

## **SALEM COLLEGE**

### **PUBLIC SAFETY 2010 ANNUAL SECURITY AND FIRE SAFETY REPORT**

This report is compiled to fulfill the requirements of the 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. This report may be found in its entirety at the College's Public Safety website: <http://www.salem.edu/>. A printed copy of the report will be mail upon request. Printed copies may also be obtained in the Public Safety office. The data provided in this report is obtained from incident reports documented by the office of Salem Public Safety, the Winston-Salem Police and Fire Departments and other campus security officials, as identified by this Act. These campus security officials include (but are not limited to): directors, deans, department heads, staff, judicial affairs, advisors to students/student organizations, and athletic coaches. Salem Health Services may constitute a "campus safety official" when they provide medical services to a person they know or reasonably suspect may be the victim of a crime, including domestic violence or sexual assault. Counseling Services staff informs their clients of the procedures to report crime to the College Public Safety on a "voluntary" or "confidential" basis, should they feel it meets the standard of a reportable crime. A procedure is in place for the confidential and anonymous reporting by anyone who is victim of a crime, whether on or off of campus property.

#### **SALEM PUBLIC SAFETY**

The primary duty of Salem College Public Safety is to serve the Salem community by providing a safe educational and work environment through a variety of services. We strive to achieve this goal through proactive patrol, investigation of incidents, victim assistance and educational programming. Salem Public Safety is staffed 24-hours a day, seven-days a week, and 365-days a year. Officers provide patrol to campus and regulate building security in conjunction with card-access controls, intrusion alarms and security locking mechanisms on many buildings, including all residence halls. Foot patrol is the primary means for campus coverage. Officers respond to all calls for service, including emergency calls. These calls include fire alarms, intrusion alarms, suspicious persons, medical emergencies, parking compliance, special events, delivery of emergency messages and special educational program presentations. Salem Public Safety officers are unarmed security officers that have a close working relationship with the Winston-Salem Police Department, Fire Department, Emergency Medical Services, and the Winston-Salem/Forsyth County Office of Emergency Management.

#### **PUBLIC SAFETY AUTHORITY AND JURISDICTION**

Salem College Public Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Salem College. Public Safety officers have the authority to issue parking citations which are billed to financial accounts. Public Safety officers do not possess the authority to arrest. Criminal incidents may be referred to the local police who have jurisdiction on campus. The department maintains a highly professional working relationship with the Winston-Salem Police Department, Forsyth County Sheriff's Office, and other local college and university police and security entities. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus security. Prompt reporting will ensure timely warning notices on-campus and accurate disclosure of crime statistics.

#### **REPORTING CRIMES AND OTHER EMERGENCIES**

Suspicious incidents, crime and all emergencies should be reported as soon as possible to public safety. Reporting campus incidents and crimes can be done by calling Salem Public Safety at 336-917-5555, or extension 5555 from any campus phone. In the event of an emergency, students may also dial 9-911 from a campus phone, which will directly connect them to the emergency communications center with Winston-Salem Police. Additionally, confidential reporting can be completed (as identified in the next section of the report). Public Safety investigates crimes and makes referrals on incidents to the Winston-Salem Police Department when deemed appropriate by the administration. Investigations may be worked jointly by Public Safety and the Winston-Salem Police Department or may be forwarded to the police department based on incident type. Incident reports may also be forwarded to the Dean of Students office for review and potential action by campus judicial affairs.

#### **VOLUNTARY CONFIDENTIAL REPORTING**

If you are the victim of a crime and do not want to pursue action with Salem College Public Safety or the Winston-Salem Police Department, you may still want to consider making a confidential report. With your permission, the Chief or a designee will file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep accurate records of the number of incidents involving members of the campus community,

determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential threat or danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Methods for confidential reporting include:

1. In-person at the public safety office (*request confidentiality*),
2. Email [publicsafety@salem.edu](mailto:publicsafety@salem.edu)
3. Public Safety webpage link:  
<https://spreadsheets0.google.com/a/salem.edu/viewform?formkey=dFhjYXVweUNdVlF1RldGNGZrdmRjTmc6MQ>
4. Telephone (336) 917-5555
5. Message line (336) 917-5550

## **CAMPUS SAFETY RECOMMENDATIONS**

The Department of Public Safety takes a proactive approach in reducing the possibility of criminal activity occurring on campus; however, not all crime can be prevented. When a crime does occur, officers initiate an investigation and file a report and provide referrals to other available resources. Officers begin working on methods to prevent similar incidents from reoccurring while conducting in-depth follow-up investigations on all assigned cases, and releasing timely warnings when there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and/or employees.

## **MISSING STUDENT NOTIFICATION POLICY AND PROCEDURE**

A Salem College residential student is “**determined to be missing**” when a missing person report investigation concludes that the student has been absent from the College for a period of 24 hours or longer without any known reason. The Chief of Public Safety or designee, in conjunction with the dean of students, or designee, will make the official determination of whether a student is deemed missing.

### **Procedure for designation of confidential emergency contact information**

- All residential students have the opportunity annually to identify an individual or individuals to be contacted by the Dean of Students not later than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This information is maintained confidentially and will be available only to the Public safety Department, Dean of Students, and the Director of Residence Life. The Administration of the College reserves the right to notify the parents of a student under the age of 21 if they have been determined to be missing.
- For those students under the age of 18 and not an emancipated individual, the College is required to notify the emergency contact as well as the custodial parent or guardian no more than 24 hours after the student is determined to be missing.

### **Procedure for official notification for missing students**

Any concerned person who has information that a residential student may be a missing student must notify the Public Safety Department or Director of Residence Life as soon as possible so that an official determination may be made about whether or not the student is missing. *Note: In order to avoid jurisdictional conflicts when a Fleeer or Day student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Public Safety Department will assist outside authorities with these investigations as requested.*

- The Public Safety Department and Residence Life staff will gather all essential information about the residential student from the reporting person and from the student’s acquaintances. Appropriate campus staff will be notified to aid in the search of the missing student. Appropriate staff will include the on-call Residential Coordinator, the Director of Residence Life, and the Dean of Students
- If the above actions are unsuccessful in locating the student within 24 hours, or it is apparent immediately that the student is a missing person (e.g. witnessed abduction) the student will be determined a missing student.

Within 24 hours after a student is determined to be missing, (1) the Dean of Students, or designee will notify the missing student’s emergency contact per emergency contact process: and (2) the Chief of Public Safety, or designee, will notify the appropriate local law enforcement agencies for assistance

## **FACILITY ACCESS AND CONTROL**

During business hours, the College (excluding residential housing facilities) will be open to students, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by card access, if issued, or by admittance via the Public Safety Department or Residence Life staff. In the case of periods of extended closing, the College will admit only those individuals with prior written approval to all facilities. Residence halls are secured 24 hours a day with access via identification cards only and these halls are equipped with intrusion alarms. The Fitness Center and Gramley Library post specific hours of operation for card access and is closed over College breaks. Security surveys are conducted on a routine basis by the Public Safety Department. Public Safety officers are provided with training on crime prevention to assist them in the survey process. Salem administrators (including representatives from the Dean of Students Office, Residence Life and Physical Plant) review results and recommendations from Public Safety. The department examines security and fire hazard issues such as landscaping, locks, alarms, fire code regulations, lighting, and communications. Additionally, during the academic year, the Director

of Administration meets bi-weekly with the Chief of Public Safety and the Director of Physical Plant, and periodically with the Dean of Students and Residence Life to discuss issues of concern.

## **MAJOR INCIDENT RESPONSE PLAN AND TIMELY WARNING POLICY**

Salem College has a comprehensive emergency (all hazards) response plan which includes prescribed emergency procedures and a multi-tiered emergency notification plan. As per campus policy and federal guidelines, timely warnings are issued without delay and taking into account the safety of the community.

Should there be a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the institution shall confirm the information, activate the emergency response team and employ the notification process. These notifications will contain emergency information for the response of the community. The notifications are initiated by public safety and the administrative personnel who have the authority to make professional and responsible judgment in the event of such a situation. These personnel are potential members of the emergency response team dependant on the type of incident. Members include (but are not limited to): the President, Director of Administration, Vice President for Academic and Student Affairs, Dean of the College, Dean of Students, Chief of Public Safety, Director of Communications, Director of Health Services, Director of Counseling, Director of Residence Life, Biology/Chemistry Department Chairs, Coordinator of Institutional Services, Director of Dining Services, Director of Information Technology, and the Director of Physical Plant. This group (or the Identified members for the specific incident) work together as an emergency response team and will determine need for timely warnings.

Notification shall be provided through a variety of methods which include: text messaging, e-mail alerts, the campus emergency notification system (siren/verbal directives public address system), phone-trees, weather radios and webpage notification. Tests of all systems are employed three times a year and involve the entire campus population. Response procedures are clearly articulated through these systems and regularly scheduled training, drills and exercises are scheduled. Additionally, the public information officer (member of the communications department) may provide appropriate information to parents, the greater community and the media. Each emergency situation will conclude with a debriefing of the event and other appropriate follow-up including future preparedness, response, prevention-mitigation and recovery (resumption of business).

## **EDUCATIONAL PROGRAMS, CRIME ALERTS AND ASSISTANCE FROM PUBLIC SAFETY**

Because the Department of Public Safety encourages the “community approach” to safety, there are a variety of programs offered each semester to faculty, staff and students. These programs range from personal safety courses to crime prevention and fire safety courses. In addition to formal programs offered for the entire community, public safety also provides programs in the residence halls, faculty programs and safety programs to staff members. The Public Safety Department serves as a referral service for the community by providing assistance with domestic violence victimization, substance abuse, sexual assault and rape. Officers are equipped with contact information for city and county assistance agencies as well as campus resources which include Salem Health & Counseling Services and the Chaplain’s Office.

## **CRIMINAL ACTIVITY OFF-CAMPUS**

When a Salem student is involved in an off-campus offense, Public Safety and the Dean of Students’ office may assist with the investigation in cooperation with local, state or federal law enforcement. If a student becomes the focal point of an investigation, the student should be prepared to make the necessary decisions (seeking legal advice, informing parents, etc.) concerning the incident. College officials may assist students with contacts and will make every effort to be a supportive resource; however, neither the College nor its personnel may interfere with the legal process. Winston-Salem Police routinely work and communicate with campus officers on any incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus.

## ALCOHOL POLICY

The possession, sale or the furnishing of alcohol on the College campus is governed by written policy in the student handbook and North Carolina state law (NC General Statutes Chapter 18). Any student found in violation of the policy or state law automatically assumes personal responsibility for their actions. This may include action administered by the Judicial Council, the Dean of Students Office, the Faculty Advisory Board and/or law enforcement officials. Public Safety officers, Residence Life staff and guest speakers provide educational programming on responsible use and abuse of alcoholic beverages and illicit drugs.

## DRUG POLICY

Cases involving illegal possession, use or sale of drugs are subject to criminal prosecution (under state and federal law) as well as being heard by campus administrative officials. Any student involved with drugs on campus will be subject to a penalty up to and including expulsion. The administration of the College reserves the right to notify the parents of a student under the age of 21 if the student is implicated in a drug violation.

## SEXUAL ASSAULT

Salem College does not tolerate sexual assault and other forms of sexual misconduct such as non-consensual intercourse (rape), non-consensual contact and sexual harassment (see the "Sexual Harassment" policy for more specific information). All forms of sexual misconduct are acts of aggression and coercion, not an expression of sexual intimacy, and are therefore prohibited. Anyone alleged to have violated this sexual assault policy is subject to College judicial process as well as prosecution by law enforcement officials. Anyone can be a perpetrator or victim of sexual assault and, therefore; this policy is gender neutral. ***If you (or someone you know) have been sexually assaulted, tell someone what happened.*** Our primary concern for a victim of sexual assault is to provide immediate medical and emotional assistance. Victims are not required to report a sexual assault incident, but should consider the option to do so. Decisions about reporting a formal complaint can be made later, and having immediate assistance makes that option viable. Do not let illegal drug or alcohol consumption deter you from seeking help.

### I. Options for Seeking Immediate Medical and Emotional Assistance

- Notify Salem Public Safety or Winston-Salem Police;
- Notify a Residential Coordinator (RC);
- Notify a Residential Assistant (RA);
- Notify a Student Affairs staff member;
- Talk with a counselor, physician or nurse at the Health Center;
- Get immediate medical attention:
  - Forsyth medical Center (336-718-5000)
  - Wake Forest Baptist Medical Center (336-716-2011)
  - Call Family Services 24-hour Crisis Line at 336-722-4457 for a victim advocate, or ask a staff member to contact them on your behalf. A victim advocate can be with you and support you in making decisions throughout the process regarding campus support, community health, and legal involvement. Calling Family Services does not require you to file charges.
- ***Important Considerations: Preserve all physical evidence***
- Save your clothing. It is preferred that you do not take off your clothing. If you have done so, put items in a *paper bag*, and take them with you to the hospital.
- Do not bathe or shower, go to the bathroom (if at all possible), brush your teeth, smoke, comb or brush your hair, and eat or drink.

### II. Options for Reporting an Assault

- **Anonymous or "Blind" Reporting** allows a student to confidentially report an incident and to request a "no contact" prohibition to maintain victim confidentiality.
- You may call Family Services to get a victim advocate, or a Student Affairs staff member, or the Department of Public Safety to call on your behalf.
- Contact a Student Affairs staff member or Public Safety who will confidentially assist you. You do not have to provide your name.
- A campus alert may be issued with no information released that would identify the victim if there is an immediate threat to the campus community.
- If you initially choose not to pursue charges, you may change your mind later.

- **Reporting to Pursue On-Campus Judicial Procedures** *This option is available for students who have been assaulted by another Salem College student and would like their case heard through the campus judicial process.*
- You may call Family Services to get a victim advocate. A Student Affairs representative or a Public Safety officer could also call for you if that is what you wish.
- Call Public Safety.
- The process will be explained by the Public Safety officer. A thorough investigation will be completed and physical evidence collected.
- Upon completion of the investigation, the report will be forwarded to the office of the Dean of Students for any additional follow-up and adjudication through the campus judicial process.
- **Reporting to Press Criminal Charges** *This process is similar to the On-Campus Judicial Procedures, except for the following:*
  - A Family Services Victim Advocate will assist you throughout the process.
  - The investigation is conducted by the police with assistance from the Public Safety investigator.
  - The completed investigation report is forwarded to the Office of the County District Attorney for prosecution.
  - Any prosecution occurs in the criminal courts.
- **Reporting to Pursue both On-Campus Judicial Procedures and Criminal Charges**
- Family Services Victim Advocate will assist you throughout the process.
- Processes outlined in options for Anonymous or “Blind Reporting” and On-Campus Judicial Procedures will occur simultaneously.
- On-Campus Judicial Procedures and Criminal adjudication occur independently.

## SEX OFFENDER REGISTRATION

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, public safety has provided the following website link to a site maintained by the North Carolina State Bureau of Investigation’s website where registered sex offenders are listed. The web address is:

<http://ncfindoffender.com/disclaimer.aspx>.

## FIRE SAFETY

Salem College works diligently to establish best practices for ensuring fire safety on campus.

Definitions:

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill – A supervised practice of a mandatory evacuation of a building for a fire.

Fire Safety System – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including:

- Sprinkler or other fire extinguishing systems
- Fire detection devices
- Stand-alone smoke alarms
- Devices that alert one to the presence of fire, such as horns/strobes/bells
- Smoke-control and reduction mechanisms
- Fire doors and walls that reduce the spread of fire

### Reportable Fire Statistics

| Residential Facility Log  | 2009 Jan-Dec | 2010 Jan-Dec |
|---------------------------|--------------|--------------|
| Number of Fires           | 0            | 0            |
| Number of Fire Drills     | 21           | 21           |
| Cause of Fire             | NA           | NA           |
| Estimated Property Damage | 0            | 0            |
| Number of Injuries        | 0            | 0            |
| Number of Deaths          | 0            | 0            |

Salem College has several policies designed to enhance safety of all residential halls on campus. These policies are located in the student handbook and address the following:

- smoke-free facilities, designated outdoor smoking areas with specific containers designed to reduce the risk of fire,
- open flames/grilling – requiring administrative permission or fire permits,
- appliance use – limitations on extension cords, hot plates, toaster ovens, microwaves and halogen lamps,
- candles and incense burning is prohibited,
- limitations on wall coverage with decorations (and materials)
- fire drill requirements, evacuation and safety equipment tampering guidelines.

In an effort to increase fire safety on campus, education is our most effective tool. The Winston-Salem Fire Department has developed a close working relationship with the institution. Members of the fire department visit campus regularly to tour buildings and enjoy a meal in the cafeteria with students. Additionally, the fire department will actively participate in our fire drills each semester and provide question and answer sessions following drills. They have provided fire extinguisher training on campus yearly for employees and students. The students are happy to host these special guests on our campus.

Public safety has made fire safety a priority on campus. Individual officers are assigned buildings for which they are responsible on a monthly basis. Their tasks include fire extinguisher checks, fire code violation checks/enforcement and notification of potential issues to physical plant personnel for evaluation and correction. Additionally, officers are trained annually not only on fire extinguishers, but on alarm systems located on campus, as they are the first responders. During the annual inspections of these systems by the Winston-Salem Fire Department Inspectors, officers accompany them throughout campus and note violations, educate individuals and correct concerns that are evident. Officers also accompany the service providers who maintain and annually test each and every fire detection device on campus. During the 2008 academic year, Salem Public Safety began using a video in first-year student residence halls entitled “When Every Minute Counts: Dorm Fire Safety” developed by New England Educational Insurance Association and Middlebury College in Vermont.

All in-coming students are encouraged to view this video each semester.

Each residence hall is equipped with a fire alarm system. These systems vary slightly from building to building and may consist of detection devices (smoke detectors, heat detectors), warning systems (horns, strobes and bells), sprinklers and fire doors. As previously mentioned systems are tested and inspected annually and drills are a minimum of two times a year for each building as per the local fire code requirements.

Fire safety improvement is under constant review at Salem. The institution continually evaluates and assesses the need for modification, improvements and upgrades of the currently existing systems.

