



Annual Safety Report 2017

The Annual Campus Safety Report is created to provide the campus community with information about the College's policies, procedures and efforts to keep the campus safe. This report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), and Violence against Women Act (VAWA). This report is distributed to students and employees of Lees-McRae via email on an annual basis. An electronic version can be found online by visiting lmc.edu/security. Printed copies are available in the Campus Security Office.

The Annual Campus Safety Report is prepared in cooperation with Campus Security, Student Development Office, Local Law Enforcement Agencies and the Communications Office.

Crime Statistics

The Campus Security Office records all reports of criminal activity on campus property. The Campus Security Office submits a formal request for crime statistics from the Banner Elk Police Department in preparation of the Annual Security Report. Crime Statistics for the previous three years can be found at the end of this report.

Campus Crime Log

The Campus Security Office keeps a daily crime log of reported incidents. Requests for the log can be made to the Campus Security Office and will be completed within two business days. The College does not share names of crime victims or identifiable information of victims in the Campus Crime Log.

Reporting Crimes or Emergencies

Call 911 and / or Campus Security (828.898.8756) if:

- You see fire or smell smoke
- You witness someone vandalizing property or stealing
- You witness someone hurting another person
- You see something suspicious
- You have something stolen
- Someone becomes injured or ill

Even if you aren't sure security is needed, call anyway and let security assess the situation.

Emergency Contacts

- Campus Security Office: 828.898.8756 (cell: 828.260.3631)
- Banner Elk Police Department: 828.898.4300
- Avery County Sheriff's Office: 828.733.3858
- Cannon Hospital: 828.737.7000

Individuals are asked to share reports with the Campus Security Office as soon as possible to allow for timely warning of any danger to the campus community.

Incident Reports received or filed by Campus Security are sent to the College President, Provost, Director of Facilities, Vice President of Student Development and Dean of Students, Director of Human Resources and to the Associate Dean of Students for review.

Incident Reports created by Residence Life staff are submitted to the Associate Dean of Students for review of Student Code of Conduct violations.

Access to Campus Buildings

Exterior doors to residence halls are locked 24 hours a day. Students have access to their residence hall by using their assigned room key. Campus academic and administrative buildings are open during normal business hours. Requests to access to buildings outside of business hours can be made to Campus Security.

Employees and students are responsible for the conduct of their guests at all times.

The Campus Security Office maintains a campus presence 24 hours a day. The Campus Security Office receives support from the Banner Elk Police Department, Avery County Sheriff's Department and the North Carolina State Bureau of Investigation when necessary or requested. The College does not have a memo of understanding with these agencies.

The Campus Security Office works with Campus Counseling Services, local ministers and local mental health professionals when appropriate. Parking enforcement is managed by the Campus Security Office.

Maintenance of Campus Facilities

Members of the College community are encouraged to immediately report lighting issues or damaged equipment that may cause a safety concern to Campus Security or the College Facilities Department. Facility staff members, Residence Life staff, and Campus Security monitor safety concerns on a daily basis. Twice a semester campus light and safety walks are hosted by the Student Government Association, Student Development Office, Campus Security and College Facilities. Lighting and landscaping safety issues are identified and repaired to improve security.

Basic Safety Tips

- Avoid walking alone at night and always choose well-lighted pathways
- Keep your doors locked even when you are in your room
- Always have your keys out and ready when you approach your vehicle or residence hall
- Don't let strangers follow you into your residence hall; always ask to see ID if you aren't sure if they belong
- Alert a friend or roommate of your whereabouts and your expected return whether you are leaving for a few hours or a few days
- Keep an eye out for dangerous wildlife and never approach bears or other wild animals
- Stay alert and be aware of your surroundings
- Report any suspicious activity to Campus Security (828.898.8756)

Campus Safety Programs

The Residence Life staff, Student Government Association, Athletic Department, Student Success Center and Campus Security regularly hold programs across campus addressing (but not limited to) the following issues:

Emergency Procedures
Alcohol Abuse and Safety
Self Defense

Fire Safety
Risk Management
Campus Safety Walks

Helping Skills
Weather Safety
Drug Abuse

Members of the campus community are encouraged to attend and to contribute programming ideas to the offices listed above.

Lees-McRae employs trained personnel for the protection of students, employees, guests and property (Campus Security for extended campus sites is provided by each individual campus). However, security of the campus is a responsibility shared by all members of the community. Students are expected to accept this responsibility by:

- Attending campus safety education programs
- Locking residence hall room doors
- Locking car doors, parking in the assigned areas and keeping valuables out of sight
- Labeling valuable items
- Making sure that any property brought to campus is covered under a property insurance policy
- Using sound judgment, such as not walking alone on campus after dark, not loaning a room key to a friend, etc.
- Reporting any suspicious person or behavior to a campus security officer as soon as possible.

The College does not assume responsibility in the event of theft from student rooms or vehicles parked on campus. In the case of theft, assault or other serious crime, Campus Security will notify the Banner Elk Police Department. In the event of sexual assault, one should seek immediate medical attention, and notify the Vice President of Student Development and Dean of Students for professional assistance.

In the event that a student or any employee is approached on campus by law enforcement personnel seeking information on students, faculty or staff, the following procedure should be followed:

- Request proof of identity, if not apparent.
- Maintain a cooperative and courteous attitude.
- Unless an emergency event:
 - Direct daytime inquiries (8:00 a.m. – 5:00 p.m.) to the Student Development or Campus Security Office
 - Night time inquiries should be directed to Campus Security and/or Resident Directors.
- In case of an emergency, provide pertinent information and assistance as appropriate.
- Classes should not be interrupted unless an emergency situation exists.

Criminal Activity Off-campus and Off-Campus Organizations

The College reserves the right to review student conduct that occurs off campus when such behavior reflects upon the integrity of the College or the College's pursuit of its mission, policies or procedures. Students are reminded that they serve as representatives of Lees-McRae College and both positive and inappropriate behavior affect the College's image and reputation (for example, students taking off-campus trips or players and spectators at "away" athletic contests). It is not necessary for students to receive a criminal or civil citation in order for their behavior to be subject to discipline. The College desires to have students act as both responsible and mature representatives and encourages students to be involved in the community in positive ways, such as community service and local government.

At the present time, Lees-McRae does not have off-campus student organizations.

Alcohol

Lees-McRae College provides an academic environment that fosters good physical and mental health and educates students concerning the use of alcoholic beverages and peer pressure. North Carolina state law prohibits consumption and/or possession of alcoholic beverages by individuals under the age of 21 years. State law also prohibits people from aiding and abetting underage individuals in purchasing, possessing and consuming alcoholic beverages. Drunkenness as a result of the use of alcohol is a violation of the alcohol policy and is punishable through the Student Conduct process. No immunity or exemption is granted for misconduct while under the influence of alcohol. Mature judgment and discretion are required at all times.

1. The possession or consumption of alcoholic beverages on campus is permitted at Wily's Bar & Grill and by those of legal drinking age who have a registered state law room in Hemlock Village, the College apartments or houses.
2. Aiding and abetting in the sale or transfer of alcoholic beverages to any person under the age of 21 years is prohibited.
3. All persons consuming alcohol must carry a valid picture ID.
4. While alcoholic beverages may be consumed by those of legal drinking age in non-public areas, they may not be consumed in any public area except for special functions registered as special alcohol events.
5. No person, regardless of age, is permitted to have an open container of alcohol in a public area on campus. This includes public events such as athletic events, unless otherwise approved by the College.
6. The use of alcoholic beverages as a prize in a contest, drawing, lottery, etc. is prohibited.
7. Kegs or other common containers of alcohol are not allowed on the campus, except for special alcohol events. Glass containers are allowed only inside of state law residence hall rooms. Once the seal has been broken, it may not be removed from that room.
8. Alcoholic beverages may not be used, sold, possessed or consumed at sporting events, including intramural events, in campus parking lots, on field trips or at off-campus College functions. This includes possession or consumption of alcohol in College vehicles.

Additional information can be found in the Lees-McRae Student Handbook.

Illegal Drugs

North Carolina state law prohibits the sale, use, possession, manufacture or delivery of illegal controlled substances including stimulants or depressants (marijuana seeds included). Any student who uses illegal substances or who shows signs of use may be suspended, as well as referred to the appropriate civil authorities for further action. Positive drug tests may result in immediate suspension.

All paraphernalia that is associated with and related to the use of marijuana and other illegal stimulants and depressants is prohibited. Any student who possesses such paraphernalia will be entered into the judicial process for disciplinary action, as well as being referred to the appropriate civil authorities for further action.

Sexual Assault and Title IX

Title IX of the Education Amendments Act of 1972 is a federal law that prohibits sex discrimination in education. Sex discrimination includes sexual harassment and sexual assault.

It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

Definitions

An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's UCR program.

- Sex Crimes: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- 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.
- 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.

- Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent (North Carolina age of consent is 16 years old).

Procedures to Follow in the Event of Sexual Assault, Relationship Violence or Stalking

- Get to safety: go to a safe place
- Preserve evidence: avoid bathing, showering, drinking, douching, brushing your teeth, changing clothes. Evidence can be collected in the emergency room. You can decide later if you would like to press criminal charges.
- Call for help: You can contact the National Sexual Assault Hotline at 800.656.HOPE, Campus Security or Local Law enforcement
- Write down details: Try to write down or tell a friend as many details you remember of the incident.
- Seek medical attention: Visit an emergency room or health professional to be checked out. Medical professionals can provide treatment and medications.

Who to Contact for Sexual Harassment or Discrimination

Inquiries concerning the application of Title IX for students may be referred to the Director of Compliance and Title IX Coordinator 828.898.8783.

Filing a Complaint

Any student who believes he or she has been subjected to discrimination, sexual harassment, and/or related retaliation should promptly report the incident(s) to the Title IX Coordinator. A third party (including, but not limited to, anyone receiving services from the member, vendors, and private business associates) should promptly report the incident(s) involving a university employee to the Title IX Coordinator.

Complaints may be known as soon as possible to any faculty/staff member or administration official, including Security, but are best and most quickly addressed if made known to the Director of Compliance and Title IX Coordinator. It is most helpful at the time the complaint is made known that the following information is provided: name and address of the complainant(s); nature, date and description of alleged violation; name(s) of persons responsible for the alleged violation; requested relief for corrective action; and any background information that the complainant believes to be relevant.

A student's complaint alleging discrimination, sexual harassment, and/or retaliation should be filed in accordance with the appropriate procedure related to the complainant's status (i.e. staff, faculty, student.). Information concerning the appropriate procedure based upon the complainant's status may be obtained from the Title IX Coordinator.

If you have been the victim of sexual harassment, under Title IX, you have certain rights. If you file a complaint, that complaint will be investigated and a prompt and equitable resolution will be provided. In most cases an investigation and resolution can be achieved in 60 days. The resolution to your complaint must:

- Ensure that the discriminatory conduct does not continue
- Provide sanctions to prevent recurrence of harassment
- Remedy the effects of the discrimination

If a complaint results in a Student Conduct Hearing, the complainant has the following rights in addition to the standard Conduct Hearing Rights.

- the right to be notified of the timeframes for all major stages of the investigation
- the right to present witnesses and evidence
- the school must resolve the complaint based on what they think is more likely than not to have happened (this is called a preponderance-of-the-evidence standard of proof). The school cannot use a higher standard of proof.
- the right to be notified in writing of the outcome of the complaint and any appeal, including any sanctions that directly relate to you
- the right for an appeal process (it must be equally available for both parties)
- the right to have any proceedings documented, which may include written findings of fact, transcripts or audio recordings. Documents of hearing will follow Student Code of Conduct Hearing procedures.
- the right not to “work it out” with the alleged perpetrator in mediation. Mediation cannot be required for sexual harassment claims and is not appropriate in cases involving sexual violence complaints.

If you would like more information or to file a complaint, please contact:

Director of Compliance and Title IX Coordinator | Jeffrey Merrill | merrillj@lmc.edu | 828.898.8783

Resources for Victims of Dating Violence, Sexual Assault, Stalking and Domestic Violence

On-Campus

Counseling Services (Cannon Student Center): 828-898-3841

Off-Campus

- OASIS: Opposing Abuse with Service, Information and Shelter: Emergency 828-262-5035; Office 828-264-1532 (www.oasisinc.org)
- Avery County Mental Health: 828-733-5889
- Legal Aid of North Carolina: 828-264-5640 (www.legalaidnc.org)
- National Sexual Assault Hotline: 800.656.HOPE (4673)

Online Resources

- Rape, Abuse, and Incest National Network: www.rainn.org
- Department of Education, Office of Civil Rights: www.ed.gov/ocr

Sex Offender Registration

Information regarding sex offenders can be found by visiting the North Carolina Department of Justice website at <http://sexoffender.ncdoj.gov/>. Convicted sex offenders in North Carolina must register with the North Carolina Department of Justice.

Use of the Emergency Communication Plan

This plan shall become effective:

- Automatically when a major incident significantly disrupts College operations
- Automatically when a state of emergency for an area including Lees-McRae College has been declared by the Governor of the State of North Carolina.
- When the College President or appointed representative implements the Lees-McRae College Emergency Communication Plan

Minor Emergencies

Should be immediately reported to Campus Security and handed on a case-by-case basis by the Security Officer on watch.

Major Emergencies

Any incident which affects an entire building or buildings, may disrupt the overall operations of the College or require major efforts from campus support services or outside Emergency Services. The Security Officer on watch shall take immediate action in order to meet the emergency and safeguard persons and college property. The Security Officer on watch will notify the Director of Campus Security who shall immediately consult with the College President or designee regarding the emergency and the possible need for a declaration of a campus state of emergency. The College President or designee serves as the overall Emergency Director during any major emergency or disaster, and has the authority to declare a campus state of emergency.

Disaster

Any incident which has seriously impaired or halted the operations of the College. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of a disaster, the Emergency Control Center will be activated.

Declaring a Campus State of Emergency

The authority to declare a campus state of emergency rests with the College President or his designee as follows:

During the period of any campus emergency, the Campus Security Office, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities. The Director of Campus Security shall immediately consult with the President regarding any major emergency and the possible need for a declaration of a campus state of emergency.

When this declaration is made, only registered students, faculty, staff, affiliates (i.e., persons required by employment) and emergency personnel (police, fire, and EMS) are authorized to be present on campus. Those who cannot present proper identification (student, employee or other photo ID showing their legitimate business on campus), will be asked to leave the campus or will be detained. In addition, only those faculty and staff members who have assigned emergency resource team duties will be allowed to enter the immediate disaster site.

In the event of earthquakes, aftershocks, fires, storms or major disaster occurring in or around the campus, or which involves College property, Campus Security Officers will be dispatched to determine the extent of any damage.

Emergency Notification

In the event of an emergency, Lees-McRae has the following options available for notifying faculty, staff, students, parents and community members.

Alert System

Lees-McRae utilizes the AMG Alert System (www.lmc.edu/eas). This alert system allows faculty, staff, students, parents and community members the opportunity to receive text messages, voicemails or emails in the event of an emergency. Users can select a preferred method of contact which the College can choose to override if there is a significant threat to campus. The Digital Marketing Manager is responsible for executing the alert system.

Campus-wide Broadcast Voicemail

This voicemail is received by all Lees-McRae telephones. The message contains only basic information about the incident. This voicemail is broadcast by the Director of Human Resources and Telecommunications.

Campus-wide Email (sent to faculty, staff and students)

This email, which is sent to faculty, staff and on-campus students only, includes pertinent details about any incident that is affecting the campus. It is not sent to extended campus or online learning students because they are not often on the main campus in Banner Elk and are, therefore, under the jurisdiction of their home community college site. This message is sent by the Digital Marketing Manager.

Lees-McRae College Website

The Lees-McRae College website will broadcast a large banner at the top of every page in the case of an emergency. This banner would only contain the most pertinent information. Additionally, the security section of the website houses a page specifically for incidents. All other communications refer faculty, staff, students, parents and community members to this page. It includes time stamps for convenient reference. All website updates are implemented by the Digital Marketing Manager.

College Switchboard Automated Answering Machine (828.898.5241)

The College's main phone line, the switchboard, includes an answering machine that will contain the same broadcast message as the College's Bulletin Board. This message is broadcast by the Director of Human Resources and Telecommunications.

Social Media

In the event of an emergency, the College uses social media to notify faculty, staff, students, parents and community members. Lees-McRae moderates a Facebook and Twitter account (facebook.com/lmc.edu and @leesmcrac). Announcements are also made on a local Facebook page (facebook.com/ AveryCountyRoadConditions). The Digital Marketing Manager is responsible for sending messages via social media.

Emergency Sirens

In the event of an emergency, Lees-McRae utilizes emergency sirens located on the campus bell tower. These sirens are remote-activated either by the Director of Campus Security or the VP of Strategic Planning and Effectiveness. The sirens may also be manually activated in the Office of Campus Security.

- Tests of the system are held at least once a semester. A log of these tests and communications are kept by the Campus Emergency Preparation Committee.

Fire Alarms and Drills

When there is a fire alarm, staff members will follow the below steps to secure their areas:

1. If in a residence hall, the RA on duty should call the RD on duty and then immediately start knocking on doors and evacuating the building. The RD will then notify Campus Security, go to the appropriate hall, check the firebox to see where the alarm originated, and immediately start knocking on and keying doors to evacuate the building (The RD will always lock the door after opening).
2. In an academic or administrative building, notify security immediately and then all students and personnel should follow the fire evacuation plans placed strategically throughout each building.
3. Call the appropriate cabinet-level member for that area.
4. Security will then verify if the alarm is false or real and notify dispatch.
5. If the alarm is real, the fire department will arrive and the building will be turned over. Faculty and staff are advised to assist as needed, but only at the fire department's request.
6. If it is a false alarm, the building must be completely vacated before the alarm can be disengaged.

Residence halls are required to participate in a minimum of three fire drills per semester. When there is a fire drill, students will take the following steps:

1. Close windows.

2. Leave the room and shut the door. The RD will check the building to see that all residents are out of the building.
3. Proceed in a quiet and orderly manner through an assigned exit to a safe distance from the building.
4. Keep out of the building until given the all-clear by a member of the Residence Life staff.

Missing Student Notification

The Clery Act update of 2008 requires each institution of higher education that provides on-campus housing to establish a missing student notification policy for students who reside in on-campus housing. The policy shall:

- Inform each student that they have the option to identify an individual to be contacted by the institution no later than 24 hours after the time that the student is determined missing.
- Provide each student a means to register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours.
- Advise each student who is under 18 years of age (and not an emancipated individual) that the institution is required to immediately notify a custodial parent or guardian no later 24 hours after the time that the student is determined to be missing.
- Inform each student that the institution will notify the appropriate law enforcement agency no later than 24 hours after the time that the student is determined to be missing.
- When a student is missing for more than 12 hours the President, Provost, Vice President of Student Development and Dean of Students, Associate Dean of Students, and/or Campus Security Supervisor will be notified that a student is missing.
- Any official missing person report relating to a student will be referred immediately to the President, Provost, Vice President of Student Development and Dean of Students, Associate Dean of Students, and/or Campus Security Supervisor.
- If, on investigation of the official report, Campus Security or law enforcement officials determine that the student has been missing for more than 24 hours:
 - The College will contact the individual identified by the student.
 - If such student is under 18 years of age and not an emancipated individual, the College will immediately contact the custodial parent or legal guardian of such student.
 - If the above statements do not apply to a student determined to be a missing person the College will inform the appropriate law enforcement agency.

Weapons Policy

The handling, possession, transportation or use of fireworks, BB guns, paint guns, firearms (including Airsoft Guns), weapons, ammunition, knives, bows and arrows, slingshots, swords, martial arts equipment or other like items deemed inappropriate by the Student Development Office is not permitted on campus. Confiscated weapons and fireworks will be destroyed. Concealed weapons are not allowed on campus property. Lees-McRae is a private institution and is exempt from the North Carolina Concealed Permit law (effective October 1, 2013).

Campus Crime Statistics

	On-Campus (Includes On-campus Residence)			On-Campus Residence			Non-campus			Public			Unfounded
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2016
Murder/Non-negligent manslaughter	0	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	0
Sex offenses - Forcible													
Rape	0	0	1	0	0	1	0	0	0	0	0	0	0
Fondling	0	1	1	0	1	0	0	0	0	0	0	1	0
Sex offenses - Non-forcible													
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	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	0
Aggravated assault	0	0	0	0	0	0	1	0	0	0	0	0	0
Burglary	0	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	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0

Arrests

Weapons, Carrying, Possesing	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse violations	1	1	3	0	1	3	0	0	1	0	2	0	0
Liquor Law violations	4	0	0	1	0	0	1	0	0	0	0	0	0

Disciplinary Action

Weapons: Carrying, possessing	0	1	10	0	1	9	0	0	0	0	0	0	0
Drug Abuse	0	9	24	0	9	18	0	0	0	0	0	0	0
Liquor Law Violations	50	57	44	18	57	44	3	0	0	0	0	0	0

VAWA Offenses (added 2013)

Domestic Violence	0	0	0	0	0	0	0	0	0	n/a	0	0	0
Dating Violence	0	0	1	0	0	1	0	0	0	n/a	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	n/a	0	0	0

Hate Crimes

	On-Campus (Includes On-campus Residence)			On-Campus Residence			Non-campus			Public			Unfounded
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2016
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	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	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	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	0
Arson	0	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	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	1a	0	0	1a	0	0	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0

^a Intimidation-Gender