

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</table>
*No residential facilities at this campus

**HATE CRIMES**

Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Negligent Manslaughter, Forcible Sex Offenses, Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/damage/vandalism of property, and any other crime involving bodily injury. **No hate crimes were reported during 2014, 2015, 2016 and 2017.**

**DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING**

<table>
<thead>
<tr>
<th>Incident</th>
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<th>Public Property</th>
<th>Residential Facility</th>
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**Innovation Quarter Campus**

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<tr>
<td></td>
<td>2015: 0</td>
<td>2016: 0</td>
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</table>
ANNUAL FIRE SAFETY REPORT

Procedures in Case of Fire

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

1. Individual Responsibilities
   a. Wear shoes and something to protect you from the elements.
   b. Close all windows and doors and exit quietly and orderly.
   c. Leave through the pre-assigned exit or alternate and report to the determined evacuation area.

2. Steps for reporting a fire
   a. Evacuate the building.
   b. Call Security Emergency Communications at 6-9111 or 336-716-9111 or Winston-Salem Fire Department at 911 and provide the following information:
      i. Your name
      ii. Location of fire, nature of fire
   c. Inform officials of any students or visitors unable to evacuate.
   d. Go to your evacuation area. (Residents of 325 Lockland Ave. Global Health house go to the corner of Lockland Ave & Queen St., which is also the triage area)
   e. Wait for further instructions from emergency personnel.

3. Fire Extinguisher Use
   a. At no time should you risk your own safety by attempting to extinguish a fire or to return to a burning building!
   b. Be familiar with the location and proper methods for using the extinguishers in your building. (PASS – Pull, Aim, Squeeze, Sweep)
   c. Check all fire extinguishers periodically and report any problems promptly to Security Services 336-716-3305.

4. Fire Incident Report
   a. All fires (active or extinguished) and false alarms must be reported to the Security Services at 6-9111 or 336-716-9111. Security Services personnel and the Winston-Salem Fire Department will be dispatched.
   b. The Fire Department will ensure that everything has been properly extinguished.

5. Fire Safety
   Students and employees should be thoroughly familiar with your building, the fire lanes around your building, Fire Safety equipment, and emergency procedures.

6. Fire Alarm and Sprinkler System Policies
   Giving false fire alarms or tampering with fire alarm or sprinkler equipment is an offense under state of North Carolina criminal law. See Chapter 14 - Criminal Law § 14-286.
   a. “It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving a false alarm of fire, or to break the glass key protector, or to pull the side arm, or lever of any station or signal box of any fire station, or willfully, misuse or damage a portable fire extinguisher or in any way to willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm, fire detection, smoke detection, or fire extinguishing system.”
b. “Any person violating this statute or any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars ($500), imprisonment for not more than six months, or both.”

7. Students should take special precautions to avoid tampering with, molesting, or accidentally activating the building sprinkler or smoke detection system. The city of Winston-Salem Fire Code requires that students not place any personal items or furniture within 18 inches of any sprinkler head, including in room closets if a sprinkler head is installed within it.

**Procedures for Student Housing Evacuation in Case of a Fire**

In the event of a fire, the Environmental Health and Safety expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave as directed in the Area Evacuation Plan. The Area Evacuation Plan is provided to each occupant of the Global Health House. Once safely outside a building, it is appropriate to contact 911 and the Security Services. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, WFBMC Environment Health and Safety policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member’s only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

**Electrical Appliance, Open Flame, and Smoking Policy for On-Campus Housing**

In order to provide for the safety of students residing in the Global Health House, 325 Lockland Avenue, WFBMC has established a policy regarding several categories of electrical appliances. This policy includes the following requirements:

a. Appliances that may not be used or stored in Global Health House. These include toaster ovens, convection ovens, electric skillets, waffle or crepe pans, crock pots, hot plates, hamburger makers, space heaters, electric blankets, fog machines, generators, or halogen lamps. Preapproved air conditioners (as a result of a medical appeal) registered with the Global Health House, are allowed as long as they are a maximum 5,000 BTU’s.

b. Appliances that may be used and stored in student rooms include musical appliances, hair dryers, blenders, hot-air popcorn poppers, and fans.

c. Appliances that may be stored in rooms and used in kitchens or ironing rooms include irons, oil popcorn poppers, coffee makers, George Foreman grills (and similar items), toasters, and hot pots of any kind. Global Health House has kitchens and appliances furnished for food preparation.

d. Refrigerators that meet designated standards (maximum 10 amps/3 cubic feet) are permitted.

e. Use of halogen lamps and plug-in air fresheners in student residential areas are prohibited.

f. Overhead and room lights may not be covered with any material.

g. Though neon lights are permitted within the Global Health House, they may not be placed in windows or be seen from the exterior of the building.
h. Only microwaves provided by the WFBMC may be used within student rooms. Students may not bring additional microwaves to campus.

i. Black (or dark) overhead light bulbs are prohibited in student rooms and hallways.

j. Though permitted for no more than 90 days, students may install string lights so long as this is done without damage to WFBMC property. Lights can only be hung inside student rooms, not outside or in the hallways.

k. Students may not install string lights or television cables through the ceiling tiles, or grid because of potential damage. This is not permitted in any instance. Any violation of this will result in automatic removal and potential fines for damage caused.

l. Any type of open flame (candles and incense, for example) is strictly prohibited.

m. Smoking is prohibited in the Global Health House.

**Electrical Extensions Policy for Residence Halls and Off Campus Housing**

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

**Fire Safety Training**

Students living at Global Health House are presented with written information which includes:

a. Individual student responsibilities
b. Steps for reporting a fire
c. Fire extinguisher use
d. Fire incident reporting
e. Fire safety
f. Fire alarm and sprinkler policies
g. Fire evacuation assembly areas
### 2017 Fire Statistics for the Global Health House

<table>
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<th>Year</th>
<th>Residential Facility</th>
<th>Number of Fires</th>
<th>Date</th>
<th>Cause</th>
<th>Estimated Property Damage</th>
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<td>2016</td>
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<tr>
<td>2017</td>
<td>Global Health House 325 Lockland Avenue</td>
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### 2017 Fire Safety Systems for the Global Health House

| Year | Residential Facility | Type of FA System | Fire Drills | Monitored By Johnson Controls | Monitored By Security Communications | Number of Initiating Devices/Detectors | Sprinkler System | Type of Sprinkler System |
|------|----------------------|-------------------|-------------|-------------------------------|-------------------------------------|------------------|--------------------------|
| 2015 | Global Health House 325 Lockland Avenue | Johnson Controls | 0 | Yes | No | 3 | NO | none |
| 2016 | Global Health House 325 Lockland Avenue | Johnson Controls | 0 | Yes | No | 3 | NO | none |
| 2017 | Global Health House 325 Lockland Avenue | Johnson Controls | 0 | Yes | No | 3 | NO | none |
Plans for Improvement to Fire Safety

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

MISSING STUDENT PROCEDURE

Students residing in the Global Health House, WFBMC’s on-campus housing, may speak with someone about registering a confidential missing person contact by calling 336-713-9182 or emailing lsnyder@wakehealth.edu who will implement the Missing Person Procedures. The registration is optional and the contact name will only be accessed and contacted if a student is officially determined to be missing for 24 hours. The confidential contact should be someone who will be likely to know your location. The confidential contact information will be accessible only to authorized campus officials and law enforcement personnel, and the information will not be disclosed outside of a missing person investigation. In the event a student under 18 years of age and not emancipated, WFBMC must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, WFBMC will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If anyone believes that a resident student is missing they should immediately contact Medical Center Security Emergency Communications at 6-9111 or 336-716-9111. If members of the WFBMC community believe that a student has been missing for 24 hours, it is critical that they report that information to Medical Center Security by calling 336-716-9111. Medical Center Security will begin an investigation and notify Local Law Enforcement. If Medical Center Security Services determines the student is missing for 24 hours or deemed “at risk” due to some indication of threat of suspicion of harm, they will contact the student’s registered confidential contact. If the student is under 18 years of age and is not emancipated, Medical Center Security Services will notify the student’s parents or legal guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, WFBMC will inform the Winston Salem Police Department that the student is missing within 24 hours.

VICTIM NOTIFICATION

WFBMC will, upon written request, disclose to 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.

NORTH CAROLINA SEX OFFENDER AND PUBLIC PROTECTION REGISTRY

All convicted sex offenders coming to or in North Carolina, at which the persons are employed, carry on a vocation, volunteer services, or are students are required to register with the local county sheriff’s office for inclusion in the North Carolina Sex Offender and Public Protection Registry. This Registry may be viewed locally at the local county sheriff’s office or accessed directly online at https://www.nc.gov/sex-offender-registry. The North Carolina Bureau of Investigation maintains this web site.
National information about registered sex offenders is available at the U.S. Department of Justice National Sex Offender Public Website at https://www.nsopw.gov/.

<table>
<thead>
<tr>
<th>POLICIES AND PROCEDURES RELATED TO DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING</th>
</tr>
</thead>
</table>

WFBMC does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not, and include dating violence, domestic violence, and stalking. As a result, WFBMC issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a WFBMC official. In this context, WFBMC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the WFBMC community. The Wake Forest School of Medicine Nondiscrimination Statement, along with the WFBMC Student Sexual Misconduct & Discrimination Policy, can be found in the Student Handbook. The WFBMC Harassment Policy and the WFBMC Equal Employment Opportunity Policy are attached at the end of this report. Possible sanctions for violation of the WFBMC Harassment Policy include but are not limited to education intervention, probation and termination.

North Carolina State Law Sexual Assault Definitions

G. S. 14-27.2 First Degree Rape. A person is guilty of rape in the first degree if the person engages in vaginal intercourse (1) With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim: or (2) with another person by force and against the will of the other person, and: a. employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon; or b. inflicts serious personal injury upon the victim or another person; or c. the person commits the offense aided and abetted by one or more other persons.

G. S. 14-27.3 Second Degree Rape. A person is guilty of rape in the second degree if the person engages in vaginal intercourse with another person: (1) by force and against the will of the other person; or (2) who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally disabled, mentally incapacitated, or physically helpless.

G. S. 14-27.4 First Degree Sexual Offense. A person is guilty of a sexual offense in the first degree if the person engages in a sexual act: (1) With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim; or (2) with another person by force and against the will of the other person, and: a. employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon; or b. inflicts serious personal injury upon the victim or another person; or c. the person commits the offense aided and abetted by one or more other persons.

G. S. 14-27.5 Second Degree Sexual Offense. A person is guilty of a sexual offense in the second degree if the person engages in a sexual act with another person: (1) by force and against the will of the other person; or (2) who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally disabled, mentally incapacitated, or physically helpless.
NOTE: for G. S. 14-27.4 and 14.27.5 Sexual Act means cunnilingus, fellatio, analingus, or anal intercourse, but does not include vaginal intercourse. Sexual Act also means the penetration, however slight, by any object into the genital or anal opening of another person’s body.

G.S. 14-27.5A Sexual Battery. A person is guilty of sexual battery if the person, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person: (1) by force or against the will of the other person; or (2) who is mentally disabled, mentally incapacitated, or physically helpless, and person performing the act knows or should reasonable know that the other person is mentally disabled, mentally incapacitated, or physically helpless.

G. S. 14-178 Incest. A person commits the offense of incest if the person engages in carnal intercourse with the person’s (i) grandparent or grandchild, (ii) parent or child or stepchild or legally adopted child, (iii) brother or sister of the half or whole blood, or (iv) uncle, aunt, nephew, or niece.

G. S. 14-27.7A Statutory Rape. A person is guilty of a Class B1 felony if the defendant engages in vaginal intercourse or a sexual act with another person who is 13, 14, or 15 years old and the defendant is at least six years older than the person, except when the defendant is lawfully married to the person. (b) a defendant is guilty of a Class C felony if the defendant engages in vaginal intercourse or a sexual act with another person who is 13, 14, or 15 years old and the defendant is more than four but less than six years older than the person, except when the defendant is lawfully married to the person.

North Carolina does not define consent.

State law places domestic violence and dating violence under North Carolina Statute 50-B and stalking under North Carolina Statue 14-277.3A

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

G. S. 14-277.3A Stalking. A defendant is guilty of stalking if the defendant willfully on more than one occasion harasses another person without legal purpose or willfully engages in a course of conduct directed at a specific person without legal purpose and the defendant knows or should know that the harassment or the course of conduct would cause a reasonable person to do any of the following; (1) Fear for the person's safety or the safety of the person's immediate family or close personal associates. (2) Suffer substantial emotional distress by placing that person in fear of death, bodily injury, or continued harassment.
Violence Against Women Act Definitions (VAWA)

**Domestic Violence.** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of North Carolina or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of North Carolina.

**Dating Violence.** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: 1) the length of the relationship, 2) the type of relationship, and 3) the frequency of interaction between the persons involved in the relationship.

**Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others, or 2) suffer substantial emotional distress. For the purposes of this definition:

(i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

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

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Protective Orders**

WFBMC complies with North Carolina law in recognizing orders of protection (North Carolina General Statute Chapter 50B) issued in North Carolina or protective orders from other states. Individuals should provide a copy of the order to Wake Forest Baptist Medical Center Security Office, the education program office responsible for coordinating student affairs, and the Title IX Office. A victim may meet with Security,
the Title IX Office, Winston-Salem Police Department, or Family Services to develop a Safety Action Plan, which is a plan for reducing the victim’s risk of harm while on campus or coming and going from campus. This plan may include, but in not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc. Wake Forest Baptist Medical Center cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these orders but may request that Winston Salem Police or Family Services assist them in doing so. Protection from abuse orders may be available through the Forsyth County Domestic Violence Center which is located on the 7th floor of the County Hall of justice. Multiple agencies are available at that one location to assist victims to obtain services. Wake Forest Baptist Medical Center may issue an institutional No Contact Order if deemed appropriate or at the request of the victim or accused to a student or employee. It is important to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.

**Procedures for Reporting a Complaint**

WFBMC has procedures in place to serve those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about: their right to file criminal charges; the availability of counseling, health, mental health, victim advocacy, legal assistance, student financial aid, visa and immigration assistance and other services on and/or off campus; and additional remedies to prevent contact between a complainant and an accused party, such as academic, transportation and working accommodations, if reasonably available. WFBMC will make such accommodations, if the victim requests them and if they are reasonably available and appropriate, regardless of whether the victim chooses to report the crime to the Security Services or local law enforcement.

Students should contact:

**TITLE IX COORDINATOR:**

Tanya L. Jachimiak, JD  
Director, Title IX Office  
Reynolda Hall \ Suite 307  
Bowman Gray Center for Medical Education, 3rd Floor, 3106  
jachimtl@wfu.edu  
titleixcoordinator@wfu.edu  
336-758-7258

**DEPUTY TITLE IX COORDINATORS:**

Jessica Telligman, JD  
Deputy Title IX Coordinator  
Title IX Investigator  
Reynolda Hall \ Suite 307  
Bowman Gray Center for Medical Education, 3rd Floor, 3106  
telligr@wfu.edu  
336-758-4997

Nicole Allen  
Associate Director, Student Affairs  
Office of Undergraduate Medical Education  
Bowman Gray Center for Medical Education, 2nd floor, 2213
Employees should contact Human Resources at 336-758-4700 or the Title IX Coordinator or a Deputy Coordinator as listed above.

Victims have the option to notify proper law enforcement authorities, including on-campus and local police.

Victims may be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses and victims may decline notifications to authorities.

The rights of victims and the institution’s responsibilities regarding orders of protection, “no contact” orders, restraining orders or similar lawful orders issued by a criminal, civil, or tribal court or by the institution are stated below.

When a student or employee reports to WFBMC that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, WFBMC will provide the student or employee with a written explanation of the student or employee’s rights and options, including the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred; information about how the institution will protect the confidentiality of victims and other necessary parties; a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community; a statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and an explanation of the procedures for institutional disciplinary action; how to request accommodations and protective measures; and an explanation of the procedures for institutional disciplinary action.

WFBMC will provide written notification to students and employees about existing resources available for victims within the institution:

- counseling,
- health,
- mental health,
- victim advocacy,
- legal assistance,
- visa & immigration assistance,
- student financial aid, and
- other services available for victims.

WFBMC will provide written notification to students and employees about existing resources available for victims within the larger community:

- counseling,
- health,
- mental health,
- victim advocacy,
- legal assistance,
• visa & immigration assistance,
• student financial aid, and
• other services available for victims.

What To Do Immediately

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at WFBMC or Novant Health Forsyth Medical Center, both are in Winston Salem. In North Carolina, evidence may be collected even if you chose not to make a report to law enforcement. WFBMC obtains the victim’s name at check-in. If the victim wishes, the evidence kit collected at the hospital will be transferred to the Winston Salem Police Evidence Room. The kit will be listed under the name of Jane Doe with the time and date of the incident. Novant Health Forsyth Medical Center collected kits are sent to the State Bureau of Investigation Crime Lab in Raleigh, North Carolina where they are stored pending testing for one year. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence which may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, as such evidence may be useful to WFBMC hearing boards/investigators or police. Although WFBMC strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. WFBMC Security Services, the Title IX Coordinator and Deputy Coordinators, or the Student Counseling and Well-Being Services will assist any victim with notifying local police if they so desire. The Winston Salem Police Department may also be reached directly by calling 911 or 336-773-7700. Reports may be made in person at 725 N. Cherry St., Winston Salem. Additional information about the Winston Salem Police department may be found online at: http://www.cityofws.org/departments/police.

WFBMC’s Student Sexual Misconduct & Discrimination Policy, including a description of the appeal procedures, is available in the Student Handbook and at: https://titleix.wfu.edu/#

WFBMC will provide or make arrangements for resources both on and off campus, to include medical and counseling assistance, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate the Student Sexual Misconduct & Discrimination Policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy. It is crucial that you seek medical attention as soon as possible. It is important to try to preserve all physical evidence to prove a crime and to maintain all of your legal options. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with law enforcement to preserve evidence in the event that the victim changes their mind at a later date. If a report of domestic violence, dating violence, sexual assault or stalking by a student is reported to WFBMC, the procedures that the WFBMC will follow as well as a statement of the standard of evidence that will be used during any Title IX Office disciplinary hearing arising from such a report are listed below:
<table>
<thead>
<tr>
<th>Incident Being Reported</th>
<th>Procedure Wake Forest Baptist Medical Center (WFBMC) will follow:</th>
<th>Evidentiary Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Assault Domestic Violence Dating Violence Or Stalking</td>
<td>1. Depending on when reported (immediate vs. delayed report), WFBMC will assist the complainant with access to medical care 2. WFBMC will assess immediate safety needs of complainant 3. WFBMC will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 4. WFBMC will provide complainant with referrals to on and off campus mental health providers 5. WFBMC will assess need to implement interim or long-term protective measures, such change in class schedule, “No Contact” directive between both parties 6. WFBMC will issue a Trespass Warning to the accused party if deemed appropriate 7. WFBMC will provide written instructions on how to apply for a Protective Order 8. WFBMC will direct individuals to a copy of the Sexual Misconduct &amp; Discrimination Policy and inform the complainant regarding timeframes for inquiry, investigation and resolution Preponderance of the evidence 9. WFBMC will simultaneously inform the complainant and respondent of the outcome of the investigation and hearing. 10. WFBMC will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</td>
<td>Preponderance of evidence</td>
</tr>
</tbody>
</table>

**Assistance for Victims**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, WFBMC will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

Under North Carolina State Law, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

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

Further, WFBMC complies with North Carolina law in recognizing orders of protection (50B) issued in North Carolina or protective orders from other states as explained in the section regarding “Protective Orders” on page 28 of this report. Individuals should provide a copy of the order to WFBMC Security Services.

Individuals can file a petition in the county where they live (permanently or temporarily), or in the county where the abuser lives. In order to obtain a restraining order under North Carolina General Statute 50-B, accused parties must fall into one of the following categories: spouse or ex-spouse, persons of opposite sex who are or have lived together, have a child in common, parent and child (or in loco parentis), grandparents and grandchildren, persons of the opposite sex who are or have been in a dating relationship. Protection from abuse orders may be available through the Forsyth County Domestic Violence Center which is located on the 7th floor of the County Hall of justice. Multiple agencies are available at that one location to assist victims to obtain services. WFBMC and/or the Title IX Office may issue an Institutional No Contact Order if deemed appropriate or at the request of the victim or accused to a student or employee. Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, the WFBMC will provide written notification to students and employees about accommodations available to them, including academic, living, transportation and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

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

The protection of our community is very important to WFBMC. Anyone who feels they may or are a victim of crime on campus should immediately notify the Winston Salem Police Department and/or WFBMC Security Services. If the crime occurred off campus immediately notify the police department in the
location where it occurred. A delay in reporting may minimize law enforcement’s ability to investigate or prosecute the crime.

To request changes or assistance in requesting changes to academic, living, transportation, protective measures and/or working situation or protective measures, a victim should contact the Title IX Coordinator at 336-758-7258 or jachimtl@wfu.edu.

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

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

Student Counseling and Well-Being Services can be contacted at: counselingservices@wakehealth.edu (confidential email); or Dr. Paige Bentley, pbentley@wakehealth.edu, 336-713-3357; or Ryan MacLeod, rmacleod@wakehealth.edu, 336-713-6302.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) The Emergency Command Center Reports used by the WFBMC Security Services is not linked to any other data bases. Reports are released as directed by court order or subpoena. Any other release must be approved by the Director of Security Services or appropriate legal counsel with consideration to protection of victim identity. Security reports are not public record and are not released for public/private use. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

WFBMC does not publish the name of crime victims nor house identifiable information regarding victims in the Security Services’ Daily Crime Log, in the annual crime statistics, or online. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld. Victims may request that their directory information be removed from the institution’s directory and not disclosed without their authorization by completing a form that places a FERPA restriction on the release of their directory information through the Registrar’s Office.

Confidential and Anonymous Reports

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

**Student Sexual Misconduct Disciplinary Policy and Procedures**

I. Introduction

Wake Forest Baptist Medical Center (hereinafter “WFBMC” or the “University”) expects all members of its community to act in respectful and responsible ways towards each other. Our organization, Wake Forest Baptist Medical Center, is comprised of Wake Forest University Health Sciences, the Wake Forest School of Medicine, Wake Forest University Graduate School of Arts and Sciences-Biomedical Sciences, and Wake Forest Innovations. References herein to the “School” are inclusive of the Wake Forest School of Medicine Academic Nursing, Undergraduate Medical Education (MD), and Physician Assistant (PA) programs and the Wake Forest University Graduate School of Arts and Sciences-Biomedical Sciences programs.

The University is committed to providing programs, activities and an educational environment free from discrimination on the basis of sex, sexual orientation, gender identity, and gender expression. For the University’s Code of Conduct, see [https://www.wakehealth.edu/About-Us/Audit-and-Compliance-Office](https://www.wakehealth.edu/About-Us/Audit-and-Compliance-Office) For its Nondiscrimination Statement, see the introduction to the Wake Forest School of Medicine Student Handbook.

The Student Sexual Misconduct & Discrimination Policy describes prohibited conduct, establishes procedures for responding to reports of sexual misconduct as defined in this policy, and outlines resources available to students at the School. As a recipient of Federal funds, WFBMC is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S. C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in education programs or activities. Sexual misconduct, as defined in this Policy, is a form of sex discrimination prohibited by Title IX.

The policy addresses complaints of sexual misconduct where the respondent is a student of the School as defined in this policy. Complaints relating to sexual misconduct by a member of the WFBMC faculty, staff or other community member are not covered by the policy. The policy covering faculty, staff, and community members is the WFBMC Harassment Policy and may be found as an attachment to end of this report. Any complaint, regardless of the status of the person accused, may be reported to the University’s Title IX Coordinator. The Title IX Coordinator is a University employee charged with overseeing investigations of allegations of sexual misconduct as well as remediating the effects of a hostile educational environment resulting from sexual misconduct if such an environment is determined to exist.

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

It is a violation of University policy ([WFBMC No Retaliation Policy](#)) to retaliate against any person making a complaint of sexual misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of sexual misconduct. For these purposes, “retaliation” includes intimidation, threats, harassment and other adverse action against any such complainant or third party. Retaliation should be reported promptly to the Title IX Coordinator and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of sexual misconduct.
II. Coverage

This policy addresses complaints of Sexual Misconduct and Sexual Discrimination where the accused party (Respondent) is a current student of the School. Complaints relating to Sexual Misconduct or Sexual Discrimination alleged against a member of the WFBMC faculty, staff (including student employees when acting in their capacity as an employee), or affiliates are not covered by the policy. The policy covering faculty, staff, and community members is the WFBMC Harassment Policy and may be found as an attachment at the end of this report.

The University has the right to review and investigate any alleged violations of this policy that occur in the context of a University-sponsored program or activity or that otherwise may affect the University’s working or learning environments, regardless of whether the conduct occurred on or off campus.

The University’s ability to investigate and/or impose disciplinary sanctions may be limited where the alleged conduct occurred outside the context of a University-sponsored program or activity or occurred off campus, or one party is not a member of the University community. In such cases, the University reserves the right to take any steps that it deems appropriate to address the alleged conduct where said conduct has a continuing adverse effect on or creates a hostile environment for students, employees, and/or third parties while on University owned, leased, or controlled property or in any University sponsored employment or educational program or activity. In all cases, the University may provide appropriate resources to those individuals impacted and, where appropriate, the broader University community.

III. Prohibited Sexual Misconduct and Sexual Discrimination

The University strictly prohibits Sexual Misconduct and Sexual Discrimination.

A. Sexual/Gender-Based Harassment:

Sexual or gender-based harassment is a form of discrimination that includes verbal, written, or physical behavior, directed at someone, or against a particular group, because of that person’s or group’s sex, gender identity, actual or perceived sexual orientation, or based on gender stereotypes, when that behavior is unwelcome and meets either of the following criteria:

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

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

Behaviors or communications may be verbal or nonverbal, written, or electronic. Such conduct does not need to be directed at or to a specific individual in order to constitute sexual harassment but may consist of generalized unwelcome and inappropriate behaviors or communications based on sex, gender identity, actual or perceived sexual orientation, or gender stereotypes.

Determination of whether alleged conduct constitutes sexual harassment requires consideration of all the circumstances, including the context in which the alleged incidents occurred.

B. Sexual Assault

1. Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is defined as intentional touching of another person’s clothed or unclothed body, including, but not limited to, the mouth, neck, buttocks, anus, genitalia, or breast, by another with any part of the body or any object in a sexual manner. Non-Consensual Sexual Contact also includes causing another person to touch their own or another’s body in the manner described in this definition.

Sexual assault is a form of Non-Consensual Sexual Contact that involves having or attempting to have sexual contact with another person without consent.

2. Non-Consensual Sexual Penetration

Non-Consensual Sexual Penetration is defined as penetration (anal, oral or vaginal), however slight, with any body part or any object, by a person upon another person, without effective consent. This includes vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

3. Sexual Exploitation

Sexual exploitation is defined as taking non-consensual, unjust, or abusive sexual advantage of another, for one’s own advantage or benefit; or to benefit or advantage anyone other than the person being exploited. Sexual exploitation encompasses a wide range of behaviors including, but not limited to:
   a. Inducing incapacitation with the intent to rape or sexually assault another student;
   b. Non-consensual video or audio-recording of sexual activity;
   c. Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
   d. Engaging in Peeping Tommery (voyeurism);
   e. Knowingly transmitting a sexually transmitted disease, including HIV, to another student;
   f. Prostituting another student (i.e. – personally gaining money, privilege, or power from the sexual activities of another student); or
   g. Indecent Exposure (willfully exposing one’s genitals in any public place, and in the presence of another person).

C. Stalking or Cyberstalking:
Stalking or cyberstalking is defined as engaging in a course of conduct (at least two acts) directed at a specific person (in person, through third parties or through electronic means) that would cause a reasonable person to:

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

D. Relationship Violence (Domestic Violence & Dating Violence):

Relationship Violence (Domestic or Dating Violence) is defined as:

1. attempting to cause bodily injury;
2. intentionally causing bodily injury; or
3. placing the aggrieved person or a member of the aggrieved person’s family or household in fear of imminent serious bodily injury or continued harassment that rises to the level to cause a reasonable person substantial emotional distress.

Relationship Violence is commonly referred to as dating violence or domestic violence and occurs between persons who have been in a social relationship of a romantic or intimate nature with each other. The existence of such a relationship is determined by considering the following factors:

• the length of the relationship;
• the type of relationship; and
• the frequency of interaction between the persons involved in the relationship.

IV. Effective Consent

The University’s definition of Sexual Assault mandates that each participant obtains and gives effective consent in each instance and before each sexual act. For the purposes of this policy, the University’s defines effective consent as follows:

• Consent is informed, freely and actively given through mutually understandable words or actions that indicate a willingness to participate in the sexual activity.
• Consent cannot be gained by ignoring or acting in spite of the objections of another.
• Consent can be withdrawn at any time and for any reason.
• If there is any ambiguity or confusion, the initiator of the sexual activity should stop and clarify the other’s willingness to continue and capacity to consent.
• Assumptions about consent or willingness to engage in sexual activity should never be made.
• Consent cannot be inferred from:
  o Silence, passivity, or lack of resistance alone;
  o A current or previous dating or sexual relationship (or the existence of such a relationship with anyone else);
  o Attire;
  o The spending of money;
  o Consent given to another person (i.e., consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person); or
  o Consent previously given (i.e., consenting to one sexual act does not imply consent to another sexual act).
• Consent cannot be obtained through the use of physical force, violence, duress, intimidation, coercion or the threat, expressed or implied, of bodily injury. Whether a party used such methods to obtain consent will be determined by reference to the perception of a reasonable person found in the same or similar circumstances.
• Consent may never be given by:
V. Reporting

The University encourages anyone who experiences or becomes aware of Sexual Misconduct to immediately report the matter by filing a criminal complaint with the Winston-Salem Police Department, WFBMC Security Services, Wake Forest University Police Department, a report with the University Title IX Coordinator, a report with the Compliance Hotline (either anonymous or personally identified), or an anonymous Wake Forest University Police Department Silent Witness Police Report.

The Winston-Salem Police Department, WFBMC Security Services, Wake Forest University Police Department, and the Title IX Office are non-confidential resources, meaning that any incidents reported to those offices must be reviewed. Confidential resources are those resources that do not have mandatory reporting requirements to the University’s Title IX Coordinator and law enforcement. Confidential resources include mental health counselors and other medical professionals when such persons are providing services in their respective roles as counselors and medical professionals. Non-confidential resources are resources/offices that are legally required to report all sexual misconduct and harassment complaints to the University’s Title IX Coordinator. Non-Confidential resources include faculty advisors and WFBMC staff.

A. Report a Crime to the Police (Non-Confidential)

WINSTON-SALEM POLICE DEPARTMENT
725 North Cherry Street
Winston-Salem, NC 27101
Emergencies: 911
Non-Emergencies: 336-773-7700

WAKE FOREST BAPTIST MEDICAL CENTER SECURITY SERVICES
Medical Center Blvd.
Winston-Salem, NC 27157
Emergencies: 336-716-9111
Non-Emergencies: 336-716-3305

WAKE FOREST UNIVERSITY POLICE
Alumni Hall
P.O. Box 7686
Winston-Salem, NC 27109
Emergencies:
• On Campus University Phone: 911
• By Cell or Off Campus: 336-758-5911
Non-Emergencies: 336-758-5591 or police@wfu.edu
B. File a Report with the University Title IX Office or with Liaisons (Non-Confidential/Private)

TITLE IX COORDINATOR
Tanya L. Jachimiak, JD
Director, Title IX Office
Reynolda Hall \ Suite 307
jachimtl@wfu.edu
titleixcoordinator@wfu.edu
336-758-7258

DEPUTY TITLE IX COORDINATOR/INVESTIGATOR
Jessica Telligman, JD
Assistant Director/Deputy Title IX Coordinator
Title IX Office
BGCME\3rd Floor
Reynolda Hall \ Suite 307
telligjr@wfu.edu
336-758-4997

TITLE IX DEPUTY COORDINATORS
Nicole Allen
Deputy Title IX Coordinator
336-713-7880
chaallen@wakehealth.edu

Tanya Gregory
Deputy Title IX Coordinator
336-713-0819
tgregory@wakehealth.edu

STUDENT HEALTH NAVIGATOR
Marsha Brown
Student Health Navigator
336-716-0637
msbrown@wakehealth.edu
BGCME\3rd Floor

C. File a Report with the Compliance Hotline (24/7)

1.877-880-7888 toll-free
https://iwf.tnwgrc.com/

The Compliance Hotline can be reached toll free at 1-877-880-7888 or by submitting an online report at https://iwf.tnwgrc.com/. You may file a report anonymously or you may identify yourself. Reporting is available 24 hours a day, 7 days a week, can be accessed from any location, and is available in numerous languages. To ensure caller confidentiality and anonymity, this service is administered by an independent company, The Network.
D. File an Anonymous Silent Witness Report (24/7)

The Wake Forest University Police Department provides a second option for anonymous reporting of campus crime by a crime victim or a third-party reporting on behalf of a crime victim. To complete an online crime reporting form go to: https://police.wfu.edu/forms/silent-witness-form/.

VI. Limited Immunity

The University considers the reporting and adjudication of Sexual Misconduct cases to be of paramount importance. While the University does not condone underage drinking, misuse of alcohol or illegal use of controlled substances, the University may extend limited immunity to Complainants, Respondents, witnesses and to those reporting incidents and/or assisting the parties from punitive sanctioning for University policy violations involving alcohol or substance use.

VII. Simultaneous Police and University Investigations

Sexual Misconduct may be a violation of University policy and a crime. Disciplinary action at the University is not a substitute for criminal or civil legal action. Therefore, the University encourages students to report alleged criminal conduct promptly to local law enforcement agencies and to the Title IX Office. Individuals have the right to simultaneously report a crime to law enforcement and to the University.

If a crime related to sexual misconduct is reported to Wake Forest University Police or to WFBMC security (including Sunstates), they are obligated to contact the University Title IX Office, thereby allowing the Title IX Office to conduct a review in accordance with this policy. If a report is made to the Winston-Salem Police Department or other local law enforcement agencies, information from those agencies may be submitted to WFBMC Security or the Wake Forest University Police Department, who will provide said information to the to the University Title IX Office for review.

If a criminal complaint is filed in addition to a complaint with the University, the University will not wait for the conclusion of any criminal investigation or proceedings before commencing its own investigation; however, the University's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the University may take interim measures as necessary to limit the effects of any ongoing Sexual Misconduct. Such interim measures may result in actions being taken that may impact both the Respondent student and the Complainant and may include no contact orders and/or changes in class schedules and/or clerkship assignments. The University will take steps to minimize the burden on the parties. The University investigation will be conducted in a prompt, fair, and impartial manner by the University Title IX Coordinator or designee, who has had training on investigating cases of Sexual Misconduct. During and after the University investigation, measures will be taken by the University to ensure the preservation of evidence for internal purposes and/or a criminal investigation.

VIII. Privacy of Information

Wake Forest University protects the privacy of both the Complainant and the Respondent in compliance with applicable laws and regulations. However, if the University determines that there may be imminent harm to the community, the University is required by federal law to inform the community of the occurrence for the protection of all members of the community. In addition, the University cannot guarantee confidentiality by other students who may be involved as witnesses.

If the Complainant requests that an initial assessment not be conducted, an Informal Resolution Process not be pursued, and/or the Formal Resolution Process not be initiated, and/or requests that the report remain private, federal regulations and this policy may require that the University conduct an initial
assessment and take reasonable action in response to the report when failure to do so may result in imminent harm to the community. This may involve the Title IX Coordinator, or designee, conducting an initial assessment into the alleged Sexual Misconduct and may weigh the Complainant’s request(s) against the following factors:

- the seriousness of the alleged sexual misconduct;
- whether there have been other complaints of sexual misconduct against the same Respondent student(s); and
- the Respondent student(s)’s right to receive information about the allegations if the information is maintained by the University as an "education record" under FERPA (the federal law that gives students the right to access their own education records).

Even if the University cannot take disciplinary action against the Respondent student(s) because of the request for privacy or the request to not pursue the informal or formal resolution process, the University will nevertheless take prompt and effective steps reasonably calculated to limit the effects of the alleged sexual misconduct and to prevent its recurrence. For instance, the Title IX Coordinator or designated investigator may issue an educational "no contact" order or take other appropriate Interim Measures.

IX. Initial Assessment

A. Meeting with Complainant

Upon receiving a report of Sexual Misconduct or Sexual Discrimination, the Title IX Coordinator or the Title IX Coordinator’s designated investigator will assess the reported information and respond to any immediate health or safety concerns raised by the report, including referring the Complainant to the Safe Office and other confidential resources. The Title IX Coordinator or investigator will inform the Complainant of their right:

- To Seek Medical Treatment and explain the importance of obtaining and preserving forensic and other evidence.
- To File a Police Report with the Winston-Salem Police Department or other appropriate jurisdiction. The chances of a successful criminal investigation are greatly enhanced if evidence is collected and maintained immediately by law enforcement officers.
- To Confidential Campus Resources like Student Counseling and Well-Being Services and Innovation Quarter (IQ) Chaplain.
- To an Investigation conducted in a prompt, fair, and impartial manner. Complainants have the right to request an end to the process except as set forth in the Policy.
- To a Support Person of Complainant’s choosing during the process. Complainants may also choose to be assisted at a hearing by an Advisor of their choice.
- To reasonable efforts to ensure the preservation of Privacy during the investigation in accordance with the Family Educational Rights and Privacy Act (FERPA).
- To reasonable Interim Measures, such as a class schedule change, extensions of time on assignments, temporary housing (if available), and/or assistance in changing academic and living situations after an alleged incident of sexual misconduct. In addition, no contact orders may also be issued to prevent any contact, whether in person or indirectly, between the Respondent student and the Complainant.
- To request an Informal Resolution of the case (except in certain instances involving sexual assault). Complainants have the right to bypass or end the Informal Resolution Process at any time.
- To request a Formal Resolution Process upon completion of an investigation and if cause is found to proceed under this Policy.
- To Identify Witnesses who may be interviewed during an investigation or who may be called to answer questions during a hearing.
• To reasonable Accommodations during the hearing, such as not being in the same room as the Respondent.
• To Submit Questions that Complainant believes the Respondent or a witness should be asked during a disciplinary hearing. The Hearing Chair may use their discretion in evaluating the relevancy of the questions submitted and may choose to reframe or omit them as necessary.
• To be Notified in Writing of the Hearing Panel’s decision and, when applicable, the sanctions imposed.
• To Appeal the decision of the Hearing Panel within 14 days of the written decision.
• To Not Be Retaliated Against for filing a complaint and for participating in an informal or Formal Resolution Process.

The Title IX Coordinator or designated investigator will ensure that the Complainant receives these rights in writing.

B. Meeting with Respondent

Taking into account the Complainant’s request for privacy, the Title IX Coordinator or designee will determine whether to initiate further review or an investigation or impose Interim Measures under this policy. If any action impacts a Respondent (including the imposition of interim measures), the Title IX Coordinator or designee will meet with the Respondent, ensure that the Respondent is notified in writing that a report has been filed against them, offer support and assistance, provide a list of resources and options, and inform the Respondent of their rights.

• To Confidential Campus Resources like Student Counseling and Well-Being Services and Innovation Quarter (IQ) Chaplain.
• To an Investigation conducted in a prompt, fair, and impartial manner.
• To Respond to the Complainant’s allegations.
• To a Support Person of their choosing during the process. A Respondent may also choose to be assisted at a hearing by an Advisor of their choice.
• To reasonable efforts to ensure the preservation of Privacy during the investigation under the Family Educational Rights and Privacy Act (FERPA).
• To reasonable Interim Measures, such as a class schedule change, extensions of time on assignments, temporary housing (if available), and/or assistance in changing academic and living situations. In addition, no-contact orders may also be issued to prevent any contact, whether in person or indirectly, between the Respondent student and the Complainant.
• To request an Informal Resolution of the case (except in certain instances of sexual assault). Respondents have the right to bypass or end the Informal Resolution Process at any time.
• To a fair Formal Hearing Panel, if a panel is convened upon completion of an investigation and to resolve the case.
• To Identify Witnesses who may be interviewed during an investigation or who may be called to answer questions during a hearing.
• To reasonable Accommodations during the hearing, such as not being in the same room as the Complainant.
• To Submit Questions that the Respondent believes the Complainant or a witness should be asked during the hearing. The Hearing Chairperson may use their discretion to determine whether questions and/or information submitted is relevant. The Hearing Chairperson may choose to reframe or omit them as necessary.
• To be Notified in Writing of the Hearing Panel’s decision and, if applicable, the sanctions imposed.
• To Appeal the decision of the Hearing Panel within fourteen (14) days of the written decision.

The Title IX Coordinator or designated investigator will ensure that the Respondent receives these rights in writing.

X. Informal Resolution Process

A Complainant who wishes to file a report of Sexual Misconduct with the University but who does not wish to pursue the Formal Resolution Process, as explained below, may request a less formal proceeding, referred to as the Informal Resolution Process. However, the Informal Resolution Process is not available for reports of alleged Non-Consensual Sexual Penetration.

The Informal Resolution Process is intended to resolve reports quickly, efficiently, and to the mutual satisfaction of the parties involved. Where circumstances allow for this, the Informal Resolution Process will be initiated as soon as possible after the filing of the report and the conclusion of an initial assessment.

Any resolution through this Informal Resolution Process must be mutually agreed upon by the parties involved. The Title IX Coordinator will assign appropriate University officials to facilitate informal resolution.

Both the Complainant and the Respondent have the right to bypass or end the Informal Resolution Process at any time and initiate the Formal Resolution Process.

Records arising from the Informal Resolution Process will not be used for any purpose other than those described above, to comply with applicable laws and regulations, and/or if a complaint subsequently results in the Formal Resolution Process as a result of a party’s failure to comply with the terms of the informal resolution agreement or otherwise becomes part of a legal action.

Notwithstanding the foregoing, the University may also take into account prior accusations of the same or of a similar nature filed against an accused individual, and the University may take action to address concerns about repetitive behaviors that are inconsistent with the University’s commitment to maintaining an educational and working environment free from Sexual Misconduct and Sexual Discrimination.

XI. Formal Resolution Process

When informal resolution is not an option or when a student chooses not to utilize the Informal Resolution Process, the following process has been established to resolve complaints under this policy.

A. Notice of Investigation

The Title IX Coordinator or designated investigator will notify the Complainant and the Respondent, in writing, of the initiation of an investigation beyond the Initial Assessment. If not previously provided, the Title IX Coordinator or investigator will identify the parties; specify the date, time, location, and nature of the alleged prohibited conduct; identify potential policy violations; identify the investigator if other than the Title IX Coordinator; and instruct the parties to preserve any potentially relevant evidence.
B. Other Forms of Prohibited Conduct

If a report also implicates other forms of conduct prohibited by the University (e.g., Code of Conduct) and such conduct is not related to the allegations of sexual misconduct, the non-related conduct may be referred to the appropriate University office during or after the Sexual Misconduct allegation is resolved.

C. Presumption of Non-Responsibility and Participation of the Parties

The investigation is a neutral fact gathering process. The Respondent is presumed to be not responsible; the presumption may be overcome only where there is sufficient evidence by a preponderance of evidence to support a finding that the Respondent is responsible for violating this policy.

D. Timeframe for Completion of Investigation; Extension for Good Cause

An investigation by the University and a decision by the Sexual Misconduct Hearing Panel will, in most cases, be rendered within sixty (60) days of the filing of a report. This time period can be modified at the discretion of the University’s Title IX Coordinator, if deemed necessary to conduct a thorough investigation, to protect the rights of all parties or for other reasonable considerations.

E. Overview of Investigation

During the investigation, the parties will have an equal opportunity to be heard, to submit information and corroborating evidence, to identify witnesses who may have relevant information, and to submit questions that they believe should be directed by the investigator to the other or to any witness.

The investigator will notify and seek to meet separately with the parties and third-party witnesses and will gather other relevant and available information including, without limitation, electronic or other records of communications between the parties or witnesses, photographs, and/or medical records (subject to the consent of the applicable party).

The Title IX Coordinator or designated investigator has the discretion to determine the relevance of any proffered evidence and to exclude irrelevant evidence from the investigation report.

F. Request for a Sexual Misconduct Hearing Panel

Upon conclusion of the investigation, the Complainant may request that the matter be submitted to a Hearing Panel for determination of whether Respondent is responsible for violating this policy.

If Complainant makes a request for a Hearing Panel, the Title IX Coordinator or designated investigator will determine whether there is cause for the matter to proceed to a Hearing Panel under the Formal Resolution Process.

G. Investigation Report and Review Period

If a matter is submitted to a Sexual Misconduct Hearing Panel for a determination of responsibility, upon completion of the investigation, the Title IX Coordinator or designee will prepare a written report summarizing the investigation. Because the Hearing Panel will determine whether a party is responsible for violating the policy, the report will not make a finding of a violation but will make a finding of whether cause exists for the matter to proceed to a hearing.
The parties will receive a copy of the investigation report in advance of the hearing. After receiving the investigation report and in advance of the hearing, the parties may submit additional information, additional comments, and/or identify any additional witnesses or evidence for the Title IX Coordinator or designated investigator to consider. In the absence of good cause, as determined by the Title IX Coordinator or investigator, information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Title IX Coordinator or designee during the investigation will not be considered by the Hearing Panel.

The parties will have seven (7) calendar days to review and respond in writing to the investigation report. Responses must be submitted to the Title IX Coordinator.

The Title IX Coordinator has discretion to exclude additional information, comments, witnesses or other evidence on grounds of relevancy, redundancy, or failure to provide such evidence during the course of the investigation without good cause. The Title IX Coordinator or designated investigator may amend the investigation report or include additional information as an appendix to the original investigation report. Excluded information, comments, and names of witnesses will be provided to the Hearing Chairperson for determination as to whether said evidence will be included at the hearing.

The final investigation report will be submitted to the Hearing Panel in advance of the hearing.

H. Hearing Board

The University’s Sexual Misconduct Hearing Board is composed of faculty and staff who have received training, including education on hearing processes, the standard of review, evaluating evidence in a fair and impartial manner, cultural awareness, and the impact of trauma on all parties.

When a request for a Sexual Misconduct Hearing Panel is made, the Title IX Coordinator, or designated investigator, will select a Chairperson in addition to a three-member Hearing Panel from the Hearing Board to determine whether the Respondent is responsible for violating the Student Sexual Misconduct and Sexual Discrimination Policy.

I. Hearing Format

The hearing is an opportunity for the parties to address the Hearing Panel and for the Hearing Panel to meet the parties and ask the parties’ questions. The sequence of this hearing may be as follows:

- **Investigation Summary:** The Title IX investigator assigned to the complaint will provide a brief summary of the allegations. Following the summary, the Hearing Panel may ask questions to the Title IX investigator. Complainant and Respondent may submit questions to the Chairperson in writing, for the Hearing Panel to then ask the Title IX investigator, which the Chairperson may choose to rephrase or omit.
- **Complainant’s Case:** Complainant has the option, but is not required, to provide a brief verbal or written opening statement setting forth the charges alleged. If the opening statement is written, the Hearing Chairperson may, in its discretion, read it out loud upon request by the Complainant. Following an opening statement, Complainant may present evidence by being available for questioning by the Hearing Panel; may request the Hearing Panel to call his/her witnesses; and may submit questions in writing to the Chairperson for the Hearing Panel to ask, which the Chairperson may choose to rephrase or omit.
- **Once the Hearing Panel has completed its questioning, the Respondent may submit written questions to the Chairperson to consider and if deemed relevant and not otherwise redundant, submit to the Hearing Panel.**
• Respondent’s Case: Respondent has the option, but is not required, to provide a brief verbal or written opening statement setting forth Respondent’s reply to the charges alleged. If the opening statement is written, the Hearing Chairperson may read it out loud upon request of the Respondent. No questions may be asked during the opening statements. Following the opening statement, Respondent may present evidence by being available for questioning by the Hearing Panel; may request the Hearing Panel to call his/her witnesses; and may submit questions in writing to the Chairperson for the Hearing Panel to ask, which the Chairperson may choose to rephrase or omit.

• Once the Hearing Panel has completed its questioning, the Complainant may submit written questions to the Chairperson to consider and, if deemed relevant and not otherwise redundant, submit to the Hearing Panel.

• Please note that both parties may have already provided the Chairperson with questions to be asked by the Hearing Panel. If either party would like additional questions asked, they must be submitted in writing and provided to the Chairperson during the hearing.

• Deliberations: Once the statements have been completed, the parties will be dismissed, and the Hearing Panel will begin its deliberations. The Hearing Panel shall evaluate the evidence and decide, based on a preponderance of the evidence, whether the Respondent is responsible for violating the University’s Student Sexual Misconduct policy. Once the Panel has reached a decision, the parties will be notified simultaneously in writing of the Panel’s decision.

J. Submission of Questions to the Hearing Panel

As stated above, prior to and during the hearing, the Complainant and Respondent may submit questions to the Chairperson to be asked of each other and the witnesses testifying before the panel. Complainants and Respondents are prohibited from directly asking questions. This prohibition extends to advisors and support persons of Complainants and Respondents. The Hearing Chairperson makes evidentiary decisions and has sole discretion to determine relevancy and/or redundancy of the questions submitted and determine whether the questions should be asked in full, in part, or omitted.

K. Prior or Subsequent Conduct

Prior or subsequent conduct of the parties may be considered in determining pattern, knowledge, intent, motive or absence of mistake. For example, evidence of a pattern may be deemed relevant if the conduct is substantially similar to the conduct under investigation. In consultation with the Title IX Coordinator, the Chairperson will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.

L. Prior Sexual History

Notwithstanding the above, sexual history of a Complainant or Respondent will never be used to prove character or reputation. Moreover, evidence related to prior sexual history or either of the parties is generally not relevant to the determination of a policy violation but will be considered in limited circumstances. Sexual history of either party with one another may be discussed during the hearing if determined by the Chairperson to be relevant.

M. Relevance

During the hearing, the Hearing Chairperson has the sole discretion to determine relevance of any proffered evidence, to include or exclude certain types of evidence at the hearing as well as which questions are relevant and/or not redundant and/or not reliable and may be asked by the Hearing Panel.
Issues regarding admission of evidence or testimony, including relevancy and the reliability of the evidence and testimony will be determined by the Hearing Chairperson prior to and/or during the hearing.

N. Support Person and Advisor

Complainant may have a support person of their choosing and an advisor of their choosing at the hearing, but their roles are strictly limited to providing support and/or advice to the Complainant. Respondent may have a support person of their choosing and an advisor of their choosing at the hearing, but their roles are strictly limited to providing support and/or advice to the Respondent. Support people and advisors are prohibited from directly asking questions, arguing, or presenting information or evidence during the hearing. Support people and advisors may be removed by the Chairperson, in the Chairperson’s discretion, if the support people or advisors disrupt the hearing.

O. Accommodations for Hearings

Arrangements may be made for Complainants and/or Respondents who do not wish to be in the hearing room with the opposing party at the same time. This accommodation may include audio conferencing or videoconferencing. All accommodation requests must be made to the Title IX Coordinator at least three (3) calendar days in advance of the hearing.

P. Hearing Panel Deliberations

The Hearing Chairperson is a non-voting facilitator of the panel’s deliberations. The Hearing Panel shall evaluate the evidence and decide, based on a preponderance of the evidence, whether the Respondent is responsible for violating the University’s Student Sexual Misconduct and Sexual Discrimination Policy. “Preponderance of the evidence standard” means that the Respondent student will be found responsible if, based upon the entirety of the evidence presented during the hearing, it is determined that the Respondent student “more likely than not” committed the offense in question. A decision is reached by a majority of the Hearing Panel.

Q. Sanctions

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

R. Simultaneous Notification of Panel’s Decision

Both parties will be notified (in writing) simultaneously of the Hearing Panel’s decision. The parties will also be informed of the sanctions imposed, if applicable, and the University appeal procedures. The Chairperson will also promptly notify the Title IX Coordinator of the decision and the sanctions imposed, if applicable.
XII. Appeals

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

- Appropriateness of the sanction;
- Germaine new evidence not available at the time of the hearing that could significantly impact the outcome; and/or
- Procedural errors that significantly impact the outcome

Appeals will be reviewed by an Appeals Committee comprised of an Appeals Officer and a three (3) member panel chosen by the Title IX Coordinator from the Sexual Misconduct Hearing Board.

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

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

XIII. Interim Suspensions or Other Interim Actions

For alleged violations of this Policy, interim actions, including but not limited to, interim suspension, reassignment to alternate housing, limitation of access to designated University housing and/or campus facilities, and limitation of privileges to engage in specified University activities may be imposed by the University’s Title IX Coordinator in consultation with the appropriate University administrators. Regardless of the outcome of the Initial Assessment or Formal Resolution Process, Interim Measures may be provided to the Complainant or Respondent by the Title IX Coordinator. Such measures may include no contact orders and/or changes in class schedules and/or housing assignments.

Interim actions may also be taken when there is reason to believe that the conduct of the Respondent student(s) poses a threat of harm to the Complainant(s) or others, threatens or endangers University property, or disrupts the stability and continuance of normal University operations and functions. Interim actions, including but not limited to, interim suspension, reassignment to alternate housing, limitation of access to designated University housing and/or campus facilities, and limitation of privileges to engage in specified University activities may be imposed by the University’s Title IX Coordinator in consultation with the appropriate Title IX Deputy Coordinator and Dean of Students, if appropriate.

WFBMC makes this policy and educational opportunities readily available to all students and other members of its community. Please refer to the Campus and Community Resource sections of this report for important campus and community resource contact information.
WFBMC has security awareness programs designed to inform students and employees about campus security procedures and practices; security awareness programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others; and programs designed to inform students and employees about the prevention of crimes.

WFBMC provides programs to inform students and employees about campus crimes and encourages them to take responsibility for their safety and the safety of others. Trained WFBMC Security Services personnel provide special educational safety programs. Although these crime prevention and security awareness programs are general in nature, they can be customized to fit specific concerns and groups. During 2017, WFBMC offered both annual and as-requested crime prevention and security awareness programs. Topics such as personal safety, alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the prior academic year.

All educational safety programs are available upon request by calling 336-716-3305. Visit the following webpage for educational programs: https://titleix.wfu.edu/training-2/

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

- Substance Abuse
- Self Defense
- Violence Management
- Rape Awareness
- Personal Safety
- Management of Aggression

WFBMC will assist crime victims by providing information on counseling and other support services available. Information on counseling, mental health and other services and the availability of changes in academic and on-campus living situations for victims are available through the Counseling and Well-Being Services and the education program offices that coordinate student services, including the Student Counseling and Well-Being Services (Confidential); Title IX Office (Private/Not Confidential) or Student Affairs (Private/Not Confidential).

Programs include steps to a safe and healthy community. A victim is never to blame for a crime. Members of the community may be able to do things to reduce the safety risks.

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

2. **IF YOU OBSERVE ANY SUSPICIOUS ACTIVITY OR WISH TO REPORT ANY CRIMINAL ACT, CALL LOCAL LAW ENFORCEMENT AT 911 OR MEDICAL CENTER SECURITY SERVICES IMMEDIATELY AT 6-9111 (336-716-9111).**
   - For police, fire or medical emergencies, you may contact Medical Center Security by calling 6-9111 from any house phone or 336-716-9111 from an off-campus phone or cell phone. You may also use any of the emergency call boxes throughout the campus. Simply push the button, or follow the instructions on the phone, to be in direct contact with WFBMC Security Services Emergency Communications Center. The campus community is encouraged to accurately and promptly report all crimes and safety related incidents to WFBMC Security Services.

3. **IF YOU BECOME AWARE OF A CRIME, OBSERVE A SUSPICIOUS PERSON OR SITUATION OR ARE A VICTIM YOURSELF, PROMPTLY REPORT IT TO THE POLICE.**
Timely reports increase the likelihood that critical evidence will be obtained, stolen property will be recovered, and the offender will be successfully prosecuted. This is especially important in cases involving sex offenses. A prompt report to the police will also ensure that you are made aware of all available victim support services.

4. **AVOID WALKING ALONE AT NIGHT.**
   Make arrangements to walk in groups or, call 6-3305 (336-716-3305) and request a security escort; or use the Medical Center Van Service. Hours of operation for Van Services can be found at [https://preview.school.wakehealth.edu/Campus-and-Community-Life/Transportation-and-Parking](https://preview.school.wakehealth.edu/Campus-and-Community-Life/Transportation-and-Parking). If you must travel alone at night, stay on well-lit paths and sidewalks. At Innovation Quarter campus, you may also contact Sunstates Security at 336-713-1568 for a security escort.

5. **KEEP YOUR DOORS LOCKED AT ALL TIMES.**
   Locking your doors, wherever you reside, is an effective way to reduce theft and enhance personal safety. The vast majority of thefts occur from unlocked rooms when the occupant is gone only briefly. Do not prop open exterior doors and close any doors you find propped open. Propped doors are a high risk and greatly increase chances of your victimization. WFBMC (at WFBMC campus) and Sunstates (at Innovation Quarter campus) monitor doors with card access readers and door alarms. Security officers are dispatched immediately to investigate any propped doors. Do not open your door to someone you do not know.

6. **DO NOT LEND YOUR KEY OR BADGE CARD TO ANYONE.**
   Your action could result in both you and/or an innocent victim being referred to the campus judicial system. Report a lost or stolen key to WFBMC Security Services or Sunstates.

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

8. **REPORT ALL SECURITY-RELATED MAINTENANCE PROBLEMS.**
   Locks, doors, windows, exterior lights in need of replacement, shrubbery in need of trimming or other unsafe conditions should be reported immediately to Facilities or Engineering by calling the Service Response Center at 336-716-0007 at WFBMC campus or Sunstates at 336-713-1568 at the Innovation Quarter campus. Campus facilities and landscaping are maintained in a manner to minimize hazardous conditions. WFBMC Security Services at the WFBMC campus and Sunstates at the Innovation Quarter campus routinely check for malfunctioning lights and other unsafe physical conditions. Any conditions found are reported to the appropriate department.

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

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

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

*Wake Forest University Police Department Rape Aggression Defense (RAD)*

The Wake Forest University Police Department offers an extensive series of crime prevention and security awareness educational programs to the WFBMC and Innovation Quarter campuses that are designed to inform attendees about the prevention of crimes and safety. Specific educational programs are provided by the Wake Forest University Police to address sexual assault, domestic violence, dating violence, stalking, drug abuse, and acquaintance rape.

The Wake Forest University Police also provide a full day training and online training for WFBMC Campus Security Authorities (CSAs) are offered and receive one full day of training and have online training available all year. Rape Aggression Defense (RAD) is taught to female students, staff, faculty, or community members. Although this course is offered for academic credit each semester, students are welcomed to audit the class. Customized programs on most security-related topics are available for WFBMC groups and organizations upon request.

Rape Aggression Defense (RAD) is a comprehensive course that begins with awareness, prevention and avoidance. It progresses to the basics of hand-to-hand defense training. The course is not a martial arts program, though it teaches realistic self-defense tactics and techniques. Students gain confidence in knowing how to make an educated decision about resistance in spontaneous, violent attacks. Faculty and staff classes are also offered in the summer. Eight classes were presented during the year. This class is evaluated with a pre and post-test and an evaluation of instructors.

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

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**PREVENTION OF SEXUAL MISCONDUCT EDUCATIONAL PROGRAMS**

WFBMC offers numerous intentional and integrated programming, initiatives, strategies, and campaigns intended to end and prohibit dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;

c. Defines what behavior and actions constitute consent to sexual activity in the State of North Carolina and/or using the definition of consent found in the WFBMC Student Sexual Misconduct & Discrimination Policy;

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

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

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

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

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

In 2017, the WFBMC Human Resources Department conducted new employee orientation weekly. This orientation generally covers topics such as sex discrimination and sexual harassment. Additionally, required leader training covers both topics to all those who have direct reports.

The Title IX Office offers employee training that addresses sexual assault, domestic violence, dating violence, and stalking. The Title IX Office training includes information on risk reduction and safe and positive bystander intervention.

The WFBMC Student Sexual Health Awareness Group conducted an annual training in 2017 that covered issues of Sexually Transmitted Infections (STI) testing, healthy relationships, and issues around sexual assault.

Additionally, during new and returning student orientations, students are required to attend a session called “Security and Safety”. This session is led by a member of the WFBMC Security Services and/or the
Title IX Coordinator. Information in the session covers general student safety, how to contact security, resources available to students if they are a victim of a crime and/or feel unsafe, as well as information about the Student Sexual Misconduct & Discrimination Policy, including definitions of sexual discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking and how to report such offenses. The training also includes information on risk reduction and safe and positive bystander intervention.

Faculty, staff and students are required to complete an on-line Annual Compliance Training module on an annual basis. The training module includes information about campus security and sexual misconduct resources.

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

Primary Prevention and Awareness programs listed in the following chart were conducted by the Title IX Office:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location</th>
<th>Topic</th>
<th>Target Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awareness Posters</td>
<td>3/24/2017</td>
<td>Wake Downtown</td>
<td>Sexual Assault, Domestic Violence, Dating Violence, &amp; Stalking</td>
<td>Students</td>
</tr>
<tr>
<td>Title IX Refresher (“Boot Camp”)</td>
<td>5/4/2017</td>
<td>Bowman Gray Center for Medical Education (BGCME)</td>
<td>Sexual Assault, Domestic Violence, Dating Violence, &amp; Stalking</td>
<td>3rd Year Medical Students</td>
</tr>
<tr>
<td>Title IX Overview</td>
<td>5/22/2017</td>
<td>BGCME</td>
<td>Sexual Assault, Domestic Violence, Dating Violence, &amp; Stalking</td>
<td>Students in Medical Student Research Program</td>
</tr>
<tr>
<td>Title IX Overview</td>
<td>5/24/2017</td>
<td>Biotech Place</td>
<td>Sexual Assault, Domestic Violence, Dating Violence, &amp; Stalking</td>
<td>Summer Graduate Students</td>
</tr>
<tr>
<td>Title IX Overview</td>
<td>6/1/2017</td>
<td>S25@Vine</td>
<td>Sexual Assault, Domestic Violence, Dating Violence, &amp; Stalking</td>
<td>New P.A. Students</td>
</tr>
<tr>
<td>Annual Hearing Board Training</td>
<td>7/11/2017</td>
<td>Reynolda Hall</td>
<td>Sexual Assault, Domestic Violence, Dating Violence, &amp; Stalking</td>
<td>Hearing Board Members</td>
</tr>
<tr>
<td>Title IX Overview</td>
<td>7/12/2017</td>
<td>BGCME</td>
<td>Sexual Assault, Domestic Violence, Dating Violence, &amp; Stalking</td>
<td>New Medical Students</td>
</tr>
<tr>
<td>Stop, Drop &amp; Roll</td>
<td>7/18/2017</td>
<td>BGCME</td>
<td>Sexual Assault, Domestic Violence, Dating Violence, &amp; Stalking</td>
<td>School of Medicine faculty &amp; staff</td>
</tr>
<tr>
<td>Stop, Drop &amp; Roll</td>
<td>7/24/2017</td>
<td>BGCME</td>
<td>Sexual Assault, Domestic Violence, Dating Violence, &amp; Stalking</td>
<td>School of Medicine faculty &amp; staff</td>
</tr>
<tr>
<td>Annual Hearing Board Training</td>
<td>7/27/2017</td>
<td>Reynolda Hall</td>
<td>Sexual Assault, Domestic Violence, Dating Violence, &amp; Stalking</td>
<td>Hearing Board Members</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
<td>Location/Group</td>
<td>Topic</td>
<td>Audience</td>
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</tr>
<tr>
<td>Title IX Overview</td>
<td>7/31/2017</td>
<td>BGCME</td>
<td>Sexual Assault, Domestic Violence, Dating Violence, &amp; Stalking</td>
<td>2nd Year Medical Students</td>
</tr>
<tr>
<td>Title IX Overview</td>
<td>8/7/2017</td>
<td>BGCME</td>
<td>Sexual Assault, Domestic Violence, Dating Violence, &amp; Stalking</td>
<td>CRNA Students</td>
</tr>
<tr>
<td>Title IX Overview</td>
<td>8/8/2017</td>
<td>Biotech Place</td>
<td>Sexual Assault, Domestic Violence, Dating Violence, &amp; Stalking</td>
<td>Graduate Students</td>
</tr>
<tr>
<td>Title IX Open Forum</td>
<td>8/10/2017</td>
<td>BGCME</td>
<td>Sexual Assault &amp; Sexual Harassment</td>
<td>2nd Year Medical Students</td>
</tr>
<tr>
<td>Title IX Open Forum</td>
<td>8/23/2017</td>
<td>BGCME</td>
<td>Sexual Assault &amp; Sexual Harassment</td>
<td>2nd Year Medical Students</td>
</tr>
<tr>
<td>Stop, Drop &amp; Roll</td>
<td>8/28/2017</td>
<td>BGCME</td>
<td>Sexual Assault, Domestic Violence, Dating Violence, &amp; Stalking</td>
<td>School of Medicine Academic Affairs staff</td>
</tr>
<tr>
<td>Title IX Overview</td>
<td>9/18/2017</td>
<td>WFBMC (main campus)</td>
<td>Sexual Assault, Domestic Violence, Dating Violence, &amp; Stalking</td>
<td>Medical School faculty clerkship supervisors</td>
</tr>
</tbody>
</table>
## Campus Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking (On-Campus)

<table>
<thead>
<tr>
<th><strong>Counseling and Well-Being Services (Confidential)</strong></th>
<th><strong>Contact</strong></th>
<th><strong>Location</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides confidential support service and education for students regarding sexual misconduct, including assault, and relationship violence or stalking.</td>
<td><a href="mailto:counselingservices@wakehealth.edu">counselingservices@wakehealth.edu</a> (confidential email), or Dr. Paige Bentley, <a href="mailto:pbentley@wakehealth.edu">pbentley@wakehealth.edu</a>, 336-713-3357; or Ryan MacLeod, <a href="mailto:rmacleod@wakehealth.edu">rmacleod@wakehealth.edu</a>, 336-713-6302</td>
<td>Waiting Room: Bowman Gray Center for Medical Education 1213, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Chaplain (Confidential)</strong></th>
<th><strong>Contact</strong></th>
<th><strong>Location</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides confidential support</td>
<td>Michelle Nicolle, Chaplain <a href="mailto:mnicolle@wakehealth.edu">mnicolle@wakehealth.edu</a>, 336-713-9766</td>
<td>3rd floor: Bowman Gray Center for Medical Education 1213, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>WFU Baptist Medical Center (Confidential)</strong></th>
<th><strong>Contact</strong></th>
<th><strong>Location</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Concern including wellness exams, SANE forensic exams, STI or pregnancy testing, and Rape Drug Screening</td>
<td>Emergency Department 336-713-9000 To request an appointment: 336-716-9253</td>
<td>Medical Center Blvd. Winston-Salem, N.C. 27157 <a href="https://www.wakehealth.edu/Specialty/e/Emergency-Department">https://www.wakehealth.edu/Specialty/e/Emergency-Department</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Title IX Office (Not Confidential)</strong></th>
<th><strong>Contact</strong></th>
<th><strong>Location</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Private reporting option for incidents of sexual harassment, sexual assault, domestic violence, dating violence, including issuance of interim measures; conducts Title IX investigations and proceedings</td>
<td>Tanya Jachimiak, Title IX Coordinator <a href="mailto:jachimtl@wfu.edu">jachimtl@wfu.edu</a> or <a href="mailto:titleixcoordinator@wfu.edu">titleixcoordinator@wfu.edu</a> 336-748-7258 Jessica Harris Telligman, Deputy Title IX Coordinator/Investigator <a href="mailto:jtelligm@wakehealth.edu">jtelligm@wakehealth.edu</a> 336-758-4997</td>
<td>Ground Floor, Reynolda Hall, Wake Forest University or 3rd floor: Bowman Gray Center for Medical Education 1213, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101 <a href="https://school.wakehealth.edu/Education-and-Training/Student-Affairs/Title-IX">https://school.wakehealth.edu/Education-and-Training/Student-Affairs/Title-IX</a> <a href="https://titleix.wfu.edu/">https://titleix.wfu.edu/</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Security Office (Not Confidential)</strong></th>
<th><strong>Contact</strong></th>
<th><strong>Location</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Private reporting option, safety needs or making a police report</td>
<td>Emergency Communications 336-716-3305</td>
<td>Main Floor, Ambulatory Care Building, Wake Forest Baptist Medical Center, Medical Center Blvd, Winston-Salem, NC <a href="https://school.wakehealth.edu/Campus-and-Community-Life/Campus-Safety-and-Security">https://school.wakehealth.edu/Campus-and-Community-Life/Campus-Safety-and-Security</a></td>
</tr>
<tr>
<td>Student Affairs (Not Confidential)</td>
<td>Contact</td>
<td>Location</td>
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</tr>
</tbody>
</table>
| Private reporting option, including issuance of interim measures, and accommodations | Nicole Allen  
Assistant Director, Title IX  
Deputy Coordinator, Student Affairs  
chaallen@wakehealth.edu,  
336-713-7880 | 2nd floor: Bowman Gray Center for Medical Education, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101 |

Contact information for on and off campus resources can be found listed in the Student Sexual Misconduct & Discrimination Policy as well as on the Title IX Office website at  
https://school.wakehealth.edu/Education-and-Training/Student-Affairs/Title-IX and at: https://titleix.wfu.edu

### Community Resources

<table>
<thead>
<tr>
<th>Winston-Salem Community Resources</th>
<th>Contact</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advocacy &amp; Support</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Family Services** | info@fsifamily.org  
336-722-8173  
or 1-800-316-5513 | 1200 S. Broad Street  
Winston-Salem, NC 27101  
https://familyservicesforsyth.org/ |

Community advocacy and support services; Individual and group counseling and education opportunities; Domestic Violence Shelter (information available through DV Crisis Line)

Sexual Assault Crisis Line: 336-722-4457  
Domestic Violence Crisis Line: 336-723-8125

Crisis Lines available 24/7/365

<table>
<thead>
<tr>
<th>Safe on Seventh (by Family Services)</th>
<th>Contact</th>
<th>Location</th>
</tr>
</thead>
</table>
| “One Stop Shop” for assistance with interpersonal violence concerns including criminal and civil justice systems, law enforcement, victim advocates, and legal advocates | info@fsifamily.org  
336-722-8173  
or 1-800-316-5513 | Seventh Floor, Forsyth County Hall of Justice,  
200 N. Main St,  
Winston-Salem, NC 27101  
https://familyservicesforsyth.org/find-help/safe-relationships/domestic-violence/safe-on-seven/ |

<table>
<thead>
<tr>
<th>Health and Safety Resources</th>
<th>Contact</th>
<th>Location</th>
</tr>
</thead>
</table>
| WFU Baptist Medical Center  
Medical Concerns including wellness exams, SANE forensic exams, STI or Pregnancy testing, and Drug Screenings | Emergency Department:  
336-713-9000  
To request an appointment:  
336-716-9253 | Medical Center Blvd,  
Winston-Salem, NC 27157  
https://www.wakehealth.edu/Specialty/e/Emergency-Department |
### Novant Health Forsyth Medical Center

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

**Contact**
- Emergency Department: 336-718-2001
- To request an appointment: 336-718-5000

**Location**
- 3333 Silas Creek Pkwy, Winston-Salem, NC 27103
- [https://www.novanthealth.org/home/services/emergency.aspx](https://www.novanthealth.org/home/services/emergency.aspx)

### Winston-Salem Police Department

**Safety needs or filing police report for incidents occurring outside of WFU Reynolda Campus**

**Contact**
- Emergencies: 911
- Non-Emergencies: 336-773-7700

**Location**
- 725 N Cherry Street
  - Winston-Salem, NC 27107
  - [http://www.cityofws.org/departments/police](http://www.cityofws.org/departments/police)

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Other resources available to victims of sexual assault, domestic violence, dating violence, or stalking, include:

- [https://www.rainn.org/](https://www.rainn.org/) – Rape, Abuse and Incest National Network
- [https://www.justice.gov/ovw/sexual-assault](https://www.justice.gov/ovw/sexual-assault) - Department of Justice
- [https://www2.ed.gov/about/offices/list/ocr/index.html](https://www2.ed.gov/about/offices/list/ocr/index.html) Department of Education, Office of Civil Rights

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**Counseling & Well-Being Services**

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

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

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

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**Title IX and Clery Act Steering Committee**

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

**Title IX Office**

The Title IX Office ensures that there is a coordinated response to reports of sexual misconduct, including police and Title IX investigations, advocacy services, and resources for both the complainant and the accused. The Title IX Office and Counseling and Well-Being Services are the primary units that coordinate support services, victim assistance, and referrals for student complainants and/or students accused of sexual misconduct. WFBMC recognizes that not all victims will want to pursue complaints and therefore the campus provides confidential places, such as Counseling and Well-Being Services, for students to receive support. Additionally, the Title IX Office offers educational programming and collaborates with other offices, such as the School of Medicine, Office of Student Affairs, in providing prevention initiatives to the campus community. Reports of sexual misconduct should be reported to WFBMC’s Title IX Office as outlined above.
The Wake Forest University School of Medicine PA Program at Appalachian State University began in 2014. The Program is located at 400 University Hall Drive, Boone NC 29201. This building is not on or contiguous to the Appalachian State University (ASU) Main Campus. The crime statistics below are representative of the data collected for the 2015 crime report.

*NOTE: The following definitions apply to the charts on pages 61-62.

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

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

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

Arrests = The physical arrest or issuing of a citation to a person accused of violating state law.

Referred for Disciplinary Action = the referral of a student who has violated state law to the Dean of Students of the applicable education program for disciplinary action.

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

<table>
<thead>
<tr>
<th>Offense</th>
<th>On-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Boone Police</td>
<td>Campus Officials</td>
</tr>
<tr>
<td>Murder &amp; Non-negligent Manslaughter</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Rape</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Fondling</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Incest</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
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<td>0 0 0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Arson</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0 0 0</td>
<td>0 0 0</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Arrests</th>
<th>Boone Police</th>
<th>Campus Officials</th>
<th>Boone Police</th>
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</thead>
<tbody>
<tr>
<td>Liquor Law Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Disciplinary Action Referrals

<table>
<thead>
<tr>
<th>Disciplinary Action Referrals</th>
<th>ASU Campus Police</th>
<th>Campus Officials</th>
<th>Boone Police</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**BOONE CAMPUS**

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

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

<table>
<thead>
<tr>
<th>Incident</th>
<th>On-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Boone Police</td>
<td>Campus Officials</td>
</tr>
<tr>
<td>Domestic Violence</td>
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<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**EDUCATIONAL PROGRAMS AND ASSISTANCE:** Programs are available through Appalachian State University Police, [https://police.appstate.edu/](https://police.appstate.edu/), and Student Health Services, [https://healthservices.appstate.edu/](https://healthservices.appstate.edu/). All incoming students and new employees are provided with programming and strategies intended to prevent interpersonal violence before an incident occurs through the changing of social norms and other approaches. Ongoing prevention and awareness programs and campaigns are also offered throughout the year and include:

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

Counseling & Psychological Services: Counseling & Psychological Services are available through Appalachian State University, https://counseling.appstate.edu/ through Wake Forest School of Medicine Counseling and Well-Being Services, https://school.wakehealth.edu/Education-and-Training/Student-Affairs/Health-Wellness-and-Counseling. 

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

APPALACHIAN STATE UNIVERSITY POLICY ON VIOLATION OF ALCOHOL AND DRUG ABUSE LAWS SEE: https://police.appstate.edu/alcohol-drugs-weapons 

The Wake Forest Baptist Medical Center Substance Abuse Policy and the WFSM Student Substance Abuse Policy (see the Student Handbook) which are described in the WFBMC and Innovation Quarter campuses report at pages 14-15 also apply. 

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

VICTIM COUNSELING: PA program students can receive services from both ASU Student Health Services: https://healthservices.appstate.edu/ and Counseling & Psychological Services https://counseling.appstate.edu/ or from Wake Forest School of Medicine Counseling and Well-Being Services, https://school.wakehealth.edu/Education-and-Training/Student-Affairs/Health-Wellness-and-Counseling 

SEXUAL ASSAULT 
Students may file a complaint of sexual misconduct against a student of the PA Program by following the procedures described in the Wake Forest Baptist Medical Center Student Sexual Misconduct & Discrimination Policy, which can also be found in the Student Handbook. Students may file a complaint of sexual misconduct against a student of Appalachian State University by following the procedures described in the Appalachian State University Sex Offense Response Policy. Resources are available by contacting the Wake Forest Baptist Medical Center Title IX Office at 336-716-9089 or 336-758-7258, jachimtl@wfu.edu or titleixoordinator@wfu.edu. Students may also contact Nicole Allen, Assistant Director,
REGISTERED SEX OFFENDERS
All convicted sex offenders coming to or in North Carolina, at which the persons are employed, carry on a vocation, volunteer services, or are students are required to register with the local county sheriff’s office for inclusion in the North Carolina Sex Offender and Public Protection Registry. This Registry may be viewed locally at the local county sheriff’s office or accessed directly online at https://www.nc.gov/sex-offender-registry. The North Carolina Bureau of Investigation maintains this web site.

National information about registered sex offenders is available at the U.S. Department of Justice National Sex Offender Public Website at https://www.nsopw.gov/

TITLE IX COORDINATOR
See page 29 for information about Wake Forest Baptist Medical Center’s Title IX Coordinator. Information about Appalachian State University’s Title IX Coordinator is available below and by visiting: https://edc.appstate.edu/title-ix

April Baer, EdD
Director of Investigations/Title IX Coordinator
123 IG Greer Hall
Boone, NC 28608
828-262-2144
baerap@appstate.edu

CONFIDENTIALITY
See pages 31-32 of this report for information regarding Wake Forest Baptist Medical Center’s statement and policy concerning confidentiality, and https://edc.appstate.edu/reporting-concern for the ASU statement on confidentiality.

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

CAMPUS DISCIPLINARY ACTIONS
Information regarding the Wake Forest Baptist Medical Center Student Sexual Misconduct & Discrimination Policy and campus disciplinary actions can be found on pages 26-50 of this report. In addition, for information regarding the ASU statement of student code of conduct and disciplinary actions that apply to students enrolled at ASU, see https://studentconduct.appstate.edu/pagesmith/8.

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

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

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

**TIMELY WARNING**

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

The information in the Safety Alert will include a description of the incident and location but will not divulge information that could lead to the identity of the victim and will link to information that promotes safety and would aid in the prevention of similar incidents. If there is an emergency or immediate threat to the health or safety of students or employees occurring on campus, ASU will activate its emergency notification system, called AppState-ALERT.

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

**IMPORTANT PHONE NUMBERS**

<table>
<thead>
<tr>
<th>ON-CAMPUS ASSISTANCE:</th>
<th>OFF-CAMPUS ASSISTANCE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police Emergency</td>
<td>Police, Fire and Medical Emergencies</td>
</tr>
<tr>
<td>828-262-8000</td>
<td>Boone Police Department</td>
</tr>
<tr>
<td>University Police Department</td>
<td>OASIS, Inc. 24-hour domestic violence and sexual assault crisis line.</td>
</tr>
<tr>
<td>828-262-2150</td>
<td>Watauga Country Sheriff's Department</td>
</tr>
<tr>
<td>University Counseling Center</td>
<td>Daymark (24 Hour Emergency Number)</td>
</tr>
<tr>
<td>828-262-3180</td>
<td></td>
</tr>
<tr>
<td>Evening Crisis Coverage</td>
<td></td>
</tr>
<tr>
<td>828-262-2150</td>
<td></td>
</tr>
<tr>
<td>Student Health Services</td>
<td></td>
</tr>
<tr>
<td>828-262-3100</td>
<td></td>
</tr>
</tbody>
</table>

The Annual Security and Fire Safety Report for Appalachian State University can be viewed at [https://police.appstate.edu/](https://police.appstate.edu/). For information regarding the Building Emergency Response Plan or the Building Coordinator Program at Appalachian State University, please see: [https://emergency.appstate.edu/building-emergency-team-program](https://emergency.appstate.edu/building-emergency-team-program)
Wake Forest Medical Center Security Services
Emergency Calls Only:
from campus extensions ................................................................. 6-9111
from off-campus phones ............................................................... 336-716-9111
Non-Emergency ............................................................................. 6-3305
from off-campus phones ............................................................... 336-716-3305
Security Escorts ............................................................................. 336-716-3305
Innovation Quarter Security Office .................................................. 336-713-1568

Administrative Services
8 a.m. - 5 p.m. – Monday - Friday:
Director of Security ......................................................................... 336-716-9949
Security Operations Manager ........................................................... 336-713-5257
Security Systems Manager ............................................................... 336-716-9828
Training Coordinator ....................................................................... 336-716-9949

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

Off-Campus Resources
WFU Police .................................................................................... 336-758-5911
Rape Response, W-S, NC ................................................................. 336-722-4457
Crisis Control, W-S, NC ................................................................. 336-724-7453
North Carolina Sex Offender and Public Protection Registry (Look up by name or location)
https://www.nc.gov/sex-offender-registry

Important Contacts

Medical Center Campus Resources
Counseling and Well-Being Services .................................................. 336-713-3357 or 336-713-6302
Associate Dean for Student Services ............................................... 336-716-4271
Medical Center Security ................................................................. 336-716-3305
Campus Advocacy and Support Services ....................................... 336-758-5285
Assistance available to all students’ 24-hours
University Title IX Coordinator ....................................................... 336-758-7258

Reynolda Campus Resources
Student Health Service .................................................................... 336-758-5218
24-hours when school is in session, excluding summer
University Police ............................................................................. 336-758-5911
University Counseling Center ......................................................... 336-758-5273
For emergencies after hours, contact Student Health Service
University Chaplain .......................................................................... 336-758-5210
For emergencies after hours, contact Student Health Service
Office of the Dean of Students ....................................................... 336-758-5226
Residence Life and Housing ......................................................... 336-758-5185
Wake Forest Compliance Hotline ..................................................... 877-880-7888
**Community Resources**

Sexual Assault Response Program .................................................. 336-722-4457  
24-hour rape crisis service sponsored by Family Services  
Novant Health Forsyth Medical Center Emergency Dept .................. 336-718-2001  
WF Baptist Medical Center Emergency Dept ............................... 336-713-9000  
Winston-Salem Police or Forsyth County ................................. 911

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**Clery Locations 2017**

<table>
<thead>
<tr>
<th>Bowman Gray Campus</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wake Forest Baptist Medical Center</strong></td>
<td></td>
</tr>
<tr>
<td>Hanes Building</td>
<td>301 Medical Center Blvd</td>
</tr>
<tr>
<td>MRI Building</td>
<td></td>
</tr>
<tr>
<td>Gray Building</td>
<td></td>
</tr>
<tr>
<td>Nutrition Res Center</td>
<td></td>
</tr>
<tr>
<td>Watlington Hall</td>
<td></td>
</tr>
<tr>
<td>North Tower</td>
<td></td>
</tr>
<tr>
<td>Ardmore Tower</td>
<td></td>
</tr>
<tr>
<td>Stitch Center</td>
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</tr>
<tr>
<td>Progressive Care Building</td>
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</tr>
<tr>
<td>Reynolds Tower</td>
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<tr>
<td>Janeway Tower</td>
<td></td>
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<tr>
<td>Meads Hall</td>
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<tr>
<td>Medical Plaza - Miller</td>
<td>131 Miller Street</td>
</tr>
</tbody>
</table>

|  |
|--------------------|---|
| **On Campus Residence** |  |
| Global Health House | 325 Lockland Ave | Winston-Salem | NC | 27103 |

|  |
|--------------------|---|
| **Public Property** |  |
| (Publicly owned roads not owned or controlled by Wake Forest Baptist Medical Center but within campus boundaries) |  |
| Medical Center Blvd |  |
| 2000 block of Cloverdale Ave |  |
| 200-400 block of South Hawthorne Rd |  |
| Beach Street |  |
| 1900 – 2000 Block of Queen Street |  |
| 300 Block of Lockland |  |

<p>| |
|  |
|--------------------|---|
| <strong>Innovation Quarter Campus</strong> |  |
| 525 @ Vine | 525 Vine Street | Winston-Salem | NC | 27101 |
| Biotech Place | 575 Patterson Ave | Winston-Salem | NC | 27101 |</p>
<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<tr>
<td>Dean Building</td>
<td>391 Technology Way</td>
<td>Winston-Salem</td>
<td>NC</td>
<td>27101</td>
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<tr>
<td>PTCRC</td>
<td>115 S. Chestnut Street</td>
<td>Winston-Salem</td>
<td>NC</td>
<td>27101</td>
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<tr>
<td><strong>Boone Campus</strong></td>
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<td></td>
</tr>
<tr>
<td>PA Program - Appalachian State University</td>
<td>400 University Hall Drive</td>
<td>Boone</td>
<td>NC</td>
<td>29201</td>
</tr>
<tr>
<td><strong>Non-Campus</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Lexington Medical Complex</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>10 Medical Park Dr</td>
<td>Lexington</td>
<td>NC</td>
<td>27292</td>
<td></td>
</tr>
<tr>
<td>101 Medical Park Dr</td>
<td>Lexington</td>
<td>NC</td>
<td>27292</td>
<td></td>
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<td>105 Hospital Dr</td>
<td>Lexington</td>
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<td>106 Medical Park Dr</td>
<td>Lexington</td>
<td>NC</td>
<td>27292</td>
<td></td>
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<tr>
<td>107 W Medical Park</td>
<td>Lexington</td>
<td>NC</td>
<td>27292</td>
<td></td>
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<tr>
<td>11 Medical Park Dr</td>
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<td>NC</td>
<td>27292</td>
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<td>14 Medical Park Dr</td>
<td>Lexington</td>
<td>NC</td>
<td>27292</td>
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<td>250 Hospital Dr</td>
<td>Lexington</td>
<td>NC</td>
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<tr>
<td>4 Medical Park</td>
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<td>NC</td>
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<td></td>
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<tr>
<td>5 Medical Park</td>
<td>Lexington</td>
<td>NC</td>
<td>27292</td>
<td></td>
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<tr>
<td>7 Medical Park Dr</td>
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<tr>
<td>Davie Medical Center</td>
<td>313 NC Hwy 801</td>
<td>Bermuda Run</td>
<td>NC</td>
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<tr>
<td>Davie Dermatology</td>
<td>108 Dornach Way</td>
<td>Advance</td>
<td>NC</td>
<td>27006</td>
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<tr>
<td>Clemmons Medical Plaza</td>
<td>2311 Lewisville Clemmons Rd.</td>
<td>Clemmons</td>
<td>NC</td>
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<tr>
<td>Mocksville Pediatrics</td>
<td>113 Marketplace Dr</td>
<td>Mocksville</td>
<td>NC</td>
<td>27028</td>
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<tr>
<td>Medical Pavilion-Mocksville</td>
<td>1188 Yadkinville Rd.</td>
<td>Mocksville</td>
<td>NC</td>
<td>27028</td>
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<td>Wells Fargo</td>
<td>100 N. Main Street</td>
<td>Winston-Salem</td>
<td>NC</td>
<td>27101</td>
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<tr>
<td>Pain Center Brookstown</td>
<td>605 Cotton St</td>
<td>Winston-Salem</td>
<td>NC</td>
<td>27101</td>
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<tr>
<td>Dermatology</td>
<td>4618 Country Club Rd.</td>
<td>Winston-Salem</td>
<td>NC</td>
<td>27101</td>
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<tr>
<td>Westgate Center</td>
<td>3620 Westgate Center Circle #1-A</td>
<td>Winston-Salem</td>
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<tr>
<td>Westgate Center</td>
<td>3621 Westgate Center Circle #2-A</td>
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<td>Westgate Center</td>
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<td>Winston-Salem</td>
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Sexual Assault (Violence Against Women Act Definitions)

“Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

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

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

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

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

**DOMESTIC VIOLENCE** – includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of North Carolina or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of North Carolina.

**DATING VIOLENCE** – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: 1) the length of the relationship, 2) the type of relationship, and 3) the frequency of interaction between the persons involved in the relationship.

**STALKING** – engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others, or 2) suffer substantial emotional distress. For the purposes of this definition—

(i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

**DRUG ABUSE** - habitual use of drugs not needed for therapeutic purposes, solely to alter one's mood, affect, or state of consciousness, or to affect a body function unnecessarily.
1) General Policy Statement

It is the policy of Wake Forest Baptist Medical Center to identify and help staff/faculty members with problems associated with the abuse of alcohol and drugs and to encourage their rehabilitation. The Medical Center will report policy violations to licensing bodies and law enforcement as required or at its discretion.

a) Scope: All WFBMC staff and faculty

b) Responsible Department/Party/Parties:
   i. Policy Owner: Human Resources
   ii. Procedure: Human Resources
   iii. Supervision: Human Resources
   iv. Implementation: Employee Assistance Program, Employee Health Services, Human Resources Business Partners

2) Definitions

For purposes of this policy, the following terms and definitions apply:

a) WFBMC: Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), all on-site subsidiaries as well as those off-site governed by WFBMC policies and procedures.

b) Illegal Drug: The term "illegal drug" as used in this policy includes, but is not limited to, marijuana, cocaine, heroin and similar drugs whose possession and use are prohibited under state or federal law; prescription drugs unless validly prescribed by a staff/faculty member’s physician; so-called “designer drugs,” “look-alikes,” synthetic drugs and similar substances; and other drugs that may be abused, whether available legally (such as cough syrup or other over-the-counter medications or drugs for which a staff/faculty member has a valid prescription), or never intended for human consumption (such as glue).

3) Policy Guidelines

a) General Guidelines

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

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

iii. Staff/faculty members who use, sell, possess, distribute or manufacture alcohol, illegal drugs or legal drugs without a valid prescription on Medical Center property or during work time are subject to corrective action up to and including discharge.

   a. Such conduct is also prohibited during non-working time to the extent that it impairs a staff/faculty member’s ability to perform on the job or be in regular attendance, or to the extent that it threatens the reputation or the integrity of the Medical Center.

   b. The consumption of alcohol by a staff/faculty member in a business setting, as part of a business meal, conference or seminar during work hours is discouraged. Operating a motor vehicle after the consumption of alcohol is strongly discouraged. Staff/faculty members who consume alcohol under any circumstances and return to the Medical Center or resume Medical Center activities during the same day are subject to corrective action up to and including discharge.

iv. Staff/faculty members may be required, when the Medical Center has reason to suspect the possession of illegal drugs, to submit to a search of any pocket, package, purse, briefcase, toolbox, lunch container or other container brought onto Medical Center property, and to submit to a search of a desk, file, locker or other stationary container provided by the Medical Center.

v. When the Medical Center has reason to believe that a situation of drug diversion has occurred (such as missing medications), staff/faculty members of the unit(s) involved may be required to submit to a drug test.

vi. Any staff/faculty member who may be undergoing medically prescribed treatment with a controlled substance that may limit his/her ability to perform on the job or that may affect judgment must report this treatment to his/her supervisor and/or Employee Health Services (EHS) prior to beginning work. A determination will be made of work capability. Failure to report the treatment will be cause for appropriate corrective action. Staff/faculty members who choose not to report their treatment will accept responsibility for any adverse outcome and will be subject to the appropriate corrective actions.

vii. A staff/faculty member will be irrefutably presumed to have engaged in the use of drugs and alcohol if urinalysis, blood testing or other accepted procedures show a forensically acceptable positive quantum or proof of drug or alcohol use.

viii. Substance use by staff/faculty members who operate a Medical Center-owned or leased vehicle (including short-term auto rental) or a personal vehicle on Medical Center business will be subject to corrective action up to and including discharge for the following:

   a. A conviction for driving a Medical Center-owned or leased vehicle while under the influence of alcohol or drugs

   b. A conviction for driving while under the influence of alcohol or drugs while operating a personal vehicle on Medical Center business
c. A conviction for driving under the influence of alcohol or drugs while operating a personal vehicle not on Medical Center business when the staff/faculty member is required to operate a vehicle as an integral part of his/her employment (e.g., courier, truck driver)

ix. Staff/faculty members receiving a conviction as described above shall report to their supervisor any citation alleging that they were driving under the influence of alcohol or drugs. Failure to report citations within five days of issue may result in corrective action up to and including discharge.

b) For Cause Testing

i. For cause testing is required when a staff/faculty member is suspected of reporting for duty or working while under the influence of alcohol and/or drugs. For the purposes of this policy, “under the influence” means the staff/faculty member is affected by alcohol and/or drugs or has recently consumed alcohol or drugs in any detectable manner. “For cause” testing is required upon suspicion of drug diversion (see Controlled Substance Policy).

ii. Staff/faculty members will be required to undergo “for cause” testing under the following circumstances:

   a. Observable abnormal or unusual behavior
   b. Injury or accident for which medical attention is needed beyond simple first aid
   c. Acts for which a staff/faculty member is responsible that involve injury to a staff/faculty member, patient or visitor requiring medical attention beyond simple first aid
   d. Damage to Medical Center equipment or vehicle
   e. Gross negligence and carelessness
   f. Disregard for safety, life or well-being of any Medical Center staff/faculty member, patient or visitor
   g. Reporting to work or remaining at work in a condition giving the supervisor reasonable cause to suspect the influence of alcohol or drugs. Reasonable cause must have prior concurrence of two Medical Center staff/faculty members – preferably the supervisor, department leader or a Security or Human Resources staff member.

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

   a. The supervisor will ask another leader or Security staff member to observe and verify suspicious behavior, if possible.
   b. If the incident occurs between 8 am and 5 pm on a weekday, the supervisor will contact the Human Resources Business Partner (HRBP) to arrange for administration of a drug and/or alcohol test. If the incident occurs after hours, the supervisor will contact the Security supervisor.
   c. The supervisor will prepare to meet with the staff/faculty member by
listing the specific observations causing suspicion.

d. The supervisor will meet with the staff/faculty member privately and advise him/her that a drug and/or alcohol test for reasonable suspicion “for cause” or following accidents is required.

e. If the staff/faculty member agrees to testing, a Release of Liability will be signed through the supervisor, and transportation to the testing facility should be coordinated through Security outside EHS hours. During EHS hours, the supervisor is to notify EHS about the need for testing. EHS will evaluate the staff/faculty member’s health status and coordinate substance testing with Security.

f. If the staff/faculty member refuses testing, the supervisor will remind him/her that refusal will result in discharge. The supervisor will coordinate with Security a safe escort of the staff/faculty member off Medical Center property.

g. If testing is accomplished, the staff/faculty member will be placed on administrative leave until test results are received. (See Performance Management Policy.) The supervisor will coordinate with Security a safe escort of the staff/faculty member off Medical Center property.

h. The meeting will be documented by the supervisor. The Security supervisor or designee will note in the documentation the procedure, especially describing any unusual acts or behaviors by the staff/faculty member, or the staff/faculty member’s failure to cooperate with the testing process.

i. An Employee Assistance Program (EAP) appointment is scheduled by either the supervisor or the HRBP.

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

a. The staff/faculty member’s time spent related to any drug testing is paid time.

b. The Medical Review Officer notifies the staff/faculty member of the test results and determines if an acceptable medical explanation exists. (Thereafter, the Medical Review Officer will notify EHS of the final results. EHS notifies the HRBP and EAP.) The HRBP informs the supervisor of positive/negative results.

c. Tests with unacceptable outcomes require mandatory EAP involvement with a referral to an appropriate substance abuse professional, and may require corrective action based on circumstances. With this outcome, consideration for random testing for a designated time period may also be required for continued employment under the guidelines of the Last Chance Agreement.

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

e. All positive tests will be confirmed using gas chromatography-mass spectrometry or an equivalent test.
v. Guidelines for certified Medical Review Officers are followed.

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

c) Counseling and Rehabilitation

i. Voluntary Referral

a. When no reasonable suspicious or abnormal/impaired behavior is present on the job, staff/faculty members are encouraged to voluntarily request counseling or rehabilitation through the EAP. Such requests are strictly confidential.

b. Requests for time off without pay to participate in approved counseling and rehabilitation programs will be considered on a case-by-case basis.

c. A staff/faculty member’s job security will not be jeopardized by a request for counseling or assistance. However, corrective actions may be administered to address behavior or performance issues in accordance with the Performance Standards Policy.

ii. Medical Center Mandated Referral

a. A staff/faculty member who has been referred for counseling or rehabilitation under this policy will be required to fully cooperate and participate in the program.

b. The staff/faculty member may be instructed to undergo a medical evaluation or a drug or alcohol test at any time for a period of one year after being referred under this policy.

c. Failure or refusal to fully cooperate and participate in the program or submit to a medical examination or drug or alcohol test as outlined in the Last Chance Agreement will be grounds for discharge.

iii. Time Off for Counseling/Rehabilitation

Work time lost will be paid according to eligibility for Benefit Time Off (BTO), FMLA or applicable short-term disability benefits.

iv. Effect of a Positive Test After Referral

a. After a staff/faculty member has been referred for counseling through EAP to an appropriate substance abuse professional, a condition of the staff/faculty member’s return to work is his/her promise to remain drug- or alcohol-free by signing a Last Chance Agreement. If the staff/faculty member is instructed to take a random drug or alcohol test and the results are positive, he/she may be discharged for violation of the Last Chance Agreement.

b. Staff/faculty members identified as substance users through testing will
be referred to appropriate evaluation and recommendations through coordinated efforts of EHS and EAP.

d) Confidentiality

All information concerning drug/alcohol testing results or rehabilitation and treatment of an individual staff/faculty member will be treated as confidential information. All such information will be accessible only to those Medical Center officials and designated medical or professional persons with a specific need to know. It will not be provided to any other party without the written consent of the staff/faculty member except pursuant to administrative process (such as a formal employee appeal) or legal procedure or process. Any staff/faculty member who willfully discloses such information in violation of this policy will be subject to corrective action.

4) Questions

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

5) Related Policies

a) Performance Management Policy
b) Controlled Substance Policy

6) Review/Revision/Implementation

a) Review Cycle: This policy shall be reviewed by Human Resources at least every three years from the effective date.
b) Office of Record: After authorization, the Legal Department shall house this policy in a policy database and shall be the office of record for this policy.
1) Policy Statement

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

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

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

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

2) Definitions

For purposes of this policy, the following terms and definitions apply:

a) **WFBMC:** Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Davie Medical Center (DMC), Lexington Medical Center (LMC) and all on-site subsidiaries as well as those off-site governed by WFBMC policies and procedures.

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

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

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

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

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

g) **Quid Pro Quo Harassment:** Occurs when submission to harassment is used as a basis for employment decisions
h) **Retaliation:** Adverse action taken in response to a staff/faculty member’s involvement in a harassment complaint

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

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

3) **Policy Guidelines**

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

a) **Discrimination**

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

i. Discrimination in the provision of employment opportunities

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

b) **Harassment**

Examples of inappropriate behaviors include:

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

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

iii. Repeated, unwelcome requests for dates

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

c) **Sexual Harassment**

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

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

      1. Promises of favorable treatment or threats of unfavorable treatment based on an individual’s response to sexual advances
      2. Adversely impacting a staff/faculty member’s terms and conditions of employment based on the individual’s response to sexual advances
b. **Hostile work environment**, in which the harassment creates an intimidating, offensive and unpleasant work environment. A hostile work environment can be created by anyone in the workplace, including supervisors, co-workers or non-employees. Examples include:

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

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

iii. Consensual Relationships

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

d) **Reporting Harassment**

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

a. The behavior need not be perceived as harassment at the time but may be perceived as harassment later (for example, a participant who is initially willing may later object to the behavior).

b. The behavior is unwelcome if an individual states that it is unwelcome.

c. The behavior need not be directed at a specific individual.

ii. **Complaint Procedure**

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

b. The following options are available for addressing harassment:

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

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

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

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

iii. Response to Complaints

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

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

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

e) No Retaliation

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

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

4) Questions

Questions regarding how the policy applies to a specific situation should be directed to Employee Relations, emprelations@wakehealth.edu.

5) Related Policies and Resources

a) Code of Conduct
b) Nepotism and Consensual Relationships Policy
6) **Review/Revision/Implementation**

a) **Review Cycle:** This policy shall be reviewed by Human Resources at least every three years from the effective date.

b) **Office of Record:** After authorization, the Legal Department shall house this policy in a policy database and shall be the office of record for this policy.
1) Policy Statement

Wake Forest Baptist Medical Center and its affiliates provide all educational and employment opportunities (including, but not limited to, recruitment, hiring, training, promotion) without regard to race, color, sex (including pregnancy), age, religion, national origin, disability, sexual orientation, gender (including gender identity), genetic information, pregnancy, veteran status, or any other classification protected by law. Additionally, as an Affirmative Action employer, the Medical Center is committed to maintaining an affirmative action program in accordance with Executive Order 11246, the Rehabilitation Act, the Vietnam Era Veterans Readjustment Assistance Act (VEVRAA), and their implementing regulations.

   a) Scope: All WFBMC staff, faculty and employment candidates

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

2) Definitions

For purposes of this policy, the following terms and definitions apply:

   a) WFBMC: Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Davie Medical Center (DMC), Lexington Medical Center (LMC) and all on-site subsidiaries as well as those off-site governed by WFBMC policies and procedures.

   b) Affirmative Action: An active effort to improve the employment opportunities of members of minority groups and women

   c) Americans With Disabilities Act (ADA): A civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including employment

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

3) Policy

   a) General

      i. The policy of equal employment opportunity (EEO) applies to all aspects of the relationship between the Medical Center and its staff/faculty, including:

         a. Recruitment
         b. Employment
         c. Promotion
         d. Transfer
ii. In accordance with the Americans with Disabilities Act (ADA), the Medical Center will provide reasonable accommodations to qualified individuals with disabilities in employment practices such as competing for a job, performing the essential functions of a job, and enjoying benefits and privileges of employment. Staff/faculty members should contact Leave of Absence Administration to request accommodation under the ADA.

iii. Harassment is a form of unlawful discrimination. The Medical Center will not tolerate harassment of any kind. The Medical Center encourages staff/faculty to report all incidents of harassment and investigates all complaints of harassment promptly and fairly. The Medical Center enforces a separate Harassment Policy on harassment prevention, reporting procedures and responses to complaints.

iv. The Medical Center prohibits any form of retaliation against any staff/faculty member who has a complaint of discrimination based on race, color, sex (including pregnancy), age, religion, national origin, disability, sexual orientation, gender (including gender identity), genetic information, pregnancy, citizenship Veteran status, or any other classification protected by law.

b) Implementation of Policy

i. The Vice President and Chief Human Resources Officer is responsible for ensuring that policies regarding the fair and equitable treatment of staff/faculty are implemented.

ii. Managers and other members of leadership are responsible for ensuring that employment decisions and the work environment are in compliance with this policy.

4) Questions

Questions regarding how the policy applies to a specific situation should be directed to Employee Relations, emprelations@wakehealth.edu.

5) Related Policies

a) Harassment
b) No Retaliation
c) Reasonable Accommodation

6) Review/Revision/Implementation

a) Review Cycle: This policy shall be reviewed by Human Resources at least every three years from the effective date.
b) Office of Record: After authorization, the Legal Department shall house this policy in a policy database and shall be the office of record for this policy.
I. PURPOSE: To provide guidelines for notifications concerning criminal activity and/or other emergencies in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

II. PROCEDURES:

A. INCIDENT REPORTING:

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

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

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

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

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

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

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

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

   b. SecurityBulletins will be created and distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, burglary and robbery. Bulletins for cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Medical Center Security Services. Bulletins may be issued for other crime classifications when the Medical Center Security Services Department determines such crimes pose a serious or on-going threat to students and employees.

   c. The Director of Security, Security Managers, and/or Security Supervisors will review all reports on the date of occurrence to determine if there is an ongoing threat to the community and the distribution of a Security Bulletin is warranted. Typically, shift supervisors provide notifications of active cases as they occur. Based on these notifications, the Director of Security Services will coordinate the creation and distribution of Security Bulletins.
d. In the event that there was a significant delay in reporting an offense, the nature of the bulletin/warning might be adjusted. The value in mitigating additional occurrences and circumstances surrounding the event will be assessed. Offenses will be reviewed on a case-by-case basis with consideration to the relationship of offender and victim, arrests, and determination of continued threat to the campus.

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

C. EMERGENCY NOTIFICATION

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

1. Types of Events Resulting in Notifications

Campus-wide emergencies, such as;

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

2. Methods of Notification:

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

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

c. Where available, the Emergency Communications Center (ECC) can provide overhead announcements in designated buildings.
d. In the event of fire, pull stations will activate the fire alarm system and trigger internal and external response resources.

3. **Notifications Matrix:** (See also Addendum: Appropriate Media)

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

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

   b. Confirmation of a reported emergency or dangerous situation may be established by the response of Security Services personnel, local law enforcement or other responding public emergency personnel. The number of reports concerning the event, as well as consistency in the details of such reports, may also aid in establishing confirmation of a reported emergency or dangerous situation. When confirmed by specific or accumulated reports, Emergency Communications personnel or the on-duty Security Supervisor may initiate activation of the MIR 3 emergency notification system.

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

   e. When an incident poses an immediate threat, Emergency Communications personnel or the on-duty Security Services supervisor **will**, without delay, and in consideration of the safety of the community, determine the content of the notification and initiate the notification system. The content of notifications may involve utilization of pre-scripted messaging or appropriately constructed
messaging that plainly describes the event and action to be taken by the campus population.

f. The language and content of notifications will be constructed by the Manager of Medical Center Emergency Management in consult with the emergency managers of affected campuses to include Wake Forest University and the Innovation Quarter. Approved messaging will be added to automated systems (MIR3) or maintained for reference when non-automated notification processes are utilized (overhead paging). Approved messages will be retained for immediate access by all emergency communication dispatchers and operational supervisors.

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

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

i. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Wake Forest Baptist Medical Center Security Services and/or local law enforcement. Campus notification may not be deemed beneficial when significant time has passed since the occurrence and the time of reporting as well as relationship of offender/victim.

j. Additional forms of campus wide notification may include use of the campus wide email alert, Intranet website postings, overhead public address system, pagers and text messaging.

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

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

m. The designated Incident Commander and incident command staff, with the assistance of Medical Center Communications and
Marketing, will construct notifications and determine appropriate timing of release as well as notification to the larger community using external media sources (radio, TV) and direct notification to local emergency management organizations.

n. All notifications will be released to all students, faculty, staff and employees regardless of campus assignments and will identify the nature of the threat/safety event, location, and action to be taken. Follow up notifications will utilize, at a minimum, the same resources as initial notification.

D. Evaluation

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

2. Testing will include activation of the Emergency Notification System. The Emergency Management Section of WFBMC Environmental Health and Safety maintains procedures to evaluate and document annual testing.

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

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

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

Addendum: Appropriate Media
<table>
<thead>
<tr>
<th>Threat or Incident</th>
<th>MIR-3</th>
<th>Appropriate Media</th>
<th>Internal Communications</th>
<th>External Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SMS</td>
<td>Cell</td>
<td>Work Phone</td>
<td>Paper</td>
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<tr>
<td>Armed Threat</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>*</td>
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<tr>
<td>Fire or Other Urgent Evacuation</td>
<td>1</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Mass Casualty Plan Activation</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>*</td>
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<td>Robbery/Assaults</td>
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<td>Abduction/Kidnapping</td>
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<tr>
<td>Bomb Threat</td>
<td>1</td>
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<td>2</td>
<td>*</td>
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<tr>
<td>Unarmed Violence or Threat</td>
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<td>Sexual Assault</td>
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<td>IT Failure</td>
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<td>Utility Failure</td>
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<tr>
<td>Auto Break-ins/Other Thefts</td>
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<tr>
<td>Other Non-Violent Crime Trend</td>
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<tr>
<td>Severe Weather</td>
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<td>DMC</td>
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<td>LMC</td>
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**Immediate Threat:** Immediate communication is required in order to mitigate/prevent serious injury or death.

**Non-Immediate:** Incident could fall into either immediate or non-immediate category based on circumstances.

**Infrastructure/Non-Violent:** Communication focused on personal safety and situational awareness.

**Communications:** If immediate communication is needed, if incident is over, use best judgment for follow-up.