

Fire Safety

A building should be evacuated immediately whenever the building fire alarm sounds or when instructed to do so over the public address system. When notified to evacuate the building, walk quickly to the nearest marked exit and alert others to do the same. *Be sure to close office and classroom doors before you leave.* Faculty and staff are to notify students and visitors in their respective areas to assemble in the areas designated. Assist disabled persons in exiting the building. Once outside the building, report to the designated meeting area for your building.

Medical Emergencies

If you have a medical emergency, call **911** for the rescue squad and **ext. 0** or **919-735-5151, ext. 7050** to notify the Office of Public Safety and Security and give the location and nature of the situation.

Campus “Lock Down”

If ever a dangerous situation develops that poses a serious threat to the college and jeopardizes the safety of students or employees, the President or his/her designee will initiate campus “Lock Down.” “Lock Down” will be announced either by college personnel in a building or over the public address system and will remain in effect until terminated by law enforcement. If you are in a classroom when you hear the “Lock Down” announcement, close the classroom door, move away from the door and close the window blinds. Keep low to the floor and out of line of sight with the door. If anyone in the room has been injured or immediate assistance is needed, slide the placard, RED side up, under the door. If immediate assistance is not needed, slide the placard under the door GREEN side up. Do not let anyone in the classroom. Stay there until instructed to do otherwise by law enforcement or until the “ALL CLEAR” is sounded.

If you are in a hallway or outside when “LOCK DOWN” is announced, please take cover immediately by getting into a building and into a room. If you can’t do either, take cover behind any object you can find. Stay there until instructed otherwise by law enforcement.

Campus Evacuation

When a “campus state of emergency” is declared, all nonessential personnel, students, and visitors must immediately begin an orderly evacuation of the campus. The Office of Public Safety and Security and maintenance personnel will assist in directing traffic to ensure the safest and quickest evacuation. At the beginning of each semester, each instructor must identify all individuals who will need assistance in exiting the building in case of an emergency. This will include wheelchair-bound individuals, those with any condition limiting mobility, visually or hearing-impaired individuals, and anyone else who might have difficulty following directions in an emergency situation. The names and locations of these individuals must be given to the Chief of Public Safety and Security. A Public Safety and Security Officer will be available to assist these individuals in exiting the building in case of an emergency. Instructors must consult with students with known disabilities as to the best way to assist them in exiting the building. Generally, building elevators are not available for use and those individuals with limited mobility may require assistance from WCC staff in using the stairs. If assistance is required, please notify the Office of Public Safety and Security or the switchboard and someone will be dispatched to assist in the evacuation.

Tornado Alert

In the event that a **tornado warning alert** indicates an immediate threat to individuals on the WCC campus, the campus will be alerted by way of the public address system and/or the Office of Public Safety and Security, and the following plan will be activated. *Please close all windows and doors before you leave your area.*

Azalea Building, Dogwood Building, Holly Building, Magnolia Building, Pine Building, Spruce Building and Walnut Building - Everyone should immediately proceed to the first and second floors of their respective buildings and assemble in the inside hallways or stairs away from the outside doors and windows or the interior stairways of the lower floors and wait for further instructions from the Office of Public Safety and Security.

Aviation Building - All individuals should immediately proceed to the Aviation classroom building interior hallway and stay away from outside doors and windows and wait for further instructions from the Office of Public Safety and Security.

Hocutt Building - Everyone on the first floor should assemble in the automotive

area and wait for further instructions from the Office of Public Safety and Security. Individuals on the second floor should proceed to the interior hallway and wait for further instructions from the Office of Public Safety and Security.

Oak and Cedar Buildings - All individuals should immediately proceed to the interior hallway of the building and stay away from windows and exterior doors. Individuals should wait there for further instructions from the Office of Public Safety and Security.

WLC Building - All individuals should immediately proceed to the Moffatt Auditorium on the first floor. If the Moffatt Auditorium is unavailable, go to the interior hallways on the first and second floors and wait for further instructions from the Office of Public Safety and Security. Remember to stay away from outside doors and windows.

If time permits, disconnect all electrical and computer equipment before you leave your area. Everyone is to remain in the safe area(s) until notified by the Office of Public Safety and Security that all is clear.

Campus Security Incident Log

A Campus Security Incident Log is maintained by the Office of Public Safety and Security and is available in the Office of Public Safety and Security.

Campus Sex Crimes Prevention Act

Effective October 2002, the Campus Sex Crime Prevention Act requires institutions of higher education to advise the campus community as to where it can obtain information about registered sex offenders provided by the State of North Carolina. This information is located at <http://sexoffender.ncdoj.gov>.

Clery Act

In 1998, the Campus Security Act was amended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Act requires WCC to prepare and distribute to all current faculty, staff, and students an annual report which sets forth our policies on crime prevention issues and provide statistics on the number of specific, violent crimes (murder and non-negligent manslaughter and negligent manslaughter, forcible and non-forcible sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and hate crimes) which have occurred on campus and also the number of arrests on campus for liquor law violations, drug use violations, and weapons possession. The annual report is available at www.waynecc.edu/newspub/securityreport/index.htm, and printed copies are available from the Office of Public Safety and Security.

ON-CAMPUS CRIME STATISTICS <i>(Reported Incidents By Year)</i>			
	2006	2007	2008
Murder Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sexual Assault	0	0	0
Non-Forcible Sexual Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	1
Burglary	1	0	0
Motor Vehicle Theft	0	0	0
Liquor Law Violations	0	0	0
Drug Law Violations	1	3	4
Weapons Violations	1	2	1
Totals	3	5	6

WAYNE COMMUNITY COLLEGE



2009 ~ 2010

CAMPUS SAFETY AND SECURITY

WCC Office of Public Safety and Security
Wayne Learning Center, Room 140

3000 Wayne Memorial Drive
Goldsboro, NC 27534
(919) 735-5151, ext. 7050
Goldsboro Police/Fire/Rescue: 911

The College’s annual security report is available online at www.waynecc.edu/administration/security/securityreport or in the Office of Public Safety and Security.

Wayne Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 with questions about this college’s accreditation.

Student Right-to-Know: Information regarding the persistence rate of enrolled students toward graduation and transfer-out-rate is available in the Office of Admissions and Records. Student rights under FERPA are available at <http://www.ed.gov/policy/gen/guid/fpeo/ferpa/index.html> or in the Office of Admissions and Records and in the Office of Counseling Services.

Wayne Community College is committed to providing students, employees and visitors with a clean, safe and healthy environment. As of August 1, 2009, the Wayne Community College campus is tobacco free.

1,500 copies of this brochure were printed at a cost of \$150.00 or \$.10 each.

At Wayne Community College, the safety and security of students, staff, faculty, and visitors is a matter of the highest priority. The Office of Public Safety and Security, with the support and cooperation of all college departments, strives to keep the campus safe and secure. Public Safety and Security Officers are vital components of campus safety; however, a truly safe campus is achieved only through the collaborative effort of all Wayne Community College members. Our goal is for safety to be part of the educational process. Students are encouraged to make responsible decisions in and out of the classroom as well as on and off campus. It takes the efforts of the entire college community working together to ensure maximum protection of people and property. This brochure is part of our effort to ensure your safety. Please read it and use the information to help foster a safer environment on the campus.

Traffic Rules and Regulations

All of the provisions of Chapter 20 of the General Statutes relating to the use of the highways of the State of North Carolina and the operation of motor vehicles thereon shall apply to the streets, roads, alleys and driveways on the campus of the college along with the other rules and regulations approved by the Board of Trustees. These rules and regulations shall apply on a 24-hour basis to operators of all vehicles, public or private, while on the campus of the college.

The operator shall comply with the legal instructions of any campus Public Safety and Security officer and all traffic signs in accordance with the provision of these regulations. **THE RESPONSIBILITY OF FINDING A LEGAL PARKING SPACE RESTS WITH THE MOTOR VEHICLE OPERATOR. LACK OF SPACE IS NOT CONSIDERED AN EXCUSE FOR VIOLATION OF PARKING REGULATIONS.** The college shall be responsible for ensuring that the necessary signs are erected and maintained to carry out the intent of these regulations.

A copy of the Traffic and Parking Policy is included in the student handbook found online at www.waynecc.edu/pdf/student-handbook. Failure to obtain such a copy is not, however, an excuse for violation of the policy.

All vehicles to be operated on campus must be properly registered and display a parking decal on the rear of the vehicle. (The left rear bumper is the preferred location.) Students, faculty, and staff shall register their vehicles. Failure to comply with the vehicle registration procedure constitutes an offense equal to a parking violation. Parking decals are normally obtained during registration but may be purchased from the Business Office at other times and issued by the Student Activities Office.

In addition to the standard fines imposed for violations of the Traffic Code, the following penalties may also be imposed:

- All of those provisions detailed in North Carolina General Statute 115D-21 and Section 20.
- The college shall prohibit a student from registering for classes for the next semester if the student owes fines from the previous semester.
- The college shall withhold transcripts and deny graduation for students for failure to pay fines.
- Faculty and staff will be subject to disciplinary procedures in accordance with college policy.
- Delinquent fines will be added to the student’s financial account with the college. The student will not be permitted to re-enroll until fines are paid.
- Students who accumulate five or more traffic citations for parking and traffic violations may lose their parking and driving privileges on campus for the remainder of the semester in which the violations have occurred and the following semester.
- The towing law is enforced at the owner’s expense.

Public Safety and Security Officers are empowered to issue citations for violators of parking regulations and to stop and identify all persons on campus. WCC is in no way responsible for the loss or damage of private vehicles resulting from theft, vandalism, or accidents. Public Safety and Security Officers will assist in reporting acts involving any loss or damage, but are precluded by the law from taking investigative or punitive action.

Any individuals who disrupt the educational process, endanger someone else, or fail to identify themselves shall be asked or directed to leave the campus. If a person refuses to leave, the second degree trespass warning will be administered, and failure to comply will result in trespass charges that will be filed.

Children on Campus

Children are not allowed in classrooms, laboratories, or offices without permission of a college Vice President or the President. Children are also not allowed to be left unattended in vehicles at any time. Students bringing minors to class will be asked to leave and will be immediately referred to the Director of Counseling Services. Children visiting the Dental Hygiene Clinic will be exempt if their reason for being there is dental care.

Access During Closed Hours

- There will be no access to Wayne Community College buildings during the hours of 11:00 p.m. to 7:00 a.m.
- Access during other closed hours is governed by the following procedures:
 - **Campus:** Prior arrangements must be made and approved by the Chief of Public Safety and Security. The Public Safety and Security Officer must be notified upon arrival on campus by utilizing the phone located at the front entrance of the WLC Building or personal cell phone.
 - **Aviation Building and Carpentry Compound:** Arrangements must be made and approved by the Chief of Public Safety and Security.
- The Office of Public Safety and Security can be reached after normal business hours and on weekends by calling 919-735-5151, ext. 7050.
- Students desiring access to any academic facility must be accompanied by a staff member, preferably from that department.
- Two persons must be present at all times when using a facility such as a shop or laboratory where potential for injury exists.

Emergency Call Boxes

Emergency call boxes are located in all the parking lots. They are located on light poles, and each has a blue light indicator. If you need a Public Safety and Security Officer, push the red button on the emergency call box, and it will automatically notify the Office of Public Safety and Security where you are and let you communicate directly with a Public Safety and Security Officer who is responding to your call.

Escort Services

The Office of Public Safety and Security can be contacted for assistance at any time. Officers are available to escort students, staff, faculty, and visitors to and from any building and parking lot on campus. If assistance is not requested, we suggest walking with a friend rather than alone.

CRIME PREVENTION

Safety/Security Awareness Programs

College officials and guest speakers discuss security issues in special programs and meetings during the school year. The Chief of Public Safety and Security publishes serious incident reports through notification messages which are disseminated using bulletin boards, flyers, Website, e-mail, Cam-Net, and other announcement forms. The purpose of this notification is to aid in the prevention of similar occurrences.

Security Incident Reporting

Public Safety and Security Officers are trained to observe and report. Upon receipt of a call, Public Safety and Security Officers are dispatched immediately to the site of the complaint to render assistance, to write an incident report, to take statements from witnesses, and to conduct follow-up inquiries as required. The Goldsboro Police Department and college personnel are notified of serious incidents for assistance and further investigation.

PROTECT YOURSELF!!!

You are the key to your personal safety and the safety of others. By following the precautions listed below, you can substantially decrease your chances of becoming a crime statistic:

- **BE AWARE** ~ Recognize your vulnerability.
- **REPORT** all suspicious persons, vehicles, and activities to the Office of Public Safety and Security immediately at **919-735-5151, ext. 7050** or call the switchboard by dialing **ext. 0** on campus phones.

- **PROTECT your personal property.** Keep your car locked at all times. Never leave valuables where they can be seen in your vehicle; lock them in your trunk. Do not leave any personal property lying around such as books, book bags, and purses.
- **KNOW** the location of emergency call boxes which are in most parking lots.
- **SUBSCRIBE** for the campus “Cruiser Alert” mobile text warning system.

Victims of Sexual Crimes

Victims of sexual crimes can receive confidential assistance from Eastpointe by calling 1-800-913-6109. Please be aware that many sexual assaults/rapes involving college students are “acquaintance rapes” or “date rapes.” Victims of on-campus crimes have the right to choose counseling, medical treatment, prosecution and reporting of their case through the college reporting system and/or the off-campus court system. Victims also have the right to refuse to report the crime without reproach from any college personnel.

Drug Counseling and Rehabilitation

If anyone needs to seek assistance for any reason related to the use/abuse of drugs or alcohol, a member of the WCC counseling staff will act as a referral source to the following services in Goldsboro and Wayne County:

Mental Health Center 1-800-913-6109 Eastpointe 1-800-913-6109
Alcoholics Anonymous..... 735-4221

Weapons on Campus

It is against the laws of the State of North Carolina for weapons to be on any property owned, leased, or occupied by any North Carolina educational institution. This applies whether the weapon is concealed or not. This includes handguns, rifles, BB guns, air rifles, bows, swords, etc., but is not necessarily limited to these items. If you have any questions relating to weapons on campus, contact the Office of Public Safety and Security at 919-735-5151, ext. 7050.

Campus Drug and Alcohol Policy

Promoting a drug- and alcohol-free environment is everyone’s responsibility. WCC supports and is committed to maintaining such an environment for all employees and students. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by employees or students at any official college location or at any location while engaged in activities on behalf of the college is prohibited. “Controlled substance” generally refers to drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, cocaine, “crack,” marijuana, and PCP. They also include “legal drugs” which are not prescribed by a physician. Likewise, possessing, consuming, or serving alcoholic beverages at any college location is prohibited. **NOTICE: WAYNE COMMUNITY COLLEGE IS ROUTINELY PATROLED BY POLICE K-9 UNITS. ALL STAFF, STUDENTS, VISITORS AND VEHICLES ON WCC PROPERTY ARE SUBJECT TO K-9 EXPOSURE.**

Tobacco-Free Policy

Wayne Community College is concerned with the health, safety and wellness of all employees, students and visitors to the campus. Being aware of the health hazards associated with smoking and the use of other tobacco products, the College provides a smoke-free and tobacco-free environment. As of August 1, 2009 there will be no smoking or use of tobacco products permitted on the WCC campus. This includes all buildings, facilities, college vehicles, walkways, outdoor areas, campus grounds and parking lots.

For college programs and courses offered off campus in public or private locations, the instructional area shall be smoke free and tobacco free; and, to the extent possible, the area immediately in front of the doors entering off-campus instructional areas shall be smoke free and tobacco free.

Enforcement of all college policies and procedures is the responsibility of all faculty and staff members.

Violation of this policy may subject students to disciplinary action as outlined in the Student Code of Conduct.