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## Fire Report

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Published and presented to the public on October 1, 2013
On behalf of UNC Pembroke Police and Public Safety, I want to thank you for taking the time to read our annual security report. UNCP Police and Public Safety is responsible for providing a safe and secure environment to promote the learning experience and educational growth of the University Community; however, keeping our campus safe requires the cooperation of the entire University community. This report contains information that will enable you to better protect yourself and assist us in our efforts. The Police and Public Safety office is located directly behind the University Bookstore to the north of Oak Hall in the Auxiliary Services Building. UNCP Police and Public Safety is a full service law enforcement agency. UNCP Officers are trained professionals, certified by the North Carolina Criminal Justice and Standards Commission. Officers are vested with all powers of arrest within the University Community and on all property owned or leased by UNC Pembroke and that portion of any public road or highway that passes through campus or adjoins the campus. UNCP Police and Public Safety has mutual aid agreements with all municipal departments within Robeson County to include the Robeson County Sheriff’s Office as well as the North Carolina State Highway Patrol.

If you have any questions or concerns, you can contact me personally or any UNCP Officer at:

Phone: (910) 521-6235
In person: At the UNCP Police & Public Safety Office
E-mail: police@uncp.edu
Anonymous and confidential online form

Policies for Preparing ASR- Disclosure of Crime Statistics

The University of North Carolina Pembroke Annual Security and Fire Report is published each year and is available to the public for inspection October 1 of each calendar year to provide information on security related services offered by UNCP and to provide crime statistics to be in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Specifically the report will contain:

- Annual crime statistics of the three most recent calendar years prior to the named year of the Annual Security and Fire Report
- Campus security policy statements
- Procedure for Emergency Notifications and Timely Warning requirements
- How to report a crime or suspicious activity
- Drug and alcohol policy statements
- In-place emergency policy and procedure for all hazards, natural and man-made
- Information on crime prevention program initiatives presented by the University
- Crime prevention and safety tips
- Fire Safety Report for the three most recent calendar years prior to the named year of the Annual Security and Fire Report
The report is prepared with information provided and maintained by UNCP Police and Public Safety, Office of Housing and Residence Life, UNCP Athletic Department, Office of Student Affairs, Student Health Services, Office of Greek Life and any named entity who has been identified by the University to have significant responsibility for student and campus activities. Additionally, information provided by the Pembroke Police Department and the Robeson County Sheriff’s Office has been included to provide statistics for non-campus buildings or property, and on public property immediately adjacent to the University.

It is the responsibility of the UNCP Police and Public Safety to compile these statistics, policies and related information into the Annual Security and Fire Report for availability to the public.

The availability of the Annual Security and Fire Report will be disclosed to the public once its submission has been made for approval and submitted to the United States Department of Education, Office of Postsecondary Education as required by October 1 of each calendar year. Notification will be made through campus wide email to faculty, students and staff of UNC Pembroke and will note the Annual Security and Fire Report can be viewed online with the exact URL of the report and a brief list of its contents contained therein. Additional notification will also be shown on the UNCP Police and public Safety website for those who do not have a campus email account. Also the posting will notify the public that a paper copy will be available upon request at the Police and Public Safety office.

Furthermore, additional notices of the Annual Security and Fire Report will be disclosed at those university departments and offices that are concerned with prospective students and employees of the university and new hires and students of the university, for inspection. These notices will provide information on the availability of the Annual Security and Fire Report, a list and brief description of the report’s contents and the opportunity to request a paper copy of the report.

**UNC Pembroke Police & Public Safety**

UNC Pembroke Police and Public Safety consists of 16 Police Officers who are trained and certified by the North Carolina Criminal Justice Training and Standards Division. Each officer must attain their Basic Law Enforcement Training certificate as mandated through North Carolina Criminal Justice Training and Standards and additionally complete a minimum of 24 hours of yearly in-service training to keep their certification active. Additional in-service training relevant to college and university settings and issues are also taken to supplement the experience of the officers at the department. UNC Pembroke Police Officers are trained in CPR, first aid, and rapid deployment. Officers also have the authority to arrest anyone involved in criminal activity within the University campus, including all property owned or leased by UNC Pembroke, and the portions of any public road or highway passing through or adjoining the campus. If offenses involving violations of University rules and regulations or state/local laws are committed by a UNCP student at any off-campus location, these violations should be reported to the UNC Pembroke Police & Public Safety by the charging agency, and the student may also be referred to Student Affairs for disciplinary action. UNC Pembroke Police has a mutual aid agreement with all law enforcement agencies within Robeson County and routinely share information, manpower and equipment when the need arises.
How to Report a Crime/Suspicious Activity

The University encourages all students, staff and faculty to report crimes or suspected criminal activities promptly and fully, providing as much information as possible. The University Police and Public Safety phone number is (910)521-6235. Please note that if 911 is dialed while you are still on campus you will be connected with the Robeson County Sheriff’s Office in Lumberton, NC. Additionally note that while you still will be assisted by the Sheriff’s Office, your time for receiving service may be slightly longer as County Communications will then have to contact University Police and Public Safety to make them aware of the call. It is recommended that the University Police and Public Safety main line, (910)521-6235, is used to report any crime or emergency that occurs on campus. For any off-campus emergency it is recommended to call 911 or the Pembroke Police Department (910)521-4333 for matters occurring in the Pembroke Town limits or the Robeson County Sheriff’s Office, 911 or (910)671-3170 for matters occurring in the county jurisdiction. Each agency will assist you in your emergency.

If you witness a crime happening in your presence:

- **DO NOT ATTEMPT TO APPREHEND OR INTERFERE** with any criminal activity except in cases of self-protection.

- If safe to do so, stop and take the time to get a good description of the criminal. Note height, weight, sex, race, clothing, age and name, if known.

- Call UNCP Police & Public Safety at (910) 521-6235. Give your name and location. Advise the police of the situation, and if safety allows, remain where you are until a Police Officer arrives.

- Emergency Blue Light Telephones are strategically located throughout campus. A caller just has to push a button to activate the telephone to contact Police & Public Safety. In addition to reporting emergencies, the phones can be used to request motorist assistance and escort service.

- For the locations of the phones, visit www.uncp.edu/police/phones.

Voluntary Confidential Reporting of Crimes

UNCP Police and Public Safety understands an individual’s right to report a crime anonymously for that individual’s personal reasons. To accommodate this, the University has a confidential reporting process and can be found at the following link: http://www.uncp.edu/police/report_crime/form.htm.

You will need to enter all the required (marked with a red asterisk) information for submission of the report. Make all attempts to answer each question as descriptive and accurately as possible. After filling in each field, once you click the “submit” the report is sent to University Police and Public Safety. Based on the timeliness, validity, and relevance of the information in the report, University campus Police will follow up on the report to determine if the received report represents an on-going threat to the campus community. Additionally an incident report will be prepared if the incident had not been previously reported. All subsequent reports of the same incident will be compiled in the original report for investigative purposes. It is strongly encouraged though that this anonymous reporting process be used for crimes that already have occurred. If a crime is in progress please call (910) 521-6235 so that the response from University Police can be immediate for in progress crimes.
Confidential Reporting through Pastoral and Professional Counselors

There are two types of individuals who, although they have significant responsibility for student and campus activities, are not campus security authorities under Clery:

- Pastoral counselor: A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

- Professional counselor: A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her Chapter 4. Collecting Statistics: Campus Security Authorities and Law Enforcement Agencies 78 The Handbook for Campus Safety and Security Reporting license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

The pastoral or professional counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes they may have learned about. This exemption is intended to protect the counselor-client role. However, even the legally recognized privileges acknowledge some exemptions, and there may be situations in which counselors are in fact under a legal obligation to report a crime.

To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors. An individual who is not yet licensed or certified as a counselor, but is acting in that role under the supervision of an individual who meets the definition of a pastoral or professional counselor, is considered to be one for the purposes of the Clery Act. However, an individual with dual roles, one as a professional or pastoral counselor and the other as an official who qualifies as a campus security authority, and the roles cannot be separated, that individual is considered a campus security authority and is obligated to report Clery crimes of which they are aware. An individual who is counseling students and/or employees, but who does not meet the Clery definition of a pastoral or professional counselor, is not exempt from being a campus security authority if they otherwise have significant responsibility for student and campus activities.

Panic Devices

In the event of an emergency, key offices within the campus community have been equipped with a telephone panic button that allows office personnel to have immediate contact with the University Police. At the push of a button, a pre-recorded message alerts the police of the activation location and request for immediate police response.

Security of and Access to Campus Facilities

Building security is a primary function of the UNCP University Police. Instructional and administrative facilities are generally open to the public during normal business hours and are locked at the conclusion of the last class of the day by UNC Pembroke Police and Public Safety. Facilities Operations at the beginning of each day opens each building for the commencement of activity. Individuals who need access to any of the facilities after normal working or instructional hours will need to notify UNC Pembroke Police and Public Safety for prior arrangement to gain access and to show proof of authorization of the person or department in charge of the facility or area.

UNC Pembroke employs its own staff for the regular maintenance and upkeep of its facilities and areas which includes locksmiths and personnel trained in the repair and upkeep of doors, windows and other security related maintenance. In the event that an issue arises for the repair of maintenance of any security type fixture (broken windows, locks, doors, non-working lighting, fire alarms, etc…) all attempts are made to repair the malfunctioning or broken equipment that day the request is made.
After normal working hours, UNC Pembroke has an on-call facilities employee that will make all attempts to repair or replace the malfunctioning or broken equipment.

Maintaining adequate lighting on campus is essential to discouraging crime on campus and to create a secure environment for individuals who find themselves out on campus at night. UNC Pembroke Police and Public Safety are constantly vigilant for noting any non-working lighting fixtures and request repair orders as expeditiously as possible.

**Housing**

**Residential Facilities and Policies**

Students living on campus have a special responsibility to one another. Services and programs intended to enhance the quality of life and ensure the safety of the resident student body are a major priority for Student Affairs, Housing and Residence Life, and Police & Public Safety staff. Live-in Community Directors receive training to enforce residence hall security and fire safety policies, to instill community development and to enhance the campus living experience. They are available weekdays, weekends and evening hours to assist students.

The University provides coeducational housing in a variety of configurations, some with set visitation hours. Residents must escort guests at all times. All residence hall doors accessing living areas remain locked 24 hours a day with access restricted to residents. Perimeter security to some University-owned residence halls is maintained by a WAPAC access system. The Village apartments are accessed by means of a traditional key-in-lock system. All on-campus residence facilities are closed during most holidays, vacations and when the University is closed. During low occupancy periods, such as the summer terms, students remaining on campus may be moved into concentrated areas of the residence life complex to enhance security effectiveness. When the campus is closed, residence facilities may also be closed. Those few students who are authorized to live on campus during that time are registered with the Housing and Residence Life Office, and special security procedures are established. Police & Public Safety and Housing and Residence Life personnel work diligently to make the residence halls safe, but their efforts can be easily negated through a lack of cooperation from residents. The involvement of students in the campus security program is critical to its success. Violations of the following precautions can expose residents to loss of property or possibly physical harm.

*Students must assume responsibility for their safety,* the safety of others and the security of property by taking simple, common-sense precautions such as:

- Report unusual activities to UNCP Police & Public Safety
- Never admit unfamiliar people into the residence halls
- Lock room doors and windows when leaving
- Report lost keys immediately to Housing and Residence Life staff
- Report solicitors or unfamiliar people to UNCP Police & Public Safety
- Ensure residence hall exit doors are not propped open
- Become familiar with the locations of the Emergency Blue Light Telephones
- Ask visitors to identify themselves and whom they are visiting
- Be aware of surroundings and other people
- Carry keys at all times and never lend them to others
- Travel at night with a friend in well-lit areas or call for an escort
Inspections surveying the security integrity of University housing are conducted periodically. Repairs are made promptly, locks are quickly replaced when keys are reported lost or stolen, and reports of potential safety hazards, such as broken windows, receive immediate response. Access to on-campus housing by University employees is on an “as needed” basis. All University repair and maintenance personnel are in uniform or display identification to allow for easy recognition by residents.

The UNCP campus is well-lit, and further improvements to campus lighting are continually being considered on buildings, in parking lots, in areas with heavy landscaping and along sidewalks and pathways frequently traveled by students. Representatives from segments of the campus community, including students, Student Affairs, Facilities Management and Campus Visitors are always welcome both in academic buildings and residence areas. Information regarding Housing and Residence Life policies and procedures are in the Student Handbook online at http://www.uncp.edu/sa/handbook. Residents must adhere to the Guest Visitation Policy by providing an escort to their guests at all times and maintaining responsibility for the actions of their visitors. Safety and security procedures, room security precautions and other topics are discussed with residents in crime prevention seminars, in residence hall meetings conducted by Community Directors and Housing Staff and in printed materials. The UNCP Housing Contract states that the University reserves the right to refuse student admittance or remaining in housing if the student fails to meet University requirements or to adhere properly to University policies or regulations.

Off-Campus Student Residences

Off-campus housing includes apartments, private homes, individual rooms or apartments within private homes. Crime prevention programs emphasizing what students can do to protect themselves are available. The Pembroke Police Department, Robeson County Sheriff’s Office or other local law enforcement agencies respond to and investigate criminal incidents at off-campus residences.

The University reserves the right to charge an organization or individual with a violation of campus policy for off-campus infractions based upon sufficient evidence but does not provide supervision for off-campus housing other than those properties owned by UNCP.

Fire Safety Practices and Standards

Fire safety and prevention is of paramount importance in a campus living environment, where the primary responsibility rests on each resident. Approximately 1,900 resident students live in two (2) six-story (Belk & North Halls), two (2) four-story (Oak & Pine Halls), one five-story (Cypress Hall), and two (2) apartment complexes (University Courtyard & University Village), both containing six (6) buildings each. Each residence hall is equipped with fire alarm systems by Simplex-Grinnell and monitored by Holmes Electric. Each residence hall and apartment is equipped with fire sprinkler systems, smoke detectors and portable fire extinguishers. The University Village Apartments are equipped with local smoke detectors and portable fire extinguishers in each apartment. All buildings at UNCP are smoke-free. Smoking is restricted within 100 feet of any building or outdoor sporting arena.

For health and safety reasons, certain appliances and items may not be used or possessed in the residence halls. Appliances with heating elements are prohibited (e.g., coffee pots, hot plates, hot pots, cooking coils, George Foreman-type grills, etc.) Cooking appliances such as stoves may only be used in the kitchen area of the University Village and Courtyard Apartments. Grills are not permitted within the residence halls. Open flames and flammable liquids are also prohibited (e.g., oil lamps, candles, gasoline, incense, etc.).

Mandatory, supervised fire drills are scheduled twice per semester in each residence hall and apartment complex. These drills incorporate the Residence Life Staff, Police & Public Safety and Facility Operations.
When a fire alarm is activated, all residents must completely and immediately evacuate the building. **Treat every activated fire alarm as a real threat — don’t gamble that the alarm is false.** Residents should become familiar with the location of all emergency exits, fire alarms and extinguishers in residences and academic buildings. In the event of a fire, pull the nearest fire alarm pull station to activate the system, which notifies others to evacuate the building. Immediately call UNC Pembroke Police & Public Safety to ensure that the alarm was received. Evacuate at least 300 feet away from the building in order to provide fire responders sufficient space to operate in the event of an actual emergency.

Members of the campus community should report all fires to UNCP’s Police & Public Safety at (910) 521-6235. Federal law requires that a log be maintained for all fires occurring in campus housing and that this log be available for review during regular business hours. This log will be maintained at the Police & Public Safety along with the Departmental Daily Crime Log.

**Designated Areas for Dorm Residents to Report during Severe Weather**

**Pine and Oak Halls:**
Move from rooms to ground floor hallways; stay clear of glass and entrance doors.

**North Hall:**
Congregate along the ground floor of the Education building; stay clear of glass entrance doors.

**Belk Hall:**
Congregate along the ground level corridor of Moore hall; stay clear of glass entrance doors.

**University Village Apartment Residents:**
Congregate to Dial Building, first floor; stay clear of glass entrance doors.

**Cypress Hall:**
Congregate to ground floor of the building; stay clear of glass and entrance doors.

**University Courtyard Apartment:**
Move from rooms into suite hallways; stay clear of windows and entrance doors.
Security Awareness Programs Policy Statement

In order to change from a traditional “reactive” policing model to a proactive mode of policing, University Police and Public Safety has stressed a community policing philosophy to bring about more effective police services to the campus community. The initiative has two components, one is that it fosters more direct contact between campus police and the campus community where exchange of information is greater relating to police related matters; and two, the security awareness programs presented by campus police to the campus community allows for proactive measures to be made so the incidence of crime on campus is reduced as all parties assume responsibility for personal safety and securing of personal property.

The security programs presented to the campus community to achieve this initiative are as follows:

• Theft Prevention Programs- these programs fall under two titles, owner applied numbering and recording which is what is used in Operation PIN and Bicycle registration initiatives which is a year-long program and the other type is lecture or presentation based programs designed to provide options, ideas, and tips to protect personal property from theft.

• Drug and alcohol awareness programs- Programs are lecture based, both planned throughout the school year or when requested by an entity on campus. These programs are designed to make aware the dangers of use of these substances that may include addiction and residual events after use of these substances such as sexual assault. Long term effects both physical and social are addressed.

• Sexual assault awareness programs- This initiative can be addressed in conjunction with drug and alcohol awareness initiatives and includes content related to definitions of what constitutes sexual assault, myths, facts, prevention and identification of “date rape” drugs often used to render victims mentally and physically incapable of their processes. Additionally a new aspect of this initiative is being introduced to reverse the socially damaging trend that certain types of this behavior is “generally acceptable” on college campuses. Empowering female students to protect themselves from attack is stressed in RAD (Rape Aggression Defense). This program is female only and offered as a one academic credit course.

• Fire awareness programs- These programs are designed to educate the student to identify potentially dangerous fire hazards that may exist in their living quarters and steps to take in the event of a fire so that risk of injury is minimized. These programs are lecture based.

• Safety Escorts- This free service offered by University campus police is used when a student feels his or her safety is compromised and is available 24 hours a day to the student, faculty or staff member of the University.

As the need to make the campus community aware of issues that are prevalent on college campuses nationwide, more programs in the coming future are being designed and implemented.

Frequency of these programs- As stated previously, these safety programs are available upon request but are also stressed during those times of the year when a nationwide awareness initiative is set for these issues. As a result, these programs are presented during these times.

Monitoring and Reporting of Off-Campus Criminal Activity

In accordance with the Disclosure of Campus Security Policy and Campus Crime Statistics Act, it is noted here for purposes of informing the reader that UNC Pembroke currently does not have any recognized off-campus student organizations for monitoring of records of any criminal activity at that off-campus location and therefore no reflection of crimes for this particular aspect is recorded.
Alcohol and Illegal Drugs

UNCP is committed to maintaining an environment of teaching and learning free from illicit drugs and alcohol. The University complies with the requirements of the Drug Free Schools and Communities Act as amended. UNCP Police and Public Safety strictly enforces all state and local laws, as well as University rules and regulations. The complete Drug Free Schools and Communities can be found at: http://www2.ed.gov/about/offices/list/osdfs/index.html

Generally, the possession and consumption of alcoholic beverages are not permitted on campus. Kegs are not allowed on campus.

The exceptions apply to individuals who are 21 years and older:

- Meetings or functions when a state alcohol permit has been obtained
- In residence hall rooms or living quarters in compliance with University Policy
- At University-approved tailgating events (home football games), in approved locations, while wearing a University-issued wristband. The only alcoholic beverages that may be consumed at these events are malt beverages and unfortified wines.

The complete Alcohol and Drug Policy can be found at:
http://www.uncp.edu/sa/pol_pub/drug_policy.htm

To increase student welfare by increasing awareness of negative consequences of alcohol and other drugs UNCP Counseling and Psychological Services will:

- Meet with Committee for Substance Abuse Prevention (CSAP) on monthly basis for feedback, strategy, and direction on issues related to alcohol use and prevention.
- Update, publish and distribute official campus drug policy
- Present drug and alcohol education program to all FRS100 students

Multiple strategies to provide prevention, treatment, and education of substance abuse issues on campus were implemented throughout the year.

Emergency Notification and Timely Warning Requirements

The Higher Education Opportunity Act (Public Law 110-315) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965 as amended under Title IV. The federal law requires all colleges and universities to have a notification and a warning plan in place to alert the campus community of an emergency. This policy establishes the emergency notification program at UNC Pembroke, known in this policy as the Emergency Notification System (ENS). This multi-channel capable system is intended to rapidly disseminate emergency information in the event of an incident that poses an imminent threat or danger to the UNC Pembroke community.

UNCP Police & Public Safety has the responsibility of responding to and summoning the necessary resources to investigate, mitigate, and document any situation that may cause an emergency or dangerous situation. In addition, Police & Public Safety has the responsibility to determine if the situation does in fact pose a threat to the community. If that is the case, then federal law requires that the institution immediately notifies those who are affected by the situation, such as the campus community, the appropriate representatives of the Town of Pembroke, and officials in the surrounding communities. This is done through Timely Warnings and Emergency Notifications.
Timely warnings occur when a Clery act crime is reported to the Police & Public Safety, local law enforcement, or a campus security authority. The crime must occur within a specified geographic area and the University considers it to represent a serious or continuing threat to students and employees. The Director of Police & Public Safety or his designee in collaboration with the Associate Vice Chancellor for Campus Safety and Emergency Operations will compose a notification and issue it to the campus community.

Emergency notifications should be issued when it is determined that there is a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.” This includes all hazards, not just Clery crimes.

**Protocol on Confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of the campus community.**

The process for activating the ENS protocols begins when a threat or emergency situation is reported to the UNCP University Police and Public Safety or to another responsible university authority. These university authorities have been assigned this designation by the Chancellor and are as follows: Chancellor, UNCP Director of Police and Public Safety, UNCP Senior Police and Public Safety officer on duty, Executive Director of Communications and Marketing, Associate Vice chancellor for Campus Safety and Emergency Operations, Assistant Vice Chancellor for Facility Operations, Director of Student Health Services and the Environmental Health and Safety Officer.

For confirmed threats the above-named responsible authorities will authorize the emergency notification based on guidelines outlined in university policy according to their title as named above in the responsible university authorities. In the event multiple university authorities report the threat to University Police and Public Safety simultaneously or in close proximity to the incoming reports, clarification will be made by the campus police supervisor present to de-conflict and or clarify the messages and instructions. Once the threats are confirmed by the responsible authority and all incoming information is clarified and non-conflicting, the campus police dispatch will be ordered to issue the message. If the responsible university authority is trained in and has direct access to the ENS, he or she may issue the message to prevent delay. The channels used to disseminate the emergency notifications are as follows:

- Outdoor Emergency Alert System that comprise of two sirens positioned on the north and south end of campus

- BraveAlert (by signing up via BraveWeb portal once the student, faculty or staff member signs into their BraveWeb account)

- University email to students, faculty and staff

- UNCP Homepage ([http://www.uncp.edu/](http://www.uncp.edu/))

- Social media that the university disseminates information through (Facebook, Twitter, etc.)

- Emergency Information Hotline (910)521-6888

- Regional and state news media contacts

- The Police & Public Safety website at [www.uncp.edu/police/](http://www.uncp.edu/police/)

- The student newspaper, The Pine Needle and its website at [www.uncp.edu/pineneedle/](http://www.uncp.edu/pineneedle/)

- Notices posted in all campus buildings
Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. The content will contain, at a minimum, the nature of the incident, location and actions to be taken by affected populations. The messages will follow formatting consistent with the UNCP phone alert system characteristics, that is, regardless of the channel used the message will contain no more than 160 characters to describe the alert. For non-UNCP alert channels which is not limited by a maximum amount of characters, these outlets may use additional content as appropriate to further describe the emergency. Following the initial issuance of an emergency message, there will follow when available and if confirmed, additional information about the alert or incident. When it is determined that the threat or hazard to the campus community no longer exists an all clear notification will be issued. This will be executed by using the same notification options used to make the initial notification. Anyone who has information warranting a timely warning should report the circumstances to the UNCP Police & Public Safety at (910)521-6235. In the event of an on- or off-campus situation that constitutes an ongoing or continuing threat (as ascertained by the judgment of campus administrators), a campus-wide “timely warning” message will be issued by using any or all of the above notification options.

UNCP will, without delay, and taking into account of the safety of the community, determine the content of the notification and initiate the ENS, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency. UNC Pembroke’s complete Emergency Operations Plan can be viewed through the following link: [http://www.uncp.edu/policies/policies%20and%20regs/pol-04.25.03/index.htm](http://www.uncp.edu/policies/policies%20and%20regs/pol-04.25.03/index.htm)

The channels used to disseminate emergency notifications are tested bi-annually, in the spring and fall semesters of the school year and in conjunction with each other (that is, sirens, email, BraveAlert and phones incorporate the first wave of testing, and a second wave that immediately follows tests the radio equipment and call boxes). Additionally, daily quiet tests for the siren towers are performed at 6:00 AM and 6:00 PM each day. Test logs are maintained in the Communications Center console in the Police and Public Safety office. Additionally, the campus sends out notifications prior to testing that informs UNC Pembroke’s campus community on evacuation and shelter-in-place procedures.

**Reporting Crime Statistics/Timely Notices**

The Police & Public Safety Department forwards all agency crime reports to the State Bureau of Investigation’s Division of Criminal Information, which is then recorded for use in the FBI’s Uniform Crime Report. Since August 2009, Daily Activity Reports have been posted on the department’s website at [www.uncp.edu/police/daily](http://www.uncp.edu/police/daily)

**Brave Alert**

In the event it becomes necessary to notify the campus community of a serious threat, including crime-related activities, severe weather or catastrophic accidents, Police and Public Safety has the ability to send immediate notifications via telephone and e-mail. When students, staff and faculty also receive text messages through Brave Web by means of Brave Alert, which is UNCP’s emergency alert program.

**Missing Students Policy and Procedure**

**Purpose**

UNCP has established the welfare of students as an important part of its overall mission. The Police and Public Safety Department takes pride in its role of maintaining this campus as one of the safest in the country. In keeping with our responsibility, this policy is intended to establish a framework for action in the event that a UNCP student is reported as missing.
Initial Report

The initial report of a missing student may come from virtually any source (friend, roommate, parent, faculty or staff member) and regardless of the source or the time frame the student has been reported missing, such reports should be taken seriously and generally require immediate attention. Police & Public Safety will not adopt any artificial standard that could serve to delay initiating the search for a student who has been reported as missing. All reports of students living on campus who have been missing for more than twenty-four (24) hours should be made to University Police and Public Safety or in the absence of campus police, to a local law enforcement agency, in this instance, Pembroke Police Department or Robeson County Sheriff’s Office if the student lives off-campus. In the event of this latter circumstance, it is the policy of University Police and Public Safety to assist those agencies where the missing person report originated outside of the University jurisdiction. Not wanting to cause undue alarm, circumstance may dictate a limited initial response, but officers must balance the available information about the student with the University’s priority of maintaining a safe environment. Any initial report of a missing student will require documentation in the form of a log entry and officer assigned to take a report. In addition, the on duty supervisor must be notified and ensure that immediate steps are taken to try and locate the student.

General Procedures

For a student reported missing who resides in a housing unit for which this Department has jurisdiction, the Officer in receipt of the initial report should immediately ensure that the office of UNCP Housing and Residence Life staff are aware of the report and their assistance should be requested in performing a welfare check of the student’s room as well as attempting to identify friends and associates of the student who was reported missing. Generally, parents or guardians should not be contacted without first consulting the Director for Housing or Vice Chancellor for Student Affairs.

Residential students have the option to identify an individual to be contacted by the institution not later than twenty-four (24) hours after the time that student is determined missing and has the additional option to confidentially identify this individual and his or her telephone number where the confidential information will be maintained by the Office of Housing and Residence Life. The student is responsible for ensuring that the contact information is up-to-date and accurate. Residential students are made known pursuant to this policy that the University will notify the appropriate law enforcement agency not later than twenty-four (24) hours after the time that the student is determined missing and residential students who are under 18 years of age and not emancipated individuals is exempt from this option and that the University must notify a custodial parent or guardian, regardless, not later than twenty-four (24) hours after the time that the student is determined missing.

If the student reported missing lives off campus, then UNCP will request the assistance of the appropriate jurisdiction in attempting to locate the student. Depending on the individual circumstance, officers may choose to begin interviewing friends and associates in an attempt to gain any helpful information in searching for the missing student. Officers may also search available records to try to identify a student’s vehicle and search for that vehicle or assemble a class list in order to check with the student’s instructors and classmates.

As an additional step in the process of attempting to locate a missing student, officers should consider use of the National Crime Information Center (NCIC) network to both file an area “Attempt to Locate” notice as well as a national “Missing Person” report.
Criteria for NCIC entries on missing persons:

1. A person of any age who is missing and who is under proven physical and/or mental disability or is senile, thereby subjecting that person or others to personal and immediate danger.

2. A person of any age who is missing under circumstances indicating that the disappearance was not voluntary.

3. A person of any age who is missing under circumstances indicating that that person’s physical safety may be in danger.

4. A person of any age who is missing after a catastrophe.

5. A person who is missing and declared un-emancipated as defined by the laws of the person’s state of residence and does not meet any of the entry criteria set forth in 1-4 above.

The missing student policy can be found on page 43 of the student handbook at: http://www.uncp.edu/sa/handbook/gen_info.htm#campus_police

Sexual Assault

Procedures for Victims of Sexual Assault
A student who is a victim of sexual assault should immediately report this offense to the proper authorities: to the University Police if on campus, or to local law officials if the offense occurred off campus. UNCP University Police and Public Safety will assist the victim in notifying the proper authorities where the offense occurred. The well-being of a student who has been sexually assaulted is a crucial priority. The sooner a sexual assault is reported, the sooner the victim can be treated and tested for pregnancy and sexually transmitted diseases. A victim is reminded to go to a safe place. It is very important to preserve all physical evidence; therefore, the victim should not bathe, shower, douche, brush teeth, rinse mouth or change clothes. The evidence is extremely important if the case goes to court. Calling a friend, family member and/or rape crisis companion to be physically present for emotional support is encouraged. UNCP Student Health Services or Police & Public Safety will provide transportation to the hospital emergency room. A victim of sexual assault should seek the services of UNCP Counseling and Psychological Services (CAPS) or a local rape crisis center. Both have trained professionals that can help the victim and the victim’s family members with the aftermath of the assault.

Services to the Victims

A victim of a sexual assault will be provided support throughout the process of deliberating whether or not to formally report the crime, have a medical examination, change the room assignment or class schedule, seek professional counseling, change the accessibility of directory information, etc. This support will be provided by certain University agencies/disciplines that have been identified as available for assistance to a victim of sexual assault. Further, these University agencies will be available to inform victims of community resources and service providers.

Rights of Alleged Assailants

Any student enrolled at UNC Pembroke who is accused of sexual assault will be afforded full procedural due process in the investigation and adjudication of their case. This shall include the right to presumption of innocence until proven guilty and the privilege of self-incrimination.

UNC Pembroke Code of Conduct

A UNCP student who has been victimized by sexual assault may seek redress through the campus judicial system if the accused is also enrolled at the University. Such redress may be in conjunction with
or in place of pressing charges in the court system. In order to cite a student internally for sexual assault, the victim must report the offense to the Vice Chancellor for Student Affairs or a designee appointed by the Vice Chancellor, which initiates an investigation. The Campus Judicial Board convenes in cases when the accused denies the charges. The victim will be required to appear before the Campus Judicial Board to testify against the alleged assailant. Both students may have a friend/adviser from the campus community present with them throughout the hearing process and may present a witness on their behalf. Immediate suspension of the accused student will occur if the Vice Chancellor for Student Affairs concludes that the person’s continued presence at the University would constitute a clear and present danger to the health and welfare of other members of the University community. When such a suspension is imposed, an immediate hearing of the charges against the suspended person shall be held as expeditiously as possible. The penalty for a student found guilty of sexual assault will, at a minimum, be removal from the residence halls if the student is a resident, or in the case of a day student, a ban from the residential areas with a suspension for a period of no less than one academic year. In severe cases involving forced rape and/or physical injury involving a weapon, the penalty shall be expulsion. The accuser and the accused shall be informed of the outcome of any campus judicial proceedings relative to sexual assault cases.

Disclosure of Results of Disciplinary Proceedings Policy Statement

Upon request, the University will disclose the results of any incident against a student who is an alleged perpetrator of any crime of violence or non-forcible sex offense to the alleged victim of the crime or their next of kin, providing the victim is deceased.

Room and Class Change Options

A victim of a sexual assault may request an immediate room change from the Director of Housing and Residence Life if feeling threatened or compromised at the current residence. A room change will be approved if alternative space exists. The student may also request a lock change and new telephone number if the assailant had knowledge or previous access to those items. The victim may also sign a request form in the Registrar’s Office to remove personal directory information from public access. A victim may also request class schedule changes from the Vice Chancellor for Academic Affairs. Such requests will be honored when multiple sections of classes are available. Every effort should be made by the University to make the victim feel cared for and safe. The University’s complete sexual assault policy can be found online at http://www.uncp.edu/sa/pol_pub/sexual_assault.htm

Additional On-Campus and Off-Campus Resources

In addition to the Office of Counseling and Psychological Services (CAPS) located in Room 243 of the James B. Chavis University Center there are additional off-campus support services that assist victims of sexual assault. The following are local centers that meet this description:

Rape Crisis Center Cumberland County  (910)485-7273

Rape Crisis Center Robeson County    (910)739-6278

North Carolina Sex Offender and Public Protection Registry

The State of North Carolina maintains a registry of convicted sex offenders that can be found online at: http://sexoffender.ncdoj.gov
Domestic Violence and Dating Violence

Domestic violence and dating violence are issues that are frequently shown to be on the rise year after year on reporting statistics. Domestic violence is seen as more than “actual physical violence” and can also occur in the form of verbal (berating, threats), psychological (isolation and intimidation), and controlling the abused (making them subservient, and choosing whom they can and cannot speak to). North Carolina General Statute § 50B-1 defines Domestic Violence as: Domestic violence means the commission of one or more of the following acts upon an aggrieved party or upon a minor child residing with or in the custody of the aggrieved party by a person with whom the aggrieved party has or has had a personal relationship, but does not include acts of self-defense:

(1) Attempting to cause bodily injury, or intentionally causing bodily injury; or

(2) Placing the aggrieved party or a member of the aggrieved party’s family or household in fear of imminent serious bodily injury or continued harassment, as defined in G.S. 14-277.3A, that rises to such a level as to inflict substantial emotional distress; or

(3) Committing any act defined in G.S. 14-27.2 through G.S. 14-27.7. (Rape and certain sexual offenses involving adults and minors).

For purposes of Chapter 50B, Domestic Violence, a “personal relationship” means a relationship wherein the parties involved: Are current or former spouses, are persons of opposite sex who live together or have lived together, have a child in common, are current or former household members, and are persons of the opposite sex who are in a dating relationship or have been in a dating relationship. For purposes of this subdivision, a dating relationship is one wherein the parties are romantically involved over time and on a continuous basis during the course of the relationship. A casual acquaintance or ordinary fraternization between persons in a business or social context is not a dating relationship.

Any person residing in North Carolina may seek relief under this Chapter by filing a civil action or by filing a motion in any existing action filed under Chapter 50B of the General Statutes alleging acts of domestic violence against himself or herself or a minor child who resides with or is in the custody of such person and is able to do so without the assistance of legal counsel. Assistance to seek a motion for emergency relief, temporary orders and temporary custody can be found by reporting the matter to UNC Pembroke Police and Public Safety as ordered by North Carolina General Statute § 50B-5. An officer, upon request by the victim or complainant may provide a means of transport for the victim or complainant to hospitals, magistrates’ offices, public or private facilities for shelter or to accompany the complainant of victim to their residence to help obtain any item necessary to enable to complainant and minor children to fully function outside the home (procuring food, clothing, medication, and property needed for work related duties). If the court finds, after a hearing, that an act of domestic violence has, in fact, occurred, the court will grant a protective order restraining the defendant from further acts of domestic violence. These sanctions may include, directing a party to refrain from such acts, grant possession of a shared residence to the plaintiff and to have the defendant vacate the residence, order the defendant to refrain from threatening, abusing, or following (stalking) the other party, using telephonic means to harass the plaintiff, or otherwise visiting the home or workplace of the plaintiff, interfering
with the plaintiff, prohibit the defendant from possessing or purchasing a firearm or other additional prohibitions a judge deems necessary to provide protection to the plaintiff from the defendant’s potential actions. Protective orders awarded to a plaintiff shall be valid for a fixed period of time not exceeding one year and the court may renew a protective order for good cause. Copies of these orders shall be issued to each party and to the police department or sheriff’s office in which jurisdiction the victim resides. Additionally, when an order is issued, the clerk, as prescribed under § 50B-3(c1) will provide an information sheet developed by the Administrative Office of the Courts that includes: domestic violence agencies and services, sexual assault agencies and services, victim’s compensation services, legal aid services, and address confidentiality services where the victim can seek assistance.

The victim of domestic violence who has been awarded an order by the court may file motions for contempt for violations of the order without the assistance of legal counsel if so desired. A person knowingly violating a protective order shall be guilty of a Class A1 misdemeanor or unless covered under some other provision of law providing greater punishment, a person who commits a felony at a time when the person knows the behavior is prohibited by a valid protective order shall be guilty of a felony one class higher than the principal felony described in the charging document.

If the victim of domestic violence chooses not to seek legal means but wishes to seek assistance in the form of counseling, UNC Pembroke Office of Counseling and Psychological Services (CAPS) can provide support in the form of counseling or may offer options where to seek additional advocacy help. Individuals who may know of an individual that is a victim of domestic/dating violence can also make a CARE referral by using the following link: https://publicdocs.maxient.com/incidentreport.php?UNCPembroke

All fields that are noted with a red asterisk (*) are required to be filled in. It is additionally important to name the victim being abused and information in the description/narrative that will assist in the referral.

Additional assistance can be found outside of campus with the following agencies:

**Robeson County**
Southeastern Family Violence Center – *(910)739-8622*
Enlightening Native Daughters (END) (serving Native American women) *(910)522-5055*

**Cumberland County**
Fayetteville Family Violence Center *(910)433-1352*

**Identifying Domestic/Dating Violence**

Remember, it’s NOT O.K. for your boyfriend/girlfriend to:
- Hit or physically abuse you
- Berate you
- Psychologically or mentally abuse you
- Control who you speak to or who your friends are
- To tell you that you cannot end their relationship with them
- To abuse you then have him or her repeatedly “make up” with you saying that they will never do it again.

It IS O.K. for you to:
- Tell someone; a police officer, friend, resident assistant, ANYONE, that you are being abused
- To take control of your life
- Seek criminal charges toward the person abusing you
- To seek options other than criminal charges if you so choose.
Stalking

Stalking in recent years has become a major concern as offenders try to instill fear in their victims by visual, cyber or telephone harassment. The North Carolina General Assembly as a result has enacted laws that prohibit such conduct toward others and the laws vary as to the type and situation of the stalking and harassment with varying levels of punishment. The following methods used to combat this crime not only protects you but enables law enforcement to build a solid case against those offenders of stalking and harassment.

Preventative Measures

- When walking on campus or off campus, walk with others you know in groups of three or more if at all possible.

- Vary your routes whenever possible when going to a building or place you have to frequent often.

- If possible vary the times you travel to these locations. Don’t make a predictable itinerary where the stalker knows your every move.

- Prevent personal information about yourself to be easily obtained on-line. There is more about you on the internet than you know!

- Use caution when using social media such as Facebook, Twitter, and Pinterest, and other social networking sites. All too often people place their whereabouts innocently on these sites where stalkers could find them easily or may go to your residence and lie in wait for you to return.

- Let family or friends know where you will be at and as an extra precaution the routes you are taking whether around the corner or across the country. A stalker will pursue their prey to great lengths to achieve their ends.

If You Are or Feel That You Are Being Stalked

Keep a chronological summary of the events happening to you. This includes but is not limited to sightings and locations where the sightings of the stalker takes place, e-mails, social networking site postings, and call logs if the stalking or harassment is made by phone. Inform Campus Police IMMEDIATELY of the incidents you are experiencing or if the stalking occurs off campus report the incidents to those agencies where jurisdiction lies. If the stalker is a person you have had a prior relationship with and he or she pleads with you to drop the charges against them if any are made on them, DO NOT GIVE IN TO THEIR PLEAS! You are only allowing him or her to exert more influence and fear over you.

It should be noted that there are two camps as to how to initially deal with stalkers, either by the victim addressing them directly to stop or by having law enforcement act as a representative for you. As a measure of added protection for your personal safety, allow law enforcement to act on your behalf to tell the offender the actions he or she are committing are unwanted and unlawful. By the victim making direct contact with the stalker, this only stokes the courage of the stalker, it empowers the stalker, and he or she feeds off of it. It also places the victim in a potentially dangerous situation one on one with the stalker, which could result in physical injury or worse. It the stalking is reported to law enforcement at the first known onset of the unwanted actions of the offender, request strongly a report of the incident to be made to initiate a “paper trail” for further action. Depending on the type of stalking it may take up to three instances of unwanted behavior (depending again on the type and severity of the actions of the offender) to constitute stalking. You may have other avenues of pursuit to initiate against the stalker to keep you safe. Consult with a law enforcement officer to determine these approaches.
Weapons on Campus

It is a criminal offense under North Carolina General Statute § 14-269.2 to possess a gun or other weapon on the campus of UNC Pembroke. This law is strictly enforced.

Traffic Rules & Regulations

Speeding, careless and reckless driving, driving while impaired and other moving violations on the campus of UNC Pembroke may result in charges, which are heard in North Carolina’s court system. Conviction of such violations will affect your driver’s license and insurance just as if the offense had occurred on public highways. For lesser offenses, such as improper parking, etc., the University Police may issue “campus citations” based on ordinances that have been approved by the Board of Trustees. All parking and traffic information can be found at www.uncp.edu/police/parking/

Personal Safety Precautions

• Don’t walk or jog alone

• Walk in well-lighted and populated areas

• Practice effective situational awareness: stay alert and attuned to things around you, especially suspicious persons or activities

• Walk and carry yourself with confidence

• Have your keys ready to enter your room or car as quickly as possible

• If you’re going somewhere alone or with a new friend, let someone know where you are going

• Use the Emergency Blue Light Telephones/Call Boxes located throughout campus to report suspicious activity or if you feel threatened or uncomfortable

TO DETER THEFT:

• Lock your dorm room door

• Lock your car door

• If you have to keep your belongings in the car, keep them out of sight.

• Don’t brag to others “what you have”, don’t let everyone know what you own

• Register and mark your belongings with campus police through Operation PIN.

RESIDENCE HALL / LIVING QUARTERS SAFETY

• Don’t prop open ground floor entrance/exit doors to let your friends in later

• Don’t let others follow in behind you when you swipe your card to get in the building

• Keep your room locked at all times

• Know the people on your floor and if possible the floors above and below you

• Use situational awareness – anybody you think is suspicious, call campus police.
SOCIAL FUNCTION PRECAUTIONS AND DATE RAPE AWARENESS

• Go with a group of friends and…
• Leave with the same group…don’t be the last to leave
• Watch what you drink
• Don’t let others “prepare a drink for you”
• Don’t let the “Nice Guy” take care of you or even walk you home if you happen to be under the influence of alcohol. Call a trusted friend.
• Let someone know what party you will be at and what time you expect to be home

SOCIAL NETWORKING PRECAUTIONS
(FACEBOOK, TWITTER, PINTEREST, ETC…)

Don’t:
• Post where you are at all times
• Pose for pictures that may put you in a different light from who you want to portray
• Be so opinionated as to post degrading comments and jokes that offends another’s race, ethnicity, religion, national origin or sexual orientation

Do:
• Use site controls to allow access to only those who you want to view your site
• Respect others for who they are
• Use Common Sense

PROTECTING YOURSELF FROM IDENTITY FRAUD

• Don’t post your personal information on-line and on social networking sites
• If purchasing items on-line use secure sites beginning with https
• When creating passwords use numbers and characters in a random pattern
• Don’t keep your PIN with your debit card(s)
• Don’t fall for the scams (lottery winner, Nigerian puppy scam, African oil well scams)
• Shred your account statements if you do not need them anymore, or file them away securely, out of the view of others.

PEDESTRIAN / JOGGING SAFETY

• When walking or jogging on campus be aware of the actions around you, other people are may not be paying attention
• If you are using an iPod, take one ear bud out or adjust the headphones slightly off on one ear so you can hear external sounds
• Walk or jog in the marked crosswalk areas especially in roadways adjacent to campus
• At night use light colored or reflective clothing so you can be more easily seen
PRACTICE EFFECTIVE SITUATIONAL AWARENESS

Signs and behavior to look for that may be suspicious:
• A person running

• A stranger carrying property

• A person going door-to-door in a building or a residential area

• Any person forcibly entering a locked vehicle, dorm room or classroom

• Business transactions conducted from a vehicle

• One or more persons sitting in a parked car exhibiting suspicious behavior

• A juvenile or female being forced into a vehicle

• A person exhibiting unusual mental or physical symptoms

• Unusual noises

Serious Injury or Illness

1. **DO NOT MOVE A SERIOUSLY INJURED PERSON**
   unless life-threatening circumstances exist.

2. Call 9-911 from a campus telephone or 911 from any other telephone,
   giving your name and location. Give as much information as possible
   regarding the nature of the injury or illness.

3. Attempt to stay with the victim and administer First Aid if trained to do so. Keep the
   victim as calm and comfortable as possible. Remain with the victim until emergency
   officials arrive.

4. Be prepared to provide as much information as possible about the victim and the incident
   to assist emergency officials in determining the extent of the victim’s injuries.

5. List the names and locations of people in your building/residence hall who are trained in
   First Aid in case of an emergency. List also the location of the nearest First Aid kit.
Fire
- Upon discovering a fire, immediately sound the building’s fire alarm and alert other occupants. Each individual is asked to take note of each fire pull station location within the building they are working or residing.

- Call 9-911 from a campus telephone or 911 from any other telephone, giving your name and location of the fire.

- If the fire is small, an extinguisher or a building fire hose may be used to extinguish the fire. Always use your judgment and training before attempting to extinguish any fire.

- If the fire is large, very smoky, or rapidly spreading, evacuate the building immediately.

- Inform others in the building who may have not responded to the alarm.

- When you evacuate, do not stop for personal belongings. Leave immediately. Do not use elevators to exit the building.

- Familiarize yourself with other residents on your floor or hall and provide this information to emergency personnel if they are not accounted for during the evacuation and are suspected to still be inside the building.

- Evacuate to a distance of at least 300 feet from the building and stay out of the way of emergency personnel. Do not return to the building until allowed to do so by authorized personnel.

- **DO NOT WALK THROUGH OR STAND IN A SMOKE CLOUD.** Stay low. If your clothes are on fire, then **stop, drop and roll.**

- Each individual is asked to take note of each fire extinguisher and fire hose locations within the building they are working or residing.

*Please note that we have asked you to call 911 instead of the University Police to report a fire or serious injury. Calling 911 first will result in emergency units being dispatched without undue delay. The 911 operators normally dispatch the University Police to emergency calls. As a precaution, though, we recommend that you make a follow-up call to the University Police at (910) 521-6235 to help ensure you receive immediate assistance.*

Evacuation
Some emergencies require evacuation of the building(s). If a building must be evacuated, all personnel should move to an area at least 300 feet from the building. Never use an elevator to evacuate. Once a building has been evacuated, no person will be permitted to re-enter unless authorized personnel give approval to do so.

**Classroom Instructor Responsibilities**
1. Each instructor should select one or two students to lead the class safely out of the building.
2. Each instructor is responsible for assigning two individuals per disabled student for assistance during the evacuation.
3. Each instructor should check any adjoining areas, such as restrooms or supposedly vacant classrooms, to be sure that anyone in the room is notified to evacuate.
4. The instructor should be the last individual to leave the building.
5. When the students have safely evacuated the building, the instructor will check to see that all students are accounted for. If someone is unaccounted for, the instructor should immediately notify Police & Public Safety or Emergency Officials on the scene.
Tornado

A tornado WATCH means tornados and thunderstorms are possible.
A tornado WARNING means a tornado has been sighted in the area: SEEK SHELTER!

If a tornado is sighted approaching the campus:
• If time permits, go to the interior hallways on the lowest floor.
• If time does not permit, get into the safest area of your classroom, room or office (away from windows and doors).
• Avoid windows, auditoriums, gymnasiums or other structures with wide, free-span roofs.
• Take shelter underneath your desk or any heavy furniture.
• Avoid windows, auditoriums, gymnasiums or other structures with wide, free-span roofs.
• Assume a position so as to protect your head and eyes.
• Stay inside until someone in authority has cleared it for you to leave the building.
• If you are qualified in First Aid, render the assistance needed.

Inclement Weather

During periods of inclement weather conditions, it may be necessary to close the University due to safety concerns. Inclement weather includes ice and snow storms, tornados, hurricanes and storms that present a threat to the campus population while attending or traveling to and from the University. When the threat or the presence of inclement weather presents a safety hazard to the campus population, it is the responsibility of the Provost and Vice Chancellor for Academic Affairs, to make the decision to close the campus. The University will remain open for classes unless there is a clear and present danger to the campus population. Closing reports for local public schools or community colleges must not be interpreted that UNC Pembroke will also close; neither should forecasts of major storms. The overriding concern of the University is to provide a quality, uninterrupted program of study without placing the campus population in an unreasonably hazardous situation. The decision to close the University will be made by 6 a.m., if practical, and will be communicated to the local radio and television stations. This information will also be posted on the UNCP’s Home Page at www.uncp.edu and UNCP’s Emergency Information Hotline at (910) 521-6888.

Announcements of emergency closings may take one of two forms:
• Classes are suspended, but offices will remain open
• Classes are suspended, and all University offices are closed*

*The Police & Public Safety, Infirmary and Cafeteria will remain open under all circumstances. Facilities Operations, as necessary, will assign an essential employee work crew. As always, if you believe that commuting to campus during inclement weather puts your life or property at risk, stay home and inform your instructor and/or supervisor.
Hazardous Materials

Chemical Spills
If the identity of the chemical spill is unknown, then treat it as a toxic chemical. If the person(s) responsible for the chemical spill judges that it presents any danger to themselves or others, then take the following steps:

• Call UNCP Police & Public Safety at (910) 521-6235 and provide your name and location of the emergency.

• With proper training or knowledge of the chemical, confine or stop the spill by using absorbent materials on hand, avoid contact with skin, eyes, and clothing, and avoid shutting the doors to the room.

• Sound the building fire alarm so evacuation can begin.

• Evacuate to a safe place at least 300 feet away from the building. Do not return until authorized personnel have given their approval to do so.

• DO NOT WALK THROUGH OR STAND IN SMOKE/VAPOR CLOUDS.

• After evacuation, stay with your co-workers/classmates so that supervisors and instructors can determine if everybody is accounted for.

Hazardous Gas Leaks
Suspected gas leaks or suspicious odors should be reported to Police & Public Safety so appropriate action can be taken. If a gas cylinder should begin leaking and the person(s) responsible for such materials judges that it presents any danger to themselves or others, then take the following steps:

• Call UNCP Police & Public Safety at (910)521-6235 and provide your name and location of the emergency.

• Extinguish all open flames to stop the chances of ignition.

• Sound the building fire alarm so evacuation can begin.

• Evacuate to a safe place at least 300 feet away from the building. Do not return until authorized personnel have given their approval to do so.

• DO NOT WALK THROUGH OR STAND IN AREAS OF HIGH GAS CONCENTRATIONS.

Crime Definitions
The following definitions are used for reporting the crimes for purposes of the UNC-Pembroke Annual Security and Fire Report. The definitions for arson, murder, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug law violations, and weapon law violations, are excerpted in part from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted in part from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Criminal Homicide - Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of one human being by another.
Sex Offenses-Forcible - Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent; includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary - The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle includes joyriding.

Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Criminal Homicide - Negligent manslaughter - The killing of another person through gross negligence.

Liquor Law Violations - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness, driving under the influence and university policy violations are not included in this definition).

Drug Law Violations – Violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase use, possession, transportation or importation of any controlled drug or narcotic substance.

Weapon Law Violations - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
### 2010-2012 Calendar Year Crime Statistics

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<tr>
<th>INCIDENTS</th>
<th>ON CAMPUS</th>
<th>RESIDENCE HALLS</th>
<th>NON-CAMPUS</th>
<th>PUBLIC PROPERTY</th>
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<td>Murder/Non-Negligent Homicide</td>
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### 2010-2012 Statistics for Arrests and Disciplinary Referrals

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### HATE CRIMES

2012: There were no reported hate crimes
2011: There were no reported hate crimes
2010: There were no reported hate crimes
The Higher Education Opportunity Act, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

The Higher Education Opportunity Act (HEOA) requires two (2) new safety-related requirements on institutions that participate in federal student financial aid programs which follow:

1. **Fire Log**: Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. The University of UNCP complies with this rule by including all fire-related incidents in the Daily Crime and Fire Log.

2. **Annual Fire Safety Report**: Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. UNCP complies with this regulation by including all fire-related incidents at on-campus student housing facilities as part of the “Annual Security & Fire Safety Report.” Information contained in this annual fire safety report includes: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliance, smoking and open flames. The “Annual Security & Fire Safety Report” must include three years of data.*

If a fire occurs in any building, building occupants should immediately dial 911 and then notify Police & Public Safety by dialing 910.521.6235. If a member of the UNCP community finds evidence of a fire that has been extinguished, and the person is not sure whether Police & Public Safety has already responded, the community member should immediately notify Police & Public Safety to investigate and document the incident.

The campus fire alarm systems alert building occupants of potential hazards. Building occupants are required to heed an activated fire alarm system, and evacuate a building immediately. Use the nearest available exit to evacuate the building. Building occupants should familiarize themselves with the exits in each building.

When a fire alarm is activated, the elevators in most buildings will automatically recall to a pre-designated fire safe floor. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus ring to a dispatcher working inside of the Dispatch Center within the Police & Public Safety Department.
In Case of Fire

1. Dial 911

2. Notify the Police & Public Safety Department at 910.521.6235

3. If you should discover a small fire (e.g. waste can) and have no doubts as to your ability to extinguish it with a nearby fire extinguisher, sound the fire alarm, follow procedure (see #1 & #2 above) and try to extinguish it. Then evacuate the building immediately.

4. Evacuate the building! Get yourself out and warn others as time permits! Residents are to be a minimum of 300 feet from the building. Follow the evacuation procedures and go to the designated areas established for each housing facility:

Belk Hall

- Residents evacuate the floor using alternating stairwell exits to avoid congestion in the stairwell
- Residents on the 6th, 4th and 2nd floors exit using the south side stairwell
- Residents on the 5th and 3rd floors exit using the north side stairwell
- Residents evacuate the building using the emergency doors located off the north and south stairwells
- Residents proceed across the street and congregate between the buildings of D. F. Lowry and Sampson-Livermore Library

North Hall

- Residents evacuate the floor using alternating stairwell exits to avoid congestion
in the stairwell
- Residents on the 6th, 4th and 2nd floors exit using the south side stairwell
- Residents on the 5th and 3rd floors exit using the north side stairwell
- Residents evacuate the building using the emergency doors located off the east and west stairwell
- Residents proceed across the street and congregate between the buildings of D. F. Lowry and Sampson-Livermore Library

**Oak Hall**

- Residents evacuate the floor using alternating stairwell exits to avoid congestion in the stairwell
- Residents on the 2nd floor exit using the east side stairwell
- Residents on the 3rd and 4th floors exit using the south side stairwell and exit
- Residents congregate at the lawn area between the University Center and the Jones Health and Physical Education Building

**Pine Hall**

- Residents evacuate the floor using alternating stairwell exits to avoid congestion in the stairwell
- Residents on the 2nd floors exit using the east side stairwell
- Residents on the 3rd and 4th floors exit using the west side stairwell and exit
- Residents congregate at the area on the south side of Pine and north side of West Hall
Village Apartments

- Residents evacuate the building using the stairwells located at the end of the building.
- Building 100 residents proceed and congregate to the parking lot behind their units.
- Building 200 residents proceed and congregate to the parking lot in front of the community building.
- Building 300 residents proceed and congregate to the parking lot in front of the community building.
- Building 400 residents proceed and congregate to the parking lot in front of the community building.
- Building 500 residents proceed and congregate to the parking lot in front of the community building.

Cypress Hall

- Residents evacuate the floor using alternating stairwell exits to avoid congestion in the stairwell.
- Residents on the 2nd floor exit using the north side stairwell.
- Residents on the 3rd and 4th floors exit using the south side stairwell and exit.
University Courtyard Apartments

- Residents evacuate the building using the stairwells located at the end of the building.
- Building 100 residents proceed and congregate to the parking lot in front of their units.
- Building 200 residents proceed and congregate to the parking lot in front of the community building.
- Building 300 residents proceed and congregate to the parking lot in front of the community building.
- Building 400 residents proceed and congregate to the parking lot in front of the community building.
- Building 500 residents proceed and congregate to the parking lot in front of the community building.
- Building 600 residents proceed and congregate to the parking lot in front of the community building.

5. Await arrival of the Police & Public Safety and the Pembroke Fire Department, outside, away from the building. Go to the safe designated location. Communicate the nature, extent, and location(s) of the emergency, if known, to arriving emergency personnel.

6. The Pembroke Fire Department will inspect the premises.

7. Await the “all clear” signal from emergency officials prior to re-entry.

8. Be sure to inform the University Resident Administrator and Resident Advisor if any fire extinguisher equipment was used or fire detection equipment was damaged as a result of the emergency situation, even if a staff member was present at the time of the emergency. This will assist with equipment replacement.

9. Contact the University Residence Administrator, Resident Advisor, or the Housing Office if you have questions relative to a fire or other emergency situation that may exist in your area.

*It is very important that you stand away from the buildings and parking lot entrances so that emergency vehicles will have clear passage.*
Fire Protection Equipment/Systems

All residential buildings and University buildings are equipped with automatic fire detection and alarm systems which are monitored by UNCP at the Police & Public Safety Department and an alarm monitoring service, 24 hours a day, 365 days a year.

Oak Hall
a. 360 beds
b. Sprinkled
c. Smoke detectors/alarmed/linked
d. Wood construction
e. VCT student rooms
f. Carpet hallways
g. 4 possible emergency egress

Pine Hall
a. 300 beds
b. Sprinkled
c. Smoke detectors/alarmed/linked
d. Concrete and steel
e. VCT student rooms
f. Carpet hallways
g. 5 possible emergency egress

Belk Hall
a. 200 beds
b. Sprinkled
c. Smoke detectors/alarmed/linked
d. Concrete and steel
e. VCT throughout building
f. 4 possible emergency egress

North Hall
a. 200 beds
b. Sprinkled
c. Smoke detectors/alarmed/linked
d. Concrete and steel
e. VCT throughout building
f. 4 possible emergency egress
Cypress Hall
a. 476 beds
b. Sprinkled
c. Smoke detectors/alarmed/linked
d. Concrete and steel
e. Carpet hallways, lounges/studies
f. VCT student rooms, Ceramic lobby
g. 6 possible emergency egress

Village Apartments
a. 360 beds
b. Sprinkled
c. Smoke detectors/alarmed/linked
d. Wood construction
e. Carpeted resident rooms
f. Konecto flooring living room
g. 1 exit per apartment

University Courtyard Apartments
a. 339
b. Sprinkled
c. Smoke detectors/no monitoring system for the smoke detectors (backup batteries, hard wired) not linked
d. Wood construction
e. Carpet (bedrooms) and Konecto (common areas) in 70% of the apartments; carpet in 30% from original construction in bedrooms and living rooms.
f. 1 exit per apartment on upper floors with a balcony; 1st level rooms COULD use the balcony as an emergency exit but with FIXED railings on all balconies.
g. Panic button in each room
h. Flip out, unrestricted windows (traditional home style)
There are some additional fire safety ratings with hallway doors and sheer walls/load bearing walls, CPV over steel piping for “fully engulfed buildings,” and functional resident room windows.

**Health and Safety Inspections**

Periodically throughout the academic year, the staff will conduct health and maintenance inspections of the residents’ rooms. The review is to be coordinated by the University Resident Administrators and Resident Advisors. The University Resident Administrator will announce, by posting signs, the day(s) and time period in which the inspection will be conducted. Due to the varying times to conduct an inspection in the rooms, a specific time for each room cannot be established.

*Health and maintenance inspections are not intended to be a violation of privacy. The following procedure has been established:*

- The staff member will knock on each door and announce their name, position and intent.
- If the student(s) are present, the staff will conduct the inspection.
- If the student(s) do not respond:
  - The staff member will again knock and announce themselves. On the third attempt, the staff will announce they are “keying into the room” to conduct the inspection.
  - The staff member will open the door and conduct the inspection.
  - The staff member will leave notice that the inspection was conducted,
  - The staff member will lock the door at the conclusion of the inspection.

**During the inspection, the staff will conduct a visual inspection for:**

- Items that will attract ants and other insects such as:
  - Uncovered or unsealed food or beverage containers.
  - Empty food or beverage containers that need to be discarded, unwashed dishes.
  - Dirty sinks, toilets and showers
- Illegal appliances such as:
  - Electric frying pan, open coiled appliances, gas and electric grills, charcoal grills, oil lamps, electric or kerosene heaters, deep fat cookers, and cooking with grease are prohibited in the residence hall rooms.
  - Permitted items include hot pots, crock pots, hot plates, tea makers, and/or air popcorn poppers. Items such as, irons, hair dryers, curling irons, hair strengtheners, electric curlers should not be left unattended when in use.
  - Microwaves in student rooms (excluding Belk Hall and North Hall) and in common areas must be attended to and monitored when in use. In the apartments, use of cooking appliances is permitted in the kitchen area, but must be attended to and monitored when in use.
- Unauthorized pets
- Fabric and/or paper touching ceiling lights or any lights
- Overloaded circuits and the condition of extension cords
• Items that block egress form the room
• Damage to and/or misuse of University property

Staff members are not to uncover anything without the permission of the resident unless:

• The item is partially exposed to note a violation.
• The covered item is connected to an electrical outlet.
• The order is that of an apparent violation.

The staff will not judge the room for decorative purposes, but for health, maintenance, and sanitary concerns as identified in this On-Campus Housing Handbook and the UNCP Student Handbook. A room that does not meet the acceptable health, maintenance, and sanitary standards will be re-inspected within 48 hours. Students who do not comply or who have damage to their area will be their area will be documented on an Incident Documentation Form.

Appliance Usage, Storage of Combustible and/or Flammable Materials

1. Microwaves are not permitted in the rooms of Belk Hall and North Hall. For these buildings, each floor is provided with one microwave in the study lounge. In addition, a microwave is located in the first floor TV lounge.

2. Electric frying pans, open coiled appliances, gas or electric grills, charcoal grills, oil lamps, electric or kerosene heaters, deep fry cookers, and cooking with hot grease are prohibited in the residence hall rooms. Permitted items include hot pots, crock pots, hot plates, coffee makers, tea makers, and/or air popcorn poppers. In the apartments, use of cooking appliances is permitted in the kitchen area, but must be attended to and monitored when in use.

3. Items such as irons, hair dryers, curling irons, hair straighteners, electric curlers should not be left unattended when in use. Microwaves in student rooms and in common areas must be attended to and monitored when in use. In the Village Apartments, cooking and use of related electrical appliances will be restricted to the kitchen area only.

4. Use UL approved electric strips with 6 outlets, rated 15 amps and attached circuit breaker (with rubber strips) if necessary. Keep approved electric strips away from water and primary travel areas. Never run cords under carpet or rugs or through doorways. Damage can occur to the cords creating a fire hazard.

5. The number and type of electrical appliances used directly impacts the safety and convenience of all residents. As appliance usage increases, power outages may result. Avoid use of multiple outlet type adapters or “octopus” attachments on existing wall outlets. Use good judgment when using electrical appliances in the bathroom and other areas where water is present. Avoid the likelihood of electrical overloads and the risk of electric shock in these locations.

6. Open flames are prohibited such as candles and incense. Candles may be present as long as the wick has not been burnt.

7. Storage of combustible materials is prohibited.

8. Halogen lamps are prohibited.
Buildings Protected with Automatic Sprinkler System Throughout: Indicates an automatic sprinkler system protects all areas of a building. Please note, all residence halls are equipped with sprinkler systems throughout. UNCP has policies which strictly prohibit the touching or hanging of items from sprinkler heads, tampering with smoke and/or fire/heat sensors, and tampering with fire alarm systems.

Emergency Evacuation Drills (also known as Fire Drills): Various drills are conducted throughout the year to familiarize students, faculty and staff with emergency procedures and individual roles.

Smoke Free Environment

The University of North Carolina at Pembroke (UNCP) is dedicated to maintaining a healthy work and learning environment. UNCP values the individual rights as well as the well-being of all its faculty, staff, and students. On occasion a conflict arises between personal rights and community interests, because smoking is such an issue of contention.

North Carolina law, enacted July 1, 2007, allows universities to regulate smoking at properties owned or leased by a state university. The majority of buildings on UNCP’s campus have been smoke free for several years. This policy will now expand to include State owned vehicles, all State owned buildings and their 100 foot perimeter as part of the non-smoking policy.

Smoking receptacles are being removed from building entrances and will be relocated wherever possible outside of the 100 foot perimeter.

This policy applies to all University visitors, students and employees, including faculty, EPA non-faculty, staff and student employees. It is the responsibility of every member of the University community to conduct oneself in compliance with this policy.
## UNCP Residential Facilities Fire Statistics

### Reported Fires for 2012

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Number of Fires</th>
<th>Date/Time</th>
<th>Cause of Fire</th>
<th>No. of Injuries Req. Med. Care</th>
<th>No. of Fire Related Deaths</th>
<th>Value of Property Damage</th>
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### Reported Fires for 2011

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<th>No. of Injuries Req. Med. Care</th>
<th>No. of Fire Related Deaths</th>
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<tr>
<td>Belk Hall</td>
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**Important Campus Numbers**

(Local Area code is 910)

(When calling from a campus phone you must first dial 9 and then the number.)

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