

# 2023 ANNUAL SECURITY AND FIRE SAFETY REPORT



LOUISBURG  
COLLEGE

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Louisburg College Community,

In my short time at Louisburg College it has become abundantly clear that this is a special place. Aside from the obvious beauty of this historic campus; the kind nature of the students, faculty, staff, and surrounding community reflect the collegial feel of the campus environment. This report outlines important information about our campus policies and procedures that keep this special place safe for all members of this community.

In this publication you will learn about our safety measures and report statistics about crime in our community from the previous three years. It also contains efforts on campus to combat alcohol and drug abuse, sexual harassment, and other unfortunate circumstances both proactively and reactively. This report reflects the hard work of staff at Louisburg College to cultivate a safe and secure environment for learning. In reality, this is only possible with the entire Louisburg College community working together to meet our safety goals. You taking time to review this document is an important step in this process. I appreciate your commitment!

Thank you for your interest in this year's Annual Fire Safety and Security Report, and for taking the time to review this report and learn about how we make our campus a safer place. I look forward to working with each and every one of you as we continue to care for our community. Please feel free to contact the office of the Dean of Students at 919-497-1131 if you have any questions.

Dr. Matt Brigner

Dean of Students

919-497-1131



To the Hurricane Community,

Welcome to Louisburg College, where your safety and security are our top priority. We appreciate your interest in the Annual Security and Fire Safety Report. The report is one of the ways the Campus Safety Office can share information with the community. By producing this report annually, we can provide you with policies and procedures, statistical data, informational links, emergency notification procedures, and other information about our Campus Safety Office. All of this information combined assists us in keeping the campus environment safe for our faculty, staff, and students. In addition to the many programs and resources offered on campus, we also have a great working relationship with our local Police, Fire, and emergency service departments and they routinely assist us on campus with crime and fire prevention.

I hope that you find this report beneficial and informative. After reviewing it please feel free to contact me with any questions or concerns. I am excited about the future of Louisburg College and look forward to being a part of the many great things to come.

*James Marshall*

James Marshall

Director of Campus Safety

919-497-1201

## About this Publication

The Annual Security and Fire Safety Report is produced in compliance with the Jeanne Clery Disclosure of Campus Safety and Crime Statistics Act (The “Clery Act”). This annual report from Louisburg College provides both current and prospective faculty, staff, and students, as well as other campus community members with important information to promote safety and security on and around campus.

Enclosed in this report, are crime and fire statistics for the past three calendar years, information about crime reporting, personal safety, crime prevention, emergency response procedures, policies regarding sexual assault, policies regarding drugs, alcohol, and weapons on campus, and other topics related to campus safety. Reported statistics reflect incidents that were reported to have occurred on campus, in residential facilities, in off-campus facilities owned or operated by the College and on public property adjacent to and accessible from the College.

Campus crime, arrest, and referral statistics contained in this report include those reported to the City of Louisburg Police Department, other law enforcement agencies, the office of Campus Safety at Louisburg College, and designated “campus security authorities” as defined under the Clery Act. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. Statistics are provided for crimes specified under the Clery Act as referenced in the Crime Statistics sections of this report.

## Preparing the Annual Security Report and Disclosure of Crime Statistics

The Annual Fire and Security Report is prepared using information maintained by the Campus Safety Office, information provided by other Louisburg College offices, including Housing and Residence Life, Student Life, the Dean of Students office, and Academic Affairs.

The Campus Safety Office prepares the Annual Fire and Security Report in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. This report includes all crimes reported to the Campus Safety Office (including, but not limited to Deans, coaches, advisors, and Housing staff) and local law enforcement agencies.

It is required by federal law that this report is generally published by October 1 each year and is shared with all students, faculty, and staff at Louisburg College. It is also accessible by selecting the link at [https://www.louisburg.edu/campus-life/campus-safety/annual\\_security\\_report.php](https://www.louisburg.edu/campus-life/campus-safety/annual_security_report.php). Hard copies may be obtained at the Louisburg College Office of Student Life located on the first floor of the Davis Building on Main Campus. Crime and fire logs are available online at [https://www.louisburg.edu/campus-life/campus-safety/directors-welcome\\_campus-safety.php](https://www.louisburg.edu/campus-life/campus-safety/directors-welcome_campus-safety.php).

## Accessibility of Information and Non-Discrimination Statement

Louisburg College, in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations (“Title IX”) and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Discrimination and harassment are contrary to the values and standards of the Louisburg College community; are incompatible with the safe, healthy environment that the Louisburg College community expects and deserves and will not be tolerated. Louisburg College is committed to providing programs,

activities, and an education and work environment free from discrimination and harassment. Louisburg College is also committed to fostering a community that promotes prompt reporting and fair and timely resolution of those behaviors.

## Louisburg College Campus Safety Office

Louisburg College's Department of Campus Safety encourages accurate and prompt reporting of all crimes to the campus safety and/or appropriate police agencies.

### **Jurisdiction:**

The Louisburg College Department of Campus Safety, in partnership with local law enforcement, has the authority to coordinate enforcement of state and federal laws and is authorized to request arrests on real property owned by or in the possession of and controlled by Louisburg College. Jurisdiction includes public roads or highways that run through or that immediately adjoin the campus.

### **Relationship with Local Agencies:**

The Louisburg College Campus Safety Department has a memorandum of understanding (MOU) with the Louisburg Police Department and the Franklin County Sheriff's Department. Local law enforcement agencies work closely with Louisburg College Campus Safety. They will report to us crimes committed by students at off-campus locations. Louisburg College does not have any organizations operating/living at off-campus locations.

## Reporting Procedures

In the interest of Campus Safety, it is imperative that crimes and emergencies are reported promptly to the proper authorities. All emergencies and criminal incidents that occur on Louisburg's campus or properties should be immediately reported to the Office of Campus Safety. This will ensure effective investigation and appropriate follow-ups are conducted. For prompt and efficient response to reports of crime, the Campus Safety Office recommends using the following methods of contact

<b>To Report a Crime</b>
<b><u>Louisburg College</u></b> <b><u>In-Person:</u></b> Located on the first floor of Davis Hall, 501 N Main Street <b><u>Campus Safety Phone:</u></b> (919) 497-3400 <b><u>Emergency Call:</u></b> 911

Faculty, staff, and students are strongly encouraged to report unsafe, suspicious, or criminal activity immediately to Campus Safety or Louisburg Police. The prompt reporting of crimes to Campus Safety also ensures proper reporting of campus crime statistics for inclusion in the annual statistical disclosure for reports of crime. Additionally, Campus Safety offices reviews all report and information for the purpose of making disclosures such as timely warning notices and LC Alerts.

Reports of crime to the Campus Safety Office will be reviewed and investigated to determine the severity of circumstances involved. This investigation will be used to determine if a violation of Student Code of Conduct, NC law, or federal law has occurred. Violations of law may result in legal ramifications,

up to and including arrest, citation, or summons. Incident reports involving Louisburg College students will be forwarded to the Office of the Dean of Students for judicial review and referral. Incidents involving faculty or staff will be forwarded to Human Resources for administrative review and referral. Such review and referral may result in college sanctions in lieu of, or in addition to, any legal consequences.

Louisburg College community members may initially report an incident to city or county law enforcement agencies. If an incident reported to these agencies is alleged to have occurred on a Louisburg College property, the report will likely be shared with the Campus Safety Office for further investigation. Incidents occurring at off-campus locations involving students or other campus community members are most likely to be investigated by city or county law enforcement officials. Crime statistics collected by other law enforcement agencies involving campus related locations are requested from these agencies on an annual basis. Students in these cases may be subject to arrest by the investigating agency, in addition to judicial review by the Office of the Dean of Students.

## Emergency Phone Towers

Campus Safety utilizes emergency phone towers, which are located on main campus. These towers are located in centralized locations on campus for easy and quick access in case of emergencies. If assistance is needed, a campus community member can contact the Louisburg Police Department by activating one of these emergency phone towers. The caller can maintain a direct, two-way line of communication with a dispatcher until police assistance arrives. These devices are checked routinely for upkeep and in proper operation.

## Confidential Reporting

If a community member would like the details of an incident to be kept confidential, the community member may speak with a licensed professional counselor or pastoral counselor on campus. In addition, they may contact off-campus resources, local and state assistance agencies, or clergy/chaplains. These on- and off-campus resources will maintain confidentiality except in extreme cases of immediate threat or danger, or the abuse of a minor. The Campus counselor is available to assist free of charge, and can be utilized during normal business hours.

Criminal activity may also be reported confidentially via the College website. Simply click on the Student Life tab and then select the Dean of Students page. On the left side of the page, you can select “File a Report” to gain access to anonymous reporting forms (<https://www.louisburg.edu/campus-life/student-conduct/fileareport.php>). Information about anonymously reported crimes will be evaluated and investigated as appropriate. Crimes reported anonymously will be included in the annual report of campus crime statistics. Campus pastoral counselors and professional counselors, when acting as such, are not considered to be a campus security authority, and are not required to report crimes for inclusion in the annual disclosure of crime statistics contained within this report. However, we encourage our Counseling Center and Campus Chaplain to inform individuals in their care of the crime reporting procedure, including how to report crimes anonymously for inclusion in the campus crime statistics.

If crimes are never reported, little can be done to help other members of the campus community from also being victims. Louisburg College community members are encouraged to report crimes promptly and to both participate in and support crime prevention efforts. If you are the victim of a crime or want to report a crime that you are aware of, but do not want to pursue action within the College or criminal justice system, College officials will make all efforts to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others.



## Reporting to Other Campus Security Authorities

While Louisburg College prefers that campus community members promptly report all criminal incidents directly to Campus Safety, it is recognized that in some instances, campus community members may initially report to other individuals or campus officials. The Clery Act recognizes certain campus officials and offices as campus security authorities, or CSAs. The Clery Act defines a CSA as a person who is an official “who has significant responsibility for student and campus activities.” CSAs are designated by the college based on their duties and responsibilities, and may include, but are not limited to, campus safety personnel and those involved in student housing, student discipline, and campus judicial proceedings. Other examples of a CSA may include, Deans and Assistant Deans of the College, advisors to student organizations, and athletic coaches or assistant coaches.

CSAs are directed to immediately report any incidents for which they receive a disclosure to Campus Safety for assessment, investigation, and notification, as deemed necessary. It should be noted that CSAs are responsible for forwarding non-identifying information to Campus Safety for inclusion in the annual security and fire safety report, regardless of whether or not the victim/complainant elects to file a report with law enforcement or press criminal charges.

## Campus Facilities and Maintenance

Louisburg College is an open access campus, which caters to the academic and administrative needs of the campus community, as well as to a variety of both public and private events and other functions. In general, administrative buildings are open from 7:00 am until 5:30 pm, Monday through Friday. Academic buildings are opened daily while classes are in session and have limited access afterhours and on weekends. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there or otherwise authorized access. Likewise, access to most programs is limited to those enrolled in the program or otherwise authorized access. Many athletic, entertainment, and cultural events are held at campus facilities and may be open to the public. Likewise, facilities such as the Jordan Student Center, campus bookstore, Benson Chapel, and the Robbins Library are open to the public during regular operating hours.

Campus Safety personnel lock, unlock, and routinely check all campus buildings and other properties daily. Many Louisburg College facilities and areas are controlled by access card readers, which restrict access to authorized personnel. In addition, many campus facilities, buildings, and parking areas are under 24-hour video surveillance.

## Residential Facilities

Campus Safety routinely checks Louisburg College residence halls and works closely with residential staff to ensure the safety and security of all residential areas. In general, access to residential facilities is restricted to residents, their approved guests, and authorized employees. Residents may allow guests within the residence halls after registering guests with Campus Safety and pursuant to guest policy outlined in the Student Handbook.

Consideration for roommates and other floor students dictates that guest do not infringe on the rights of contracted students. Therefore, all guests, regardless of gender, must be approved by all students of the room. The in-room visitation policy exists to protect the rights on contracted students to privacy and the opportunity to sleep and study freely. Any non-resident person found in residential facilities without a host will be escorted from the building. Students are responsible for the behavior of anyone they escort or allow to enter into the residence hall.

Students who violate visitation/host policies may face the loss of their visitation privilege. Guests who violate visitation/host policies may lose their privilege of entering the residence halls. All students are encouraged to familiarize themselves with community expectations, policies, and procedures found in the Student Handbook, and the Student Code of Conduct, which can be accessed on the College website.

Campus residence halls are secured 24 hours a day. During periods of extended breaks when halls are closed, the exterior entrance doors to the halls will not be accessible for students. Some college facilities may have hours that vary during different times of the year. Persons desiring access to these facilities should check with the administrator responsible for the facility.

Emergencies may necessitate changes or alterations (permanent or temporary) to any facility schedule. Additionally, there are routine safety patrols conducted in areas that are problematic. Campus Safety Officers also conduct routine security inspections of other areas on campus. Meetings are held weekly by the College's Administrative Cabinet where the Cabinet can discuss items of concern.

## Maintenance

Facilities and landscaping at Louisburg College are maintained in a manner that minimizes potential risk and hazard to the campus community. Any potential hazards should be identified and reported to the proper authorities as soon as possible. Campus Safety and Housing personnel work with Facilities to ensure the safety of campus by submitting work orders for lights, locks, windows, doors, and other security needs. Facilities personnel perform routine lighting inspections to ensure that all campus areas are adequately lit. Routine lighting checks are conducted to identify dark areas on campus that need additional lighting and lights that are not operating properly.

Faculty, staff, and students are encouraged to report maintenance-related issues through the institution's designated maintenance request system. For additional information on submitting a maintenance request, visit ([https://www.louisburg.edu/campus-life/residence-life/maintenance\\_requests.php](https://www.louisburg.edu/campus-life/residence-life/maintenance_requests.php).) Issues requiring immediate attention should be directed to Facilities at (919) 497-3276 during business hours. All after-hours emergencies should be directed to Campus Safety at (919) 497-3400. Non-emergency maintenance requests for residential facilities should be submitted online or by contacting Student Life in Davis Hall.

## Weapons on Campus

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts. North Carolina General Statutes regarding weapons violations can be found at: [http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter\\_14/GS\\_14-269.2.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_14/GS_14-269.2.html)

The Student Handbook, which can be accessed at (<https://www.louisburg.edu/campus-life/student-handbook.php>) prohibits the possession or use of weapons, including but not limited to explosives, firearms, ammunition, knives (including pocketknives of any size), brass knuckles, any implement capable of inflicting serious bodily injury, or dangerous chemicals on the College premises, including in one's room, on one's person, in personal belongings, or in one's vehicle. The possession and/or use of non-lethal weapons, such as, slingshots of all types, water balloons, water guns, paintball guns, slingshots, air soft guns, etc. is also prohibited on campus.

## Notification

Conversations are between the College and its students. In the case that a student decides to include a third party, such as a parent or guardian, in the conduct process, the College's staff will be responsive to the inquiry, to the extent permitted by the Family Educational Rights and Privacy Act (FERPA). Except as noted here, the student must sign a release to share information form to give the College permission to engage with the third party. Students must still participate in the process, and the third party cannot serve as a proxy for the student in the process.

If a student is found responsible for an alcohol and/or drug violation, parents/legal guardians of the dependent students under the age of 21 will be notified. The College may waive notification in exceptional circumstances where the release of information will create a significant hardship, such as potential violence or financial abandonment that may result in withdrawal from the College. All requests for waiving notification must be submitted in writing to the Dean of Students. Parents or legal guardians of students under the age of 21 who are financially independent from their parents as defined by the Office of Financial Aid and the Business Office will not be notified.

The College reserves the right to notify a third party without the student's prior consent in the event of a health or safety emergency. The Dean of Students or designee may involve a family member or third party of a student who is in jeopardy of being separated from the College, when their involvement will aid the student in the pursuit of their educational goals.

If a case involves reported acts of violence against another person(s), the reporting party(ies) will be notified of the initiation of a conduct process, and supportive measures imposed as supported by the Student Handbook and governing law.

## Student Conduct, Rights, and Responsibilities

The Student Code of Conduct is a holistic overview of the entire student conduct system including the values that reinforce how students are expected to behave. The Student Code of Conduct may also be applied to conduct online, via email, or other electronic media. Students and student groups should be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and may not be private. These postings may subject a student and/or student group to allegations of misconduct.

The disciplinary process is educational and designed to address Student behavior; therefore, the College will address any alleged violations of The Student Code of Conduct independently of any criminal or civil court process. Any questions about how to interpret the Code of Conduct should be directed to the Office of the Dean of Students in Davis Hall.

All students are expected to:

- Act with integrity and honor
- Act responsibly and take accountability for our actions
- Aim for excellence inside and outside the classroom
- Treat each other with respect and compassion
- Embrace diversity

College jurisdiction and the Student Code of Conduct is limited to conduct which occurs on College premises, at College-sponsored events, or which adversely affects the College community and/or the pursuit of the College's mission. This includes violations of local, state, or federal laws which could take place off-campus but could have a negative impact on the college community. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding

of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a conduct matter is pending.

Students possess the following privacy rights:

1. Education records – A student's test data and academic record in the Registrar's shall be kept in secure file, separate and confidential, unless the student consents in writing to have it revealed to a designated person and for a designated purpose.
2. Disciplinary records – A student's disciplinary record will be kept in the Office of the Dean of Students, separate from academic records. It remains confidential unless the student consents in writing to have it revealed. The Dean of Students may disclose the student's record without consent if legal compulsion of the safety of people or property is involved, or if the information is required by authorized personnel for College use. In these circumstances, only the information pertinent to the inquiry may be revealed.
3. Person and property - A student shall be free from searches and seizures of his/her/their person and possessions while on College property unless said search and seizure is conducted in accordance with state and federal laws or as outlined in the Student Handbook for campus safety and security. In cases of a clear and present danger, where there is probable cause, or it is believed to be necessary to conduct a search immediately in order to protect life or property, searches may be conducted by College personnel.
4. Subpoenaed information – If presented with a subpoena to produce information about specific students and/or student groups, the recipient shall immediately notify the Dean of Students and forward to that office a copy of the subpoena. The Dean of Students shall immediately notify the students or student group involved or use his/her/their best efforts to do so, and forward to them a copy of the subpoena by certified mail addressed to their last known address.

## Safety and Awareness Programs

Campus Safety, and the College as a whole, are dedicated to providing a safe and secure campus environment. In an effort to promote safety awareness, Campus Safety maintains a strong relationship with the campus community. This relationship includes offering a variety of safety and security programs and services, as well as crime prevention programs. In addition, many other departments and organizations on campus host and facilitate programs designed to encourage students, faculty, and staff to invest in their own personal safety and crime prevention. The following programs designed to inform students and employees about the prevention of crimes and about campus security procedures and practices were completed in 2022:

Program Title	Program Type	Coordinating Entity	Frequency
Hurricane Prep Day	Security/Awareness/Personal Safety/Crime Prevention	Student Life	Ongoing
Student Conduct Process Discussion	Security Awareness/Personal Safety/Crime Prevention	Dean of Students	Ongoing

New Employee Orientation	Security Awareness/Personal Safety	Human Resources	Ongoing
CHD/ACHD Training	Security Awareness/Personal Safety/Crime Prevention	Student Life	Annually
Week of Welcome Opening Sessions	Security/Awareness/Personal Safety/Crime Prevention	Student Life	Annually
Campus Safety Presentations	Security/Awareness/Personal Safety/Crime Prevention	Campus Safety	Ongoing, depending on availability
Residence Hall Floor Meetings	Security/Awareness/Personal Safety/Crime Prevention	Housing & Residence Life	Annually

Periodically throughout the year, Campus Safety and the Student Life office will offer safety and crime prevention programs. These programs may cover topics such as self-defense, drug and alcohol abuse, residence hall security, etc. Inherent in all of these programs are the needs for students to understand their responsibility for their own security and that of others. Students are strongly encouraged to participate in these programs.

As a part of the Louisburg College community, students and employees are encouraged to be responsible for their own security and that of others. “See Something, Say Something!” is our campaign to encourage responsible citizenship and the development of a safe campus environment. Campus safety is everyone’s responsibility.

**Crime Prevention**

The campus at Louisburg College is a reasonably safe environment, however crimes do occur on campus. In addition to the Clery Act crime statistics presented in this report, other common crimes that occur on campus are outlined below.

Theft is a common occurrence on all college campuses. This is largely due to the fact that theft is a crime of opportunity and residence hall environments, open classrooms, and common spaces provide thieves plenty of opportunities.

It is important for each student to take responsibility in alleviating that opportunity for thieves. To do so, certain steps can be taken by students:

- Keep doors to residence halls, labs, and classrooms locked when they are not occupied.
- Do not provide access to buildings and classrooms to unauthorized persons.
- Do not keep large amounts of money with you.
- Lock all valuables, money and jewelry in a lock box or locked drawer. Valuables in a vehicle should be secured in the trunk or other locking compartment.
- Keep a list of all valuable possessions including the make, model, and serial number of each item.

- Do not leave laptop computers or textbooks unattended in labs or classrooms, even if it is for a short period of time
- Do not lend credit cards or identification cards to anyone
- Report suspicious persons or circumstances to the proper authorities.

## Response to Sexual Assault and Gender Violence

Louisburg College has adopted policies and procedures to prevent and respond to incidents of sexual harassment, including, sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all students, faculty, staff, contractors, and visitors.

Members of the Louisburg College community have the right to be free from all forms of sexual harassment. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Colleges and Universities are required to provide educational programming for all incoming students on the issues of domestic violence, dating violence, sexual assault, and stalking. To comply with this federal mandate Louisburg College is partnering with Vector Solutions to provide mandatory training courses on topics of sexual harassment, consent, and Title IX.

### **Title IX Coordinator: Dr. Matt Brigner**

In-person: Office of Student Life, Davis Hall 10

Phone: 919-497-1131

Email: [mbrigner@louisburg.edu](mailto:mbrigner@louisburg.edu)

Website: <https://www.louisburg.edu/campus-life/student-conduct/title-ix.php>

## Sexual Harassment Policies

Louisburg College, in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations (“Title IX”) and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

This Policy prohibits discrimination and harassment on the basis of sex. Louisburg College strongly encourages the prompt reporting of, and is committed to timely and fair resolution of, complaints of sex discrimination and harassment.

Sexual Harassment, as defined by Title IX and herein, is a specific type of sex discrimination/harassment that includes Sexual Assault, Dating Violence, Domestic Violence, and Stalking and that Louisburg College addresses using its Title IX Sexual Harassment Grievance Procedures, as required by Title IX.

This Policy also prohibits Retaliation, as defined by Title IX and herein. Complaints alleging Retaliation

may be filed with the Title IX Coordinator and, at the discretion of the Title IX Coordinator, may be addressed under Louisburg College's Title IX Sexual Harassment Grievance Procedures or other grievance procedures adopted by Louisburg College.

Additionally, any individual who knowingly files a false Formal Complaint or who interferes with Louisburg College grievance process may be subject to disciplinary action. Interference with a grievance process may include, but is not limited to, attempting to coerce, compel, or prevent an individual from providing testimony or relevant information; removing, destroying, or altering documentation relevant to an investigation; or providing false or misleading information to Louisburg College officials who are involved in the investigation and/or resolution of a Formal Complaint, or encouraging others to do so.

## Reporting Sexual Harassment

Any person (whether or not alleged to be the victim) may report sex discrimination or harassment, including Sexual Harassment, in person, by mail, by telephone, or by electronic mail, using the contact information for the Title IX Coordinator listed in [Exhibit A](#), or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

Louisburg College *strongly encourages* all employees and other members of the Louisburg College community to promptly report concerns regarding suspected or known discrimination/harassment on the basis of sex to the Title IX Coordinator.

In addition to the Title IX Coordinator, Louisburg College has designated the following employees as individuals with the authority to institute corrective measures on behalf of Louisburg College: Vice President for Academic Services, Director of Human Resources, and Title IX Investigators. Accordingly, these employees are *required* to report discrimination and harassment on the basis of sex to the Title IX Coordinator.

## Responding to Reports of Sexual Harassment

### **Supportive Measures:**

Once the Title IX Coordinator has received information regarding an allegation of Sexual Harassment the parties will be provided written information about support services. Support services are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant and/or a Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Louisburg College's Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Louisburg College's educational environment or deter Sexual Harassment.

Supportive Measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, issuance of a "no contact" directive, changes in work or housing locations, leaves of absence, increased security, "Exclusion" directive restricting entrance to specific College properties, and monitoring of certain areas of the campus. Louisburg College will maintain as confidential any Supportive Measures provided to a Complainant or a Respondent, to the extent that

maintaining such confidentiality would not impair Louisburg College's ability to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

**Obligation to Respond and Initial Outreach to Complainant:**

When Louisburg College has Actual Knowledge of Sexual Harassment (or allegations thereof) against a person in the United States in its Education Program or Activity, Louisburg College is obligated to respond and to follow Title IX's specific requirements, which are addressed and incorporated in these Grievance Procedures.

Promptly upon receiving allegations of Sexual Harassment against a person in the United States in Louisburg College's Education Program or Activity, the Title IX Coordinator will contact the Complainant to discuss the availability of Supportive Measures with or without the filing of a Formal Complaint and to explain to the Complainant the process for filing a Formal Complaint.

**Filing of a Formal Complaint:**

Formal Complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that Louisburg College investigate the allegation(s) of Sexual Harassment. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in Louisburg College's Education Program or Activity. As used in this paragraph, the phrase "document filed by a 'Complainant'" means a document or electronic submission that contains the Complainant's physical or digital signature or otherwise indicates that the Complainant is the person filing the Formal Complaint.

When the Title IX Coordinator believes that, with or without the Complainant's desire to participate in a grievance process, a non-deliberately indifferent response to the allegations requires an investigation, the Title IX Coordinator has the discretion to initiate the grievance process by signing a Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party under these Grievance Procedures. Furthermore, initiation of a Formal Complaint by the Title IX Coordinator is not sufficient alone to imply bias or that the Title IX Coordinator is taking a position adverse to the Respondent.

Once a Formal Complaint is initiated, an alleged victim will be referred to as a "Complainant," and an alleged perpetrator will be referred to as a "Respondent."

**Notice of Allegations**

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide the Complainant and any known Respondent written notice of these Grievance Procedures and of the allegations of conduct potentially constituting Sexual Harassment, including sufficient details known at the time and with at least five days to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known.

The written notice will include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice also will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney and that at appropriate



junctures the parties and their advisors may review and inspect evidence collected during the investigation. Additionally, the written notice will inform the parties of Louisburg College's prohibition on knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, Louisburg College decides to investigate allegations of Sexual Harassment involving the Complainant or Respondent that are not included in the original written notice of allegations, Louisburg College will provide notice of the additional allegations to the parties whose identities are known.

### **Dismissal**

Louisburg College will investigate the allegations in a Formal Complaint; however, Louisburg College *will* dismiss a Formal Complaint or a portion of the allegations therein if (1) the conduct alleged in the Formal Complaint, even if substantiated, would not constitute Sexual Harassment; (2) at the time of filing the Formal Complaint the Complainant was not participating in or attempting to participate in Louisburg College's Education Program or Activity; (3) the conduct alleged in the Formal Complaint did not occur in Louisburg College's Education Program or Activity; or (4) the conduct alleged in the Formal Complaint did not occur against an individual in the United States. Such a dismissal may take place at the conclusion of the investigation or at any time prior to the conclusion of the investigation.

Additionally, Louisburg College *may* dismiss a Formal Complaint or a portion of the allegations therein if (1) the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; (2) the Respondent is no longer enrolled or employed at Louisburg College; or (3) despite efforts to do so, Louisburg College is unable to gather evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

In the event the Title IX Coordinator determines that dismissal of a Formal Complaint or a portion of the allegations is appropriate, the Title IX Coordinator will promptly notify the parties in writing of the dismissal and the reasons for it. Dismissal does not impair Louisburg College's ability to proceed with any appropriate investigatory or disciplinary actions under the Sexual Harassment Policy or another Louisburg College policy or procedure and/or to provide Supportive Measures to the parties.

Either party may appeal a decision to dismiss a Formal Complaint or a portion of the allegations on the following grounds by submitting a written appeal to the Title IX Coordinator five days of the issuance of the written notice of the dismissal: (1) procedural irregularity that affected the decision to dismiss; (2) new evidence that was not reasonably available at the time of dismissal and that could affect the outcome of the matter; or (3) the Title IX Coordinator or other participant in the dismissal having a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the decision to dismiss.

### **Advisors**

The Complainant and the Respondent may be accompanied to any meeting or proceeding under these Grievance Procedures by the advisor of their choice, who may be, but is not required to be, an attorney. Louisburg College will not limit the choice or presence of the advisor for either the

Complainant or the Respondent in any meeting or grievance proceeding. Advisors, however, are not allowed to disrupt any such meeting or proceeding or to speak on behalf of the Complainant or the Respondent, with the exception of cross-examination during any hearing conducted under these Grievance Procedures, which must be conducted by an advisor and never personally by the Complainant or the Respondent.

Parties must provide the name and contact of their advisor to the Title IX Coordinator in writing as soon as reasonably possible and must provide updated information if their advisor changes. All advisors will be required to assent to Louisburg College's Expectations for Advisors.

If a party does not have an advisor present at the hearing, Louisburg College will provide, without any charge to that party, an advisor of Louisburg College's choice who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

Absent accommodation for a disability, the Complainant and the Respondent may not be accompanied by more than one advisor or by other individuals during meetings or proceedings under these Grievance Procedures.

### **Amnesty**

Louisburg College considers the reporting and adjudication of Sexual Harassment to be of paramount importance. Louisburg College does not condone underage drinking or the use of illegal drugs; however, Louisburg College may extend amnesty to Complainants, Respondents, witnesses, and others involved in a grievance process from punitive sanctioning for illegal use of drugs and/or alcohol when evidence of such use is discovered or submitted in the course of a grievance process. Similarly, Louisburg College may, in its discretion, provide amnesty for other Student Code of Conduct violations that are discovered in the course of a grievance process.

### **Timing**

Louisburg College will make every reasonable effort to ensure that the investigation and resolution of a Formal Complaint occurs in as timely and efficient a manner as possible. The timelines set forth in these Grievance Procedures are guidelines and may be altered for good cause with written notice to the Complainant and the Respondent of any delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; natural disasters, pandemic restrictions, and similar occurrences; or the need for language assistance or accommodation of disabilities.

Louisburg College will strive to complete its investigation and resolution of a Formal Complaint (not including an appeal, if applicable) within 90 days of the receipt of the Formal Complaint, absent extenuating circumstances. Hearings generally will take place within 20 days of the conclusion of the investigation. Within seven days of the conclusion of the hearing, both the Complainant and the Respondent will receive a final outcome letter.

Either party may request an extension of any deadline by providing the Title IX Coordinator with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request. The Title IX Coordinator will review the request and will make a determination with regard to the request within three days.

### **Written Notice of Meetings**

Louisburg College will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.

### **Effect of Corollary Criminal Investigation**

Louisburg College's investigation may be delayed temporarily while criminal investigators are gathering evidence. In the event of such a delay, Louisburg College will implement any appropriate Supportive Measures and will evaluate the need for other actions necessary to assist or protect the Complainant, the Respondent, and/or the Louisburg College community.

Neither the results of a criminal investigation nor the decision of law enforcement to investigate or decline to investigate a matter is determinative of whether Sexual Harassment has occurred in the eyes of Louisburg College.

### **Emergency Removal and Administrative Leave**

Louisburg College may remove a Respondent from Louisburg College's Education Program or Activity on an emergency basis, provided that Louisburg College first undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal, provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal, and does so in accordance with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, as applicable.

Additionally, Louisburg College may place a non-student employee Respondent on administrative leave during the pendency of Louisburg College's response to allegations of Sexual Harassment provided that it does so in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

### **Effect of Respondent Withdrawal, Graduation, or Resignation During Grievance Process**

At the discretion of Louisburg College, a Respondent who withdraws or resigns from Louisburg College during the pendency of a grievance process under these Grievance Procedures may be barred from Louisburg College property and Louisburg College activities and events and may be ineligible for re-enrollment or to be re-hired. If a Respondent completes all requirements to graduate during the grievance process, Louisburg College may hold the Respondent's diploma until full resolution of the Formal Complaint.

### **Privacy and Disclosure**

Except as may be permitted by FERPA or as required by law or to carry out any investigation or resolution of sex discrimination or harassment allegations, Louisburg College will keep private the identity of any individual who has made a report or complaint of sex discrimination or harassment (including any individual who has made a report or filed a Formal Complaint of Sexual Harassment), any Complainant, any Respondent, and any witness.

Louisburg College may report alleged Sexual Harassment to local law enforcement if warranted by the nature of the allegations at issue, and Louisburg College administrators will share information

regarding alleged Sexual Harassment, as appropriate and necessary, in order to address and resolve the allegation(s) at issue, prevent the recurrence of similar Sexual Harassment, and address the effects of the Sexual Harassment. Additionally, information regarding alleged Sexual Harassment may be used as a statistical, anonymous report for data collection purposes under the Clery Act.

To comply with FERPA, Title IX, and other applicable laws and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, grievance processes carried out under these Grievance Procedures are not open to the general public. Accordingly, documents prepared in connection with such processes; documents, statements, or other information introduced in interviews, meetings, and proceedings; and the final outcome letter may not be disclosed outside of those processes except as may be required or authorized by law.

As permitted by and subject to the limitations of FERPA, Louisburg College reserves the right to notify parent(s) or guardian(s) of a student Respondent of the outcome of any investigation involving that Respondent, redacting names of any other students who do not consent to the disclosure of their information. At the written request of a party, Louisburg College may include a party's advisor on communications and share access to documents, including the investigation report. This access is subject to the advisor's acknowledgment and agreement to maintain the confidentiality of the documents. While Louisburg College strongly encourages parties to maintain privacy in connection with a grievance process, Louisburg College does not prohibit parties from discussing the allegations under investigation or in any way inhibit the parties from gathering or presenting relevant evidence. In addition, Louisburg College's policy does not prohibit disclosure of the final outcome letter by either the Complainant or the Respondent.

#### **Conflicts of Interest, Bias, and Training**

Louisburg College will ensure that any individual designated by Louisburg College as a Title IX Coordinator, investigator, decision-maker, or informal resolution facilitator under these Grievance Procedures does not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

If any employee designated to participate in the investigation or resolution of a Formal Complaint is the Respondent or a relevant witness, then the Title IX Coordinator will appoint another employee to perform their duties. (If the Title IX Coordinator is the Respondent, then the President will appoint another employee to perform their duties.)

Louisburg College also ensures that Title IX Coordinators, investigators, decision-makers, advisors, and informal resolution facilitators receive training, as applicable, on the definition of Sexual Harassment; the scope of Louisburg College's Education Program or Activity; how to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes; and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Louisburg College further ensures that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, and that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Additionally, Louisburg College ensures that decision-makers receive training on any technology to be used at live hearings.

### **Burden of Proof**

At all times, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Louisburg College, not on either of the parties.

### **Presumption of No Responsibility until Determination**

Respondents are presumed to be not responsible for alleged Sexual Harassment until Louisburg College makes a determination regarding responsibility pursuant to these Grievance Procedures.

### **Objective Evaluation of All Relevant Evidence; Credibility Determination**

The investigators and decision-makers under these Grievance Procedures will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and will not make any credibility determinations based on a person's status as a Complainant, Respondent, or witness.

### **Academic Freedom**

Louisburg College affirms its commitment to academic freedom but notes that academic freedom does not allow any form of Sexual Harassment. Louisburg College recognizes that an essential function of education is a probing of opinions and an exploration of ideas, some of which, because they are controversial, may cause students and others discomfort. This discomfort, as a product of free academic inquiry within a faculty member's area(s) of expertise, shall in no way be considered or construed to constitute Sexual Harassment. Academic inquiry may involve teaching, research and extramural speech. Furthermore, nothing in this document shall be interpreted to prohibit bona fide academic requirements for a specific Louisburg College program or activity. When investigating complaints that a party or the Title IX Coordinator believes may involve issues of academic freedom, the Title IX Coordinator will consult with the Vice President for Academic Life with respect to contemporary academic practices and standards.

### **Documentation**

Louisburg College will retain documentation (including but not limited to any Formal Complaint, notifications, recording or transcripts of interviews, investigative report, written findings of fact, petitions for appeal, notifications of decisions (including the final outcome letter), audio recordings of hearings, and written communication with the Complainant and Respondent), for no less than seven years.

### **Consolidation of Formal Complaints**

Louisburg College may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, by more than one Complainant against one or more Respondents, or by one party against the other party where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where a grievance process involves more than one Complainant or more than one Respondent, references in these Grievance Procedures to the singular "party," "Complainant," or "Respondent" includes the plural, as applicable.

### **Risk Reduction**

Risk reduction consists of options designed to decrease perpetuation and bystander inaction, increase empowerment for victims in order to promote safety and help individuals and communities address conditions that facilitate violence. Below are some things it would be helpful to keep in mind to reduce your risk.

- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it is okay to leave.
- Do not allow yourself to be isolated with someone you do not trust or someone you do not know.
- When you go to a social gathering, go with a group of friends, arrive together, check-in with each other throughout the evening and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Do not leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, just get a new one.
- Do not accept drinks from people you don't know or trust. If you choose to accept a drink:
  - Go with the person to the bar to order it, watch it being poured and carry it yourself
  - At parties, do not drink from the punch bowls or other large, common open containers
- Watch out for your friends and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get them to a safe place immediately.
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - Remember that you are not obligated to do anything you do not want to do or be nice to someone who is scaring you or is making you uncomfortable. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - Have a code word with your friends or family so if you do not feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - Lie. If you do not want to hurt the person's feelings as it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
  - If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk of being accused of sexual harassment.

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relay their intentions to you.
- Understand and respect personal boundaries.
- Do not make assumptions about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. Your partner's consent should be affirmative and continuous. If there are any questions or ambiguity then you do not have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension, and communicate better. You may be misreading them. They may not have figured out

how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.

- Do not take advantage of someone's drunkenness or altered state, even if they willingly consumed alcohol or substances.
- Realize that your potential partner could feel intimidated or coerced by you. You may have a power advantage simply because of your gender or physical presence. Do not abuse that power.
- Do not share intimate content, pictures, images, and videos that are shared with you.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence, passivity, or non-responsiveness cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

## Bystander Intervention

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it." We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some of the ways to be an active bystander.

If you or someone else is in immediate danger, dial 911. This should be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off-campus resources listed in this document for support in health, counseling, or legal assistance.

## Sexual Assault Examination

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at Wake Med Hospital in Raleigh, N.C. or Maria Parham Franklin in Louisburg, N.C. In North Carolina, evidence may be collected even if you chose not to make a report to law enforcement. Wake Med obtains the victim's name at check-in. If the victim wishes, the evidence kit collected at the hospital will be transferred to the State Bureau of Investigation Crime Lab in Raleigh, North Carolina where they are stored pending testing for one year.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order may be preserved.

In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care

providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other and communications, and keep pictures, logs or other copies of documents, if they have any, as such evidence may be useful to College hearing boards/investigators or police. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult.

If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

## Assistance for Victims: Rights and Options

### **Medical Assistance:**

Local options for medical care include the Franklin County Health Department, Louisburg Impact Primary & Urgent Care, and Maria Parham Franklin Hospital. It is crucial that you obtain medical attention as soon as possible after a sexual assault, for example, to determine the extent of physical injury and to prevent or treat sexually transmitted diseases (such as HIV). Medical facilities can also screen for the presence of sedative drugs such as Rohypnol or GHB (date-rape drugs).

Campus Safety Officers can help you obtain transportation to a local hospital and can help you contact a support person, such as a family member, a friend, or a roommate.

### **Emotional Support:**

The Louisburg College Office of Health & Wellness can help students sort through their feelings and begin the recovery process. The professionals at the Joel Porter Counseling Center are trained to provide crisis intervention on short-term and emergency issues. The Counseling Center can also provide referral services for outside providers and law enforcement. Counseling is free of charge to all students. In some instances, the law may require the disclosure of information shared by students with counselors. However, absent a legal mandate to the contrary, counseling services are strictly confidential, are not part of students' records, and will not be reported to other Louisburg College personnel.

Employees may contact the Employee Assistance Program to obtain emotional support (available at: [mygroup.com](http://mygroup.com) or by telephone at 1-800-633-3353).

## Education and Awareness Programs

The College offers educational programs for students, faculty and staff to promote the prevention and awareness of sexual violence and related misconduct. The college engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault, and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and



ongoing awareness and prevention campaigns for students and employees. The following list of programs were conducted in 2021 or are part of the curriculum now.

Program Title	Program Type	Coordinating Entity	Frequency	Conducted When
New Employee Orientation	Sexual Assault/Domestic Violence Awareness	Human Resources	Ongoing	2022, 2023
CHD/ACHD Training	Sexual Assault/Domestic Violence Awareness	Student Life	Annually	2022, 2023
Vector Solutions Training	Sexual Assault/Domestic Violence Awareness	Student Life	Ongoing	2022, 2023
Hurricane Prep Day	Title IX/Reporting	Student Life	Ongoing	2022, 2023
Week of Welcome Programming	Sexual Assault/Domestic Violence Awareness	Student Life	Annually	2022, 2023
First Floor Meetings	Sexual Assault/Domestic Violence Awareness	Housing & Residence Life	Annually	2022, 2023
Sexual Assault Awareness	Sexual Assault/Domestic Violence Awareness	Wellness	Ongoing	2022, 2023
Campus Safety overview	Sexual Assault/Drugs/Alcohol	Campus Safety	Ongoing	2022, 2023
Expanded Vector Sexual Assault Library	Sexual Assault/Title IX/ Domestic Violence Awareness	Student Life	Ongoing	New Addition Fall '23
Healthy Relationships Workshop	Dating Violence Awareness	Student Life	Annually	New Addition Fall '23
Bystander Intervention Training	Sexual Assault/Title IX/ Domestic Violence Awareness	Student Life	Ongoing	New Addition Fall '23

## Registration of Sex Offenders

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services, or is a student.

In North Carolina, convicted sex offenders must register with the Sheriff's Office of the county where they reside. You can link to this information, which appears on the North Carolina Department of Public Safety website, by accessing the website at <http://sexoffender.ncsbi.gov/>.

## Missing Students and Persons Notification Policy

Louisburg College takes student safety and security very seriously. As such, and in accordance with federal law, the following policy and procedure has been established to assist the College in locating students who, based on information and circumstances known to the College, are determined to be missing.

### **Policy:**

All reports of missing students shall be directed to Louisburg College Campus Safety. Campus Safety will investigate each report to determine if the student is missing. At the beginning of each academic year, all residential students will have the opportunity to identify an individual that will be contacted by the College in the event that student is determined to be missing. This emergency contact information will be kept confidential, is only accessible to authorized campus officials, and will not be disclosed to anyone except law enforcement personnel in furtherance of a missing person investigation. If the student has identified an individual to contact, the College is required by law to notify the identified emergency contact of the missing student no later than 24 hours after the determination that the student is missing. If the student is under the age of 18 and not emancipated, the College is required to notify the parent/guardian in addition to the designated contact person no later than 24 hours after the determination that the student is missing. Additionally, Campus Safety will also notify the Louisburg Police Department and the Franklin County Sheriff's Office within 24 hours of the determination that the student is missing.

### **Procedure:**

#### **Reporting**

- Any report of a missing student, regardless of origin, must be immediately directed to Campus Safety.
- Upon receipt of a missing student report, Campus Safety shall:
  - o Initiate an investigation to determine the validity of the report,
  - o Contact the Vice President for Student Life, and
  - o Make a determination of the status of the student
- If a student is determined to be missing and has been missing more than 24 hours:
  - o Notify the emergency contact provided by the missing student OR the parent/guardian of students under age 18 or who have not provided an emergency contact, and
  - o Notify the Louisburg Police Department and the Franklin County Sheriff's Office.

#### **Investigation**

Upon receipt of a missing student report, Louisburg College Campus Safety may employ any of the following methods to assist in locating the student:

- Contact the student's Residence Hall Mentor (if a residential student) to key into the student's room
- Search campus facilities
- Issuance of student photos to the campus community
- Contact the student's known associates, including the student's instructors for last sightings or additional contact information
- Review ID card access logs and dining logs to track student movement
- Access vehicle registration information for vehicle location and for distribution to off campus authorities
- Contact Information Technology to review the last dates/times of email/portal login
- Other methods as necessary

## **Campus Communications:**

**External Inquiries:** All inquiries to the institution regarding missing students will be referred to the Office of Marketing and Communications. The Director of Marketing, in close consultation with the Director of Campus Safety and local law enforcement authorities, will determine an appropriate response.

**Internal Communication:** It is likely that other students along with faculty and staff will be concerned and anxious about the missing student. The Vice President for Student Life, in collaboration with the Assistant Dean for Health and Wellness and Campus Safety, will coordinate personal safety education and disseminate information as appropriate to the campus community regarding efforts to locate the missing student. Additionally, the Joel Porter Counseling Center will coordinate emotional support and counseling for concerned members of the College community as needed.

## **Alcohol and Drug Policies**

Louisburg College complies with all state and federal laws concerning the possession, sale, and use of alcohol and illegal drugs. The College is a drug and alcohol-free campus. For more information see the Louisburg College Student Handbook.

The purpose of this policy is to circumscribe and educate about the lawful and responsible use of alcohol by students, and to educate about illegal drugs in order to maintain an environment that is consistent with the educational mission of Louisburg College.

Each member of the Louisburg College community should be involved in the implementation of and compliance with this Policy. Unless otherwise stated by law, each individual retains responsibility for his or her actions at all times regardless of his or her mental state, even if altered by alcoholic beverages or other drugs.

**Possession/Use** – The possession or use of alcoholic beverages is not permitted by any student at any time, regardless of age, anywhere on the College premises. This includes possession of alcoholic beverages in one’s room, on one’s person, in personal belongings, in one’s vehicle, or being in the presence of alcoholic beverages. This also includes possession of empty alcohol containers. Since it must be assumed that the alcohol was consumed on campus, empty containers are treated the same as full containers.

**Intoxication** – Intoxication as exhibited by behavior is the influence of alcohol will not be considered a legitimate excuse for violation of other college policies and may result in a more severe sanction for such violation.

**Possession/Use** – Any possession or use of controlled, prohibited, or illegal substances or use of (or intent to use) substances for purposes or in manners not as This includes possession/use of controlled substances in one’s room, on one’s person, in personal belongings, in one’s vehicle, or being in the presence of controlled substances. Examples include but are not limited to: possession or use of illegal substances in any quantity, including residue and seeds; possession or use of prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed (over-use, snorting prescribed medication, etc.); huffing, snorting, smoking or otherwise possessing or using legal substances not as intended. Substances such as JWH-018 (K2, “Spice”), salvia and pyrovalerone derivatives (found in substances marketed as “bath salts”) are not intended for human consumption and are prohibited for possession or use by any student. State laws regarding narcotics and controlled substances will be observed and enforced.

**Paraphernalia Possession** - In accordance with state law, drug-related devices (paraphernalia) are prohibited on College premises (including possession in one’s room, on one’s person, in personal

belongings, or in one's vehicle). Paraphernalia may include, but is not limited to, marijuana/crack pipes, bongs, homemade devices used as bongs, rolling papers, roach clips, shredded cigars (blunts), smoke masking devices, and any apparatus containing drug residue.

**Distribution/Intent to Distribute** – any sale or distribution (including distribution without financial gain) of controlled or illegal substances or any substances prohibited by This includes sharing of prescription medication. Including being in the presence of or aiding and abetting the possession, sale or use of prohibited, controlled or illegal substances.

- Sanctions for Violation of Standards:
  - o Any student who violates this Policy or any federal or state law or policy regarding the manufacture, distribution, sale, possession, or use of controlled substances or other dangerous drugs shall be subject to disciplinary actions and penalties in accordance with the Student Code of Conduct as published in the Student Handbook of Louisburg College.
  - o In accordance with North Carolina law, any student convicted of a felony that involves the manufacture, distribution, sale, possession, or use of controlled substances or other illegal drug, or student organizations involved in these activities will be subject to specific penalties required by State law.

**Disciplinary Sanctions the College will Impose** – Louisburg College supports the laws and regulations of the United States, the State of North Carolina, Franklin County, and the City of Louisburg. Each student and employee as a responsible member of the community is expected to do the same. As part of these laws, the unlawful manufacture, distribution, dispensing, possession, of use of alcohol, illicit drugs or any other controlled substance on campus or as a part of any college related employment is strictly forbidden.

Louisburg College wishes to maintain a work environment that is free of illegal drugs, alcohol, and other improper materials. To this end, Louisburg College prohibits the possession, transfer, sale, or use of such materials on its premises. Louisburg College requires the cooperation of all employees in administering this policy. Violation of this policy could impact employment.

Students, faculty, and staff are responsible for knowing about and complying with: (1) the provisions of the policies above; (2) North Carolina law that makes it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in the Controlled Substances Act; and (3) North Carolina General Statutes §18B-102 regarding the possession, distribution, and use of alcoholic beverages in North Carolina.

Any member of the College community who violates applicable law(s) may be subject both to criminal prosecution and to disciplinary proceedings by the College. It is not "double jeopardy" for both law enforcement authorities and the College to proceed against and punish a person for the same specified conduct. The College shall initiate its own disciplinary proceeding against a student, faculty member, or staff member when the alleged conduct is deemed to affect the interests of the College.

**Drug and Alcohol Counseling, Treatment and Rehabilitation Programs** – Students with alcohol- or drug-related problems may be referred to or seek assistance from Student Life. Student Life provides a trained professional counselor in the Joel Porter Counseling Center for drug and alcohol abuse prevention, education, and counseling. The counselor is available in case of emergencies after hours for support.

## Enforcement of Federal and State Drug Laws

The Controlled Substance Act, a statute establishing federal US drug policy, provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances. The penalties are basically

determined by the schedule of the drug or other substance, and sometimes are specified by drug name. Controlled substances are grouped into five categories, and include but are not limited the following substances:

- Schedule 1 – Ecstasy, LSD, Heroin, Marijuana
- Schedule 2 – Cocaine, Methamphetamine, Hydrocodone, Oxycodone, Adderall, Vicodin, Ritalin
- Schedule 3 – Anabolic Steroids, Ketamine, Testosterone
- Schedule 4 – Ambien, Xanax, Valium
- Schedule 5 – Lyrica and Cough suppressants

Federal penalties and sanctions for the simple possession of a controlled substance are severe. The courts hand out sentences that include:

1. First conviction: up to one-year imprisonment, a fine of at least \$1,000, or both. After one prior drug conviction: at least 15 days in prison, not to exceed two years, and a fine of at least \$2,500. After two or more prior drug convictions: at least 90 days in prison, not to exceed three years, and a fine of at least \$5,000. A special, harsher sentencing provision applies for possession of flunitrazepam (Rohypnol) (21 U.S.C. §844(a))
2. Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment, as well as forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance. (21 U.S.C. §§853(a) & 881(a))
3. Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to five years for the first offense, up to 10 years for the second offense, and permanently upon the third offense. (21 U.S.C. §862).
4. Ineligibility to receive or purchase a firearm. (18 U.S.C. §922(g))

This can also include revocation of certain federal licenses and benefits (e.g., pilot licenses, public housing tenancy) are vested within the authorities of individual federal agencies. These penalties may be doubled, however, when a person at least 18 years old: (1) distributes a controlled substance to a person under 21 years of age (a term of imprisonment for this offense shall not be less than one year), and/or (2) distributes, possesses with intent to distribute, or manufactures a controlled substance in or on, or within 1,000 feet of, the real property comprising a public or private elementary or secondary school, or a public or private college. (21 USC §§859 & 860)

Federal penalties and sanctions for trafficking controlled substances are considerably more severe than those outlined previously for simple possession. The Drug Enforcement Agency has outlined the federal drug trafficking penalties covered under the Controlled Substance Act, found at [https://www.dea.gov/sites/default/files/drug\\_of\\_abuse.pdf](https://www.dea.gov/sites/default/files/drug_of_abuse.pdf).

## Employee Conduct

Louisburg College wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Louisburg College prohibits the possession, transfer, sale, or use of such materials on its premises. Louisburg College requires the cooperation of all employees in administering this policy.

## Counseling and Program Options

The Joel Porter Counseling Center are available for initial dialogue and assistance in defining the extent of any problem. Additionally, a variety of counseling and treatment options are available in the state for anyone experiencing struggles related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Faculty, staff, and students should consult the following referral sources to identify the services or programs that most closely meet their specific needs.

The Joel Porter Counseling Center and Student Life sponsor on-going programs addressing substance abuse and healthy lifestyles. There is also literature and pamphlets available through the Counseling Center. Louisburg College also partners with Maria Parham Franklin Hospital, who offers substance abuse and mental health support.

Employees should seek assistance through Human Resources. Below are some options offered to full-time Louisburg employees:

- Employee Assistance Program (EAP)
  - 24 hours a day – 7 days a week – 365 days a year
- For Louisburg College employee healthcare participants
  - Contact Anthem or your insurance provider about health care options.

## Health Risks Associated with the Use and Abuse of Drugs and Alcohol

### What Do You Know About Alcohol?

- 1 in every 12 adults suffer from alcohol abuse or dependence (17.6 million) in the U.S.
- 88,000 deaths/year because of excessive alcohol use
- Alcoholism is the 3<sup>rd</sup> leading life-style related death in the nation
- Up to 40% of hospital beds in the U.S. are being used for treatment of medical conditions related to alcohol consumption
- Excessive alcohol use is responsible for 2.5 million years of potential life lost annually, or an average of about 30 years of potential life lost for each death
- Over 1 million people are arrested for DWIs each year
- Every day, 36 people die and 700 are injured in motor vehicle crashes that involve alcohol

### Alcohol Use on Campus

- 600,000 students between 18-24 are assaulted by another student who has been drinking
- 95% of all violent crimes on college and university campuses involve alcohol use
- 90% of rape and sexual assault on college and university campuses involve the use of alcohol

### Alcohol Use in the Workplace

- 11% of on the job fatalities involved alcohol
- 16% of ER patients who were injured at work had alcohol detected in their bloodstreams
- 35% of occupational injuries were at-risk drinkers

Alcohol slows down the heart, nervous system, and brain and high doses of alcohol can cause someone to stop breathing. Prolonged immoderate use can cause artery disease, heart failure, liver damage including cancer, cirrhosis, and hepatitis. Women may develop alcohol-related health problems sooner than men and from drinking less alcohol than men. Because alcohol affects nearly every organ in the

body, long-term heavy drinking increases the risk for many serious health problems (<https://nida.nih.gov/research-topics/alcohol>).

Excessive alcohol use has immediate effects that increase risky and harmful behaviors. Such behaviors are typically related to binge drinking and include:

- Unintentional injuries: vehicle related injuries, falls, drowning, etc.
- Violence: suicide, homicide, assault, sexual assault
- Risky sexual behaviors: unprotected sex, multiple sexual partners. Leading to STIs and pregnancy
- Alcohol poisoning
- Alcohol abuse can result in many short-term and long-term health conditions

Excessive alcohol use can also have a dramatic impact on aspects of a person's social life:

- Family and friend problems: loss of trust
- Violence: child maltreatment, fights, homicide
- Loss of interest in hobbies or enjoyable activities
- Unemployment and loss of productivity: poor performance at school or work

### Marijuana

Marijuana has various risks associated with use. Evidence indicates it can affect brain development in teens and young adults. In the short term, it causes problems with short-term memory, learning, distorts perception (sights and sounds), and causes poor coordination and decision-making. It has been known to contain more than 400 chemicals and has 2.5 times as much tar as tobacco. Because it decreases concentration and learning abilities, marijuana is particularly detrimental to students.

Research shows that marijuana users experience the same health problems as tobacco smokers, such as bronchitis, emphysema, bronchial asthma and throat and lung cancer; tend to have more chest colds than non-users; and are at greater risk of getting lung infections like pneumonia. Studies show that someone who smokes five joints per day may be taking in as many cancer-causing chemicals as someone who smokes a full pack of cigarettes every day. Other effects include increased heart rate, dryness of the mouth, reddening of the eyes and impaired motor skills. Long-term use is associated with depression, anxiety and loss of motivation (<https://nida.nih.gov/research-topics/cannabis-marijuana>).

### What Do You Know About Marijuana?

- In 2016, around 24 million Americans, aged 12 or older, were current user of marijuana
- Marijuana use can impact brain development, resulting in permanent difficulties with memory, learning, planning, and problem solving
- Marijuana users present with poorer school performance and higher rates of dropout
- Life-time dependence among daily users is an estimated 35-50%
- Marijuana use increases risk of substance abuse or dependence for substance including alcohol, tobacco, and other illicit drugs
- There is evidence of increased suicide ideation, attempts, and completion

### Prescription Drugs

Prescription drugs are the third most commonly abused category of drugs, behind alcohol and marijuana. Some of the more common prescription opioids include hydrocodone, fentanyl, morphine, oxycodone, and codeine.

#### What Do You Know About Prescription Drugs?

- An estimated 48 million people have abused prescription medication, representing nearly 20% of the U.S. population
- From 1999 to 2017, almost 218,000 people died in the U.S. from overdose related to prescription opioids. Overdose deaths involving prescription opioids were five times higher in 2017 than in 1999
- In 2017, prescription opioids were involved in more than 35% of all opioid overdose deaths
- Opiates are highly addictive and can cause withdrawal and seizures with discontinued after prolonged use
- Opiate use can slow one's breathing to dangerous levels that can lead to accidental overdose

#### Anabolic Steroids

Anabolic steroids can cause severe, long-lasting, and in some cases, irreversible damage. They can lead to early heart attacks, strokes, liver tumors, kidney failure, and psychiatric problems. In addition, stopping steroid use can cause depression, often leading to resumption of use (<https://nida.nih.gov/research-topics/anabolic-steroids>).

#### Methamphetamines

Methamphetamine is a powerful, highly addictive stimulant that affects the central nervous system. Crystal methamphetamine is a form of the drug that looks like glass fragments or shiny, bluish-white rocks. It is chemically similar to amphetamine, a drug used to treat attention-deficit hyperactivity disorder (ADHD) and narcolepsy, a sleep disorder.

Short-term effects include increased wakefulness, increased physical activity, decreased appetite, increased respiration, rapid heartbeat, irregular heartbeat, increased blood pressure, hypothermia, irritability, paranoia, insomnia, confusion, tremors and aggressiveness. Long-term health effects include irreversible damage to blood vessels in the brain, stroke, severe reduction in motor skills with symptoms similar to those of Parkinson's disease, impaired verbal learning, memory impairment and decreased ability to regulate emotions. Many of the long-term effects persist after use of the drug is discontinued (<https://nida.nih.gov/publications/drugfacts/methamphetamine>).

#### Cocaine

As a street drug, cocaine looks like a fine, white, crystal powder. Street dealers often mix it with things like cornstarch, talcum powder, or flour to increase profits. They may also mix it with other drugs such as the stimulant amphetamine.

Anyone who uses cocaine – even a first-time user – may have seizures, heart fibrillation and strokes that can result in death. Habitual users experience irritability, paranoia and hallucinations. Use causes



tumors, chronic fatigue, dangerous weight loss, sexual impotence and insomnia and affects respiration, blood pressure and blood sugar levels (<https://nida.nih.gov/research-topics/cocaine>).

### Heroin and Opium

Heroin is a highly addictive opioid drug, and its use has repercussions that extend far beyond the individual user. The medical and social consequences of drug use—such as hepatitis, HIV/AIDS, fetal effects, crime, violence, and disruptions in family, workplace, and educational environments—have a devastating impact on society and cost billions of dollars each year. An overdose of these psychologically and physiologically addictive drugs can cause death through suppression of central nervous systems including breathing. Heroin and opium users feel sluggish and fall asleep at inappropriate and dangerous times (<https://nida.nih.gov/research-topics/heroin>).

### LSD

Psychedelic and dissociative drugs can temporarily alter a person’s mood, thoughts, and perceptions. Among other health effects and safety concerns, people who use these substances report feeling strong emotions ranging from bliss to fear and experiencing vast changes in how they perceive reality. LSD causes hallucinations, perception distortions and anxiety. Users cannot function normally and are accident-prone. LSD also can cause elevated body temperature and respiration and a rapid heartbeat (<https://nida.nih.gov/research-topics/psychedelic-dissociative-drugs>).

### Oxycodone and Other Narcotics

Oxycodone and other narcotics are chemically similar to heroin and opium. Although they can be safe and effective treatments for pain when prescribed by a doctor and used as directed, they are psychologically and physiologically addictive and overdose and death through misuse is possible. Because of their medical uses, these drugs are frequently manufactured in a time-release (sustained-release, long-acting, extended-release) form. If users circumvent the time-release formulation, they may take a larger dose than intended, overdose and suffer serious complications or death. Combining opioids with alcohol or other drugs significantly increases the risk to life and well-being.

Prescription drug misuse can have serious medical consequences. An overall increase in prescription drug misuse over the past two decades is reflected in treatment admissions for prescription drug use disorders and overdose deaths involving prescription drugs—both of which initially rose significantly before holding steady through 2020 (<https://nida.nih.gov/publications/research-reports/misuse-prescription-drugs/overview>).

**Sources: National Council on Alcoholism and Drug Dependence, Inc.; National Institute on Drug Abuse**

## Applicable Legal Sanction Under Local, State, or Federal Law

The unlawful manufacture, distribution, disposition, possession and/or use of a controlled substance or alcohol is regulated by a number of federal, state and local laws. These laws impose sanctions in misdemeanor and felony convictions. A summary of alcohol and drug laws in the United States and in the state of North Carolina is available below. The information provided below is not comprehensive. Further overview of federal laws governing the manufacture, possession, use and distribution of alcohol and illegal drugs is available online ([https://www.dea.gov/sites/default/files/drug\\_of\\_abuse.pdf](https://www.dea.gov/sites/default/files/drug_of_abuse.pdf)).

The law prohibiting unauthorized possession of any controlled substance is found in 21 USC § 844. Simple possession of any controlled substance (meaning having a small amount for personal consumption without intending to distribute or sell) is a misdemeanor under federal law carrying a fine of at least \$1,000 and no more than one year in prison (except for possession of Flunitrazepam, more commonly known as “roofies,” which is always a felony and carries a greater penalty). Repeat possession offenders may be charged with a felony, which carries a longer prison sentence and greater fine. Possession with intent to distribute carries additional penalties. In addition to prison time and fines, persons convicted of possession may also be fined for the reasonable costs of the investigation and prosecution of the offense.

The penalties for drug trafficking are found in 21 USC § 841 and are listed in the charts below. Persons who violate drug trafficking laws within 1,000 feet of a university may face more severe penalties.

Drug/Schedule	Quantity	Penalty	Quantity	Penalty
Cocaine (Schedule II)	500-4999g mixture	First Offense: Not less than 5 years and not more than 40 years. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  Second Offense: Not less than 10 years and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs mixture or more	First Offense: Not less than 10 years and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  Second Offense: Not less than 20 years and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28-279g mixture		280g mixture or more	
Fentanyl (Schedule II)	40-399g mixture		400g mixture or more	
Fentanyl Analogue (Schedule I)	10-99g mixture		100g mixture or more	
Heroin (Schedule I)	100-999g mixture		1kg mixture or more	
LSD (Schedule I)	1-9g mixture		10g mixture or more	
Methamphetamine (Schedule II)	5-49g pure or 50-499g mixture		50g or more pure OR 500g or more mixture	
PCP (Schedule II)	10-99g pure or 100-999g mixture		100g or more pure OR 1kg or more mixture	

Drug/Schedule	Quantity	Penalty	Quantity	Penalty
Other Schedule I and II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more than 20 years. If death or serious injury, not less than 20 years or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 years. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	1 gram	<p>First Offense: Not more than 20 years. If death or serious injury, not less than 20 years or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 years. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>	Other than 1 gram or more	<p>First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 10 years. If death or serious injury, not more than 15 years. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 years. If death or serious injury, not more than 30 years. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>		
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

Drug/Schedule	Quantity	First Offense	Second Offense
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 years. or more than life. If death or serious bodily injury, not less than 20 years. or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 years. or more than 40 years. If death or serious bodily injury, not less than 20 years. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture  More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 years. If death or serious bodily injury, not less than 20 years. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	

Drug/Schedule	Quantity	First Offense	Second Offense
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	Not more than 5 years. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 years. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less	Not more than 5 years. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 years. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish Oil (Schedule I)	1 kg or less	Not more than 5 years. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 years. Fine \$500,000 if an individual, \$2 million if other than individual.

## North Carolina Laws and Penalties

North Carolina law prohibits possession of any controlled substance, possession with intent to distribute, and trafficking of any controlled substance. North Carolina has structured sentencing, with judges permitted to impose a sentence within a prescribed range depending on the class of the offense, the number of prior convictions for the individual defendant and whether there were aggravating or mitigating factors in the circumstances of the offense. There are additional penalties whenever a drug transaction or drug law violation involves a minor. N.C. Gen. Stat. § 90-95.4; §90-95.5; §90-95.6; § 90-95.7. North Carolina law provides limited immunity for a “good Samaritan.” If someone calls 911 or a law enforcement officer to seek medical assistance for someone experiencing an overdose, they cannot be charged with any misdemeanor possession violation or a felony possession violation if they have less than one gram of cocaine or heroin. This provision is found in § 90-96.2.

## Louisburg College Amnesty Policy

Students are encouraged to come forward and report violations of the law and/or the Student Code of Conduct notwithstanding their own improper use of alcohol or drugs. Any student(s) who voluntarily and in good faith reports information to College faculty or staff prior to any investigation or fact-finding concerning the use of drugs or alcohol will not be voluntarily reported to law enforcement; nor will information that the individual provides be used against the individual for purposes of conduct violations. Nevertheless, these students may be required to attend an Educational Conversation with staff members in regard to the incident and may be required to participate in an appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction. Nothing in this amnesty procedure shall prevent a College staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

### Education and Awareness Programs

Louisburg College is dedicated to providing a safe and drug-free campus environment. The following programs are utilized to inform students and employees about alcohol and drug awareness and prevention:

<b>Program Title</b>	<b>Program Type</b>	<b>Presenter</b>	<b>Frequency</b>
New Employee Orientation	Alcohol/Drug Awareness	Human Resources	Ongoing
Hurricane Prep Day	Alcohol/Drug Awareness	Student Life	Ongoing
Alcohol and Substance Abuse: Making Smart Decisions	Alcohol/Drug Awareness	Student Life	Ongoing
College Alcohol Dangers Program	Alcohol Awareness	Student Life	Ongoing
Alcohol Education Tabling	Alcohol Awareness	Student Life	Ongoing

## Crime Statistics

Each year, Campus Safety & the Dean of Students prepares a statistical disclosure of crimes reported to have occurred within Clery geography of the College. Crime statistics from all sources are recorded in the calendar year in which the crime was reported, not necessarily in the year in which the crime occurred. These statistics reflect crimes that were reported to Campus Safety or any other Campus Security Authority. Local law enforcement agencies also submit crime statistics from their agencies that are reported to have occurred within the Clery geography of the College.

These statistics reflect the reportable crimes brought to the attention of the College officials when the victim of a crime elects to or is unable to make such a report. There are five (5) general categories of crime statistics for compliance with the Clery Act: criminal offenses, hate crimes, arrests and referrals for alcohol, drug, and weapons offenses; Violence Against Women Act (VAWA) offenses; and unfounded crimes. The statistics for each category will be presented following the definitions of these crimes, as used for the purpose of this report.

## Definitions

These definitions are taken from the FBI Uniform Crime Reporting (UCR) handbook and are required to be used for the classification of Clery Crimes and Incidents.

### **Criminal Offenses**

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.

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.

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

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Murder & Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

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.

Sexual Assault (Sex Offenses): Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Includes the following four crimes:

- 1) Rape: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- 2) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable

of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- 3) Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- 4) Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

## **Hate Crimes**

Bias: A preformed negative opinion or attitude toward a group of persons based on their race, religion, ethnicity, national origin, gender, sexual orientation, disability, or gender identity.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or non-conforming individuals.

Hate Crime: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Hate crimes include the previous definitions of Murder and Non-Negligent Manslaughter, Manslaughter by Negligence, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft and Arson, in addition to the added definitions of Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny-Theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Race: A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

### **Arrests and Referrals**

Arrest: Persons processed by arrest, citation or summons.

Drug Law Violations: The violation of laws and ordinances 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. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations: The violation of state and local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Referral: The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

Weapons Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

### **VAWA Crimes**

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence: A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred;



- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

### **Unfounded Crimes**

Unfounded: A crime found by sworn or commissioned law enforcement personnel to be false or baseless after a formal determination has been made through an investigation.

### **Clery Geography**

Louisburg College must disclose statistics for reported Clery crimes that occur: (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that your institution owns or controls. Crime statistics for residence halls are included in the "on-campus" statistics. Because of this, statistics for housing are reported twice, once separately in housing and once in campus together with other crimes occurring on the campus as a whole. The definitions for these geographic categories are Clery Act-specific and are the same for every institution regardless of its physical size or configuration.

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Non-campus Buildings or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

## 2020-2022 Crime Statistics

### Main Campus Reported Criminal Offenses

Main Campus						
Criminal Offenses	Year	On-Campus			Non-campus Building or Property	Public Property
		Student Housing Facilities	Other	On-Campus Total		
Murder and Non-negligent Manslaughter	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Negligent Manslaughter	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Rape	2020	0	1	1	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Fondling	2020	0	1	1	0	0
	2021	1	0	1	0	0
	2022	0	0	0	0	0
Statutory Rape	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Incest	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Robbery	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Aggravated Assault	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	1	1	0	0
Burglary	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	2	2	0	0
Motor Vehicle Theft	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Arson	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

### Campus Hate Crimes

• During the 2020 calendar year, there were no reported Hate Crimes on Campus
• During the 2021 calendar year, there were no reported Hate Crimes on Campus
• During the 2022 calendar year, there were no reported Hate Crimes on Campus

**Main Campus Arrests**

Main Campus						
Arrests	Year	On-Campus			Non-campus Building or Property	Public Property
		Student Housing Facilities	Other	On-Campus Total		
Weapons: Carrying, Possessing, etc.	2020	1	0	1	0	0
	2021	0	0	0	0	0
	2022	1	0	1	0	0
Drug Law Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	1	0	1	0	0
Liquor Law Violations	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

**Main Campus Disciplinary Referrals**

Main Campus						
Disciplinary Actions	Year	On-Campus			Non-campus Building or Property	Public Property
		Student Housing Facilities	Other	On-Campus Total		
Weapons: Carrying, Possessing, etc.	2020	1	1	2	0	0
	2021	0	0	0	0	0
	2022	2	0	2	0	0
Drug Law Violations	2020	43	2	45	0	0
	2021	26	0	26	0	0
	2022	16	1	17	0	0
Liquor Law Violations	2020	27	0	27	0	0
	2021	18	2	20	0	0
	2022	4	0	4	0	0

**Main Campus VAWA Offenses**

Main Campus						
VAWA Offenses	Year	On-Campus			Non-campus Building or Property	Public Property
		Student Housing Facilities	Other	On-Campus Total		
Domestic Violence	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

Dating Violence	2020	2	0	2	0	0
	2021	0	1	1	0	0
	2022	2	0	2	0	0
Stalking	2020	0	0	0	0	0
	2021	0	1	1	0	0
	2022	0			0	0

**Main Campus Unfounded Crimes**

<ul style="list-style-type: none"> <li>• During the 2020 calendar year, there were no unfounded criminal offenses on Campus</li> </ul>
<ul style="list-style-type: none"> <li>• During the 2021 calendar year, there were no unfounded criminal offenses on Campus</li> </ul>
<ul style="list-style-type: none"> <li>• During the 2022 calendar year, there were no unfounded criminal offenses on Campus</li> </ul>

## Daily Incident and Fire Logs

Campus Safety maintains a Daily Incident Log to serve as a record of all incidents and alleged incidents that are reported to the Department and are reported to have occurred on campus. The log identifies the nature, date, time, location, and details of all incidents reported or intervened with. The purpose of these logs is to provide information on a timelier basis than that provided by annual statistical disclosures. Daily Incident Logs typically reflect reported incidents for the most recent 60-day period; however, portions of the logs for additional time periods may be obtained upon request. Daily Incident Logs are available for inspection during normal business operations. Requests for information on incidents reported can be made to the Office of the Dean of Students in Davis Hall on the first floor.

In addition, each campus with student housing facilities must maintain a Daily Fire Log to record reported fires within on-campus student residential facilities. Daily Fire Logs typically reflect reported fires for the most recent 60-day period; however, portions of the logs for additional time periods may be obtained upon request. Daily Fire Logs are available for inspection during normal business operations. Requests for information on incidents reported can be made to the Office of the Dean of Students in Davis Hall on the first floor.

## Annual Fire Safety Report

The Higher Education Opportunity Act, enacted on August 14, 2008, requires all 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. Included in this report, you will find statistical information regarding fires that occurred in residential facilities on Main Campus. The statistics will reflect the number of fires, known causes of fires, values of property damage, and any fire related injuries or deaths for the previous three calendar years.

All fires on campus should be reported to the Campus Safety office at Louisburg College immediately by calling (919) 497-3400. Campus Safety will request assistance from the Louisburg Fire Department to assess and control fires, as needed. If campus community members discover what they believe to be evidence of a fire, regardless of the cause, and they are unsure if the proper authorities have been notified, they are encouraged to notify Campus Safety, so that an investigation may be launched. If a campus community member dials 911 in response to a fire on campus, the Franklin County 911 Center will dispatch the Louisburg Fire Department.

## Fire and Safety Emergency Response

### **Reporting Fires:**

Any person discovering or suspecting a fire will notify all building occupants by using the building's fire alarm pull-station, shouting, or any other means available, and immediately call Campus Safety at 919-497-3400 or local emergency services at 911. The local fire department will be dispatched and campus safety, Louisburg Police Department, Facilities Management personnel, the President and Vice President of Student Life will be notified.

When reporting a fire, the caller should give: the location of the fire or emergency, the building name, caller's name, any other information that would be beneficial for emergency services to know. The person who reported the fire should also meet with Louisburg Police officer(s) of the Fire Department personnel so any and all details may be provided.

Per federal law, Louisburg College is required to annually disclose statistical data on all fires that occur in campus housing facilities. Listed below are the non-emergency numbers to call to report any fires that have already been extinguished in on-campus student housing. These are for fires that you are unsure if Louisburg College is already aware of. If you have knowledge of a fire already extinguished, please contact:

- Campus Safety – 919-497-3400
- The Student Life Office – 919-497-1131

### **Fire Safety Systems:**

Each on-campus student housing facility has an intelligent fire alarm system that is monitored off-site by a monitoring company. This company directly contacts the local fire department in the event of an alarm. Each individual residence room has a battery-operated smoke detector. Hillman-Morris, Kenan, Merritt, and Joyner halls are equipped with a sprinkler system that includes individual rooms and hallways.

### **Fire Drills/Evacuation Procedures:**

Our response to a fire alarm or fire drill places specific responsibilities on students, faculty, staff, and emergency personnel. Fire alarms or fire drills in an academic area may be brief or may continue for an extended amount of time. Faculty and/or staff should assist with evacuation and accountability procedures and are trained annually to do so.

Upon hearing/seeing a fire alarm, students should immediately and safely evacuate the building. Room doors should be checked for heat prior to opening. If a student is unable to exit the room, s/he should place towels or clothing at the base of the door to prevent smoke from entering the room. Upon exiting the building, proceed to the designated rally point (Jordan Student Center) for accountability. Once at the rally point, they will be included in the headcount prior to release by a residence life staff member.

Students should remain at the rally point until cleared to return to their hall. Any students last known to be inside the affected hall that is not accounted for at the student center rally point shall be reported to emergency officials. If all residence halls are forced to simultaneously evacuate, the rally point shall be the Seby Jones Performing Arts Center (Auditorium).

Fire drills are conducted at a minimum of four times each year with the cooperation between campus safety, Louisburg Fire Department, and Housing & Residence Life. These drills are designed to educate residents on safe and efficient evacuation procedures along with familiarizing themselves with building fire protection systems.

Drills are scheduled with all involved offices and the Fire Department is notified of the date, time, and location. Residents are timed when leaving the facility to determine how long it takes for full evacuation. The building is checked to ensure full evacuation and all system components are confirmed to be working properly. If something is not working properly, emergency work orders are submitted and the problem is fixed as soon as possible. Campus fire logs are maintained by the Campus Safety office.

## **Residential Facilities**

All residence halls on campus have emergency evacuation plans. Fire drills are conducted, at minimum, 4 times per year (2 times in the Spring semester, 2 times in the Fall semester). The drills are conducted by Housing and Residence Life in conjunction with Campus Safety. The drills are scheduled with the Louisburg Fire Department.

Residence halls utilize fire alarm systems with alarm pull stations, sirens, and strobe lights on each floor. Each bedroom has smoke detectors and sprinkler systems in the living areas and the common area hallways. There are at minimum of two (2) dry chemical ABC type fire extinguishers on each residential hallway on campus. Residents are required to notify Housing and Residence Life staff if an extinguisher has been used and needs to be recharged. Tampering with fire safety equipment, covering smoke detectors, and remaining in the residence hall during a fire alarm will result in judicial review through the College's Student Code of Conduct.

**Main Campus Residential Fire Drills:**

Facility Name	Date	Time	Semester	Information
Davis Hall	3/7/22	11:15am	Spring	Unannounced, Fire Drill & Check
	4/20/22	7:12pm	Spring	Unannounced, Fire Drill & Check
	10/24/22	7:09pm	Fall	Unannounced, Fire Drill & Check
	12/8/22	11:13am	Fall	Unannounced, Fire Drill & Check
Franklin Hall	3/7/22	11:04am	Spring	Unannounced, Fire Drill & Check
	4/20/22	7:06pm	Spring	Unannounced, Fire Drill & Check
	10/24/22	7:02pm	Fall	Unannounced, Fire Drill & Check
	12/8/22	11:08am	Fall	Unannounced, Fire Drill & Check
Hillman Hal	3/7/22	12:14pm	Spring	Unannounced, Fire Drill & Check
	4/20/22	8:22pm	Spring	Unannounced, Fire Drill & Check
	10/24/22	8:24pm	Fall	Unannounced, Fire Drill & Check
	12/8/22	11:20am	Fall	Unannounced, Fire Drill & Check
Joyner Hall	3/7/22	12:25	Spring	Unannounced, Fire Drill & Check
	4/20/22	8:40pm	Spring	Unannounced, Fire Drill & Check
	10/24/22	8:42pm	Fall	Unannounced, Fire Drill & Check
	12/8/22	11:42am	Fall	Unannounced, Fire Drill & Check
Kenan Hall	3/7/22	12:01pm	Spring	Unannounced, Fire Drill & Check
	4/20/22	8:05pm	Spring	Unannounced, Fire Drill & Check
	10/24/22	8:09pm	Fall	Unannounced, Fire Drill & Check
	12/8/22	12:08pm	Fall	Unannounced, Fire Drill & Check
Merritt Hall	3/7/22	11:29am	Spring	Unannounced, Fire Drill & Check
	4/20/22	7:36pm	Spring	Unannounced, Fire Drill & Check
	10/24/22	7:33pm	Fall	Unannounced, Fire Drill & Check
	12/8/22	11:41am	Fall	Unannounced, Fire Drill & Check
Patten Hall	3/7/22	11:22am	Spring	Unannounced, Fire Drill & Check
	4/20/22	7:25pm	Spring	Unannounced, Fire Drill & Check
	10/24/22	7:17pm	Fall	Unannounced, Fire Drill & Check
	12/8/22	11:22am	Fall	Unannounced, Fire Drill & Check
Wright Hall	3/7/22	11:43am	Spring	Unannounced, Fire Drill & Check
	4/20/22	7:52pm	Spring	Unannounced, Fire Drill & Check
	10/24/22	7:50pm	Fall	Unannounced, Fire Drill & Check
	12/8/22	11:53am	Fall	Unannounced, Fire Drill & Check

## Fire Safety Policies

Louisburg College continually reviews fire safety and evacuation plans as well as fire safety education in an effort to improve safety on campus.

### Policies regarding appliances, smoking, and open flames:

Electrical power, especially in older buildings, is limited. Heavy duty grounded extension cords or grounded "power strips" with an integrated circuit breaker are permitted. Light duty, ungrounded, two two-prong extension cords may be used for lamps, alarm clocks, and other low-wattage appliances only. Any other use of light-duty extension cords is a fire hazard and is not permitted in the residence halls.

### For safety/community living purposes, prohibited items include but are not limited to:

Air conditioners, automatic drip coffee makers, candles/incense, ceiling fans, cinder blocks, crockpots, charcoal grills, drum sets, electric blankets, electric or kerosene heaters, electric woks/frying pans, George Foreman grills, halogen lamps, and cooking devices with exposed heating surfaces (i.e. hotplates), multi-plug outlets (unless w/ surge protector), sandwich makers, subwoofers/amplifiers, and toaster/toaster ovens.

### Permitted items include but are not limited to:

Can openers, coffee makers (automatic shut-off only), fans, floor lamps (except halogen), irons, microwaves, multi-plug outlet w/surge protector, personal computer w/ surge protector, TV, refrigerator (4 cu. ft. or less), and vacuum cleaners. Unauthorized appliances may be confiscated by the Residence Hall Staff until arrangements can be made to return the appliance to the student's home. All appliances should be the lowest wattage models available. Appliances must be turned off or unplugged when not in use.

The Residence Life Staff will conduct two fire drills per semester. It is the responsibility of each student to become familiar with the location of building exits, smoke detectors, and fire extinguishers.

## Description of On-Campus Student Housing Fire Safety Systems

For the purposes of this report, a fire safety system is any mechanism or system related to the detection of a fire, the warning resulting from a fire, or control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, (such as horns, bells, or strobe lights), smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of fire.

### Main Campus Residential Fire Safety Systems:

Facility Name	Fire Alarm Monitoring	Evacuation Plans & Placards	Sprinkler System	Smoke Detector	Fire Extinguisher	Drills 2022
Davis Hall	Yes	Yes	Yes	Yes	Yes	4
Franklin Hall	Yes	Yes	Yes	Yes	Yes	4
Hillman Hall	Yes	Yes	Yes	Yes	Yes	4



Joyner Hall	Yes	Yes	Yes	Yes	Yes	4
Kenan Hall	Yes	Yes	Yes	Yes	Yes	4
Merritt Hall	Yes	Yes	Yes	Yes	Yes	4
Patten Hall	Yes	Yes	Yes	Yes	Yes	4
Wright Hall	Yes	Yes	Yes	Yes	Yes	4

### Fire Statistics for On-Campus Student Housing Facilities (2020-2022)

**Note:** Criminal reports of arson will be reflected in the crime statistics, as well as, in the fire statistics contained within this report.

#### **2020 Main Campus Residential Facility Fires**

Facility Name	Total # of Fires	Date	Time	Cause of Fire	# of Injuries	# of Deaths	Value of Damages
Davis Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Franklin Hall	1	1/27/2000	6:07pm	Trash can fire, unconfirmed origin	0	0	Minor
Hillman Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Joyner Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Kenan Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Merritt Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Patten Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Wright Hall	0	N/A	N/A	N/A	N/A	N/A	N/A

#### **2021 Main Campus Residential Facility Fires**

Facility Name	Total # of Fires	Date	Time	Cause of Fire	# of Injuries	# of Deaths	Value of Damages
Davis Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Franklin Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Hillman Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Joyner Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Kenan Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Merritt Hall	0	N/A	N/A	N/A	N/A	N/A	N/A

Patten Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Wright Hall	0	N/A	N/A	N/A	N/A	N/A	N/A

### **2022 Main Campus Residential Facility Fires**

<b>Facility Name</b>	<b>Total # of Fires</b>	<b>Date</b>	<b>Time</b>	<b>Cause of Fire</b>	<b># of Injuries</b>	<b># of Deaths</b>	<b>Value of Damages</b>
Davis Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Franklin Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Hillman Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Joyner Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Kenan Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Merritt Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Patten Hall	0	N/A	N/A	N/A	N/A	N/A	N/A
Wright Hall	0	N/A	N/A	N/A	N/A	N/A	N/A

## **Education and Awareness Programs**

Educations programs for fire safety are available by request through Campus Safety and the local Fire Department. Students are provided information on fire safety policies and procedures when they arrive each semester, during scheduled fire drills, and during judicial hearings upon violation of fire safety policies. Other programs include the identification and prevention of fire hazards, building evacuation procedures and drills.

## **Future Fire Safety Plans**

To ensure compliance with the National Fire Protection Association (NFPA) standards, Louisburg College continually assesses fire safety systems on campus at multiple points throughout each year. Upgrades are made as needed to ensure all equipment and systems meet standards outlined by the NFPA. Future improvements will be made on an as needed basis as part of ongoing assessment.

## **Timely Warnings (LC Alerts)**

In the event that a situation arises, either on or off campus, that in the judgment of the Director of Campus Safety or Vice President of Student Life constitutes an ongoing or continuing threat, a campus-wide 'timely warning' will be issued. This warning will be communicated by either the Director of Campus Safety, Director of Marketing and Communications. If an emergency message is needed after hours, the Administrator on Call (Dean of Students, Associate Dean of Students, Director of Campus Safety) will send the message via LC Alerts (phone/text/voicemail alert) and campus e-mail that will be sent to students, faculty, and staff as well as posted flyers in appropriate campus facilities.

Students are strongly encouraged to sign up for LC Alerts when they move into the residence halls. Students will receive an email with instructions for initial sign-up along with periodic emails for updates. Anyone with information that warrants a timely warning should immediately report that information to

the Campus Safety office. Louisburg College will hold confidential any identifying information about victims when issuing a timely warning. Timely warnings include all pertinent information regarding a real or potential threat to the campus community, which may include the incident location(s), date(s), time(s), suspect(s) descriptions, etc. The timely warning will also include information to help members of the campus community protect themselves against real or potential threats.

## Campus Facility Access Policy

Campus Facility Access Policy During regular business hours, college facilities (excluding residence halls) will be open to students, parents, employees, and guests. During non-business hours, access to all college facilities will be via key/card (if issued) or via Campus Safety if prior approval is granted by the appropriate College Official.

Campus residence halls are secured 24 hours a day. During periods of extended breaks when halls are closed, the exterior entrance doors to the halls will not be accessible for students. Some college facilities may have hours that vary during different times of the year. Persons desiring access to these facilities should check with the administrator responsible for the facility.

Emergencies may necessitate changes or alterations (permanent or temporary) to any facility schedule. Additionally, there are routine safety patrols conducted in areas that are problematic. Campus Safety Officers also conduct routine security inspections of other areas on campus. Meetings are held weekly by the College's Administrative Cabinet to discuss items of concern.



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