



## **SAFETY & YOU AT ECU**

### **2011 Annual Security and Fire Safety Report**

East Carolina University is committed to providing a safe and secure learning environment for students, faculty, staff and visitors. Because no campus is immune to crime, ECU has developed and implemented a number of services, programs, and policies to assist the ECU community in crime prevention and to respond effectively to safety and security risks.

## Table of Contents

East Carolina University Police Department .....	4
Organization .....	4
Office of the Chief.....	5
Field Operations .....	5
Policy Statement for Reporting Crimes.....	7
ECU Campus .....	7
Campus Security Authorities.....	8
Confidential Reports .....	8
Off Campus .....	8
City of Greenville.....	8
County of Pitt .....	9
Mutual Aid.....	9
General Crime Prevention Efforts.....	10
East Carolina University’s Policies and Procedures .....	12
Sexual Assault Policies .....	13
Prevention.....	13
Medical Assistance .....	13
Emotional Support .....	14
Legal and Judicial Remedies.....	15
Legal Advice .....	16

NC Sex Offenders Database ..... 16

Weapons Policy ..... 17

Policy on Alcohol and Other Drugs ..... 17

    Substance Use and Abuse Penalties ..... 18

    Substance Use and Abuse Counseling ..... 18

Missing Persons ..... 19

Emergency Response and Evacuation Procedures ..... 20

East Campus Statistics..... 22

Health Sciences Campus Statistics ..... 23

ANNUAL FIRE SAFETY REPORT ..... 24

    Fire Statistics..... 24

    Fire and Evacuation Drills ..... 25

    Description of On-Campus Student Housing Facility Fire Safety Systems..... 26

        On-Campus Student Housing Fire Safety Systems..... 26

        Plans for Future Improvements in Fire Safety ..... 26

    Fire Safety Education and Training ..... 27

    Policies on Portable Electrical Appliances, Smoking, and Open Flames..... 27

    Reporting a Fire ..... 27

    Procedures for Student Housing Evacuation ..... 28

## East Carolina University Police Department

The ECU Police Department is a full-service, 24-hour a day law enforcement organization with responsibilities identical to a municipal police department. The department is nationally accredited through the Commission on Accreditation for Law Enforcement Agencies. ECU police officers have jurisdiction on all property owned, operated and controlled by East Carolina University and all adjacent streets and sidewalks. Officers with the department are charged with the responsibility of protecting life and property, preventing and detecting crime on campus, and providing essential services to the university community. These officers enforce the laws of the state of North Carolina, as well as, the regulations and policies of the University.

The ECU Police Department main office is located in the Blount House at 609 E. 10<sup>th</sup> Street, next to Umstead Residence Hall.

### Organization

In an effort to better align departments tasked with different aspects of campus safety, the ECU Police Department was realigned under the Chancellor's Division and reports to William Koch, Associate Vice Chancellor of Environmental Health and Campus Safety in 2009.



The ECU Police Department has an authorized strength of 82 personnel, of which 62 are sworn officers. The department also employs approximately ten sworn reserve police officers and 24 student civilian patrol officers, both of which work in a part-time capacity.

The Police Department is currently organized into two divisions, Office of the Chief and Field Operations. The department uses a problem solving approach to preventing and/or reducing the number of crimes occurring throughout the campus community. They are a customer service oriented organization who welcomes and relies on feedback from the campus community on the quality of services provided. Feedback is provided in an on-line customer service [www.ecu.edu/cs-admin/services/Survey\\_Police.cfm](http://www.ecu.edu/cs-admin/services/Survey_Police.cfm).

## Office of the Chief

The Office of the Chief has many units within this division, including Emergency Management/Event Management, Crime Analysis, Personnel Management, Professional Standards and Business Services. Within the Professional Standards Unit are Accreditation/Policy Management, Career Development Coordination, Planning and Internal Affairs. Business Services includes budgeting, procurement and payroll. The Chief of Police is the chief executive officer of the Police Department and is responsible for the protection of lives and property for East Carolina University through the supervision of all police functions. The authority and responsibility of the Chief is designated by a written statement from the appropriate Vice Chancellor as designated by the Chancellor of the University. Under the general direction of the Chancellor, the Chief assumes full responsibility for Department administration and operation within established policies.

## Field Operations

The Field Operations Division also has many units within the division. The units include Uniform Patrol Unit, Investigations, Crime Prevention, Telecommunications, Records and Administrative Operations. The division is lead by the Assistant Chief of Police.

The **Uniform Patrol Unit** consists of sworn officers who patrol on foot, on bicycles, and in marked patrol cars. Officers from this unit patrol and investigate any crimes and traffic offenses occurring within the jurisdictional boundaries of both east and west campuses.



The **Crime Prevention Unit** includes one lieutenant, two crime preventions sergeants (one assigned to main campus and one assigned to Brody School of Medicine Campus), one community affairs sergeant, a civilian victim advocate, and approximately 24 non-sworn students who work as Student Patrol. The unit is dedicated to raising the level of safety awareness among students (both on and off campus), faculty and staff. This unit also coordinates the Residence Hall Liaison Officer Program (RHLOP) and Staff and Faculty Eyes (SAFE) community watch program. The unit conducts vulnerability assessments, provides self-defense programs, and other crime prevention programs and methodologies. The Office of Victim Services coordinates support services for victims and witnesses of serious crimes from the time of the crime through the recovery process. The victim advocate also coordinates activities during Sexual Assault Awareness Week in September each year.

The **Investigations Unit** is responsible for investigating any crimes occurring on property owned or controlled by the University. The Department has three full-time investigators who are assisted by additional officers on an as-needed basis. The lieutenant of this unit manages evidence and property control.

The **Telecommunications Unit** includes eleven full-time telecommunicators who handle all emergency and non-emergency telephone calls and walk-in requests for assistance received in the communication centers. Calls received by the telecommunicators include those from the blue light emergency telephones strategically located throughout campus. The telecommunicators also monitor all fire, intrusion and panic alarms on campus. In addition, they have access to in excess of 200 security cameras strategically located throughout campus.

The **Records Section** is responsible for the management and dissemination of all police reports. Criminal investigations and arrests are submitted monthly to the North Carolina State Bureau of Investigation for uniform crime reporting to the Federal Bureau of Investigation. The records clerk also posts the crime log to the internet every business day.

# Policy Statement for Reporting Crimes

The university encourages all students, faculty and staff to report crimes or suspected criminal activity promptly and fully.

## ECU Campus



Crimes or suspected criminal activity occurring on campus, in campus-owned or operated buildings, or in parking lots or on the streets and sidewalks adjacent to the campus or campus-operated

buildings should be reported to the ECU Police Department.

Reports may be made 24 hours a day, 365 days a year by:

- Calling **328-6787** on main campus
- Calling **744-2246** on Brody School of Medicine campus
- Contacting any police officer on patrol
- Anonymously reporting a crime at [http://www.ecu.edu/cs-studentlife/police/report\\_crime.cfm](http://www.ecu.edu/cs-studentlife/police/report_crime.cfm)
- Going to the Police Department in the **Blount House at 609 E 10<sup>th</sup> Street** or **Office GE-95 in the basement of the Brody Building at the Brody School of Medicine.**

Emergency contact with the ECU Police Department may be made by:

- Using any **blue-light emergency telephone**
- Calling **9-1-1** from an on-campus telephone

## Crime Reporting

ECU uses the following resources to provide the university community with crime-related information. Every effort is made to provide this information in a thorough, timely manner.

**Annual Security Report** – The Police Department, with input from various other University Departments produces a comprehensive annual security report.

**Local News Media** – The University utilizes local television and print media to provide information on campus-related crime.

**Crime Log** – A synopsis of crime-related information is posted during regular business days via the internet. The crime log is also available by requesting it from the Police Department.

**Special Alerts** – Natural or manmade incidents or situations that pose a threat to the general campus community are quickly brought to the attention of the campus community through special alerts. These alerts can be sent by several methods or combination of these methods. The methods include, campus electronic mail, pop-up text screens on campus computers, outdoor speakers with a tone alert and voice messaging, and cell phone text messaging subscription service. The outdoor speakers and text messaging methods are tested at least annually.

**World Wide Web** – The University maintains an alert web page for information concerning a myriad of incidents from inclement weather to critical incidents. The Police Department maintains a website featuring crime and safety information. Anonymous crime reporting is available through the ECU Police website, as well.

## Campus Security Authorities

Crimes or suspected criminal activities may be reported to university personnel who have significant institutional responsibility for student campus activities. Such personnel include the ECU Police, Office of Student Rights and Responsibilities, the Judicial Office of Campus Living, any Campus Living coordinator or resident advisor, an advisor of a registered student organization, coaches and other personnel. A complete list of university officials designated as Campus Security Authorities is available on-line at [http://www.ecu.edu/studentlife/police/security\\_report.cfm](http://www.ecu.edu/studentlife/police/security_report.cfm).

## Confidential Reports

A report may be made confidentially to any counselor employed by the Center for Counseling and Student Development in his or her official capacity. Counselors may, when they believe it appropriate, inform the victim of procedures to report the assault to the Victim Advocate, the appropriate police department and/or the Office of Student Rights and Responsibilities. The counselor may accompany the victim making the report. If the student does not wish to make such a report, the student will be told of the right to make a confidential report for statistical inclusion in the annual security report.

## Off Campus

### City of Greenville



Crimes or suspected criminal activity that takes place in the City of Greenville should be reported by calling 329-3937 or, in an emergency, 9-1-1 from an off-campus

telephone; by speaking directly to a Greenville Police Officer; or by going to the Greenville Police Department at 500 South Greene Street.

#### Off-Campus Safety Tips

- Research the crime rate in your prospective neighborhood.
- Rent an apartment with well-lighted entrances and parking.
- Check the door for sturdiness and deadbolt locks.
- Do not leave spare keys under the doormat or in other obvious hiding places.
- Check with local law enforcement for Operation ID in your area.

## County of Pitt



Crime or suspected criminal activity that takes place in Pitt County (outside a municipal city/town limits) should be reported to the Pitt County Sheriff by calling 830-4141 or 9-1-1 in an emergency; by speaking directly to a Sheriff's Deputy; or by going to the Pitt County Sheriff's Office at 101 West First Street weekdays between 8:00 am and 6:00 pm.

## Mutual Aid

The East Carolina University Police Department has signed agreements with the following law enforcement agencies to provide assistance when requested: Pitt County Sheriff's Department, Greenville Police Department, Ayden Police Department, Bethel Police Department, Farmville Police Department, Grifton Police Department, Pitt County Memorial Hospital Police Department, Simpson Police Department and Winterville Police Department.



During home football games and other events that draw large crowds, the ECU Police Department may sign a mutual aid agreement with other law enforcement agencies.

The ECU Police Department has entered a mutual aid agreement with the City of Greenville for concurrent jurisdiction within a specific area surrounding the main campus property. This agreement allows ECU officers to investigate crimes and take enforcement action within that concurrent jurisdiction. The concurrent jurisdiction include the areas as bounded by the area including the streets beginning at the north side of the Tar River where the Greene Street Bridge crosses the Tar River, down Greene Street in a southerly direction to Reade Circle, then in an ESE direction toward Cotanche Street and continuing down Cotanche in a southerly direction until it becomes Charles Boulevard, then along Charles Boulevard to SE Greenville Boulevard in a northerly direction until SE Greenville Boulevard becomes NE Greenville Boulevard across the bridge located at the road currently designated as Highway 264 Bypass to the north side of the Tar River, thence along the Tar River in a western direction to the bridge at Greene Street, the point of the beginning.

The ECU Police Department collects statistical information from law enforcement agencies on crimes that occur within their jurisdiction on public

property that surrounds the ECU campus and from addresses of off-campus properties of recognized student organizations and other non-campus property. This statistical information is included at the end of this report.

## General Crime Prevention Efforts

The ECU Police Department's Crime Prevention Program works to minimize opportunities for on-campus criminal activity by promoting awareness. The department conducts presentations and distributes materials including videos, posters, and brochures. Annually, crime prevention unit sergeants and other officers present over fifty educational programs to students, faculty and staff. These programs are designed to educate and inform members of the ECU community about personal safety and the safety of others. The Crime Prevention Unit staff is available to provide risk and security assessments. In response to the recent concerns of incidents occurring on college campuses across the country, the ECU Police Department offers training through the use of the *Shots Fired – When Lightning Strikes* and *Flashpoint* videos.



In addition to on-campus crime prevention efforts, the ECU Police Department utilizes a sergeant as the off-campus community relations liaison. The sergeant assigned to this position works with the students who reside off campus to raise their awareness of crimes in their neighborhoods and preventative measures the students can take to minimize their chances of becoming a victim. The liaison works with staff from the ECU Center for Off Campus and Community Living and the Greenville Police Department Community Liaison Officer.

Educational crime prevention programs are also presented by other campus organizations. The Residence Hall Association, residence hall coordinators, and resident advisors sponsor hall programs and floor meetings on crime prevention, sexual assault and substance abuse. The Office of Campus Wellness provides educational programming in the residence halls, classes, and to student organizations on topics ranging from substance abuse to healthful lifestyle choices. In addition to presenting sexual assault awareness information throughout the year, the Office of the Victim Advocate holds several programs during Sexual Assault Awareness Month.

It is the University's hope that every member of the ECU community will take advantage of the programs offered and attend at least one educational crime prevention program.



### **Parking Lot Safety Tips**

- Park in well-lighted areas.
- Lock all doors and roll up windows when exiting your car.
- Check your surroundings before exiting your vehicle.
- Have your keys in your hand when returning to your car at night and walk with someone whenever possible.
- Before entering your vehicle, check the interior for anyone hiding within.
- Never leave valuables in plain sight.



### **Bicycle Safety Tips**

- Trick Riding of bicycles, skateboards, roller-skates, and in-line skates is prohibited on ECU property.
- Always lock your bicycle. Your bicycle is less susceptible to theft when using a U-bolt lock or cable lock at least 7/16" in diameter.
- Always secure your bicycle to a designated bike rack.
- Register your bicycle with ECU Parking & Transportation Services.
- Wear a bicycle safety helmet for personal protection.

## East Carolina University's Policies and Procedures

The primary purpose of East Carolina University is education. In order for each member of our community to effectively study, learn and develop personally; they need to feel a reasonable degree of safety and security. With this in mind, the Board of Trustees of East Carolina University and the University of North Carolina Board Of Governors have adopted policies to address dangerous behaviors. Among these policies are the Sexual Assault Policy, the Weapons Policy, the Alcohol and Other Drug Policy and the Student Code of Conduct. The student handbook can be found on-line at <http://www.ecu.edu/cs-studentlife/policyhub/handbook.cfm>.

- The Sexual Assault Policy details prevention activities and the resources available to victims of sexual assault, including medical services, emotional support, and legal services.
- The Weapons Policy describes weapons that may not be on campus and the sanctions for possessing those weapons.
- The Alcohol and Other Drug Policy identifies drugs according to the North Carolina Schedule and assigns sanctions for the possession, use, sale, distribution and/or possession with intent to sell or deliver specific drugs in the various categories. It also describes prevention efforts and counseling and treatment services available through the University.
- The Student Code of Conduct describes other behaviors that students should avoid; including, but not limited to the misuse of alcohol and other drugs, harassment, endangerment, stealing, disruptive or disorderly conduct, hazing, gambling, academic integrity violations, the use or possession of weapons, fireworks, explosives, and aiding and abetting and sanctions available for engaging in those behaviors.

East Carolina University faculty, staff, students and visitors are expected to follow all federal, state, and local laws and ordinances. They may be subject to prosecution in the criminal courts and appropriate university disciplinary procedure when a behavior is a violation of law, ordinance and/or a university policy.

Complete copies of the policies and procedures governing the behavior of faculty, EPA, SPA & CSS staff may be found on the ECU Human Resources website at [http://www.ecu.edu/cs-admin/HumanResources/Policies\\_and\\_Procedures.cfm](http://www.ecu.edu/cs-admin/HumanResources/Policies_and_Procedures.cfm).

## Sexual Assault Policies

### Prevention

The ECU Police Department's crime prevention unit presents specially designed educational seminars on sexual assault issues and prevention, including sexual assault prevention, date/acquaintance rape prevention, and simple self-defense techniques against sexual assault. The Crime Prevention Unit began teaching RAD (Rape Aggression Defense



Systems) as a Freshman Orientation Course (COAD 1000). In addition to the COAD 1000 RAD classes, the Police Department hosts RAD classes that are open and free of charge to the campus community. According to the RAD Systems website, "The RAD System is a comprehensive, women-only course that begins with awareness, prevention, risk reduction and risk avoidance, while progressing on to the basics of hands-on defense training." The Office of Victim Services organizes Sexual Assault Awareness Week activities that include Take Back the Night March, candlelight vigil, workshops, resource information sessions, and nationally recognized guest speakers.

### What to do when a sexual assault occurs

If a sexual assault just occurred:

- Make the victim safe.
- Call the police immediately. Use 9-1-1 if the assailant is still in the area.
  - ECU Police 328-6150; Greenville Police 329-4315; Pitt County Sheriff 830-4121
- Encourage the victim to seek medical and emotional support

### Medical Assistance

It is very important for victims of sexual assault to receive a complete medical examination with evidence collection regardless of whether or not the victim plans to involve the police or university disciplinary officials in the case. (Seeking medical attention does not obligate the victim to report to the police.) In addition to the obvious injuries, a complete medical examination may reveal hidden injuries that need treatment and also provide time and opportunity for a confidential discussion with a trained medical provider concerning issues of potential pregnancy, emergency contraception, communicable diseases and emotional and safety concerns.

A physical examination is offered at both Pitt County Memorial Hospital 24/7 and ECU Student Health Services during regular hours of operation. If a student reports for the examination within 72 hours of the assault, a specially trained forensic nurse will explain the examination and evidence collection procedure and with the victim's permission will collect the evidence.

At the time a student makes contact with the police, PCMH or ECU Student Health Services and reports that he/she has been assaulted, the student is given the option of having a specially trained Sexual Assault Response Team (SART) member provide support through the examination and evidence collection process and to also provide important information about other support services that are available to students, such as the ECU Victim Advocate, counseling, follow-up medical services, and instructions on how to obtain class excuses and safe housing on campus.

Financial assistance for medical expenses may be available through the North Carolina Victims Compensation Program if certain criteria are met.

## **Emotional Support**

**Counseling** – Assistance by a trained professional during and after the crises can make a major difference in the victim's emotional adjustment. Free and confidential counseling and other referrals are available through the ECU Center for Counseling and Student Development (328-6661). The Counseling Center provides 24 hour emergency support by telephone and professional counseling for currently enrolled students.



**Advocacy** – A Victim Advocate is available through the Police Department. The Victim Advocate coordinates support services for sexual assault victims from the time of the assault through the recovery processes. Services include advocacy through the legal, medical, and counseling processes; assisting in notifying the police; and with class schedules and on-campus housing concerns.

Seeking support or counseling does not obligate the victim to report the assault to the police or to the ECU Office of Student Rights and Responsibilities.

## Legal and Judicial Remedies

The victim of an attempted or completed sexual assault has the option of pressing charges against the assailant in several ways. The victim does not have to choose between the following courses of action, but may utilize some or all of them.

**Criminal Prosecution** – Report a sexual assault or attempted sexual assault to the police does not mean that the victim has to press charges; however, it does begin the legal process should the decision to prosecute be made at a later date. The sooner an assault is reported to the police, the more likely it is that valuable evidence can be collected. If a report is made, the police will work with the District Attorney’s Office to determine if there is enough evidence to justify a criminal trial.

**Civil Suit** – Victims can consult an attorney about initiating a suit for damages in civil court. The purpose of a civil suit is to compensate the survivor for the wrong done to her or him.

**Charges through the University Conduct Process** – University administrators believe that perpetrating sexual assault and/or attempting sexual assault is not acceptable behavior for an ECU student. Both are violations of the Student Code of Conduct. The Student Code of Conduct can be found at <http://www.ecu.edu/PRR/11/30/01>. This is one of the most serious violations of the Student Code of Conduct.

If the alleged perpetrator is a student and the victim wishes to bring a complaint for violations of the university conduct code against him or her, the victim may make an appointment to meet with the Director, Associate Director or Assistant Director of the Office of Student Rights and Responsibilities to discuss options. During the initial consultation, they will review the incident, clarify the disciplinary process under the Code and explain the options available to the victim. Support persons are welcomed and encouraged to accompany the victim. Having an initial consultation does not obligate the victim to pursue disciplinary action.

If an ECU student is found responsible for sexually assaulting or attempting to sexually assault a victim, sanctions may include expulsion, suspension with the option to petition to reapply, suspension for a defined period of time (that may be as long as the victim is a student at ECU), mandated counseling, removal from a residence hall or residence hall system, removal from a class or academic program, imposition of a no contact order, probation, and/or any of

the sanctions or remedies listed in the Student Code of Conduct. These sanctions may be imposed in combination with each other. Both the accused student and the victim will be informed of the outcome of any disciplinary situation in which sexual assault or attempted sexual assault is alleged and, if the accused is found responsible for violating the Code of Conduct, of any sanctions imposed.

## Legal Advice

Student Legal Services (SLS) was established by the Student Government Association as a service for students. Fee-paying students can obtain free legal advice from SLS on a wide array of legal topics, including minor criminal matters, landlord-lease issues, name changes, immigration, and other legal areas. SLS is registered with the North Carolina State Bar as a pre-paid legal services plan. For more information and to schedule an appointment, call 737-1067 or visit their website at <http://www.ecu.edu/studentlife/sls/>.

**NC Sex Offenders Database** – The North Carolina Department of Crime Control and Public Safety maintains a database of sex offenders registered in North Carolina. This database is available for public viewing through the following web address: <http://sexoffender.ncdoj.gov/>.

### VICTIM'S BILL OF RIGHTS

An ECU student victim of sexual assault has the right to:

- Receive information outlining the procedures a student should follow once an offense has occurred, including who should be contacted and the importance of preserving evidence.
- Be informed of his or her rights and the university procedures for on-campus discipline, including possible sanctions that could be imposed.
- Be accompanied by a support person throughout the process.
- File criminal, civil, and disciplinary charges and receive assistance from the university in notifying appropriate authorities (i.e., law enforcement, victim advocate, etc.).
- Access services that may limit contact with the alleged assailant, including but not limited to, transferring the victim to alternative classes and/or alternative university-owned housing, where available and feasible.
- Be present during campus disciplinary proceedings whenever evidence is being presented and have a support person or legal counsel accompany her or him during the proceedings. (The support persons or legal counsel may not participate in the hearing.)
- Be informed of the outcome of any campus disciplinary proceeding.

A victim of sexual assault may choose not to exercise any of the above rights or not to use services at any time unless it directly threatens the victim's physical well-being.

## RIGHTS OF ACCUSED STUDENTS

An ECU student accused of sexual assault has the right to:

- the presumption of innocence until responsibility is proven.
- an objective and impartial hearing.
- timely notice of hearing that shall be defined as not less than 72 hours prior to the hearing.
- be advised by a student advocate.
- question the accuser directly or through a third party.
- be present in the hearing room at all times while information is being presented and to directly or indirectly question any witnesses.
- summon witnesses and present documentary information directly related to the incident.
- not to present information against him or herself.
- if found responsible, the right to have two character witnesses and present a reasonable number of character statements.
- to appeal.
- be accompanied by a support person throughout the process.
- receive a copy of the completed Judicial Action Report.

## Weapons Policy

Possession of a weapon while on campus most often results in suspension. The restriction includes having a weapon in a vehicle. Possession of a weapon in the residence halls most often results in revocation of the housing contract. The complete weapons policy may be found in the Student Handbook on-line at <http://www.ecu.edu/PRR/11/30/01>.

## Policy on Alcohol and Other Drugs

The university supports strict enforcement of state and federal laws governing the possession, consumption, use, sale and/or provision of alcohol and/or other drugs.

Consumption, possession, and/or use of any alcoholic beverages before the age of 21 is against university policy. Open possession of alcohol in public campus areas, even if possessed by a person of legal age, is prohibited.

The possession, consumption, use, sale and/or distribution of any controlled substance and/or drug paraphernalia is a violation of university policies, state and local laws, and will not be tolerated of any East Carolina University student. Should a drug-related incident occur off campus, the university may take disciplinary action if a relationship exists between the activity and the

educational mission of the university. The sale, distribution or possession with intent to sell or deliver controlled substances is considered detrimental to the university's educational mission, whether on campus or off campus. The policies, penalties, and resources related to alcohol and other drugs are detailed in the Student Handbook on-line at <http://www.ecu.edu/PRR/11/30/01>.

### **Substance Use and Abuse Penalties**

University penalties for the illegal possession, consumption, use, sale and/or provision of alcohol and/or other drugs and/or paraphernalia may include mandated assessment, counseling and treatment, drug testing, suspension and expulsion. These penalties are applied in a progressive order depending on the severity of the violation and the number of prior violations. If a student is suspended, she or he must provide proof that she or he is drug-free prior to re-enrolling and that he or she has completed an external assessment and any recommended counseling and/or treatment program.

Being under the influence of alcohol or other drugs can never be an excuse for violating the Student Code of Conduct. Endangering the lives or safety of oneself or others, while under the influence of alcohol or other drugs is considered a very serious offense and may result in immediate suspension from the university.

### **Substance Use and Abuse Counseling**

The university provides extensive resources and services for students, faculty and staff who voluntarily seek assistance for alcohol or drug-related problems. The Center for Counseling and Student Development offers educational workshops, confidential assessment and treatment and/or referral services. Additional information on treatment and outreach programs for students is available on the web at <http://www.ecu.edu/counselingcenter/>. Human Resources has a confidential Employee Resource Program in place for faculty and staff. Additional information may be found on the web at [http://www.ecu.edu/cs-admin/humanresources/customcf/Employee\\_Relations/Employee\\_Resources\\_Program.pdf](http://www.ecu.edu/cs-admin/humanresources/customcf/Employee_Relations/Employee_Resources_Program.pdf).

## Missing Persons

Persons missing from East Carolina University should be reported to the ECU Police Department who thoroughly investigate all reports of missing persons. The ECU Police Department works in partnership with other law enforcement agencies and University Departments to aid in the investigation and locating of the reported missing person. In addition to the appropriate law enforcement agency, missing persons can be reported to the ECU Dean of Student's Office and if the person is an on-campus resident, Campus Living.

### Missing Student Protocol (From ECU Campus Living Resident Handbook)

ECU provides an option for students to identify an individual to be contacted by the institution not later than 24 hours after the time that the student is determined missing in accordance with official notification procedures. Campus Living encourages students to register a confidential contact person using the Banner Self Service option. ECU will notify the custodial parents of any students who are not yet 18 years of age, and who are not emancipated individuals, and who are determined missing not later than 24 hours after the official determination that the student is missing. Also, ECU will inform appropriate law enforcement agencies not later than 24 hours after the time that any student is determined missing. Upon notification from any entity that a student may be missing, the university may use any of the following resources to assist in locating the student. These resources will be used in any order and combination as deemed appropriate by university officials:

- Initiate a "wellness" check. In accordance with approved guidelines, appropriate staff will be visit the residential room to establish contact or verify that the individual is not currently available in their assigned space.
- Contact known friends, other students living in the same location, and family members in an effort to gather additional information on student's potential location and other applicable information.
- Assign a liaison to ensure that family members are provided with information and support.
- Access class information and contact academic departments and faculty members to ascertain information on last physical sighting of the student as well as any other relevant information.
- Search on campus public locations, including but not limited to dining facilities, libraries, recreation areas, etc.
- Access the residence hall/apartment electronic key database to determine time and use of most recent entry points of the student using their key fob.

- Access the campus meal plan electronic database to determine time and use of most recent point of sale transaction.
- Access to electronic access of camera footage.
- ITCS may be requested to provide the following information:
  - email/computer access logs to verify last log in and use of university computers
  - ensure that use of student accounts/passwords is monitored
  - obtain and examine Internet service provider and e-mail records. Monitor instant messaging and chat room activity

If there is any indication of criminal activity the university will involve the appropriate local outside agencies. In conjunction with the university's Student Safety and Concerns Committee, prepare, update, and disseminate information as appropriate to agencies within and outside of the university community or the public at-large as appropriate.

## **Emergency Response and Evacuation Procedures**

East Carolina University has a Crisis Communications Plan and an Emergency/Essential Support Function Plan to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health and/or safety of students, staff, faculty and visitors. ECU Police Officers, Environmental Health and Safety employees, and other key university personnel have received training in confirming manmade and natural emergencies and procedures on activating the ECU Alert System and evacuating buildings, when necessary. Designated University personnel have been instructed on how to issue statements concerning these emergency or dangerous situations utilizing the ECU Alert System. This system consists of different broadcasting methods including: text messaging, pop-up alert notifications on computers connected to the campus network, electronic mail messages, ECU Alert web page, digital screens located in several buildings throughout campus, and the speaker system. The speaker system is comprised of outdoor speakers strategically located throughout the campus; Voice over Internet Protocol (VoIP) telephones located in a majority of the offices on campus; and speakers in common areas of the residence halls. The University Administrator On Call (AOC), ECU Police Department Administrator On Call (ECUPD AOC), and the senior on-duty police supervisor will be responsible for ensuring the notification process is activated. When an emergency or dangerous situation arises on-campus that may affect the larger community,

various news organizations will be alerted through the ECU News and Communications Office.

East Carolina University personnel will conduct an announced test of the ECU Alert System at least annually. In addition to testing the ECU Alert System, the ECU Police Department and other university members conduct and participate in emergency training on an annual basis. The training may include a full-scale exercise, table-top exercise or training on policy and procedures.



## East Campus Statistics

Criminal Offenses	2008				2009				2010			
	On Campus	Residence Halls	Non Campus	Public Property	On Campus	Residence Halls	Non Campus	Public Property	On Campus	Residence Halls	Non Campus	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	3	3	0	0	11*	9	2	0	4	3	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	3	6	0	0	1	6	3	0	0	2
Aggravated Assault	4	1	3	3	3	1	1	4	1	1	0	3
Burglary	34	22	5	0	10	8	14	0	8	6	2	0
Motor Vehicle Theft	2	0	0	5	4	0	0	2	1	0	1	0
Arson	3	0	0	0	3	0	0	0	1	1	0	0

\*In 2009, the number of forcible sexual assaults include four rapes and four forcible fondling cases reported to and investigated by ECU Police. Three rapes were reported anonymously to campus security authorities and are included in the campus crime statistics.

Hate Crimes	2008				2009				2010			
	On Campus	Residence Halls	Non Campus	Public Property	On Campus	Residence Halls	Non Campus	Public Property	On Campus	Residence Halls	Non Campus	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	1	1	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Damage to Property (Vandalism)	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0	0	0	0

Arrests	2008				2009				2010			
	On Campus	Residence Halls	Non Campus	Public Property	On Campus	Residence Halls	Non Campus	Public Property	On Campus	Residence Halls	Non Campus	Public Property
Weapons Law Violations	11	1	0	3	8	5	0	0	4	4	0	1
Drug Law Violations	59	29	3	12	49	40	0	6	82	58	0	8
Liquor Law Violations	303	57	2	45	133	10	0	0	92	24	2	18

Disciplinary Actions	2008				2009				2010			
	On Campus	Residence Halls	Non Campus	Public Property	On Campus	Residence Halls	Non Campus	Public Property	On Campus	Residence Halls	Non Campus	Public Property
Weapons Law Violations	12	12	0	0	9	9	0	0	19	17	0	0
Drug Law Violations	65	56	0	0	114	101	0	4	91	90	1	0
Liquor Law Violations	444	412	0	7	416	412	1	0	659	632	17	1

In 2010, the University utilized new software to more accurately track disciplinary referrals.

# Health Sciences Campus Statistics

Criminal Offenses	2008			2009			2010		
	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	2	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	1	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

Hate Crimes	2008			2009			2010		
	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Damage to Property (Vandalism)	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0	0	0	0

Arrests	2008			2009			2010		
	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property
Weapons Law Violations	0	0	0	0	0	2	0	0	0
Drug Law Violations	1	0	2	0	0	2	1	0	1
Liquor Law Violations	0	0	0	0	0	5	0	0	1

Disciplinary Actions	2008			2009			2010		
	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property	On Campus	Non Campus	Public Property
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

## ANNUAL FIRE SAFETY REPORT

### Fire Statistics

#### 2008 Fire Statistics for On-Campus Student Housing

Date	Time	Residence Hall	Cause	Injuries	Deaths	Property Damage
N/A	N/A	N/A	N/A	0	0	0
<b>Total On-Campus Fires for 2008</b>						<b>0</b>

#### 2009 Fire Statistics for On-Campus Student Housing

Date	Time	Residence Hall	Cause	Injuries	Deaths	Property Damage
N/A	N/A	N/A	N/A	0	0	0
<b>Total On-Campus Fires for 2009</b>						<b>0</b>

#### 2010 Fire Statistics for On-Campus Student Housing

Date	Time	Residence Hall	Cause	Injuries	Deaths	Property Damage
10/29/2010	2330	Garrett Hall	Arson-Bulletin Board	0	0	\$35.00
<b>Total On-Campus Fires for 2010</b>						<b>1</b>

## Fire and Evacuation Drills

The Office of Environmental Health & Safety conducts, evaluates, and documents fire drills for each On-Campus Student Housing facility once a semester, including summer semesters.

<b>Residence Hall</b>	<b>Number of Fire Drills - 2010</b>
Aycock Hall	2
Belk Hall	2
Clement Hall	2
College Hill Suites	2
Cotten Hall	2
Fleming Hall	2
Fletcher Hall	2
Garrett Hall	2

<b>Residence Hall</b>	<b>Number of Fire Drills - 2010</b>
Greene Hall	2
Jarvis Hall	2
Jones Hall*	4
Scott Hall **	1
Tyler Hall	2
Umstead Hall	2
White Hall	2

\* Jones Hall was the only residence hall occupied for summer school.

\*\* Scott Hall re-opened in August 2010 after renovation.

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

All fire alarm systems are monitored by the ECU Police Department. All On-Campus Student Housing Facilities are equipped with portable fire extinguishers, posted evacuation maps, illuminated exit signs, emergency lighting and fire rated egress corridors and stairwells.

### On-Campus Student Housing Fire Safety Systems

<b>Residence Halls</b>	<b>Fire Alarms</b>	<b>Sprinklers</b>	<b>Standpipe</b>
Aycock Hall	Yes	Yes	Yes
Belk Hall	Yes - Zone	No	No
Clement Hall	Yes	Yes	Yes
College Hill Suites	Yes	Yes	Yes
Cotten Hall	Yes	Yes	No
Fleming Hall	Yes	Yes	No
Fletcher Hall	Yes	Yes	Yes
Garrett Hall	Yes	Yes	No
Greene Hall	Yes	Yes	Yes
Jarvis Hall	Yes	Yes	No
Jones Hall	Yes	Yes	Yes
Scott Hall	Yes	Yes	Yes
Tyler Hall	Yes	No	Yes
Umstead Hall	Yes - Zone	No	Yes
White Hall	Yes	No	Yes

- Note – Systems as of August 2011

### Plans for Future Improvements in Fire Safety

Sprinklers will be installed Umstead and White Halls and the remainder of Tyler Hall by the end of summer 2012. ECU has received a Sprinkler Exemption for Belk Hall as it is scheduled for demolition beginning in May 2013. With the exception of Belk Hall, all ECU residence halls will have sprinkler systems by the end of 2012.

## **Fire Safety Education and Training**

The Office of Environmental Health & Safety conducts fire safety training for all Campus Living Staff (Resident Assistants and Professional Staff) annually. This training consists of a fire safety lecture, hands-on fire extinguisher training, and a smoke hall (every other year).

Additional fire safety training is available for students, faculty and staff upon request. Training is available online, face-to-face, and through videos.

Hands-on fire extinguisher training is also available for interested departments. However, it remains ECU's policy to evacuate a building when there is a fire rather than try to extinguish it.

## **Policies on Portable Electrical Appliances, Smoking, and Open Flames**

ECU On-Campus Student Housing Facilities have prohibitions against the following items/activities:

- Smoking
- Open Flames
- Open/Exposed Heating Elements (Hot Plates)
- Electric/kerosene heaters
- Extension Cords
- Cooking with grease
- Torchiere Halogen Lamps
- Microwaves and refrigerators other than those provided by the university

Additional information on prohibited items and activities can be found in the Campus Living Handbook, available at: <http://www.ecu.edu/cs-studentlife/campusliving/upload/ResHandbook11-12.pdf>

## **Reporting a Fire**

All fires should be reported immediately to ECU Police, regardless of how small, and even if they are believed to be extinguished. It is ECU Policy to dispatch ECU Police Officers and Greenville Fire-Rescue to each fire alarm activation. Additional information on this can be found on department specific Emergency Evacuation Plans.

## **Procedures for Student Housing Evacuation**

All residents must evacuate the residence hall when a fire alarm is sounded. They should evacuate by using the stairs and the nearest outside exit door and report to their building's posted evacuation location.

### **Evacuation in Case of Fire Emergency**

#### **Before A Fire:**

- Locate the two nearest emergency exits and count the number of doors between your room and the exit. In a fire, the hall may be dark and it may be difficult to see the exit.
- Do not tamper with, disable or block fire alarms or smoke detectors.

#### **If You Discover A Fire:**

- Close the door to the fire area if at all possible to contain smoke and fire.
- Activate the fire alarm system at the nearest pull station and exit the building immediately.
- Once outside, call 911 from the nearest phone and report the exact fire location.
- Report to your building's designated meeting location.

#### **During A Fire:**

- If the fire alarm sounds, leave the building immediately. Take your room key with you, in case the exits are blocked by fire or smoke, you can return to your room.
- Feel all closed doors for heat. If there is fire on the other side, it will feel warm. If the door is warm, use your second way out or stay in the room and begin procedures for "If You Are Trapped."
- Always use the stairs, not an elevator, during a fire.
- If you must escape through smoke, crawl low under the smoke on your hands and knees to your exit.

#### **If You Are Trapped:**

- Stay calm - Do not panic.
- If you cannot escape and there is not fire in your room, stay put.
- Call 911 if possible and let them know your exact location.
- Shut off fans and air conditioner because they can draw smoke into the room.

- Stuff towels or sheets in the cracks around all doors and vents between you and the fire.
- Open the window and wave a white or brightly colored cloth from it and call to any people below.
- Do not break windows unless smoke is pouring into your room and you need fresh air to breathe.
- Stay near the window where you can be seen. Do not hide under the bed or in the closet.
- If you cannot get to a window, go to an inside corner of the room, curl up on the floor, and protect your face with a wet cloth if possible. Stay calm, breathe slowly, and call out for help when you hear rescue personnel in the hallway.