

2014

Campus Security Act / Crime Reporting
Higher Education & Opportunity Act



HIGHER EDUCATION OPPORTUNITY ACT OF 1965

- CAMPUS SECURITY ACT/ANNUAL CRIME REPORTING
– CALENDAR YEAR 2014
- INVESTIGATION OF MISSING STUDENTS
- FIRE SAFETY REPORT/FIRE LOG AND FIRE STATISTICS
– CALENDAR YEAR 2014
- CAMPUS EMERGENCY RESPONSE
AND EVACUATION PROCEDURES

TABLE OF CONTENTS

Section A: Campus Security Act/Crime Reporting	
Important Numbers	1
Statement of Purpose	2
Mission Statement	2
Non-Discriminatory Policy	2
Campus Security Act of 1990	3
Introduction	4
Crime Statistics — 2012-2014	5
Campus Police / Campus Security Authority	6
Crime Prevention	6
Campus Alerts	7
Campus “Emergency Only” Telephones	7
Campus Security Cameras or Related Devices	9
Daily Crime Log	10
Crime Reporting	10
Megan’s Law	11
It Happened To Alexa Foundation	11
Title IX and Sexual Violence Policy	11
Sexual Harassment / Sexual Assault	11
Definitions: Domestic Violence, Dating Violence, Stalking, Sexual Assault	16
Rape and Other Sexual Offenses.....	17
Prevention Education	19
Student Conduct Procedures	22
Access to College Facilities	22
Residential Facilities and Policies	23
Drug and Alcohol Policies	23
Weapons Possession	24
Section B: Investigation of Missing Students	
Investigation of Missing Students	24
Section C: Fire Safety Report/Fire Log and Fire Statistics	
Residence Hall Fire Safety System	25
Campus Housing Fire Statistics — 2012-2014.....	25
Residence Hall Fire Drills	27
Fire Safety Guidelines and Regulations	27
Fire Safety Education and Training	29
Reporting a Fire	29
Section D: Campus Emergency Response and Procedures	
Campus Emergency Response	29
Reporting an Emergency	29
Initiating the Campus Emergency Response and Evacuation Procedure	31
Campus Emergency/Crisis.....	31
Campus Notification System	31
Disseminating Emergency Information	31
Emergency Management Teams	32
Annual Test of Campus Emergency Response and Evacuation Procedure	33
Barton College Campus Map Legend	34
Glossary of Terms/Definitions	35

COLLEGE WEB SITE LINK:

http://www.barton.edu/pdf/studentlife/clery_report.pdf

IMPORTANT TELEPHONE NUMBERS

Barton College Police:

- From Off Campus, Dial (252) 399-6911
From On Campus, Dial 6911 or 911

Student Affairs:

- Office of Student Affairs
(252) 399-6369
- Student Health Services
(252) 399-6493
- Counseling Services/ADA
(252) 399-6587



Statement of Purpose

I

The College is organized to maintain and operate an institution of learning for the education and instruction of qualified students within the framework of the Christian ideals and principles and under the auspices of the Christian Church (Disciples of Christ) in North Carolina.

— *The College Charter*

II

Barton College is a community of learners freely examining the intellectual and cultural experiences of a diverse and interdependent world to understand humanity's rich heritage and to improve the quality of all existence.

Mission Statement

Barton College is committed to providing programs and opportunities to encourage the intellectual, spiritual, social, and cultural development of its students and to challenge them for future leadership and service to their local and global communities.

Non-Discriminatory Policy

Barton College is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based upon race, color, national origin, religion, gender, sexual orientation, age, veteran status or disability. Barton College opposes sexual discrimination in all forms.

Barton College supports the protections available to members of its community under all applicable laws, including, Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 799A and 845 of the Public Health Service Act; the Equal Pay Act; the Age Discrimination Act of 1975; the Rehabilitation Act of 1973, as amended by the Rehabilitation Act Amendments of 1974; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; the Americans with Disabilities Act of 1992; and Executive Order 11246, as amended by Executive Order 11375.

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1992, accommodations of the disabled extend to student programs, employment practices, elimination of physical barriers, and special assistance to disabled students and employees within the college.

This non-discrimination policy covers admission, readmission, access to, and treatment, and employment in college programs and activities, including, but not limited to, academic, admissions, financial aid, any services, and employment.

Any student who believes that he or she has been discriminated against by the college because of his or her race, color, national origin, religion, gender, age, sexual orientation, or disability may speak with the Vice President for Student Affairs. Following that discussion, a student who wishes to file a formal grievance will be directed to the grievance procedure in the *Bulldog Handbook*. Any college employee desiring information or having a complaint or grievance in regard to these provisions should contact the Human Resource Director/EEO Officer.

Section A: Campus Security Act of 1990

Pursuant to Federal Regulation 34.688.47, Barton College makes available to prospective students and employees, distributes to all enrolled students and active employees, an annual security report, which lists information about campus crime and criminal arrests. **The Vice President for Student Affairs is the designated campus authority for the implementation of Federal Regulation 34.688.47.** This annual report is available in brochure form through the Office of Student Affairs, the Office of Admissions, the Office of Human Resources, and Campus Police. Barton College also distributes the report electronically. Access to this report is available through the College web site link: http://www.barton.edu/pdf/studentlife/clery_report.pdf. The College will provide upon request all campus crime statistics as reported to the United States Department of Education.

Barton College, in conjunction with the Crime Awareness and Campus Security Act of 1990, is concerned about the safety and welfare of all campus members and guests. Barton College has developed a series of policies and procedures that are designed to ensure that every possible precautionary measure is taken. In the interest of prevention, all members of the campus community are responsible for a number of measures to ensure that they and their possessions are adequately protected. Barton College is not liable for damages to vehicles parked on campus or for the loss of content/property from said vehicles. This policy also applies to personal belongings within all College facilities.

Counselors, Police, and members of the Student Affairs Staff are available to assist you.

- Counseling and Support Services: This Barton College Crime Brochure outlines the many counseling and support services available to members of the College community who may be victims of bias-related crimes. The Table of Contents references the page numbers outlining support services related to harassment, sexual assault, College Counseling Services, and county support agencies. The Barton College Student Handbook is another valuable resource and may be accessed through the College web site link: <http://www.barton.edu>.
- Crime Statistics: Crime statistics (the nature and common circumstances) associated with bias-related crime are found in this brochure on pages 5 and 6.
- Barton College Security Procedures: Barton College employs a variety of security procedures. Security procedures are referenced during New Student Orientation, New Student Welcome Days, the *Student Handbook* & College Associated Policies and Procedures, the Annual Campus Security Brochure, and the web site link: http://www.barton.edu/pdf/studentlife/clery_report.pdf.

INTRODUCTION

The Barton College campus consists of more than 25 academic, residential, and recreational buildings and facilities located in the City of Wilson, North Carolina. The College enrolls approximately 1,130 undergraduate students of which approximately 400 are residential students. In addition, the College employs approximately 190 full-time and part-time employees. At Barton College, safety is a primary consideration in the maintenance, grounds keeping, and lighting of the campus. If a Campus Police Officer should discover a broken window or non-functioning light, the officer informs the Physical Plant Office. The Campus Police work closely with the Office of Student Judicial Affairs to ensure that safety policies and procedures are uniformly executed and conveyed in a clear and consistent manner to the College students, as well as to its faculty and staff.

CRIME STATISTICS

Offense	On-Campus			** Residential Facilities			Non Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	1	2	2	1	2	2	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	0	0	0	0	0	0	0
Burglary	1	5	0	1	5	0	2	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	1	0	0	0

Arrests or Persons Referred to Campus for Disciplinary Action:

Drug Law Arrests	0	8	8	0	5	7	0	0	1	0	0	0
Drug Law Violations / Disciplinary Action	0	10	8	0	8	7	0	0	1	0	0	0
Liquor Law Arrests	0	9	0	0	9	0	0	0	0	3	0	0
Liquor Law Violations / Disciplinary Action	16	31	20	16	31	20	0	0	0	0	0	0
Weapons Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Law Violations / Disciplinary Action	0	0	1	0	0	1	0	0	0	0	0	0

Bias-Related Criminal Activity:

Race	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity / National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Gender / Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
*** Unfounded Crime Reports	0	0	0	0	0	0	0	0	0	0	0	0

** Crimes reported in the residential facilities column are included in the on-campus category.

*** Unfounded Crime Reports — A crime is considered **reported** when it is brought to the attention of a campus security authority or law enforcement personnel by a victim, witness, other third party, or even the offender. If a reported crime is investigated and found to be false or baseless by law enforcement personnel, it is an **unfounded** report.

I

CAMPUS POLICE / CAMPUS SECURITY AUTHORITY

Security for the Barton College campus is provided through a contractual agreement between Barton College and the City of Wilson. The Barton College District Office of the Wilson Police Department is operated under the auspices of this agreement and is staffed by sworn police officers employed by the Wilson Police Department. Officers who patrol the campus have the authority and responsibility to investigate and prosecute all crimes which occur on campus.

The Campus Police Office, located on the first floor of Waters Hall, is open 24 hours a day, seven (7) days a week, 365 days a year. The office aids in the enforcement of federal, state, and local statutes and Barton College regulations.

DESCRIPTION OF DUTIES:

There are six (6) well-marked exterior call boxes on the Barton campus.

- Main Entrance
- Harper Hall (walkway near Wenger Hall)
- Hackney Library (walkway)
- Campus Police Office (Waters Hall)
- Moye Science Hall/Case Art Building (walkway)
- Bully's Campus Grill (walkway)

These telephone boxes are easily identified by a blue light, which is mounted directly above the box. They can be used to report a criminal incident, fire, or any other type of emergency.

To reach the Barton Emergency Telephone Line from off campus, dial (252) 399-6911; on campus, dial extension 6911. At any time, a student may dial 911 for immediate police assistance.

II

CRIME PREVENTION

We believe that nearly every violation committed on campus is preventable. As part of the College's education mission, the Campus Police Office attempts to educate members of the campus community on how to reduce their chances of suffering from violation of their property or themselves.

The crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities and encourages students and employees to be responsible for their own security and security of others.

The following is a listing of the crime prevention programs and projects employed by Barton College:

- New Student Orientation
- Residence Hall Security
- Crime Prevention Presentation

- New Employee Orientation
 - Printed Crime Prevention Materials
 - Facilities Surveys
 - Rape Awareness/Education and Prevention
 - Campus Clarity – online prevention program
 - Campus Alerts
- Architectural Design: The Campus Police Sergeant makes recommendations related to physical plant and electronic security systems for new and renovated campus facilities.
 - Enhanced Emergency Telephone System: All on-campus telephone calls made to the Campus Police Office are identified, and the telephone number and location of the telephone are displayed on a screen to the Campus Police/Staff. This enhanced emergency telephone system was installed to ensure that Campus Police know the on-campus origin of an emergency call, even if the caller is unable to communicate verbally.

- **Campus Alerts**

Barton College will issue campus alerts in the form of email messages, use of Social Media, through the City of Wilson Early Alert System, to provide the campus community with information necessary to make informed decisions about health and safety.

- i. Issue a timely warning for any Clery Act crime that represents an ongoing threat to the safety of students or employees
- ii. Issue an emergency notification upon 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

- **Campus “Emergency Only” Telephone, Campus Security Cameras or Related Devices**

Purpose:

Barton College, in conjunction with the Crime Awareness and Campus Security Act of 1990, is concerned about the safety and welfare of all campus members and guests. Barton College has developed a series of policies and procedures that are designed to ensure that every possible precautionary measure is taken. In the interest of prevention, all members of the campus community are responsible for a number of measures to ensure that they and their possessions are adequately protected.

Policy:

Barton College and the Wilson Police Department, Barton College District will supervise campus security camera monitors, located in the Campus Police Office. Barton College and Wilson Police Department, Barton College District will monitor and respond to emergency telephones, camera systems and intrusion/panic alarms in strategic areas of the campus in an expeditious manner.

Procedure:

— Emergency Telephones

a) Locations

There are six (6) well marked exterior call boxes on the Barton College Campus.

- Main Entrance
- Harper Hall (walkway near Wenger Hall)
- Hackney Library (walkway)
- Campus Police Office (Waters Hall)
- Moye Science Hall/Case Art Building (walkway)
- Bully's Campus Grill (walkway)

The Campus Police Sergeant makes recommendations related to physical plant and electronic systems for new and renovated campus facilities. Monthly campus inspections/walking tours are conducted by the Vice President for Student Affairs, Campus Police, and representatives of the Student Government Association during the formal academic calendar, September through April. Monthly inspections will be conducted after dark when at all possible. Monthly inspections provide the opportunity to students and members of the campus community to inspect the effectiveness of these systems, including campus lighting, and make recommendations to the VPSA and Campus Police.

b) Regular Maintenance and Testing

Campus Police, under the direction of the Supervising Sergeant, shall test all emergency telephones they can access on a monthly basis. Police Officers conducting the monthly test will document the status of the phone on the Campus Police Daily Log. Barton College staff assigned as support staff to the Campus Police Office will submit needed repairs into the Campus Work Order System as required.

c) Response

When an emergency telephone is activated, the call is received by the Campus Police Office (Waters Hall). Campus Police will be dispatched/respond to actual calls and no—conversation, silent calls. All calls will be documented in the Daily Campus Police Log.

d) Campus Notification

Information concerning the emergency telephone system is posted on the Barton College website, in the *Bulldog Handbook* (Student Handbook), and in the annual *Clery Report/Campus Security Act, Crime Report* (Barton College website)/Brochure.

e) Policy/Procedure Review

The Vice President for Student Affairs in cooperation with the Wilson Police Department, Barton College District will be responsible for conducting a needs review based on the following safety/security surveys:

- Monthly telephone/campus lighting inspections noted in section (a).
- Monthly student interviews/Note – The Vice President for Student Affairs and the Campus Police Supervising Sergeant schedule monthly sessions open to all students with the specific purpose of meeting with students regarding campus safety and security. These sessions typically take place at lunch or dinner in the Hamlin Student Center Dining Hall. Monthly sessions are documented in the Office of the Vice President for Student Affairs as part of the annual Student Affairs evaluation/program review.

- The Vice President for Student Affairs will be responsible for conducting needs review based on a documented security survey conducted once every three years.
- Campus Security Cameras are one of multiple campus precautionary measures in use.

Campus Security Cameras

Campus Security Cameras are one of multiple campus precautionary measures in use.

a) Locations

- Security cameras will be strategically located to assure maximum coverage of public and common areas of the campus. Security cameras will be placed in the main lobby of most residence halls and strategically located in common areas to assure the privacy of individuals living in residence halls. The Campus Police Sergeant makes recommendations related to physical plant and electronic systems for new and renovated campus facilities.

b) Monitoring and Response

- Barton College office staff assigned to the Campus Police Office and the Wilson Police Department, Barton College District will supervise campus security camera monitors, located in the Campus Police Office, Waters Hall. When an emergency is observed, Campus Police will be dispatched/respond to the campus location associated with the campus security camera. All associated responses will be documented in the Daily Campus Police Log.
- The use of campus camera systems shall be limited to legitimate safety and security purposes, including but not limited to:

- Property and building protection
- Alarm verifications
- Public areas
- Criminal investigation
- Traffic - pedestrian and vehicular traffic activity
- The camera system shall not be used for:
 - Profiling
 - Voyeurism

c) Media Retention and Security Access

- Video/Electronic images are stored on digital video recorders in the Barton College Police Office, Waters Hall.
- Access to digital video recorders is limited to the WPD as authorized by the Barton College Division supervising Sergeant and the Vice President for Student Affairs.
- WPD is able to download video images to other media to retain for evidentiary or other law enforcement purposes.

d) Regular Maintenance and Testing

- Maintenance and testing will be conducted as needed by ARAMARK Services, Physical Plant Division of Barton College.

e) Staff Training

- Newly hired Barton College Police office staff and WPD officers assigned to the Barton College District office will be trained on the camera system as part of the College orientation program.
- Training on systems updates will be conducted as necessary.
- All training will include a review of this policy.

f) Policy/Procedure Review

- The Vice President for Student Affairs and the WPD Supervising Sergeant will conduct an annual review/evaluation at the end of the academic term (typically in June) of incidents and camera locations, as noted in the Student Affairs Annual Strategic Plan/Goals & Objectives.
- The annual evaluation will be documented in the Student Affairs Strategic Plan Annual Assessment.

g) Release of Information/Data

- Any and all recordings, video, audio, electronic or otherwise, shall be the sole property of Barton College.
- Persons requesting access and/or review of stored video/electronic images for any reason must obtain permission from the Vice President for Student Affairs, Vice President for Finance and Administration, or the College President. WPD, Barton College Division Officers or WPD investigative personnel shall facilitate the actual review of the video/electronic media.
- Duplication or printing of stored video/electronic images is prohibited unless approved by the Vice President for Student Affairs.

Daily Crime Log

A crime is entered into the Campus Daily Crime Log when it is reported to campus police. The Campus Daily Crime Log is located in the Campus Police office, first floor, Waters Hall, and is available for inspection, upon request, during normal business hours, Monday through Friday, 8:30 a.m. - 4:30 p.m.

III CRIME REPORTING

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

- **Annual Report:** A comprehensive annual report of crime-related information is compiled and published. This annual report is distributed to all enrolled students and current employees and is available upon request.
- **Web Site Access:** Listed are two web sites, which may be accessed in order to learn more about campus crime and crime-related problems. To view the Barton College crime reporting web page, please go to http://www.barton.edu/pdf/studentlife/clery_report.pdf.
To view the U.S. Department of Education crime reporting site, go to <http://ope.ed.gov/security>.
- **Special Alert:** If circumstances warrant, a special printed crime alert bulletin can be prepared and distributed either selectively or throughout campus.

IV MEGAN'S LAW

Megan's Law generally provides for some type of public notification of the whereabouts of convicted sex offenders after their release from prison. Information regarding sex crime offenders is available through the following resources:

- Megan's Law Hotline
1-900-288-3838
(Monday-Friday, 8 a.m.- 5 p.m.)
\$.50 charge per call
- Campus Police Office
(252) 399-6510
- www.parentsformeganslaw.com
- North Carolina Attorney General's Office
(919) 716-6400

V IT HAPPENED TO ALEXA FOUNDATION

"It Happened To Alexa Foundation" is a resource available to colleges and students to assist victims and their families with travel expenses related to criminal trials.

- Contact Information:
1-877-77ALEXA
www.ithappenedtoalexa.org

VI SEXUAL HARASSMENT / SEXUAL ASSAULT

Creating an Environment for Safe Reporting

The **primary focus** in the investigation of crimes of sexual violence will be in addressing the sexual assault and not on other college policy violations that may be discovered or disclosed.

Title IX & Sexual Violence Policy

Title IX of the Education Amendments of 1972 ("Title IX"), is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, such as rape, sexual assault, sexual battery, and sexual coercion.

College Responsibilities:

- Once Barton College knows or reasonably should know of possible sexual harassment or sexual violence, the College must take immediate and appropriate action to investigate or otherwise determine what occurred.
- Once Barton College knows or reasonably should know of sexual harassment or sexual violence that creates a hostile environment, the College must take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.
- Barton College will take steps to protect the complainant as necessary, including interim steps taken prior to the final outcome of the investigation.
- Barton College provides a grievance procedure for a complainant to file complaints of sexual discrimination, including complaints of sexual violence. These procedures include an equal opportunity for both the complainant and respondent to present witnesses and other evidence and the same appeal rights.
- Barton College uses the Preponderance of Evidence standard to resolve complaints of sexual discrimination.
- Both the complainant and respondent receive written notification of the outcome of the complaint.

Procedures for Reporting and Responding to Reports of Sexual Discrimination:

All members of the college community are expected to contact the Title IX Officer if they observe or encounter conduct that may be subject to the College's Policy of Non-discrimination, unless their position explicitly grants them confidentiality rights (see "Confidentiality of Reports of Sexual Harassment and Sexual Violence" below).

Reports of sexual discrimination, sexual harassment, and sexual violence may be brought to the Title IX Officer, the Director of Human Resources, or to any manager, supervisor, or other designated employee responsible for responding to reports of sexual discrimination, sexual harassment, or sexual violence. If the person to whom discrimination, harassment, or violence normally would be reported is the individual accused (the respondent) of discrimination, harassment, or violence, reports may be made to another manager supervisor, human resources coordinator, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Officer when a report is received.

Reports of sexual discrimination, sexual harassment, and sexual violence shall be brought as soon as possible after the alleged conduct occurs, optimally within one year. Prompt reporting will enable the College to investigate the facts, determine the issues, and provide an appropriate remedy or disciplinary action. Barton College shall respond to reports of sexual discrimination, sexual harassment, and sexual violence brought after one year to the greatest extent possible, taking into account the amount of time that has passed since the alleged conduct occurred.

Resolution:

Individuals making reports of sexual discrimination, sexual harassment, and sexual violence shall be informed about options for resolving potential violations of the Policy on Sexual Discrimination, Sexual Harassment, and Sexual Violence. These options shall include procedures for Formal Investigation, and filing complaints or grievances under applicable College complaint resolution or grievance procedures. Individuals making reports also shall be informed about policies applying to confidentiality of reports. **The campus shall respond, to the greatest extent possible, to reports of sexual harassment or sexual violence brought anonymously or brought by third parties not directly involved in the harassment or acts of violence. However, the response to such reports may be limited if information contained in the report cannot be verified by independent facts.**

Individuals bringing reports of sexual harassment or sexual violence shall be informed of the range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the harassment/violence, and disciplinary actions that might be taken against the respondent (accused) as a result of the report.

In all instances, retaliation against individuals bringing reports of sexual harassment or sexual violence is forbidden. Acts of retaliation will be punished under the college's grievance and/or employment policies.

Procedures for Formal Investigation:

In response to reports of sexual harassment or sexual violence the campus may conduct a formal investigation. In such cases, the individual making the report shall be encouraged to file a written document regarding the behaviors complained of. The wishes of the individual making the request may be considered, but are not determinative, in the decision to initiate a formal investigation of a report of sexual harassment or sexual violence. In cases where there is no written request, the Title IX Officer, in consultation with the administration, may initiate a formal investigation after making a preliminary inquiry into the facts.

Formal investigation of reports of sexual harassment or sexual violence shall follow this process:

- The complainant brings the claim of sexual harassment or sexual violence to the Title IX Coordinator. If the Coordinator is unavailable, the complainant should bring the complaint to the Director of Human Resources or the Vice President for Academic Affairs.
- The individual(s) accused (the respondent) of conduct violating the Policy on Sexual Discrimination, Sexual Harassment, or Sexual Violence shall be provided a copy of the written request for formal investigation or otherwise given a full and complete written statement of the allegations and a copy of the Policy on Sexual Harassment/Violence and Procedures for responding to Reports of Sexual Harassment/Violence.
- The Title IX Coordinator will determine if the complaint is covered under Title IX, and if so, will notify the Respondent and the Respondent's supervisor of the complaint. If the complaint does not fall under Title IX, the Coordinator will direct the complainant to the appropriate grievance procedures.
- The Title IX Coordinator will lead the investigation.
- The Title IX Coordinator and any other persons involved in the investigation shall be familiar with the Policy on Sexual Harassment/Violence and have training or experience in conducting investigations.
- The investigation shall include interviews with the parties (if available), interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation.
- Upon request, the complainant and the respondent may each have a representative of the College present during the interview (representatives of the College must be full-time employees of the College and in good standing). Other witnesses may have representatives of the College present at the discretion of the investigator or as required by applicable College policy.
- At any time during an investigation, the investigator may recommend interim protections or remedies for the complainant or witnesses be provided by appropriate College officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternate working or student housing arrangements. Failure to comply with the terms of the interim protections may be considered a separate violation.
- The investigation shall be completed as promptly as possible and in most cases within 60 days of the date the request for formal investigation was filed. This deadline may be extended on approval of the Title IX Coordinator and the Vice Presidents who oversee the complainant and respondent.

- The investigation shall result in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator as to whether College policy has been violated. The report also may contain a recommendation for actions to resolve the complaint.
- The report shall be submitted to the appropriate Vice President with authority to implement the actions necessary to resolve the complaint. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or conduct actions.
- The complainant and the respondent shall be informed promptly in writing when the investigation is completed. The complainant shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to the complaint, such as an order that the respondent not contact the complainant.
- The complainant and the respondent may request a copy of the investigative report pursuant to College policy governing privacy and access to personal information.
- The Vice President or Vice Presidents overseeing the complainant and respondent will determine the final resolution of the complaint and ensure that the resolution be implemented.

Remedies and Referral to Disciplinary Procedures

Finding of violations of the Policy on Sexual Harassment or Sexual Violence may be considered in determining remedies for individuals harmed by sexual harassment or sexual violence. Campus Conduct Procedures shall be coordinated with applicable campus complaint resolution, grievance, and disciplinary procedures to avoid duplication in the fact finding process whenever possible. Investigative reports made pursuant to this policy may be used as evidence in subsequent complaint resolution, grievance, and conduct proceedings as permitted by the applicable procedures.

Privacy

The College shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent required by law and College policy. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the College community. While such information is considered confidential, College policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence will be advised of sanctions imposed against the respondent.

Confidentiality of Reports of Sexual Harassment and Sexual Violence

Confidential resources, identified in Appendix 1 of these procedures, provide members of the college community with a place to discuss their concerns about sexual harassment and sexual violence, and learn about the procedures and potential outcomes available. Confidential resources include the Campus Counselor, Chaplain, and College Health Service. Conversations with faculty members are not protected under this confidentiality policy, unless a particular faculty member has official college status as a Counselor, Chaplain, or member of the College Health Service. Because content of discussions with confidential resources is not reported to an office of record, such discussions do not serve as notice to the College to address the alleged sexual harassment or sexual violence. However, individuals should be informed of the appropriate campus offices to which sexual harassment and sexual violence incidents may be reported in a manner that the College is put on notice that it may need to address the alleged sexual harassment or sexual violence.

The Title IX Officer and all other members of the College community have an obligation to respond to reports of sexual harassment and sexual violence, even if the individual making the report requests that no action be taken. An individual's request regarding the confidentiality of reports of sexual harassment and sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the context of the College's legal obligation to ensure a working and learning environment free from sexual discrimination. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the College will comply with requests for confidentiality to the extent possible.

Compliance by Barton College with these provisions of the *Violence Against Women Reauthorization Act (VAWA)* does not constitute a violation of the *Family Educational Rights and Privacy Act of 1974 (FERPA)*.

Retention of Records Regarding Reports of Sexual Discrimination; Sexual Harassment and Sexual Violence

The Office of the Title IX Officer is responsible for maintaining records related to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with College records policies, generally five years after the date the complaint is resolved. Records may be maintained longer at the discretion of the Title IX Officer in cases where the parties have a continuing affiliation with the College. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

Appendix 1: Barton College Sexual Harassment/Sexual Violence Resources

- Title IX Officer
Vice President for Student Affairs
Room 003, Hardy Alumni Hall (ground floor)
Telephone: (252) 399-6369

Barton College's designated Title IX Officer is responsible for the duties listed below:

- Training and educating the campus community on Title IX; providing educational materials to promote the compliance with the policy; and training College employees responsible for reporting or responding to reports of sexual harassment or sexual violence.
- Developing and implementing procedures to provide for prompt and effective response to reports of sexual harassment and sexual violence.
- Investigating claims of sexual harassment or sexual violence as per the policy above.
- Maintaining records of sexual harassment and actions taken in response to reports, including records of investigations, voluntary resolutions, and conduct action, as appropriate.
- Campus Counselor (Confidential Resource)
Lee Student Health Center
Telephone: (252) 399-6587
- Chaplain (Confidential Resource)
Room 006, Hardy Alumni Hall (Ground Floor)
Telephone: (252) 399-6368
- Wilson Police, Barton College District
Waters Hall, First Floor
Telephone: (252) 399-6911

- Campus Health Service (Confidential Resource)
Lee Student Health Center
Telephone: (252) 399-6397 or (252) 399-6493
- Office of Residence Life
Hamlin Student Center
Telephone: (252) 399-6366
- Office of the Provost
Harper Hall, Third Floor
Telephone: (252) 399-6343

Brief guide to the Barton College Title IX grievance process:

- 1) If you believe you have been subject to sexual harassment or sexual violence, then report the incident or incidents to the Title IX Coordinator.
- 2) The Coordinator will evaluate the information you provide, and determine if it falls under Title IX.
- 3) If it does not fall under Title IX, the Coordinator will direct you to the appropriate grievance process.
- 4) If it does fall under Title IX, the Coordinator will initiate an investigation and provide any intermediate protections necessary to stop the harassment or violence and ensure your safety.
- 5) In the investigation, the Title IX Coordinator will follow the process outlined in “Procedures for Formal Investigation” above.
- 6) At the end of the investigation the Coordinator will use a written report to notify you of his/her findings. That report will also be the basis of any remedies that the College puts in place.
- 7) The Vice Presidents who oversee you and the person(s) about whom you have brought the grievance will make a final determination about appropriate remedies, notify you of the remedies, and implement those remedies.

Unwelcome Sexual Advances, Requests for Sexual Favors, and other Verbal or Physical Conduct of a Sexual Nature Constitutes Sexual Harassment When:

- 1) Submission to such conduct is (either explicit or implicit) a term or condition of any individual’s employment.
- 2) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or;
- 3) Such condition has the purpose or effect of unreasonably interfering with an individual’s work/ study performance or creating an intimidating, hostile, or offensive work or student environment.

Sexual Assault:

The Barton College community condemns sexual abuse and acquaintance or stranger rape; these actions constitute violation of the student living standards as well as North Carolina state law. Further, as an institution dedicated to human rights and the sanctity of the individual, Barton College deplors the exploitation of a fellow human being for the selfish purposes of pleasure of another.

Barton College prohibits all acts of violence and crimes of dating violence, domestic violence, sexual assault and stalking.

Domestic Violence

“Domestic Violence” means abuse that happens in a personal relationship. It can happen between past or current partners, spouses, or boyfriends and girlfriends. Domestic violence affects men and women of any ethnic group, race, or religion; gay or straight; rich or poor; teen, adult, or elderly. The abuser may use fear, bullying, and threats to gain power and control over the other person. He or she may act jealously, controlling, or possessive.

Dating Violence

“Dating Violence” means controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination.

Stalking

“Stalking” means repeated harassment or threatening behavior by an individual, such as following a person, appearing at a person’s home or place of business, making harassing phone calls, leaving written messages or objects, or vandalizing a person’s property, according to the U.S. Department of Justice Office for Victims of Crime (OVC). Any unwanted contact between two individuals that directly or indirectly communicates a threat or places the victim in fear can be considered stalking.

Sexual Harassment

Consistent with Barton College’s mission, in which the dignity and worth of all members of the College community are respected, it is expected that administrators, faculty, staff, and students will treat one another with respect.

Rape and Other Sex Offenses

“Mentally disabled” means a victim who suffers from mental retardation, or a victim who suffers from a mental disorder, either of which temporarily or permanently renders the victim substantially incapable of appraising the nature of his or her conduct, or of resisting the act of vaginal intercourse or a sexual act, or of communicating unwillingness to submit to the act of vaginal intercourse or a sexual act.

“Mentally incapacitated” means a victim who due to any act committed upon the victim is rendered substantially incapable of either appraising the nature of his or her conduct, or resisting the act of vaginal intercourse or a sexual act.

“Physically helpless” means a victim who is unconscious, or a victim who is physically unable to resist an act of vaginal intercourse or a sexual act; or communicate unwillingness to submit to an act of vaginal intercourse or a sexual act.

“Touching” means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.

- 14-27.2. First-degree rape.

A person is guilty of rape in the first degree if the person engages in vaginal intercourse:

- 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
- With another person by force and against the will of the person, and:
 - 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
 - Inflicts serious personal injury upon the victim or another person; or
 - The person commits the offense aided and abetted by one or more other persons.

Any person who commits an offense defined in this section is guilty of a Class B1 felony.

- 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:

- By force and against the will of the person; or
- 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.

Any person who commits the offense defined in this section is guilty of a Class C felony.

- 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:

- 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
- With another person by force and against the will of the other person; and
 - 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
 - Inflicts serious personal injury upon the victim or another person; or
 - The person commits the offense aided and abetted by one or more other persons.

Any person who commits an offense defined in this section is guilty of a Class B1 felony.

- 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:

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

Any person who commits the offense defined in this section is guilty of a Class C felony.

- 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:

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

Any person who commits the offense defined in this section is guilty of a Class A1 misdemeanor.

PREVENTION EDUCATION

Barton College offers prevention education efforts to promote sexual assault awareness through the following programs:

- **Student Programs**

Educational programs – sexual assault/alcohol and other drugs

- Presentations to students through New Student Orientation
- Presentations to residential students through residence hall programs

Counseling Center outreach programs

- Self-esteem issues
- Healthy relationships
- Violence in relationships

Campus-wide speakers on related topics

Staff Training

In-service and on going meetings with the following:

- Residence Life
- Health Services
- Campus Police

Victims of rape or sexual assault should contact a close friend or relative for support. This is not the time to be alone. The victim should also seek immediate medical attention. Do not shower or change clothing. Physical evidence is very important. All victims should be encouraged to report all incidents of sexual assault or rape to appropriate staff persons. All staff persons receiving information or allegations should respond with the utmost sensitivity and care for the victims affected. Special attention should be given to safeguard privacy and confidentiality for all people involved in the incident/alleged incident. Try to help the victim record as many details as possible regarding person(s), place, scene, etc., that will help with the apprehension of the alleged assailant.

All administrators, faculty, staff, and students are subject to these policies. The College will also take constructive action against non-members of the College community who are subject to these policies. Individuals who violate this policy are subject to discipline up to and including discharge, expulsion, or other appropriate sanctions, in response to violations of student living standards, sexual abuse, sexual harassment, rape, and sexual assault, as well as other serious complex criminal matters.

Through the Office of the Vice President for Student Affairs, Campus Police, or the Counseling Center, the College will support and encourage any student(s) who chooses to exercise his/her right to file criminal charges against another individual(s). Barton College reserves the right, as a separate jurisdiction, to conduct judicial proceedings according to the procedures outlined in the Student Handbook & Associated College Policies and Procedures, either before, during, or at the completion of the extra-College criminal proceedings.

Victims of rape or sexual assault should contact one of the following services as soon as possible:

- Lee Student Health Center
(252) 399-6493
- Wilson Medical Center, 1705 Tarboro St. SW
(252) 399-8040
- Wilson Police, Barton College District Office, Waters Hall
(252) 399-6911
911 in an Emergency

The rape or sexual assault should be reported to Campus Police. This is important even if you do not plan to prosecute. Consider contacting a counselor. Remember, you did not deserve or ask to be assaulted. You were a victim of a violent crime. Residence Life and Campus Police are always available to assist you in finding the resources needed.

Through the Office of the Chaplain, Student Health Services (which provides assistance to members of the College community in contacting the State Health Department or any other off-campus agency to assist students), and the Lee Student Health Center, the College will, whenever possible, offer emotional support to person(s) filing criminal charges or who are victims of sex offenses. Subject to available space, the Office of Residence Life and the appropriate academic department, will, whenever possible, grant victims of sex offenses the option of relocating their campus housing assignment or reasonable academic program adjustments.

Accommodations or protective measures are provided if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Protective measures include but are not limited to:

- Academic Accommodations
- Financial Aid-related services and information; loan repayment terms, etc.
- Leave of Absence
- Withdrawing from a course
- Relocating to a different section of a course
- Living Accommodations
- Transportation Accommodations
- Work Accommodations
- No contact directive between two community members
- Medical Assistance
- Counseling Assistance
- Protection against retaliation

When a student or an employee reports to Barton College 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, Barton College will provide the student or employee with a written copy of the Campus Crime Report; enclosed, is the written explanation of the student's or employee's rights and options.

Bystander Intervention:

Proactive Bystander Intervention may be an effective tool to combat all forms of violence including dating violence, domestic violence, sexual assault and stalking. All members of the campus community have the responsibility to act when confronted with crimes of violence; ways to be a proactive bystander include, but are not limited to:

- Believe violence is unacceptable and say it out loud
- Treat people with respect
- Speak up when you hear people making statements that blame victims
- Talk with male friends about confronting violence against women
- Encourage female friends to trust their instincts
- Be a knowledgeable resource for victims
- Don't laugh at sexist jokes or comments
- Look out for friends at parties and bars
- Educate yourself and your friends
- Use campus resources
- Attend an awareness event
- Empower victims to tell their stories

Student Conduct Procedures:

All College disciplinary hearings are closed.

Students will have the opportunity to hear evidence presented against them and will have the opportunity to present evidence on their own behalf and confront all witnesses according to the guidelines established by the Judicial Hearing Officer. In all cases of alleged *Sexual Violence*, the Student Conduct Process will employ the standard of *Preponderance of Evidence* as the *Burden of Proof*.

All students are afforded the opportunity to have a College advisor present during a student disciplinary hearing. A College advisor must be a full-time member of the staff, faculty, or administration.

In cases of student conduct, the complainant and the respondent will have the opportunity to hear all evidence on their own behalf as detailed in the Student Handbook, and the sanctions imposed will be made available to both the complainant and the respondent by the judicial hearing officer or the chair of the College Judicial Board. Both the complainant and respondent have the right of appeal under the College process.

Following are the Barton College disciplinary sanctions that may be imposed in cases of rape, acquaintance rape, or other sex offenses:

- Warning
- Probation
- Loss of Privileges
- Fines
- Restitution
- Disciplinary Sanctions – Work assignments, service to the College
- Residence Hall Suspension
- Residence Hall Expulsion
- College Suspension
- College Expulsion
- Revocation of Admission and /or Degree
- Withholding Degree

Compliance by Barton College with these provisions of the *Violence Against Women Reauthorization Act (VAWA)* does not constitute a violation of the *Family Educational Rights and Privacy Act of 1974 (FERPA)*.

VII ACCESS TO COLLEGE FACILITIES

Most College buildings and facilities are accessible to members of the campus community and both guests and visitors during normal hours of business, Monday through Friday, and for limited hours on Saturday and Sunday during periods of time the College is in normal operation. For information regarding access to campus facilities, contact Campus Police at (252) 399-6547.

VIII RESIDENTIAL FACILITIES AND POLICIES

The Barton College residence community houses students in varied accommodations ranging from single and double dormitory-style rooms to fully furnished apartment-style suites. Services and programs intended to enhance the quality of student life and to assure the security and safety of the resident student body is a priority for the residence life administration.

All are served by live-in area directors and resident assistants. At least one professional staff member is on duty at all times, 24 hours a day, seven (7) days a week.

Security and safety policies and procedures, especially regarding locking individual rooms and building doors and related precautions, are discussed with residents in crime prevention seminars, in routine floor meetings conducted by the residence life staff, and in printed material that is posted and distributed by the staff.

IX DRUG AND ALCOHOL POLICIES

Barton College complies with federal, state, and local laws including those which regulate the possession, use, and sale of alcoholic beverages and controlled substances. Barton College has adopted policies as part of the Drug-Free Schools and Communities Act Amendments of 1989, and because of the institution's commitment to preserving the health and well being of its students and employees, and to provide a safe environment for both learning and employment.

Barton College prohibits the unlawful manufacture, distribution, dispensation, presence, or use of alcohol, illegal drugs, or other controlled substances on its property or at any of its activities. The manufacture, use, possession, sale, purchase, or transfer of illegal drugs by a student or employee is prohibited.

Students and employees are expected to abide by all state and federal regulations regarding alcohol, drugs, or controlled substances. Applicable statutes are available for review in the College library. All employees are required to notify the College of any conviction of a criminal drug statute within five days, including driving while impaired. (DWI).

The College reserves the right, as a separate jurisdiction, to conduct judicial proceedings according to the procedures outlined in the Student Handbook before, during, or at the completion of the extra-College criminal proceedings.

Health Risks:

Use of cannabis (Marijuana), inhalants, cocaine, and other stimulants, depressants, hallucinogens, narcotics, designer drugs, and alcohol all have associated health risks. The use and/or abuse of these drugs threaten both mental and physical stability. Virtually all systems of the body (musculoskeletal, nervous, circulatory, respiratory, urinary, digestive, reproductive, and integumentary) can be adversely affected by alcohol and drug use and abuse. Overdoses of drugs and/or alcohol may cause death. The risk of contracting Acquired Immune Deficiency Syndrome (AIDS) or AIDS-causing human immunodeficiency virus (HIV) increases with intravenous drug use.

The Barton College Counseling Center and Lee Student Health Center serve as alcohol and other drug information/education resources.

X

WEAPONS POSSESSION

The use and/or possession of firearms, weapons (includes air rifles, handguns, and paintball guns), or hunting materials, other than by authorized police agencies, is prohibited on campus grounds or in the facilities of Barton College. This includes the illegal possession of explosives and dangerous chemicals, and includes fireworks of any kind.

Pursuant to North Carolina General Statutes 116-143.1 and in reference to House Bill 937 signed into law and placed into effect July 29, 2013, Barton College affirms its right as a private institution to restrict the possession or use of a weapon on college property or property under the control of the College. This is consistent with the College's purpose and mission.

For the complete text of this College Regulation, reference the *Barton College Regulatory Document 5-7, Weapons*. This policy includes House Bill 937 that expands the allowable concealed carry locations to institutions of higher education or private institutions that have not otherwise restricted concealed carry abilities on campus with an institution specific policy.

Barton College Regulatory Document 5-7, Weapons, prohibits the use of a weapon on college property or property under the control of the College.

This policy DOES NOT apply to:

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

Section B: Investigation of Missing Students

In compliance with the Higher Education Opportunity Act (Public Law 110-315), Barton College implements the following Public Safety Policy on Missing Students:

In the case of a missing student(s), the investigation of such incidents will be conducted by local law enforcement agencies. When a student who resides in an on-campus student housing facility is determined to have been missing for twenty-four (24) hours, missing student reports will be referred immediately to the Wilson Police Department, Barton College District Office, for investigation.

“Missing Student” means any actively enrolled student attending Barton College who resides in a facility owned or operated by Barton College and who is reported to Barton College as missing from his or her on-campus residence.

Barton College highly recommends that all residential students register a confidential contact person to be notified in the case that the student is determined to be missing. Confidential Contact Registration Cards are available in the Office of Residence Life, Hamlin Student Center; the Office of Student Affairs, Hardy Alumni Hall; or by contacting any member of the Residence Life Staff. Confidential Contact Information is most effective when it is updated annually. Only authorized campus officials and law enforcement officers in the furtherance of a missing person investigation may have access to this information.

The law requires that the College notify parents or guardians of a student under the age of eighteen (18) years of age, who is missing or reported to be missing.

Local law enforcement agencies will be notified of all students missing or reported to be missing, even if they have not registered a contact person.

Individuals should report that a student has been missing for twenty-four (24) hours to the following Barton College Campus Officials:

- Wilson Police Department, Barton College District Office
Waters Hall
(252) 399-6911
- Director of Housing and Residence Life
Hamlin Student Center
(252) 399-6366
- The Vice President for Student Affairs
Hardy Alumni Hall
(252) 399-6369
- Residence Staff Member [On-Call]
(252) 289-7993

Section C: Campus Fire Safety Provisions

- Residence Hall Fire Safety System

Barton College employs a Honeywell Fire Alarm System, model NO: FS-90 Plus, in each of the five campus residence halls. The system transmission is digital. This system is monitored 24 hours per day, 365 days a year by the Campus Police Office. The system employs a combination of manual pull stations, ion detectors, heat detectors, photo detectors, as well as water-flow switches. In case of an alarm, the Wilson Fire Department responds automatically.

- Campus Student Housing Fire Statistics

Wenger Hall:	2012	2013	2014
Number of Fires	0	0	0
Cause of Fire	N/A	N/A	N/A
Number of people with fire-related injuries that resulted in medical treatment at a medical facility	0	0	0
Number of fire-related deaths	0	0	0
Value of property damaged	\$0	\$0	\$0
Wenger Hall fire safety system description: Honeywell, Model NO: FS-90 Plus, 14 manual pull stations, 163 ion detectors, and 3 heat detectors.			

Hilley Hall:	2012	2013	2014
Number of Fires	1	0	0
Cause of Fire	Soda spill on electrical outlet	N/A	N/A
Number of people with fire-related injuries that resulted in medical treatment at a medical facility	0	0	0
Number of fire-related deaths	0	0	0
Value of property damaged	\$25	\$0	\$0
Hilley Hall fire safety system description: Honeywell, Model NO: FS-90 Plus, 20 manual pull stations, 129 ion detectors, 6 duct detectors, and 5 heat detectors.			

Hackney Hall:	2012	2013	2014
Number of Fires	0	0	0
Cause of Fire	N/A	N/A	N/A
Number of people with fire-related injuries that resulted in medical treatment at a medical facility	0	0	0
Number of fire-related deaths	0	0	0
Value of property damaged	\$0	\$0	\$0
Hackney Hall fire safety system description: Honeywell, Model NO: FS-90 Plus, 9 manual pull stations, 79 ion detectors, 1 duct detector, and 2 heat detectors.			

Waters Hall:	2012	2013	2014
Number of Fires	0	0	0
Cause of Fire	N/A	N/A	N/A
Number of people with fire-related injuries that resulted in medical treatment at a medical facility	0	0	0
Number of fire-related deaths	0	0	0
Value of property damaged	\$0	\$0	\$0
Waters Hall fire safety system description: Honeywell, Model NO: FS-90 Plus, 14 manual pull stations, 121 ion detectors, and 2 heat detectors.			

East Campus Suites:	2012	2013	2014
Number of Fires	0	0	0
Cause of Fire	N/A	N/A	N/A
Number of people with fire-related injuries that resulted in medical treatment at a medical facility	0	0	0
Number of fire-related deaths	0	0	0
Value of property damaged	\$0	\$0	\$0
East Campus Suites fire safety system description: Honeywell, Model NO: FS-90 Plus, 8 manual pull stations, 136 photo detectors, 1 water-flow switch, and 3 heat detectors.			

- Residence Hall Fire Drills

Fire drills are conducted annually during the academic calendar year (August – May). Fire drills may be announced or unannounced.

NOTE: One unannounced fire drill was conducted in each of the five campus residence halls during the 2014 calendar year as follows:

- March 13, 2014
- October 2, 2014

- Fire Safety Guidelines and Regulations

Candles, incense, cigarettes, halogen lamps, space heaters, and any appliance with an open burner are fire hazards and are not permitted in residence halls on the campus of Barton College. Smoking (cigarettes, cigars, pipes, etc.) in residence halls' common areas and/or rooms is prohibited. Tampering with fire extinguisher(s), hoses, fire alarms, or other fire safety equipment is prohibited and punishable under the law; this includes, but is not limited to, the removal, destruction, damage or the unauthorized use of fire safety equipment.

- Do:**
- All students should use UL-listed power strips and/or stations when additional electrical outlets are required. Power strips/stations with on/off switches and surge protectors are recommended.
 - Use only metal wastebaskets.
 - Keep fire doors in corridors and stairwells closed at all times.
 - Keep furniture, tapestries, or wall hangings away from doorways.
 - Keep less than 20% of the total wall area covered with combustible materials.
 - Report any safety or fire hazards to the Office of Residence Life staff immediately.
 - Keep hallways, breezeways, and walkways clear of personal items.

- Don't:**
- Bring gasoline or any other volatile liquids into the residence halls.
 - Overload outlets.
 - Suspend items from ceilings, sprinkler system or cover air/heat vents with plastic trash bags or suspend air fresheners.
 - Use extension cords.
 - Leave permitted appliances unattended while on and/or plugged in.
 - Use an open coil appliance (such as toaster, toaster oven, etc.)

- Procedures for Residence Hall Evacuation

Fire Safety Procedures for the evacuation of residence halls must be strictly observed.

- Wear a coat and shoes.
- Turn off light(s).
- Lower or close windows.
- Leave room, close all doors.
- If on a floor other than your own, borrow articles of clothing and leave the building with the group on that floor and join your own group at their appointed evacuation station.
- Walk quickly and quietly to your designated evacuation station. Remain silent - roll call will be conducted.
- Remain in a group until RAs give the “all clear.”
- Proceed quietly into building, and return to your room.

Recommended

- Upon check-in to the residence hall, you should:
 - Locate the exit closest to your floor, and also find an alternate exit.
 - Keep your room key within easy access at night.
 - Read the fire evacuation route located on each floor.
- In case of fire, remember:
 - Crawl instead of walking upright.
 - Check to see if doors are cool before opening.
 - Do not use elevators.
- If trapped in your room:
 - Call the Fire Department at 9-911 and let them know the location.
 - Seal off door and window cracks to keep smoke out.
 - If possible, wet walls and furnishings.
 - Tie a wet towel around your nose and mouth.

Designated Assembly Areas for Residence Halls

- East Campus Suites
Go to the grass area on the side closest to the KRIC.
- Hackney Hall
Go directly in front of Bully's and stay on enclosed sidewalk.
- Hilley Hall
Go to the grass area between Hardy Alumni Hall and Harper Hall.
- Waters Hall
Go to the grass hill area next to the Nixon Nursing Building.
- Wenger Hall
Go to the front of Harper Hall on the sidewalk facing Harper / Wenger Hall parking lot.

- Fire Safety Education and Training

Members of the Student Affairs staff receive fire safety training annually; this annual training is open to participation by all members of the Barton College faculty/staff/administration. Residence Life staff present a Fire Safety Education orientation to all residential students at the beginning of each semester (fall & spring); this orientation includes, but is not limited to, residence hall *Fire Safety Guidelines and Regulations and Fire Drill and Evacuation Procedures*.

- Reporting a Fire

Individuals should report all incidents of fire to the following Barton College Campus Officials:

- Wilson Police Department, Barton College District Office, Waters Hall
(252) 399-6911
- Director of Residence Life, Hamlin Student Center
(252) 399-6366
- The Vice President for Student Affairs, Hardy Alumni Hall
(252) 399-6369
- Residence Staff Member [On-Call]
(252) 289-7993

NOTE: *Fire Safety Guidelines and Regulations and Fire Drill and Evacuation Procedures* are reviewed annually. Changes to fire safety guidelines, regulations and procedures are made routinely in consultation with the Wilson Fire Department and the Wilson Police Department.

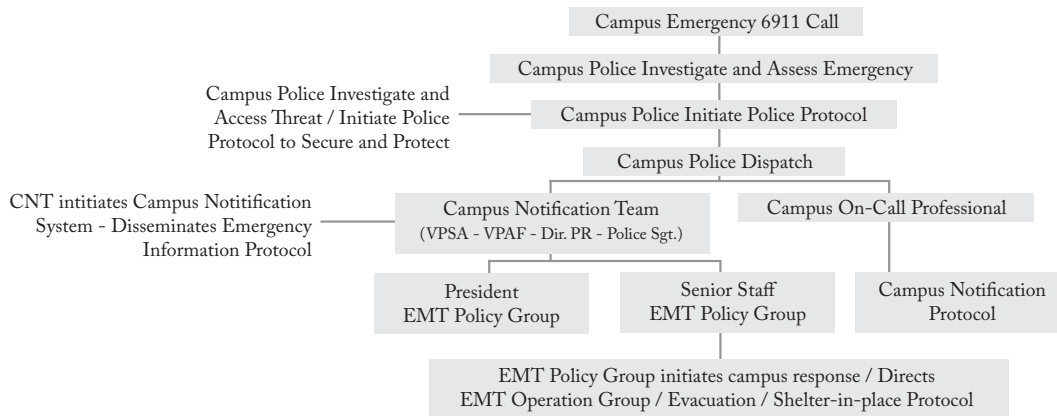
Section D: Campus Emergency Response and Evacuation Procedures

- Reporting an Emergency

First Response — CALL CAMPUS POLICE — on campus, dial — 6911
 Barton College / Campus Exterior — Call Boxes
 Telephone — (252) 399-6911

Do not hang up until instructed to do so by Police / Dispatcher / EMS.

- Campus Police investigate and assess the emergency
- Campus Police initiate police protocol (secure and protect)
- Campus Police Dispatcher initiates the Campus Notification System



Initiating the Campus Emergency Response and Evacuation Procedure

All members of the campus community and public may report an emergency to a campus individual.

- Individuals are encouraged to report emergencies immediately to Campus Police (Waters Hall - telephone (252) 399-6911 / on campus, dial 6911).
- Campus Police will investigate and assess emergency.
 - In consultation with the EMT-Policy Group or appropriate Vice President, Campus Police will declare an emergency.
 - An Emergency Response will likely fall into two categories:
 - 1) Campus Evacuation or Limited Campus Evacuation (buildings, grounds, etc.)
 - 2) Shelter-In-Place
- The EMT-Policy Group will initiate and implement the Campus Emergency Response and Evacuation Protocol.
- The type and severity of the emergency will determine what response is warranted by the appropriate EMT-Operational Group(s).
- Initiate the Campus Notification System
 - Vice President for Administration and Finance
 - Vice President for Student Affairs
 - Director of Public Relations
 - Supervising Campus Police Sergeant

- Emergency/Crisis

The origin of causative factors in or leading to an emergency/crisis may be man-made or natural, or a combination of both. Campus Emergency Response and Evacuation Procedures will be activated as a result of one or more, singularly or in combination, events or situations, which include but are not limited to the following:

- Fires
- Explosions
- Threats (Shooter, Bombs, etc.)
- Hazardous Materials (Chemical, Biological, Radiological, etc.)
- Utility Interruptions (Electrical, Gas, Water, etc.)
- Communications Failures
- Civil Disturbances or Disruptions
- Severe Weather (Ice Storms, Flooding, Hurricanes, Tornadoes, Earthquakes, etc.)

- Emergency Response

The primary goal of the Campus Emergency Response and Evacuation Procedures is to assure the safety and health of students, faculty, staff, and the public, and to protect and safeguard property, resources, and the integrity of the College and its programs. Barton College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the campus notification system, unless the notification will, in the professional judgment of responsible campus and/or civil authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

- Campus Notification System – Disseminating Emergency Information

Barton College employs a number of notification options when man-made or natural causative factors require immediate campus communication. In consultation with the College President and/or the appropriate Vice President, the Director of Public Relations will initiate the campus notification system. These options include, but are not limited to, the following:

- Barton College External Web Site (www.barton.edu)
- The Campus Severe Weather Hotline
 - Students (252) 399-6868
 - Faculty/Staff (252) 399-6600
- Local and Regional Television and Radio broadcasts
- Barton College email system
- Global Connect Emergency Notification System – this system sends immediate text messages to members of the College community who have pre-registered cell phone numbers for this purpose.

- Emergency Management Teams

The College is organized into Emergency Management Teams (EMT) responsible for implementing Campus Emergency Response and Evacuation Procedures, as follows:

- EMT (Policy Group)

This group functions to provide overall policy guidance and perspective in planning for and responding to emergencies.

- College President
- Provost and Vice President for Academic Affairs
- Vice President for Administration and Finance
- Vice President for Institutional Advancement
- Vice President for Student Affairs
- Senior Advisor to the President

- EMT (Operation Group)

These groups function to carry out the operational aspects of the Plan and/or as directed by the EMT (Policy Group). Individual EMT groups are subject to change in make-up and, depending upon the nature of the emergency, one or more groups may be combined or merged.

ADMINISTRATION/MANAGEMENT

- Vice President for Administration and Finance
- Director of Technology
- Controller
- Director of Informational Technology
- Director of Athletics

PUBLIC RELATIONS

- Vice President for Institutional Advancement
- Director of Public Relations
- Director of Publications

INSTRUCTIONAL PROGRAMS

- Provost and Vice President for Academic Affairs
- Dean, School of Allied Health and Sport Studies
- Chair, Department of Art
- Dean, School of Business
- Dean, School of Visual, Performing, and Communication Arts
- Dean, School of Education
- Dean, School of Humanities
- Dean, School of Nursing

- Dean, School of Social Work
- Dean of Accelerated Professional Programs
- Registrar
- Director of Hackney Library

MEDICAL SERVICES

- Executive Director of Student Health Services /
Coordinator of Health Promotion and Education

FOOD SERVICES

- Director of Food Services

CAMPUS COUNSELING / ADA

- Campus Counselor

CHAPLAIN OF THE COLLEGE

- Chaplain of the College

PHYSICAL PLANT

- Director of Physical Plant

CAMPUS POLICE

- Supervising Police Lieutenant
- Supervising Police Sergeant

BUSINESS OPERATIONS

- Vice President for Administration and Finance
- Controller

RESIDENCE LIFE

- Director of Housing and Residence Life
- Area Residence Hall Directors

- Annual Test of Campus Emergency Response and Evacuation Procedure

A test exercise of the Campus Emergency Response and Evacuation Procedure will be conducted annually. The annual test will include:

- At least one (1) Campus test exercise per calendar year
- The publication of these emergency procedures
- A description of the exercise
- The date and time the exercise was conducted
- Whether the test exercise was announced or unannounced

GLOSSARY OF TERMS / DEFINITIONS

Awareness Programs: “Awareness Programs” means, community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration. * PaperClip Communications, 2015, VAWA Compliance, Policy & the Law, page 90.

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. * PaperClip Communications, 2015, VAWA Compliance, Policy & the Law, page 90.

Campus Security Authorities: “Campus Security Authorities” means that Campus Crime Reports will include all crimes reported to Campus Security Authorities, which include the following four groups:

1. A campus police or security department
2. Any individuals who have a responsibility for campus security but do not constitute a police or security department
3. Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
4. An official of an institution who has significant responsibility for student and campus activities, including student discipline and campus judicial proceedings

Consent: “Consent” means the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. An individual who is asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who is under duress, threat, coercion, or force, is not able to consent. Further, one is not able to infer consent under circumstances in which the consent is not clear, including but not limited to the absence of “no” or “stop”, or the existence of a prior or current relationship or sexual activity.

Dating Violence: “Dating Violence” means controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination.

Domestic Violence: “Domestic Violence” means abuse that happens in a personal relationship. It can happen between past or current partners, spouses, or boyfriends and girlfriends. Domestic violence affects men and women of any ethnic group, race, or religion; gay or straight; rich or poor; teen, adult or elderly. The abuser may use fear, bullying, and threats to gain power and control over the other person. He or she may act jealously, controlling, or possessive.

Ethnicity Bias: “Ethnicity Bias” means, a performed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors. *The Federal Bureau of Investigation’s “Hate Crime Data Collection Guidelines and Training Manual”, December 19, 2012.

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

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

Primary Prevention Programs: “Primary Prevention Programs” means, programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction. * PaperClip Communications, 2015, VAWA Compliance, Policy & the Law, page 91.

Proceeding: “Proceeding” means the official record of the College Student Conduct Process leading to the conclusion of a grievance or complaint.

Rape: “Rape” means, 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.

- “Mentally disabled” means a victim who suffers from mental retardation, or a victim who suffers from a mental disorder, either of which temporarily or permanently renders the victim substantially incapable of appraising the nature of his or her conduct, or of resisting the act of vaginal intercourse or a sexual act, or of communicating unwillingness to submit to the act of vaginal intercourse or a sexual act.
- “Mentally incapacitated” means a victim who due to any act committed upon the victim is rendered substantially incapable of either appraising the nature of his or her conduct, or resisting the act of vaginal intercourse or a sexual act.
- “Physically helpless” means a victim who is unconscious, or a victim who is physically unable to resist an act of vaginal intercourse or a sexual act or communicate unwillingness to submit to an act of vaginal intercourse or a sexual act.
- “Touching” means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.

Reported Crime: “Reported Crime” means, that a crime is considered “reported” when it is brought to the attention of a campus security authority or local law enforcement personnel by a victim, witness, other third party or even the offender.

Unfounded Reported Crime: An “Unfounded” reported crime means a reported crime that is investigated and found to be false or baseless by law enforcement personnel.

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. * PaperClip Communications, 2015, VAWA Compliance, Policy & the Law, page 91.

Result: “Result” means, the conclusion of the investigative and student conduct process, culminating in an action or determination.

Sexual Assault: “Sexual Assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the Federal Bureau of Investigation’s URC (Uniform Crime Reporting) program.

Sexual Offenses: “Sexual Offenses” means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Stalking: “Stalking” means repeated harassment or threatening behavior by an individual, such as following a person, appearing at a person’s home or place of business, making harassing phone calls, leaving written messages or objects, or vandalizing a person’s property, according to the U.S. Department of Justice for Victims of Crime (OVC). Any unwanted contact between two individuals that directly or indirectly communicates a threat or places the victim in fear can be considered stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for a person’s safety or safety of others; or suffer substantial emotional distress. For the purpose of this definition –

- Course of Conduct means two or more acts, including, but not limited to , acts in 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
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim
- Substantial emotional distress means significant mental suffering or anguish that may, but not necessarily, require medical or other professional treatment or counseling

Statutory Rape: “Statutory Rape” means sexual intercourse with a person who is under the statutory age of consent.

