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This report is for the Wake Forest University School of Medicine and the Biomedical Science Programs of the Wake Forest University Graduate School (collectively referred to in this report as WFUSM or the School of Medicine). Campuses associated with the aforementioned consist of the Innovation Quarter - Bowman Gray Center for Medical Education inclusive of 525 Vine, Boone, and all Non-Campus Properties. References to the Innovation Quarter- Bowman Gray Center for Medical Education throughout this report include information and statistics for the 525 Vine location.

All policy statements contained in this report apply to these campuses unless otherwise indicated.

2022 Annual Crime and Fire Report

INTRODUCTION

Working with our community to provide a safe place to learn and grow.

This report is prepared to fulfill the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (a.k.a. the “Clery Act”). The Report is prepared with the assistance of staff members from the Atrium Health Wake Forest Baptist University Medical Center (AHWFBMC), the School of Medicine (WFUSM), and the Wake Forest University (WFU) Police Department. This report may be found at the AHWFBMC Security Services Department’s website: http://www.wakehealth.edu/Security/. The report will be mailed to anyone requesting a paper copy. Anyone may obtain a paper copy at the administrative office of the WFU Police Department in Alumni Hall on the WFU Reynolda Campus or by dialing 336-758-6066. Copies can also be obtained at the AHWFBMC Security Services Department Administration office located on the AHWFBMC hospital, adjoining Reynolds Tower, Main Floor, or at the main security desk in the Bowman Gray Center for Medical Education (BGCME) at the Innovation Quarter.

Crime statistics for the WFUSM can be found in the crime tables for Innovation Quarter and Boone included in this report. Historical data for AHWFBMC for the years 2019 and 2020 are also included in this report. WFUSM is located in the Bowman Gray Center for Medical Education (BGCME) and 525 Vine, and Wake Downtown is the adjacent connected building. BGCME (475 Vine St.) and Wake Downtown (455 Vine St.) are collectively reported for Clery purposes in the Innovation Quarter statistics in this report. Those two locations are only a portion of the Innovation Quarter. Separate locations associated with this campus are also included in this report under non-campus property. A list of non-campus properties associated with the WFUSM are included in this report. Statistics in this report are obtained from the incident reports of the WFU Police, AHWFBMC Security Services, Sunstates Security, statistics from incident reports of other local law enforcement agencies and information from other campus officials identified as Campus Security Authorities.
For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all applicable local police departments and to all Campus Security Authorities.

All statistics are gathered, compiled, and reported to the community via this report, which is published by the WFU Police Department. The WFU Police Department submits the annual crime statistics published in this report to the U.S. Department of Education (ED). The statistical information gathered by the U.S. Department of Education is available to the public through the ED website.

Campus Security Authorities include but are not limited to: faculty/staff advisors to registered student organizations, and applicable Deans, Vice Presidents and Directors. Campus Security Authorities (CSA) can report statistical information for this report via the CSA input page located on the WFU Police Department web page https://police.wfu.edu/clery/campus-security-authority/ or the AHWFBMC web site at: http://www.wakehealth.edu/Security/ .

**Pastoral and Professional Counselors**

When acting in their roles as pastoral and professional counselors, as defined below, such counselors are not considered Campus Security Authorities and therefore are exempt from disclosing reported offenses. It is the policy of WFUSM to encourage pastoral and professional counselors, if and when they deem it appropriate, to inform the person they are counseling of WFUSM’s voluntary, confidential reporting options. These options include reporting information through Silent Witness located on the WFU Police web page (and are described in the “Voluntary, Confidential Reporting” section of this report).

**Pastoral Counselor**

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor**

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification
Pastors and counselors are located at the BGCME.

Pastors and counselors should encourage victims to submit a confidential report (that will not include the name of the victim) to the WFU Police or AHWFBMC Security Services when there could be a danger to the community. Pastors are available for confidential reporting at the Innovation Quarter (IQ) Chaplain: 3rd floor: BGCME 1213, WFUSM, 475 Vine Street, Winston-Salem, NC 27101. Contact: Michelle Nicolle, IQ Chaplain, 336-713-9766, mnicolle@wakehealth.edu. Counselors are available for confidential counseling at Waiting Room: BGCME 1213, WFUSM, 475 Vine Street, Winston-Salem, NC 27101. Contact: counselingservices@wakehealth.edu (confidential email) or Dr. Paige Bentley pbentley@wakehealth.edu, 336.713.3357, Jessica McKoy, 336-716-0637 jhmckov@wakehealth.edu, Meribeth Robinson, 336.716.0637 meerobin@wakehealth.edu, or Orita Ramseur, omccorkl@wakehealth.edu, 336.713.6302.

The AHWFBMC Security Services works with the Winston-Salem Crime Stoppers program that allows a person to provide anonymous information about crime activity. The phone number is 336-727-2800. Crime Stoppers allows a person to provide crime solving assistance to the authorities without being directly involved in the investigation process. This program can be used to report previous crimes that have not been reported. Crime Stoppers should not be used to report crimes in progress or emergencies. Call 911 in such cases.

WFU Police also provides a Silent Witness reporting option. Silent Witness is a web-based program that allows anonymous reporting to the police department. The sender’s return address is blocked so the report is completely anonymous. Silent Witness can be accessed from the WFU Police web page at www.wfu.edu/police.

The following steps are how you can contribute to a safe and healthy Community.

1. BE ALERT. Always be alert to your surroundings.

2. IF YOU OBSERVE ANY SUSPICIOUS ACTIVITY OR WISH TO REPORT ANY CRIMINAL ACT, CALL THE POLICE IMMEDIATELY. For police, fire or medical emergencies on the WFU Reynolda campus, you may contact WFU Police by calling 911 from any campus phone or 336-758-5591 from an off-campus phone or cell phone. -You may contact AHWFBMC Security by calling 6-9111 from any house phone or 336-716-9111 from an off-campus phone or cell phone. You may also use any of the emergency call boxes throughout the WFU Reynolda campus. Simply push the button, or follow the instructions on the phone, to be in direct contact with WFU Police. The campus community is encouraged to accurately and promptly report all crimes and safety-related incidents to the WFU Police or AHWFBMC Security.
3. **IF YOU BECOME AWARE OF A CRIME, OBSERVE A SUSPICIOUS PERSON OR SITUATION, OR ARE A VICTIM YOURSELF, PROMPTLY REPORT IT TO THE POLICE.** Timely reports increase the likelihood that critical evidence will be obtained, stolen property will be recovered, and the offender will be successfully prosecuted. This is especially important in cases involving sex offenses. A prompt report to the police will also ensure that you are made aware of all available victim support services.

4. **AVOID WALKING ALONE AT NIGHT.** Make arrangements to walk in groups, whenever possible. In Winston-Salem, use the University Shuttle or use the AHWFBMC Van Service. Hours of operation for the AHWFBMC Van Services can be found at [http://intranet.wakehealth.edu/Departments/Van-Services/](http://intranet.wakehealth.edu/Departments/Van-Services/). At the Innovation Quarter campus, you may also contact Sunstates Security at 336-713-1568 for a security escort. If you must travel alone at night, stay on well-lit paths and sidewalks.

5. **KEEP YOUR ROOM DOOR LOCKED AT ALL TIMES.** Locking your door with your key, wherever you reside, is an effective way to reduce theft and enhance personal safety. The vast majority of thefts occur from unlocked rooms when the occupant is gone only briefly. Do not prop open exterior doors; close any doors you find propped open. Propped doors are a high risk and greatly increase chances of your victimization. WFU Police Communications monitors doors with key card readers and door alarms on the WFU Reynolda campus. AHWFBMC (at the medical center) and Sunstates (at Innovation Quarter) monitor doors with card access readers and door alarms. Other campuses do not have monitored card readers. Police or Security Officers are dispatched immediately to investigate any propped doors. Do not open your door to someone you do not know.

6. **DO NOT LEND YOUR KEY OR KEY CARD TO ANYONE.** Your action could result in both you and/or an innocent victim being referred to the relevant conduct system. At Innovation Quarter, report a lost or stolen key to WFU Police or Sunstates Security and to the local Police on other campuses. At AHWFBMC, report a lost or stolen key to AHWFBMC Security Services.

7. **REPORT OBSCENE, ANNOYING, OR HARASSING PHONE CALLS OR E-MAIL MESSAGES IMMEDIATELY.** WFU Police or AHWFBMC Security Services will investigate, and as patterns develop, will work closely with telecommunications and Information Technology Services to help identify offenders. Reports to the local police may also be made.

8. **REPORT ALL SECURITY-RELATED MAINTENANCE PROBLEMS.** Locks, doors, windows, exterior lights in need of replacement, shrubbery in need of trimming or other unsafe conditions should be reported immediately to Facilities or Engineering by calling
the Service Response Center at 336-716-0007 at AHWFBMC, or Sunstates at 336-713-1568 at Innovation Quarter. Campus facilities and landscaping are maintained in a manner to minimize hazardous conditions. AHWFBMC Security Services, WFU Police, and Sunstates routinely check for malfunctioning lights and other unsafe physical conditions. Any conditions found are reported to the appropriate department. At other campuses report maintenance issues to the branch administrator.

9. PARK YOUR CAR IN WELL-LIT AREAS AND KEEP IT LOCKED. Lock all valuables in your trunk.

10. PARTICIPATE IN PERSONAL SAFETY AND SECURITY AWARENESS PROGRAMS. WFU Police frequently conduct programs that promote crime resistance skills that are also available for students enrolled in the WFUSM programs (by request). Rape Aggression Defense (RAD) is a personal defense course offered to women at the Reynolda Campus (by request). For information on RAD or other programs, please call WFU Police at 336-758-5591, emailing rad@wfu.edu, or contacting the Title IX Coordinator at 336-758-7258.

11. BE AWARE OF CAMPUS CRIME TRENDS. The Crime/Fire log for AHWFBMC and Innovation Quarter campuses can be found at: http://www.wakehealth.edu/Security/Daily-Crime-Log.htm. A printed copy can be obtained at the AHWFBMC Center Security Services Department Administration office. For the Boone campus please go to the following link: https://police.appstate.edu/crime-log.

12. PROTECT YOUR LAPTOP. Always have your Laptop secured, whether in your room or in study areas, as it is a high value, targeted item for theft.
Atrium Health Wake Forest Baptist Medical Center Policies

Reporting of a crime, fire, or other emergency

All students, employees, and visitors are encouraged to accurately and promptly report all potential criminal activity, suspicious behavior, and any emergencies to the campus police or security personnel listed below for the applicable campus (where such personnel exists) and/or to the local law enforcement agency with jurisdiction at the campus. Prompt reporting assists in the investigation of the crime, issuance of timely warnings and emergency notifications.

Atrium Health Wake Forest Baptist Medical Center
Security Services
Emergency 6-9111 (336-716-9111)
Non-Emergency 6-3305 (336-716-3305)
Winston-Salem Police 911

Innovation Quarter - Bowman Gray Center for Medical Education and Wake Downtown
Sunstates Security 336-713-1568
Wake Forest University Police - 336-758-5911
Winston-Salem Police 911 or 336-773-7700

Boone Campus
Boone, N.C.
Appalachian State University Police
Emergency 828-262-8000
Boone Police 911

Wake Forest University Police
911 (Campus Phones) or 336-758-5911
dispatch@wfu.edu

Atrium Health Security (Charlotte) - 911 or 704-355-3333
Charlotte Mecklenburg Police - 911 or 704-336-7600

When reporting a crime or emergency, call 911 from any campus phone. When calling from an off-campus phone or cell phone, dial 6-9111 (336-716-9111). In response to a call, WFU Police, AHWFMBC Security or Sunstates Security will take the required action, dispatching an officer, and when necessary onsite Emergency Medical Technicians, county ambulance services and the fire department. The Communications Center also has radio contact with all area emergency services. When you observe a crime or emergency, call 911 immediately. Use the numbers listed above for each separate campus.
Crimes should be reported accurately and promptly to the WFU Police, AHWFBMC Security Services, Sunstates Security, (or to the appropriate police agency, if the aforementioned departments do not have jurisdiction at that campus, as noted in the “Campus Law Enforcement Authority and Jurisdiction” section), when the victim of a crime elects to make such a report. Then the victim of a crime is unable (physically/mentally) to make such a report, a report can be made by another individual in lieu of the victim.

There are 2 blue light call boxes on the Innovation Quarter campus. Anyone using a call box is directly connected to the Winston-Salem Police Department. Winston-Salem Police Officers are dispatched to an activated call box. Winston-Salem Police Communications can speak directly with the person using the call box. Call boxes and campus lighting are routinely checked by Security Officers and repair requests are made to Facilities Management.

**Response to a Report**

Law enforcement dispatchers are available at these respective telephone numbers 24 hours a day to answer your calls. In response to a call, the law enforcement agencies will take the required action, either dispatching an officer or asking the victim to report to police headquarters to file an incident report. All reported crimes will be investigated by the appropriate agency and may become a matter of public record.

All WFU Police incident reports, AHWFBMC Security incident reports and Sunstates Security incident reports may be forwarded to the appropriate dean of students office (WFU) for review and referral or to the Office of Student Affairs (WFUSM) for potential action, as appropriate. WFU Police Officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation may also be forwarded to the appropriate office that is responsible for student conduct. If assistance is required from the respective local law enforcement agencies or the respective local Fire Departments, WFU Police, AHWFBMC Security or Sunstates Security will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including WFU Police Department, will offer the victim a variety of services. At other campuses, local law enforcement agencies will respond to reports following their procedures. WFU Police and AHWFBMC Security Services, by written correspondence, requests Clery statistics from these law enforcement agencies in the following calendar year.

**Campus Law Enforcement Authority and Jurisdiction**

INNOVATION QUARTER (comprised of Wake Downtown at 455 Vine St. and Bowman Gray Center for Medical Education at 475 Vine St. and 525 Vine St.)

The WFU Police Department is comprised of professional men and women whose purpose is to provide a safe campus environment for students, employees, and visitors. The professionally trained department consists of police officers, security officers, communications officers and support staff who often work with local, state, and federal agencies to resolve cases. It operates 24 hours a day, 365 days a year,
watching for circumstances that threaten the campus and taking appropriate action. University Police are available at Innovation Quarter - Wake Downtown Monday-Friday from 7am-9pm.

The WFU Police Communications Center also operates 24 hours a day, 365 days a year. When reporting a crime or emergency, call 911. When calling from an off-campus phone or cell phone dial 336-758-5911. When you observe a crime or emergency, call 911 immediately.

WFU Police Officers are fully sworn police officers under the laws of the State of North Carolina by the Attorney General’s Office. They have full arrest powers on all WFU property and on public property passing through or immediately adjacent to the University. WFU Police Officers enforce local laws. The jurisdiction of the WFU Police consists of all property owned by or in the possession and control of Wake Forest University and includes BGCME and Wake Downtown.

AHWF BMC Security Officers are non-sworn members (no arrest power) who are responsible for security (i.e. they are responsible for enforcing AH workflow BMC policies at university hospitals, and those policies include enforcing violations of the law. AHWF BMC Security Officers identify violations of campus policy and law and contact police and/or other local law enforcement agencies to report observed violations of federal laws and state laws). The jurisdiction of the AHWF BMC Security Officers is limited to AHWF BMC owned or leased property. AHWF BMC Security Officers primary assignments include entry monitoring and foot patrol in assigned buildings.

Crime statistics for the WFUSM can be found in the crime tables for Innovation Quarter and Boone included in this report. Historical data for AHWF BMC for the years 2019 and 2020 are also included in this report. WFUSM is located in the Bowman Gray Center for Medical Education (BGCME), and Wake Downtown is the adjacent connected building. BGCME (475 Vine St.), 525 Vine St. and Wake Downtown (455 Vine St.) are collectively reported for Clery purposes in the Innovation Quarter statistics in this report. These locations are only a portion of the Innovation Quarter. WFU Police patrol both the BGCME and Wake Downtown Monday-Friday from 7am-9pm. Clery statistics for these locations are reported to the AHWF BMC Security by the WFU Police and the Winston-Salem Police.

The WFU Police, AHWF BMC Security and Sunstates Security maintain a strong working relationship with the Winston-Salem Police, Forsyth County Sheriff’s Office, State Highway Patrol, U.S. Secret Service and Postal Inspector. The Winston-Salem Police may notify WFU Police when a student is involved in criminal activity at a non-campus location.

WFU Police maintains a Memorandum of Understanding, under the laws of the State of North Carolina, with the Winston-Salem Police Department. This agreement allows each department to provide assistance including investigators to the other department when necessary, for the purposes of investigating alleged criminal incidents. WFU Police or AHWF BMC Security Department does not have any written agreements including memoranda of understanding with the Appalachian State University Police (Boone Campus).
REPORTING A CRIME

Police incident reports involving students at the Innovation Quarter - BGCME or Wake Downtown - may be forwarded to the appropriate office responsible for student conduct for potential action, as appropriate. Any report of sexual discrimination or sexual misconduct will be reported to the Title IX Office. A WSPD Detective may investigate a report when it is deemed appropriate. Additional information obtained via the investigation may also be forwarded to the appropriate office responsible for student conduct. WFU Police Victims Services are available to any victim of a crime. WFU Police maintains a strong working relationship with the Winston-Salem Police, Forsyth County Sheriff, State Highway Patrol, U.S. Secret Service and Postal Inspector. WFU Police maintains a Memorandum of Understanding, under the laws of North Carolina, with the Winston-Salem Police Department. This agreement allows each department to provide assistance, including investigators to the other when necessary, for the purposes of investigating alleged criminal incidents. The Winston-Salem Police may notify WFU Police when a student is involved in criminal activity at a non-campus location.

WFU Police Department, AHWFBMC Security and Sunstates Security maintains a Daily Crime and Fire Log which is available to the public for review during normal business hours from 8 a.m.– 5 p.m. Monday through Friday, excluding holidays, at WFU Police Records at Alumni Hall. Per the Department of Education’s regulations, WFU Police Department, AHWFBMC and Sunstates Security will update the Daily Crime and Fire Log within two business days (excluding holidays).

BOONE CAMPUS

The WFUSM Boone Campus is a separate Wake Forest University School of Medicine campus that is located on the campus of Appalachian State University. The WFUSM Physician Assistant Program holds classes at Leon Levine Hall of Health Sciences. The Boone Campus does not have any WFU campus police or security personnel on site, nor do they have any jurisdiction at this location. Therefore, WFU police and security personnel have no enforcement authority at this campus, including any authority to make arrests.

All crimes on Appalachian State University property should be reported to Appalachian State University Police Emergency at 828-262-8000. Appalachian State University Police Officers are fully sworn police officers under the laws of the State of North Carolina. They have full arrest powers on all Appalachian State University property and public property adjacent to Appalachian State University. Appalachian State University Police Officers enforce Appalachian State University policies as well as local, state and Federal laws. WFU Police Department does not have a Memorandum of Understanding with Appalachian State University Police Department or the Boone Police Department regarding the investigation of crimes that occur at this location.

As mentioned above, WFUSM does not have a security presence on the Boone Campus and is not required to maintain a crime log, however, the Appalachian University Police Department crime log is available at https://police.appstate.edu/crime-log. While we encourage students and employees interested in learning more about reported crimes at the Boone Campus to consult this important
resource, WFUSM cannot verify the accuracy or completeness of Appalachian State University’s Daily Crime Log.

ATRIUM HEALTH WAKE FOREST BAPTIST MEDICAL CENTER – Winston-Salem, N.C.

The Atrium Health Wake Forest Baptist Medical Center Security Services Department (“AHWFBMC Security Services”) is committed to providing a safe environment for all members of the AHWFBMC community. AHWFBMC Security Services, which operates 24 hours/7 days a week, is composed of professional personnel whose purpose is to provide a safe environment in which students and employees may learn and work.

Security officers document violations of AHWFBMC policy and may contact local law enforcement agencies to report observed violations of federal and state laws. AHWFBMC Security Services also maintains a Daily Crime Log for the AHWFBMC hospital, Innovation Quarter - BGCM, and in certain off-campus buildings or property owned or controlled by Atrium Health Wake Forest Baptist Medical Center and WFUSM; and on public property within or immediately adjacent to the campuses. The Log is available to the public for review via the web at http://www.wakehealth.edu/Security/Daily-Crime-Log.htm or in person at the AHWFBMC Center Security Services Department Administration office from 8 a.m.–5 p.m. Monday through Friday, excluding holidays.

AHWFBMC Security Services personnel and Sunstates Security personnel are non-commissioned security officers who do not possess statutory authority to conduct criminal investigations or effect arrests. Security officers are not sworn officers and have no service jurisdiction outside of AHWFBMC campuses and properties, but they are responsible for enforcing AHWFBMC policies related to ensuring the safety for students, faculty, staff, patients and visitors on AHWFBMC campuses and properties. Sunstates Security provides security services at Innovation Quarter - BGCM under contract with AHWFBMC. When criminal reporting or investigation is required at AHWFBMC or Innovation Quarter - BGCM, AHWFBMC Security Services will contact the Winston-Salem Police Department or the WFU PD. There are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between AHWFBMC or Sunstates Security and the Winston-Salem Police Department or other law enforcement agencies. AHWFBMC Security Services maintains a strong working relationship with state and local police agencies, including Winston-Salem Police Department, Forsyth County Sheriff’s Office, State Bureau of Investigation, Federal Bureau of Investigation, and North Carolina State Highway Patrol. In the instance of a fire, AHWFBMC Security Services will contact the Winston-Salem Fire Department. If medical assistance is needed, AHWFBMC Security Services will contact Forsyth County EMS. AHWFBMC Security Services will immediately respond to all reported incidents and emergencies on the AHWFBMC campus. Additionally, any student or staff report of sexual discrimination or sexual misconduct will be reported to the Title IX Office.

At the Innovation Quarter - BGCM campus, Sunstates security officers will respond to incidents and if needed, AHWFBMC Security Services and/or WFU PD may also respond. Sunstates Security
maintains a 24-hour dispatch center in the Innovation Quarter and will notify Winston-Salem Fire Department, Forsyth County EMS or Winston-Salem Police in an emergency.

At the Bowman Gray Center for Medical Education (BGCME) and Wake Downtown located within the Innovation Quarter, WFU Police have sworn officers present. They can be reached through Sunstates Security Dispatch at 336-713-1568 or WFU Police Dispatch at 336-758-5591. WFU Police will follow the procedures explained under Response to a Report, page 10.

**Voluntary Confidential Reporting**

**INNOVATION QUARTER - BGCME AND WAKE DOWNTOWN**

Victims may make anonymous reports via Silent Witness located on the WFU Police website [https://police.wfu.edu/forms/silent-witness-form/](https://police.wfu.edu/forms/silent-witness-form/). The Title IX Office will also take reports for students and employees at any campus. You can reach them by dialing 336-758-7258 or by email at titleixcoordinator@wfu.edu. In compliance with applicable laws and regulations, the University will take precautions to protect the privacy of both the complainant and the respondent. However, students should understand that under conditions of serious or continuing threat to students and employees, the University is required by federal law to inform the community of the occurrence for the protection of all members of the community. In addition, the University cannot guarantee confidentiality by other students who may be involved as witnesses.

The Title IX Office will also take voluntary confidential reports for students and employees at any campus. In compliance with applicable laws and regulations, the University and WFUSM will take precautions to protect the privacy of both the complainant and the respondent. However, students should understand that under conditions of serious or continuing threat to students and employees, the University and WFUSM are required by federal law to inform the community of the occurrence for the protection of all members of the community. In addition, the University cannot guarantee confidentiality by other students who may be involved as witnesses.

Statistics from voluntary confidential reports, except those made exclusively to pastors or professional counselors, are included in the WFU Reynolda Campus and WFUSM Annual Security and Fire Reports. Pastors and counselors should encourage victims to submit a voluntary confidential report (that will not include the name of the victim) to WFU Police or AHWF BMC Security when there could be a serious or continuing threat to the Innovation Quarter - BGCME and/or Wake Downtown community. WFUSM students can obtain confidential assistance through pastors, who are not counselors, at the Chaplain's Office 336-713-9766, and through counselors at the Student Counseling and Wellness Services by dialing 336-713-3357. WFU students at Innovation Quarter - Wake Downtown can also call the Safe Office at 336-758-5285.

Students and employees at Innovation Quarter - Wake Downtown can contact Chaplains and Counselors on the WFU Reynolda campus on a confidential, voluntary basis. The Chaplains and Counselors may provide information on how to report crimes on a voluntary confidential basis.
From the Appalachian State University Annual Campus Security and Fire Safety Report: “The University recognizes the often-sensitive nature of interpersonal violence/sex-based misconduct incidents and is committed to protecting the privacy of any individual who makes a report. Different university officials and personnel are, however, only able to offer varying levels of privacy protection to victims of interpersonal violence/sex-based misconduct. Reports made to law enforcement, if criminal prosecution is pursued, may be made public under the public records law found in Chapter 132 of the North Carolina General Statutes as follows:

- A public law enforcement agency shall temporarily withhold the name or address of a complaining witness [victim] if release of the information is reasonably likely to pose a threat to the mental health, physical health, or personal safety of the complaining witness [victim] or materially compromise a continuing or future criminal investigation or criminal intelligence operation.
- Information temporarily withheld under this subsection shall be made available for release to the public in accordance with G.S. 132-6 as soon as the circumstances that justify withholding it cease to exist.

Atrium Health Wake Forest Baptist Medical Center & Innovation Quarter - BGCM

Reports made to non-law enforcement officials can be kept confidential in regard to identifying information about the victim. This shall not be made public, except to the extent permitted by law or when a threat to the university community exists.

WFUSM students and employees may request that the AHWFBMC Security Services personnel file a report on behalf of the victim with the details of the incident, and AHWFBMC Security Services may do so without revealing the student’s or employee’s identity. This confidential report will protect the student’s or employee’s identity while assisting with notification to other students and employees of potential risk. Confidential reports are included among crime statistics for the AHWFBMC and Innovation Quarter - BGCM campuses, but do not provide identifying information.

Voluntary and Confidential Reporting

There are procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Should a student or employee become the victim of a crime and choose not to pursue action or is unable to do so under the applicable campus judicial or employee process or through the public criminal justice system, students and employees may still want to consider making a confidential report. In addition to the Silent Witness Form https://police.wfu.edu/forms/silent-witness-form/, students and employees may request that the AHWFBMC Security Services and/or the WFU PD personnel file a report on behalf of the victim with the details of the incident. This may be done without revealing the student’s or employee’s identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment and the
student’s or employee’s identity is known to AHWFBMC Security Services and/or the WFU PD). This confidential report will protect the student’s or employee’s identity while assisting with notification to other students and employees of potential risk. With such information, Wake Forest University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. At Innovation Quarter - BGCME, the Chaplains Office, who are not counselors, can be contacted at 336-713-9766, and Student Counseling and Wellness Services can be contacted at 336-713-3357.

**Reporting to Meet Disclosure Requirements**

Members of the community are strongly encouraged to immediately report crimes or emergencies to the WFU Police (Innovation Quarter - BGCME and Wake Downtown), AHWFBMC Security Services, local police, and/or CSA’s for purposes of including -reported crimes or emergencies in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary. A list of the titles of each person or organization to whom WFUSM and Innovation Quarter - BGCME students and employees should report the criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure are as follows:

Campus Security Authorities include but are not limited to: faculty/staff advisors to registered student organizations, applicable Deans, Vice Presidents, and Program Directors. Campus Security Authorities (CSA) can report statistical information for the Annual Security Report via the CSA input page located on the Wake Forest University Police web page https://police.wfu.edu/clery/campus-security-authority/ or the AHWFBH web site at: http://www.wakehealth.edu/Security/.

**Contact the above at the following phone numbers:**

**Atrium Health Wake Forest Baptist Medical Center**
Security Services
Emergency 6-9111 (336-716-9111)
Non-Emergency 6-3305 (336-716-3305)

**Innovation Quarter**
Sunstates Security 336-713-1568

**Wake Forest University Police**
1834 Wake Forest Road (Alumni Hall)
Winston-Salem, NC 27109
336-758-5911 dispatch@wfu.edu
Crime statistics

NOTE: the following definitions apply to all crime charts in this report

On Campus = The core campus including buildings used for an academic purpose within one mile of the campus.

Non-Campus = Any off campus building, or property owned or controlled by a student organization that is officially recognized by the University. Any off-campus building or property owned or controlled by the University that is used in direct support of, or in relation to, the Universities educational purpose and is frequently used by students.

Public Property = Any public property within the campus, immediately adjacent to and accessible from the campus.

Residential Facilities = Any University owned building on campus that serves as a residence for students.

Arrests = The physical arrest or issuing of a citation to a person accused of violating state law.

Referred for Disciplinary Action = The referral of a student who has violated state law to the Dean of Students for disciplinary action.

Domestic Violence, Dating Violence, and Stalking = The number of these crimes reported.

Unfounded = A complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred.
INNOVATION QUARTER - BGCME AND WAKE DOWNTOWN
(Winston-Salem, North Carolina)

CRIME STATISTICS

There are no residence halls at Innovation Quarter

<table>
<thead>
<tr>
<th></th>
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<th></th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Murder &amp; Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Manslaughter by Negligence</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
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<td>0</td>
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<td>1</td>
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<td>Fondling</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
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<td>0</td>
<td>18</td>
<td>0</td>
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<td>0</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<td>5</td>
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<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>

* After further review of the 2020 cases, a determination was made that a robbery occurred on-campus.

HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Under the Clery Act the following categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Hate crimes are reported for the following crimes: Murder, Non-negligent Manslaughter, Sex Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/damage/vandalism of property, and any other crime involving bodily injury. No hate crimes were reported to the police during 2019, 2020, or 2021.
ARRESTS AND REFERRALS

<table>
<thead>
<tr>
<th>Arrests</th>
<th>On Campus</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Weapons Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Liquor Law Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referrals</th>
<th>On Campus</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weapons Law Referrals</td>
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</tr>
<tr>
<td>Drug Law Referrals</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Referrals</td>
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<td>0</td>
</tr>
</tbody>
</table>

DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

<table>
<thead>
<tr>
<th>Incident</th>
<th>On Campus</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

Unfounded = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2019, 2020, or 2021.

Emergency Tests

On December 14, 2021, hospital Emergency Management conducted an announced test of the mass communication systems.
Innovation Quarter - BGCME Non-Campus Locations (all located in North Carolina)

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>400 University Hall Drive</td>
<td>Boone</td>
</tr>
<tr>
<td>33 Locust Road</td>
<td>Newland</td>
</tr>
<tr>
<td>151 Deer Valley Drive Condo #223</td>
<td>Boone</td>
</tr>
<tr>
<td>4600 Fort Jackson Blvd</td>
<td>Columbia</td>
</tr>
<tr>
<td>133 Rabbit Ears Pointe, Apt 1225</td>
<td>Cullowhee</td>
</tr>
<tr>
<td>Freidburg Campus 2105 Welfare Road</td>
<td>Winston-Salem</td>
</tr>
<tr>
<td>313 NC Hwy 801</td>
<td>Bermuda Run</td>
</tr>
<tr>
<td>2311 Lewisville-Clemmons Rd</td>
<td>Clemmons</td>
</tr>
<tr>
<td>2341 Lewisville-Clemmons Rd</td>
<td>Clemmons</td>
</tr>
<tr>
<td>1207 21st Ave NE</td>
<td>Hickory</td>
</tr>
<tr>
<td>250 Hospital Dr</td>
<td>Lexington</td>
</tr>
<tr>
<td>510 Emergency Dr</td>
<td>Lexington</td>
</tr>
<tr>
<td>14 Medical Park Dr</td>
<td>Lexington</td>
</tr>
<tr>
<td>107 W Medical Park</td>
<td>Lexington</td>
</tr>
<tr>
<td>5 Medical Park</td>
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<tr>
<td>101 Medical Park Dr</td>
<td>Lexington</td>
</tr>
<tr>
<td>4 Medical Park</td>
<td>Lexington</td>
</tr>
<tr>
<td>11 Medical Park Dr</td>
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<tr>
<td>105 Hospital Dr</td>
<td>Lexington</td>
</tr>
<tr>
<td>106 Medical Park Dr</td>
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</tr>
<tr>
<td>8 Medical Park Dr</td>
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<tr>
<td>7 Medical Park Dr</td>
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<tr>
<td>10 Medical Park Dr</td>
<td>Lexington</td>
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<tr>
<td>1188 Yadkinville Rd</td>
<td>Mocksville</td>
</tr>
<tr>
<td>504 Bethel Rd Apt #1402</td>
<td>Morganton</td>
</tr>
<tr>
<td>1432 Old Mocksville Road</td>
<td>Salisbury</td>
</tr>
<tr>
<td>1370 W D St</td>
<td>Wilkesboro</td>
</tr>
<tr>
<td>501 Billingsley Rd</td>
<td>Charlotte</td>
</tr>
<tr>
<td>575 Patterson Ave STE 550</td>
<td>575 Patterson Ave STE 550</td>
</tr>
<tr>
<td>4600 Fort Jackson Blvd</td>
<td>Columbia</td>
</tr>
<tr>
<td>1000 Blythe Blvd (Medical Education Building)</td>
<td>Charlotte</td>
</tr>
</tbody>
</table>
CRIME STATISTICS

<table>
<thead>
<tr>
<th>Incident</th>
<th>On Campus</th>
<th>Residential Facility</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder &amp; Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
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<td>0</td>
</tr>
<tr>
<td>Rape</td>
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<tr>
<td>Fondling</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
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<td>Burglary</td>
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<td>0</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Beginning in reporting year 2021, Medical Center statistics are included in the non-campus property for the Innovation Quarter - BGCME due to WFUSM operations being moved into the Innovation Quarter - BGCME. The data above for reporting years 2019 and 2020 is presented for historical knowledge.

**Unfounded** = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2019, 2020, or 2021

**HATE CRIMES**

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**ARRESTS AND REFERRALS**

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<tr>
<td>Illegal Weapons Arrests</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
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</tr>
<tr>
<td>Liquor Law Arrests</td>
<td>1</td>
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<td>0</td>
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</tr>
</tbody>
</table>

*Beginning in reporting year 2021, Medical Center statistics are included in the non-campus property for the Innovation Quarter - BGCME due to all WFUSM operations being moved into the Innovation Quarter - BGCME. The data above for reporting years 2019 and 2020 is presented for historical knowledge.

**DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**

<table>
<thead>
<tr>
<th>Incident</th>
<th>On Campus</th>
<th>Residential Facility</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>3</td>
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<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
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<tr>
<td>Stalking</td>
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</tbody>
</table>

*Beginning in reporting year 2021, Medical Center statistics are included in the non-campus property for the Innovation Quarter - BGCME due to WFUSM operations being moved into the Innovation Quarter - BGCME. The data above for reporting years 2019 and 2020 is presented for historical knowledge.

**Emergency Tests**

On December 14, 2021, AHWFBMC Emergency Management conducted an announced test of the mass communication systems.
# ANNUAL FIRE SAFETY REPORT - WFUSM

<table>
<thead>
<tr>
<th>RESIDENTIAL FACILITY</th>
<th>TOTAL NUMBER OF FIRES</th>
<th>CAUSE OF FIRE</th>
<th>NUMBER OF INJURIES REQUIRING TREATMENT</th>
<th>NUMBER OF DEATHS RELATED TO FIRE</th>
<th>ESTIMATED PROPERTY DAMAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Global Health 325 Lockland Ave. and 2077 Queen St.</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020 Global Health 325 Lockland Ave. and 2077 Queen St.</td>
<td>0</td>
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<td></td>
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<tr>
<td>*2021 Global Health 325 Lockland Ave. and 2077 Queen St.</td>
<td>0</td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

*These facilities were not in use for reporting year 2021.*

## FIRE SAFETY SYSTEMS

<table>
<thead>
<tr>
<th>TYPE OF FA SYSTEM</th>
<th>MONITORED BY JOHNSON</th>
<th>MONITORED BY SECURITY</th>
<th>NUMBER OF DETECTORS</th>
<th>SPRINKLER SYSTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Alarm Monitoring Done On Site</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Partial Sprinkler System</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Sprinkler System</td>
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<td></td>
</tr>
<tr>
<td>Smoke Detection</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Fire Extinguisher Devices</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Evacuation Plans/Placards</td>
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<td></td>
</tr>
<tr>
<td>Number of Evacuation (fire) drills each calendar year</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**2077 Queen Street**

- No
- No
- No
- 3
- 3
- Yes/No
- 1

**325 Lockland Avenue**

- No
- No
- No
- 3
- 2
- Yes/No
- 1
AREA EVACUATION PLAN

<table>
<thead>
<tr>
<th>EFFECTIVE DATE</th>
<th>September 28, 2015</th>
<th>REVISED DATE</th>
<th>AUGUST 30, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>COORDINATOR</td>
<td>SHEILA RUTLEDGE</td>
<td>DEPARTMENT</td>
<td>WFUSM Global Health</td>
</tr>
<tr>
<td>BUILDING</td>
<td>Global Health House(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOCATION 1</td>
<td>325 Lockland Avenue, Winston-Salem, NC 27157</td>
<td>LOCATION 2</td>
<td>2077 Queen St Winston-Salem, NC 27103</td>
</tr>
</tbody>
</table>

1. **How To Report An Emergency**

   From any telephone contact the following number to report an emergency: **911**

2. **FIRE**

   In the event of fire, smoke, or any emergency that requires evacuation from the building, please do the following: **R. A. C. E.**

   **R** = Rescue
   
   Rescue persons in danger without placing yourself or others at risk.

   **A** = Alarm
   
   1. If available, pull the fire alarm. Or Sound the Alert!!
   2. Call **911**.

   **C** = Contain
   
   1. Contain the fire.
   2. Do not break windows.
   3. Close but DO NOT lock any doors.

   **E** = Evacuate
   
   1. If smoke or fire is visible, close the door(s) to that area and inform the Area Evacuation Coordinator; As assigned to each floor (Other Occupants)
2. Exit the floor in a quick, orderly fashion via the nearest exit.
3. Never allow the fire to get between you and the nearest exit.
4. Stay low to the ground to avoid smoke.
5. Proceed to your assigned assembly point.

3. **Emergency Assembly Point**

The designated emergency assembly points for each Global Health House are:

- House at 325 Lockland Avenue is: Corner of Lockland and Queen St or closest corner unencumbered.
- House at 2077 Queen St: Corner of Queen and Pershing Ave or closest corner unencumbered.

If you have visitors, escort them out of the House. If you have visitors, you are responsible for their safety.

4. **Area Evacuation Coordinator/tenants Responsibilities**

1. Check all bedrooms and bathrooms to ensure that all persons are evacuated.
2. Direct persons evacuating to the designated emergency assembly point.
3. Once all tenants are evacuated, move to the assigned assembly point.
4. Be prepared to provide an accurate head count of all people & visitors when asked by the Fire Department, AHWFBMC Security Services or the Winston Salem Police Department.

5. **Special Notes**

1. Procedures for evacuating should be determined prior to any emergency.
2. Visitors must be accompanied by tenants when exiting the premises.
3. Ensure all doors and windows are closed and that any heat producing appliances are turned off and or unplugged when evacuating the house.
4. Once all persons have been evacuated and it is safe to do so, inform AHWFBMC’S Emergency Communications Center (ECC) at (336)716-9111 of the detailed incident, then follow up with a call to the GHH Program Coordinator at (336)713-9182 for additional assistance.
**Global Health House**

**Fire and Safety**

*The Global Health House was not utilized in 2021.*

_Procedures in Case of Fire:_
General procedures that students and employees should follow in the case of a fire:

- If you hear the fire alarm, immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key and/or key card in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- When the alarm sounds, shout (Example: “There is an emergency in the building, leave by the nearest exit”) and knock-on doors as you make your way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit.
- Always know more than one path out of your location and the number of doors between your room and the exit.
- Each resident should report to their assigned assembly area. Conduct a head count and do not allow re-entry into the Global Health House until directed to do so by emergency personnel.

1. **Individual Responsibilities**
   a. Wear shoes and something to protect you from the elements.
   b. Close all windows and doors and exit quietly and orderly.
   c. Leave through the nearest unaffected exit or alternate and report to the determined evacuation area.

2. **Steps for reporting a fire**
   a. Evacuate the Global Health House.
   b. Call Winston-Salem Fire Department at **911**. When safe to do so, also notify AHWFBMC Security Emergency Communications at (336) 716-9111. Provide the following information:
      i. Your name
      ii. Location of fire, nature of fire
   c. Inform officials of any students or visitors unable to evacuate.
   d. Go to your evacuation area.
   e. Wait for further instructions from emergency personnel.

3. **Fire Extinguisher Use**
   A. Be familiar with the location and proper methods for using the extinguishers in your building. (PASS – Pull, Aim, Squeeze, Sweep)
   B. Check all fire extinguishers periodically and report any problems promptly to AHWFBMC Security Services at 336-716-3305.
4. **Fire Incident Report**

Per federal law, WFUSM is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. The following procedures should be followed to ensure proper documentation and investigation of fire related incidents:

a. All fires (active or extinguished) and false alarms must be reported to the AHWFMC Security Services at 336-716-9111. AHWFMBC Security Services personnel and the Winston-Salem Fire Department will be dispatched.

b. The Fire Department will ensure that everything has been properly extinguished.

5. **Fire Safety**

Students and employees should be thoroughly familiar with your building, the fire lanes around your building, Fire Safety equipment, and emergency procedures.

6. **Fire Alarm and Sprinkler System Policies**

Giving false fire alarms or tampering with fire alarm or sprinkler equipment is an offense under state of North Carolina criminal law.

a. “It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving, a false alarm of fire, or to break the glass key protector, or to pull the slide, arm, or lever of any station or signal box of any fire-alarm system, except in case of fire, or willfully misuse or damage a portable fire extinguisher, or in any way to willfully interfere with, damage, deface, molest, or injure any part or portion of any fire-alarm, fire-detection, smoke-detection, or fire-extinguishing system.”

b. “Any person who willfully interferes with, damages, defaces, molestes, or injures any part or portion of a fire-alarm, fire-detection, smoke-detection, or fire-extinguishing system in a prison or local confinement facility is guilty of a Class H felony. Any person who commits any other violation of this section is guilty of a Class 2 misdemeanor. For purposes of this subsection, the term "local confinement facility" means a county or city jail, a local lockup, or a detention facility for adults operated by a local government.”

Students should take special precautions to avoid tampering with, molesting, or accidentally activating the building sprinkler or smoke detection system. The city of Winston-Salem Fire Code requires that students not place any personal items or furniture within 24” inches of storage height to the ceiling.

*Procedures for Student Housing Evacuation in Case of a Fire*

In the event of a fire, the Department of Environmental Health and Safety expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave as directed in the Area Evacuation Plan. The Area Evacuation Plan is provided to each occupant of the Global Health House. Once safely outside a building, it is appropriate to contact 911 and the Security Services. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, AHWFBMC Environmental Health and Safety policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member’s only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.
In order to provide for the safety of students residing in the Global Health House, 325 Lockland Avenue, and 2077 Queen St. AHWFBMC has established a policy regarding several categories of electrical appliances. This policy includes the following requirements:

a. Appliances that may not be used or stored in Global Health House. These include toaster ovens, convection ovens, electric skillets, waffle or crepe pans, crock pots, hot plates, hamburger makers, space heaters, electric blankets, fog machines, generators, or halogen lamps. Pre-approved air conditioners (as a result of a medical appeal) registered with the Global Health House, are allowed as long as they are a maximum 5,000 BTU’s.

b. Appliances that may be used and stored in student rooms include musical appliances, hair dryers, blenders, hot-air popcorn poppers, and fans.

c. Appliances that may be stored in rooms and used in kitchens or ironing rooms include irons, oil popcorn poppers, coffee makers, George Foreman grills (and similar items), toasters, and hot pots of any kind. Global Health House has kitchens and appliances furnished for food preparation.

d. Refrigerators that meet designated standards (maximum 10 amps/3 cubic feet) are permitted.

e. Use of halogen lamps and plug-in air fresheners in student residential areas are prohibited.

f. Overhead and room lights may not be covered with any material.

g. Though neon lights are permitted within the Global Health House, they may not be placed in windows or be seen from the exterior of the building.

h. Only microwaves provided by the AHWFBMC may be used within student rooms. Students may not bring additional microwaves to campus.

i. Black (or dark) overhead light bulbs are prohibited in student rooms and hallways.

j. Though permitted for no more than 90 days, students may install string lights so long as this is done without damage to AHWFBMC property. Lights can only be hung inside student rooms, not outside or in the hallways.

k. Students may not install string lights or television cables through the ceiling tiles, or grid because of potential damage. This is not permitted in any instance. Any violation of this will result in automatic removal and potential fines for damage caused.

l. Any type of open flame (candles and incense, for example) is strictly prohibited.

m. Smoking is prohibited in the Global Health House.

Electrical Extensions Policy for Residence Halls and Off Campus Housing

The fire marshal has dictated that the use or possession of extension cords, multiple plugs, multi plug converters, or air fresheners with an additional plug adaptor is prohibited within the Global Health House. The fire marshal has approved the use of Underwriters Laboratories (UL) approved power strips with circuit breakers.

Fire Safety Education and Training Programs

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the University’s fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a “buddy” assigned to them. Fire safety education and training programs are taught by local fire authorities.

Students living at Global Health House are presented with written information which includes:

a. Individual student responsibilities

b. Steps for reporting a fire
c. Fire extinguisher use
d. Fire incident reporting
e. Fire safety
g. Fire alarm and sprinkler policies
h. Fire evacuation assembly areas

**Plans for Improvement to Fire Safety:**

The AHWFBMC Environmental Health and Safety has incorporated the “Procedures in case of fire” into the acknowledgement of receiving & reviewing documents prior to check in at the Global Health House(s) 2077 Queen Street & 325 Lockland Avenue. The procedures in case of fire information will also be conspicuously posted at each location for the Global Health House(s).

The 2077 Queen street property (G.H.H.) has been vacant since February 14, 2021 due to COVID-19 restrictions. The 2077 Queen street property has also been under renovation and will remain vacant until such repairs/ renovations can be completed. The fire alarm system(s) will continue to remain active at both locations listed.

**Emergency Drills/ Fire Alarm testing and notification.**

On February 9th, 2022, AHWFBMC’s engineering in coordination with JCI tested & verified the fire alarm system(s) at 2077 Queen Street & 325 Lockland Avenue, Winston-Salem.
BOONE CAMPUS
(Boone, North Carolina)

CRIME STATISTICS

WFUSM PA program on the campus of Appalachian State University.

There are no residence halls for WFUSM students at ASU and there is no non-campus property associated with this campus.

<table>
<thead>
<tr>
<th>Incident</th>
<th>On Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder &amp; Non-Negligent Manslaughter</td>
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<td>0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
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<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fondling</td>
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<td>0</td>
</tr>
<tr>
<td>Incest</td>
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<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
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<td>0</td>
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<tr>
<td>Robbery</td>
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<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
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<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Unfounded = A criminal complaint that is determined through police investigation to be false or baseless. In other words, no crime occurred. There were no unfounded reports in 2019, 2020, or 2021.

ARRESTS AND REFERRALS

<table>
<thead>
<tr>
<th>Arrests</th>
<th>On Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Weapons Arrests</td>
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</tr>
<tr>
<td>Drug Law Arrests</td>
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<td>0</td>
</tr>
<tr>
<td>Liquor Law Arrests</td>
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</tr>
</tbody>
</table>
## Referrals

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<tr>
<th>Incident</th>
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<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal Weapons Referrals</td>
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<td>0</td>
</tr>
<tr>
<td>Drug Law Referrals</td>
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<td>0</td>
</tr>
<tr>
<td>Liquor Law Referrals</td>
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<td>0</td>
</tr>
</tbody>
</table>

### DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

<table>
<thead>
<tr>
<th>Incident</th>
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<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
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<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### HATE CRIMES

No hate crimes were reported to the Police during 2019, 2020, or 2021.

**Emergency Onsite Contact Information**

**Appalachian State University Police**
461 Rivers Street  
Boone, NC 28608  
828-262-8000 / 8000 via Campus Phones

**Mountaineer Safe Walk (Safety Escorts)**
828-262-7433  
Available 7 Days a Week  
Excluding Holidays and Both Summer Sessions

**Boone Police Department**
Boone, NC 28607  
828-268-6900  
1500 Blowing Rock Road

Any reports of criminal activity should be reported to the WFU Police Department after local law enforcement has been contacted. While studying on the Boone campus, the PA Program and applicable WFUSM and Title IX policies and procedures remain in effect.
Timely Warning

ATRIUM HEALTH WAKE FOREST BAPTIST MEDICAL CENTER AND INNOVATION QUARTER - BGCMF

Crime Alerts are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, criminal homicide, burglary and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by WFBMC. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Wake Forest community members and a Crime Alert would not be distributed. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by WFBMC Security Services. Timely Warning Notices/Crime Alerts may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of the Director of Security Services or designee.

In the event of an incident that may pose a serious or ongoing threat to members of the AHWFBMC and Innovation Quarter - BGCMF campuses, a campus wide email will be sent. A Crime Alert (Timely Warning) is sent to all wakehealth.edu assigned email accounts. Timely warnings may also be issued using some or all of the following methods of communication: text messages or emails sent through the MIR3 notification system or building postings by Building Administrators. Crime Alerts will be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that provides information to assist with potentially preventing similar occurrences. Updates to the campuses about any particular case resulting in a Crime Alert may be distributed via campus wide email, and/or may be posted on WFBMC’s Security Services website:  https://school.wakehealth.edu/Campus-and-Community-Life/Campus-Safety-and-Security.

Timely warnings may be issued for other crime classifications and locations even though that is not required by the law, at the sole discretion of AHWFBMC Security Services. Timely Warning Notices are typically written and distributed by AHWFBMC Security Services in consultation with the AHWFBMC’s Communications and Marketing Department.

The Director of AHWFBMC Security Services or designee reviews all reports to determine if there is an ongoing threat to the community and if the distribution of a Crime Alert is warranted.

Crimes that are reported to professional and pastoral counselors may not be reported to AHWFBMC Security Services or WFU Police due to confidentiality. These incidents may not be used to issue a timely warning.
Wake Forest University School of Medicine students attending classes at the School of Medicine’s Boone campus, located on the campus of Appalachian State University (ASU) in leased facilities (Leon Levine Hall of Health Sciences, 1179 State Farm Road), will receive all Crime alerts distributed by AHWFBMC Security Services. All policies for Crime alerts on the BGCME campus apply.

All Wake Forest University School of Medicine students are provided with a username and password which allows them to sign up for AppState Alert. ASU Police issues Safety Alerts. The following is from the ASU Annual Security and Fire Safety Crime Report: “A campus wide ‘timely warning,’ called a Safety Alert, will be issued to the campus community in the event that a situation arises, either on or off campus, which in the judgment of the Chief of ASU Police or his designee constitutes an ongoing or continuing threat. The Chief of ASU Police will generally make the determination, in consultation with other University officials, if a Safety Alert is to be issued. However, in some cases of immediate or ongoing threats, the university police tele-communicators and supervisors may issue timely warnings”.

The warning will be issued through the university emergency notification system to students, faculty, and staff via an email message and text message in cases that pose an imminent threat to campus. The Safety Alert will provide details of the crime, a description of the suspect, and information that will aid in the prevention of similar incidents, including safety information and protective steps. ASU Police may omit some information from the safety alert if providing it could identify the victim or compromise law enforcement efforts to respond. The safety alert will provide details of the crime, a description of the suspect, and information that will aid in the prevention of similar incidents, including safety information and protective steps. ASU Police may omit some information from the safety alert if providing it could identify the victim or compromise law enforcement efforts to respond. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate and/or continuing threat to the community, the ASU Police may issue an emergency notification via AppState-ALERT in lieu of a timely warning.

Timely warnings will be issued when the pertinent information is available and the following criteria are met:
- One of the following Clery Crimes is reported in good faith:
  - Criminal Homicide, including: Murder and Manslaughter;
  - Sex Offenses, including Rape, Assault with Sexual Motives (Fondling), Incest, and Statutory Rape;
  - Robbery;
  - Aggravated Assault;
  - Major Incidents of Arson; and
  - All other Clery Crimes as deemed appropriate.
- The crime is reported by the victim to a Campus Security Authority (CSA) or local/state/federal law enforcement agency that forwards the information to the ASU Police for evaluation and dissemination.
- The university determines that the incident represents an ongoing threat to the campus community;
- The crime occurs within the university’s Clery Geography (that property the university owns or controls);
- The perpetrator has not been apprehended;
- There is a substantial risk to the physical safety of other members of the campus community because of the crime;
- The crime represents a pattern that has occurred two or more times within a specific area or period of time.
Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate and/or continuing threat to the community, the ASU Police may issue an emergency notification via AppState-ALERT in lieu of a timely warning. Emergency notifications are covered in a separate policy that addresses a broader range of incidents and requires a greater urgency than timely warnings. Institutions are not required to issue a timely warning with respect to crimes reported to a pastoral or professional counselor. All available information known at the time will be taken into consideration when evaluating the need for a timely warning. Those considerations include, but are not limited to: • The nature and seriousness of the crime, • When and where the incident occurred, • When it was reported, • The duration of time between the occurrence and the report, • The relationship between the victim and perpetrator, • The patterns or trends of other incidents, • The continuing danger to the campus community, and • The risk of compromising law enforcement efforts or identifying the victim. Although each case will be evaluated on an individual basis, timely warnings will not be issued when: • A report is filed more than 10 days after the date of the alleged incident, unless it has been determined there is a continuing threat to the campus community; • A report is filed anonymously or by a third party and there is not enough information to evaluate the situation; • The pertinent information has not been acquired; • The suspect has been apprehended; • The report is not made in good faith; • There is a possible risk of compromising law enforcement efforts or; • The report does not pose an ongoing threat to the campus. • Crime reported to a pastoral or professional counselor.
Emergency Response and Evacuation Procedures

Emergency Alerts (Emergency/Immediate Notification)

Innovation Quarter - Wake Downtown

Individuals can report emergencies occurring at the Innovation Quarter-Wake Downtown by dialing 336-758-5911 or 336-713-1568 or 911.

WFU maintains a Crisis Management Team which may be activated by senior university officials for response to emergencies on campus. The Team follows the guideline of the WFU Crisis Plan and the accompanying Incident Command System for the WFU Crisis Management Plan. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

WFU units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans. Team members and WFU Police have received U.S. Department of Homeland Security Incident Command training. The WFU Crisis Management Team conducts emergency response drills and exercises annually in conjunction with other emergency agencies and includes County Emergency Management, Winston-Salem Police, Fire and EMS. These drills and exercises may include tabletop exercises, functional exercises, and/or tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

The WFU public website WAKE READY (https://wakeready.wfu.edu/) has information on emergency responses, safety tips and crime prevention, alert methods and reporting emergencies, as well as frequently asked questions. The WAKE ALERT website (https://wakealert.wfu.edu/) is used during emergencies to convey important information and the status of the emergency. Digital alert methods also may include a notification banner on the University website and social media. The local news media may be utilized to disseminate emergency information to members of the larger community. The Office of Communications and External Relations is responsible for the content on the WAKE READY and WAKE ALERT pages. Both WAKE READY and WAKE ALERT are accessible to the public outside WFU.
<table>
<thead>
<tr>
<th>System to use</th>
<th>Primary Message Creator</th>
<th>Backup Message Creator</th>
<th>Authority for approving &amp; sending messages</th>
<th>Primary Message Sender</th>
<th>Backup Message Sender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>Communications and External Relations</td>
<td>WFU Police</td>
<td>On-duty police supervisor and/or, On-Call CER representative</td>
<td>WFU Police Communications or Communications and External Relations</td>
<td>Communications and External Relations</td>
</tr>
<tr>
<td>Outdoor Siren</td>
<td>Communications and External Relations</td>
<td>WFU Police</td>
<td>On-duty police supervisor and/or, On-Call CER representative</td>
<td>WFU Police Communications</td>
<td>WFU Police Communications</td>
</tr>
<tr>
<td>Indoor Voice Alert</td>
<td>Communications and External Relations</td>
<td>WFU Police</td>
<td>On-duty police supervisor and/or, On-Call CER representative</td>
<td>WFU Police Communications</td>
<td>WFU Police Communications</td>
</tr>
<tr>
<td>Twitter and Facebook</td>
<td>Communications and External Relations</td>
<td>WFU Police</td>
<td>On-duty police supervisor and/or, On-Call CER representative</td>
<td>WFU Police Communications or Communications and External Relations</td>
<td>Communications and External Relations</td>
</tr>
<tr>
<td>Website</td>
<td>Communications and External Relations</td>
<td>WFU Police</td>
<td>On-duty police supervisor and/or, On-Call CER representative</td>
<td>WFU Police Communications or Communications and External Relations</td>
<td>Communications and External Relations</td>
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<tr>
<td>Email</td>
<td>Communications and External Relations</td>
<td>WFU Police</td>
<td>On-duty police supervisor and/or, On-Call CER representative</td>
<td>WFU Police Communications or Communications and External Relations</td>
<td>Communications and External Relations</td>
</tr>
</tbody>
</table>

The WFU Police staff is responsible for responding to reported emergencies and confirming the existence of a significant emergency or dangerous situation, sometimes in conjunction with campus administrators, local first responders and/or the National Weather Service.
In the event that an emergency or dangerous situation involving an immediate threat to the health and safety of students or employees exists, WFU Police and/or Communications and External Relations, after confirmation of the emergency by WFU officials, medical personnel, fire officials, city police or WFU Police officers on scene, determine the content of the message and use some or all of the systems described above in the table to communicate the threat to the WFU community. In addition to sending out the initial emergency notification, WFU Police and/or Communications and External Relations will send out any follow-up messages as appropriate. Follow-up messages will be sent through the same means as the initial notification (except fire alarm).

Notification will be made by using the WAKE ALERT system. The WAKE ALERT system has multiple components for emergency notification: text and phone notification, outdoor and indoor siren/voice alert, website, email, Twitter and Facebook. Some or all of these methods will be used depending on the type of emergency. Additionally, if deemed appropriate, face-to-face communication may be used to communicate emergency information. Due to the size of the campuses, notifications will normally be sent out to all recipients. A segmented message may be sent to a select group, such as a Residence Hall, if the recipients and message contents can be determined without delay. The Police Supervisor on duty will determine if a segmented message is appropriate. WFU will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the WAKE ALERT, unless issuing a notification would, in the judgment of the responsible authorities, compromise efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

Registration: Wake Forest University uses cell phone numbers of students, faculty and staff to send text alerts and voice messages during an emergency. All WFU faculty, staff and students are highly encouraged to provide an updated cell phone number.

Faculty and staff can register by adding their cell phone number in Workday under Personal Information. All students can register by adding a cell phone number through WIN, the Wake Information Network (https://win.wfu.edu/), and navigating to Personal and selecting Personal Information. Step-by-step instructions on how members of the WFU community can register for Wake Alert can be found at https://wakeready.wfu.edu/alert-methods/text-alerts/.

A number of preformatted messages exist in each system to facilitate notification. During unusual or changing situations, WFU Police Communicators may type or speak messages into the systems. The content of these messages may be composed by the on-duty WFU Police Supervisor, the Crisis Management Team, University Communications, senior university administration, or a combination of these groups. All the groups mentioned have the authority to activate the Wake Alert system; in an emergency, the police supervisor on duty may activate the system for rapid dissemination. WFU Police Communicators have the authority to issue an alert if a supervisor is unavailable.
Emergency Response Evacuation Procedures

AHWF BMC maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan applies to the Bowman Gray Center for Medical Education and outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

Campus units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

Individuals can report emergencies occurring at the Atrium Health Wake Forest Baptist Medical Center by dialing 336-716-9111 or 6-9111. Emergencies occurring at the Innovation Quarter can be reported to Sunstates Security at 336-713-1568 or by dialing 911 for the Winston-Salem Police Department. Emergencies occurring at the Boone Campus should be reported to the ASU Police Department by dialing 828-262-8000 or 911.

AHWF BMC Security Services responds to all emergencies at AHWF BMC. At the Innovation Quarter - BGCME campus, contract security Sunstates Security, LLC (referred to herein as “Sunstates”) and local law enforcement respond to emergencies. Sunstates Security can be reached by dialing 336-713-1568 for emergencies or non-emergency issues. Additionally, emergencies can also be reported by dialing 911 and reaching the Winston-Salem Police Department. AHWF BMC employs an automated Emergency Notification System (MIR3) to notify the campuses upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees occurring at AHWF BMC and BGCME. The system can make notifications via e-mail, telephone, pager and text messaging and can be used to provide follow-up information to the community. All students, faculty, and staff are required to participate in the notification system. Contact information is electronically obtained from student or employment registration processes and separate registration is not required.

Confirmation of a reported emergency or dangerous situation may be established by the response of AHWF BMC Security Services personnel, local law enforcement, other dispatched public emergency responders, and/or in conjunction with campus administrators or the national weather center. The number of reports concerning the event, as well as consistency in the details of such reports, may also aid in establishing confirmation of a reported emergency or dangerous situation. When confirmed either by a specific or by accumulated reports, Emergency Communications personnel or the on-duty AHWF BMC Security Services supervisor may initiate activation of the MIR3 emergency notification system.

Emergency Communications personnel or the on-duty AHWF BMC Security Services supervisor will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless, in the professional judgment of responsible authorities, issuing a notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The content of notifications may involve utilization of pre-scripted messaging or appropriately
constructed messaging that plainly describes the event and action to be taken by the campuses. Notification would not occur if, in the professional judgment of the authorities, efforts to assist a victim, contain, or respond to the emergency would be compromised. Additional forms of campus-wide notification may include use of the campus wide email alert, Intranet website postings, overhead public-address system, pagers and text messaging.

Examples of incidents that may trigger a campus-wide emergency notification are the following: immediate criminal threats, violent acts, fire, gas leaks, tornadoes, contagious viruses, etc. AHWFBMC Security Services will consult with police, fire and disaster authorities when confirming that there is a significant emergency, determining who to notify, the content of the notification, and initiation of the notification system.

Based on the magnitude of an event, AHWFBMC Emergency Management may activate an incident command center for management of the crisis. The incident command team provides coordination of internal response to the event, manages resources, and maintains decision making authority related to the event. The designated Incident Commander and incident command staff, with the assistance of AHWFBMC Communications and Marketing, will prepare notifications and will use some or all of the systems described below to communicate the threat to the AHWFBMC, Boone, or Innovation Quarter - BGCME community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population, and determine appropriate timing of release as well as notification to the larger community, including neighbors, parents and other interested parties, using external media sources (radio, TV) and direct notification to local emergency management organizations. The larger community can also access emergency information via the AHWFBMC homepage and/or social media. Notifications will be released to all students, faculty, staff and employees regardless of campus assignments and will identify the nature of the threat/safety event, location, and action to be taken. Follow up notifications will utilize, at a minimum, the same resources as initial notification (except fire alarm).

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors, AHWFBMC will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the AHWFBMC community, or Innovation Quarter - BGCME. Notification will be made by using some or all of the following methods depending on the type of emergency: AHWFBMC Alert System/MIR3 system (which contains email, cell phone text, voice message alert); fire alarm (where available), public address systems (where available), AHWFBMC social media, local media, webpage and/or in person communication. If any of these systems fail or the AHWFBMC Security Services Director or designee deems it appropriate, in person communication may be used to communicate an emergency.

Follow up and a final all clear messages will be sent as information becomes available.
## Emergency Notification Process

<table>
<thead>
<tr>
<th>Event</th>
<th>Primary Delivery Method (1)</th>
<th>Secondary Delivery Method</th>
<th>Primary Message Creator</th>
<th>Secondary Message Creator</th>
<th>Approving Authority: Content and Sending</th>
<th>Primary Message Sender/Distributor</th>
<th>Secondary Message Sender/Distributor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Active Threat</strong></td>
<td>MIR3, Overhead Paging</td>
<td>Intranet, Email, In-person</td>
<td>Emergency Management</td>
<td>Emergency Manager</td>
<td>Emergency Dispatcher, Security Supervisor or Security Admin (2)</td>
<td>Emergency Dispatcher</td>
<td>Emergency Manager</td>
</tr>
<tr>
<td><strong>Health / Safety Emergencies</strong></td>
<td>MIR3, Audible Alarms, Overhead Paging</td>
<td>Intranet, Email, In-person</td>
<td>Emergency Management</td>
<td>Emergency Manager</td>
<td>Emergency Manager, Security Supervisor (2)</td>
<td>Emergency Dispatcher</td>
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<td><strong>Environmental Emergencies</strong></td>
<td>MIR3, Audible Alarms, Overhead Paging</td>
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<td>Emergency Dispatcher</td>
<td>Emergency Manager</td>
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</table>

(1) MIR3 messages can be delivered via phone, text format, or email.

(2) Upon confirmation of an event, each is authorized to initiate a message without additional approval.

All AHWFBMC faculty, staff, and WFUSM students are automatically registered in the MIR3 system via CoreConnect employee registration. Changes of contact information can be made via CoreConnect or by visiting the Wireless Communications Office on the First Floor of the Gray Building.

Local emergency response (fire/police) may establish incident command in accordance with statutory authority. AHWFBMC resources and incident command may be utilized in conjunction with, or subordinate to, local response resources.

**BOONE**

The Boone campus will follow the procedures for AHWFBMC. WFUSM PA students may sign up for WFBMC MIR3 and AppState-ALERT (ASU) to receive timely warnings and emergency notifications for both locations. For information on the Emergency Notification procedures and tools available at Appalachian State University while on the Boone Program, please visit [https://emergency.appstate.edu/appstate-alert/register](https://emergency.appstate.edu/appstate-alert/register).
Emergency Evacuation Procedures – Innovation Quarter (BGCME and Wake Downtown) and Non-Campus Property

Emergencies occurring on the Reynolda Campus should be reported to the Wake Forest University Police Department at 336-758-5591 or 911 via campus phones.

Emergencies occurring on the Innovation Quarter - BGCME should be reported to Sunstates Security 336-713-1568 or to the Winston-Salem Police Department at 911.

Emergency evacuation procedures are tested at least once each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Emergency response staff on the scene will communicate information to students and employees regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

GENERAL BUILDING EVACUATION PROCEDURES

If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify WFU Police (336-758-5591), AHWFBMC Security Services (336-716-9111), Sunstates Security (336-713-1568), ASU Police (828-262-8000), or dial 911.

How to evacuate:

● Remain calm.
● When you hear a fire alarm, proceed to the nearest exit, leave the building immediately.
● Alert others as you leave and ask if they need help.
● Close doors to slow the spread of fire.
● Do not use elevators unless told to do so by emergency workers.
● Do not attempt to extinguish a fire yourself if you risk putting yourself in danger.

Things to watch for:

● Watch for people who need help, particularly people with limited mobility or physical disabilities.
● Activate an alarm if told to do so by police or emergency workers.
● Remain at an emergency assembly point. A head count may be taken, and emergency workers may have additional instructions.
● Do not go back into a building until firefighters, police or safety officials say it is safe.
How to prepare for a fire-related emergency:

- Know your building’s floor plan. Remember where the stairs, fire extinguishers and emergency exits are located.
- If you regularly visit the same location within a building, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit.
- Exit signs may be obstructed by heavy smoke, so you must know how to find an exit.

How to prepare for general emergencies:

- Know your building’s floor plan. Remember where the stairs, fire extinguishers and emergency exits are located.
- If you regularly visit the same location within a building, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit. Exit signs may be obstructed in heavy smoke, so you must know how to find an exit.

How to prepare to leave campus:

- If the campus is evacuated, or you choose to seek shelter with family or friends, plan ahead.
- Tell your family and friends what your plan is, what route you will take, what means of transportation you use and when you expect to arrive.
- If you have a vehicle, ensure that it is in good condition and keep at least half a tank of gas in the vehicle. If you do not have a car, plan for alternative means of transportation.
- Take an emergency kit with you.
- Leave a note telling others when you left and where you are going.
- Be sure to keep your WFU or AHWFBMC ID and vehicle registration with you. Access to the campus may be restricted by closing gates and staffing the gatehouses.

Shelter-in-Place Procedures –What it Means to “Shelter-in-Place”
If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance
If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest safe location quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”
A shelter-in-place notification may come from several sources, WFU Police, AHWFBMC Security, Sunstates Security, ASU Police, other WFUSM or AHWFBMC employees, local police, or other authorities utilizing the relevant emergency communications tools.
How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

2. Locate a room to shelter inside. It should be:
   - An interior room;
   - Above ground level; and
   - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.

3. Shut and lock all windows (tighter seal) and close exterior doors.

4. Turn off air conditioners, heaters, and fans.

5. Close vents to ventilation systems as you are able. (staff will turn off the ventilation as quickly as possible.)

6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to WFU Police, AHWFBMC Security, or Sunstates Security, or ASU Police so they know where you are sheltering. If only students are present, one of the students should call in the list.

7. Turn on a radio or TV and listen for further instructions.

8. Make yourself comfortable.

Emergency Response Procedures (Wake Downtown)

WFU maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

University units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

In conjunction with other emergency agencies, the University conducts emergency response drills and exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Note: Due to the Covid-19 pandemic, no emergency response tests were conducted during 2020.
INNOVATION QUARTER - Wake Downtown

During 2019 WFU Emergency Management conducted 6 Active Shooter response trainings on the Reynolda campus for faculty and staff and one Active Shooter response training at Wake Downtown. In January 2019 a Police Communications relocation drill was held to test communications and RAVE operation from a remote location. In April 2019 training regarding campus protests was held. Attending were WFU Incident Management Team members, Winston-Salem Police and Fire and County Emergency Management. All emergency alert procedures were tested in August. Active Shooter Lessons training was conducted in November and included Winston-Salem Police and Fire. Also attending were WFU Incident Management staff, County Emergency Management and representatives from Forsyth Tech. In conjunction with the drill, Wake Forest University’s written Evacuation Procedures were distributed to the entire campus community, faculty, staff, and students, via email.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

In 2020, WFU Emergency Management did not conduct any emergency trainings due to the Covid-19 pandemic.

In 2021, Wake Forest University tested the Wake Alert System on April 27th and again on November 2nd.

The Wake Forest University Emergency Communications system was tested on March 15th, 2022. This test was announced.

Emergency response procedures are available at: https://wakeready.wfu.edu/emergency-situations/

Additional information can be obtained from the Office of Emergency Management located in Alumni Hall.
On December 14, 2021, AHWFMBC Emergency Management conducted an announced test of the mass communication systems.

Emergencies occurring on these campuses should be reported to the Atrium Health Wake Forest Baptist Medical Center Security Services at 336-716-9111 or 6-9111 (emergency) or at 336-716-3305 or 6-3305 (non-emergency). Emergencies at the Boone Campus can be reported to the ASU Police by dialing Emergency 828-262-8000, Boone Police 911.

In conjunction with other emergency agencies, local first responders, and/or WFUSM personnel, AHWFBMC conducts emergency response drills and exercises each year, such as tabletop exercises, and AHWFBMC emergency management conducted three active shooter training drills in 2019. In January 2019 a full evacuation drill was held at BGCME and Wake Downtown. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. Documentation of performed tests and related drills is available at the Office of Emergency Management located on the second floor, Comprehensive Cancer Center, 301 Medical Center Boulevard, Winston-Salem, NC  27157-0001.

Emergency response and evacuation procedures are provided in mandatory annual training required of all faculty, staff, students and employees in conjunction with at least one annual test.

The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

On July 22, 2020, AHWFBMC Emergency Management in conjunction with the Department of Energy, conducted an announced tabletop exercise on the Hawthorne Hill property.

In 2021, the following trainings were conducted: Electronic Learning Modules:
- AHWFBMC Emergency Management
- AHWFBMC Security Services
- Active Shooter
- Workplace Violence

Real World Responses
- Covid Wave 2
  - 24 November 20 thru 15 October 21
- Covid Wave 3
  - 18 November 21 to present
- Mt Tabor High School Shooting
  - 01 September 21
Exercises
  - Brenner Children’s Hospital NICU TTX
    - 14 January 21

On December 14, 2021, AHWFMBC Emergency Management conducted an announced test of the mass communication systems.

ATRIUM HEALTH WAKE FOREST BAPTIST MEDICAL CENTER, INNOVATION QUARTER (BGCME and Wake Downtown) and BOONE

There are no non-campus student organizations recognized by these campuses. Therefore, local police are not used to monitor and record criminal activity at non-campus locations.

SECURITY AND ACCESSIBILITY TO BUILDINGS AND CAMPUS PROPERTY

ATRIUM HEALTH WAKE FOREST BAPTIST MEDICAL CENTER AND INNOVATION QUARTER

AHWFBCM has policies concerning access to campus facilities, as well as security considerations used in the maintenance of campus facilities. During normal business hours, the administrative and academic facilities at the Innovation Quarter are open and accessible to students, staff, faculty and visitors of WFU and AHWFBMC. After normal business hours and during breaks, these facilities are locked and only accessible to authorized individuals. AHWFBCM Security Services, Sunstates security officers and/or Wake Forest University Police conduct routine security and safety patrols of the academic and administrative buildings to monitor conditions and report any unusual circumstances. Each employee and student is provided with a photo identification badge that must be worn in a visible location (above the waist, pocket height, is preferred) at all times while on AHWFBCM property, including at AHWFBCM and at the Innovation Quarter. An employee/student without an AHWFBCM issued ID badge may be asked to leave, stop work/studying or be denied access to AHWFBCM and Innovation Quarter campuses until the badge is replaced or positive identification is obtained. Students and employees should immediately report lost or stolen ID badges to the AHWFBCM Employee Identification Office at 336-716-0069. There are police or security on duty 24 hours, 7 days a week.

BOONE

School of Medicine PA students are issued an “AppCard” (Student ID). PA students can access University Hall and all non-residential student common areas on the main campus and are permitted to use all ASU main campus student resources and assistance. Appalachian State University Police conduct routine patrols of campus buildings to evaluate and monitor security related matters.
AHWF BMC has current policies concerning security of campus facilities, including the Global Health Houses (*The Global Health House was not utilized in 2021). The AHWF BMC campus and Innovation Quarter campus maintain campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. AHWF BMC Security Services and Sunstates work closely with Facilities Management to promptly address burned out lights as well as malfunctioning door locks or other physical conditions that enhance security. Other members of the community are helpful when they report equipment problems to AHWF BMC Security Services, Sunstates, or to Facilities Management.

During normal business hours, the administrative and academic facilities at AHWF BMC, and the Innovation Quarter are open and accessible to students, staff, faculty and visitors of WFU and AHWF BMC. After normal business hours and during breaks, these facilities are locked and only accessible to authorized individuals. AHWF BMC Security Services, Sunstates security officers and/or Wake Forest University Police (BGCME and Wake Downtown) conduct routine security and safety patrols of the academic and administrative buildings to monitor conditions and report any unusual circumstances.

Maintenance issues should be reported to Facilities Management for repair by phoning the AHWF BMC Security Services at 336-716-3305.

BOONE

AHWF BMC does not have a police or security presence at this location. The Appalachian State University Police Department employs security officers that conduct building security checks and lighting surveys from 4:00 p.m. to 7:00 a.m. each day. Appalachian State University maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. Security breaches and lighting outages are reported by WFUSM and ASU personnel to the appropriate Physical Plant maintenance shop the next business day. In addition, Appalachian State University Police and Security officers report unsafe facility and grounds conditions, such as handrails, steps and unsafe roadway conditions (ice/snow) to the Physical Plant.
Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

The University and WFUSM engage in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end and prohibit dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;

b. Defines domestic violence, dating violence, sexual assault, and stalking using definitions provided both by the U. S. Department of Education as well as state law regarding what behavior constitutes these offenses;

c. Defines what behavior and actions constitute consent using the definition of consent found in the Sex and Gender Discrimination and Harassment Policy and Title IX Sexual Harassment and Non-Title IX Sexual Misconduct Grievance Procedures now known as Title IX and Non-Title IX Sexual Misconduct Policy and Grievance Procedures. (North Carolina does not have a consent definition);

d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;

e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act. Information regarding:

   i. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs.

   ii. how the institution will protect the confidentiality of victims and other necessary parties.
iii. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community; and

iv. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures;

v. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

ATRIUM HEALTH WAKE FOREST BAPTIST MEDICAL CENTER BOONE, AND INNOVATION QUARTER

AHWFBCM Security Services provides crime prevention and security awareness programs to inform students and employees about campus crimes and that encourages them to take responsibility for their safety and the safety of others. Trained AHWFBCM Security Services personnel provide special educational safety programs. Although these crime prevention and security awareness programs are general in nature, they can be customized to fit specific concerns and groups. In 2021, AHWFBCM offered approximately 1 crime prevention and security awareness program, and in 2022 they offered 2 programs. Topics such as personal safety, alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the prior academic year. Due to Covid-19 restrictions, limited sessions were offered and conducted.

All educational safety programs are available upon request by calling 336-716-3305. Visit the following webpages for other educational programs:

http://www.wakehealth.edu/school/

http://www.wakehealth.edu/HR/

http://www.wakehealth.edu/Security/

Employee Assistance Program Services (Internal website)

Preventive educational programs are available to employees and students upon request and include:

- Substance Abuse
- Self Defense
- Violence Management
- Rape Awareness
- Personal Safety
- Management of Aggression

AHWFBCM will assist crime victims by providing information on counseling and other support services available. Information on counseling, mental health and other services and the availability of changes in academic and on-campus living situations for victims are available through the Counseling and Wellness Services and the education program offices that coordinate student services, including the Counseling and Wellness Services (Confidential); Title IX Office (Private/Not Confidential) or Student Affairs (Private/Not Confidential).
Participants in these programs are asked to be alert, security-conscious and involved and advised to call AHWF BMC Security Services to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at (336)716-3305.

The Wake Forest University Police offer an extensive series of crime prevention and security awareness educational programs to AHWF BMC that are designed to inform attendees about the prevention of crimes and safety. Specific educational programs are provided by the Wake Forest University Police to address sexual assault, domestic violence, dating violence, stalking, drug abuse, and acquaintance rape.

The Wake Forest University Police also provide online training. AHWF BMC Campus Security Authorities (CSAs) are required to complete online training at least annually. Courses and programs offered are either research informed or assessed for value, effectiveness, and outcome.

In 2021, the AHWF BMC Human Resources Department conducted new employee orientation weekly. This orientation generally covers topics such as sex discrimination and sexual harassment.

The Title IX Office offers employee training that addresses sexual assault, domestic violence, dating violence, and stalking. The Title IX Office training includes information on risk reduction and safe and positive bystander intervention.

Additionally, during new and returning student orientations, students are required to attend a session called “Security and Safety.” Part of this session is an online presentation and there was an in-person presentation led by the Title IX Coordinator (Note: this did not occur in 2020 due to the Covid-19 pandemic). Information in the session covers general student safety, how to contact security, resources available to students if they are a victim of a crime and/or feel unsafe, as well as information about the WFBH Sexual Harassment and Sexual Misconduct Policy, including definitions of sexual discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking and how to report such offenses. The training also includes information on risk reduction and safe and positive bystander intervention.

Faculty, staff and students are required to complete an on-line Annual Compliance Training module on an annual basis. The training module includes information about campus security and sexual misconduct resources.

Courses and programs offered are either research informed or assessed for value, effectiveness, and outcome.

How to Be an Active Bystander

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.”

WFUSM wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Individuals may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone

4 Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse
else is in immediate danger, dial 911. This could 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, 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 with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus police station, and a local sexual assault service provider. Notice where emergency phones are located on campus, and program the campus security number into your cell phone for easy access.
2. **Stay alert.** When you’re moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you’re alone, only use headphones in one ear to stay aware of your surroundings.
3. **Be careful about posting your location.** Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.
4. **Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends, but give people time to earn your trust before relying on them.
5. **Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can’t use a credit card? Do you have the address to your dorm or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?
6. **Be secure.** Lock your door and windows when you’re asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.
7. **Make a plan.** If you’re going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don’t leave someone stranded in an unfamiliar or unsafe situation.
8. **Protect your drink.** Don’t leave your drink unattended, and watch out for your friends’ drinks if
you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It’s not always possible to know if something has been added to someone’s drink. In **drug-facilitated sexual assault**, a perpetrator could use a substance that has no color, taste, or odor.

9. **Know your limits.** Keep track of how many drinks you’ve had, and be aware of your friends’ behavior. If one of you feels extremely tired or more drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.

10. **It’s okay to lie.** If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it’s okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, **pressured**, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.

11. **Be a good friend.** Trust your instincts. If you notice something that doesn’t feel right, it probably isn’t. Learn more about how to **keep your friends safe** in social settings. (RAINN).

Primary Prevention and Awareness Programs listed in the following chart were conducted by the Title IX Office and/or Counseling and Wellbeing Services. New Employee training for WFU is conducted by the Title IX Office and Human Resources. New Employee training for AHWFBMC and WFUSM is conducted by AHWFBMC’s Human Resources. The following chart includes programming for AHWFBMC and WFUSM community members.

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<td>Overview of Proven Tools for Non-Clinical Assessment and Referral</td>
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<td>All Community Members</td>
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<td>Information on How to Talk About Suicide, Resources and Self-Assessment Tools</td>
<td>Bowman Gray Center Atrium</td>
<td>BGCME Community Members</td>
</tr>
<tr>
<td>09/22/21</td>
<td>Self-Therapy Group</td>
<td>A Weekly One Hour Group Meeting for Students Who Want to Develop Internal Resources for Coping with Stress</td>
<td>WebEx</td>
<td>WFUSM Students</td>
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<tr>
<td>9/22/2021</td>
<td>Title IX Training</td>
<td>Sexual Harassment (Title IX), Sexual Misconduct (non-Title IX) violations, reporting options, support resources</td>
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<tr>
<td>09/30/21</td>
<td>Addiction in Family, Friends and Future Patients</td>
<td>Discussion on the Neurobiology of Addiction and How to Help People</td>
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<td>04/05/21</td>
<td>Peer Resource Network Certificate Program</td>
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<td>Title IX Professional Development Training</td>
<td>Sexual Harassment (Title IX), Sexual Misconduct (non-Title IX) violations, reporting options, support resources</td>
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<tr>
<td>11/01/21</td>
<td>Grief During the Holidays: Finding Meaning</td>
<td>A One Hour a Week Group For Students Suffering From Grief</td>
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PROGRAMS TO PREVENT DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING AT THE BOONE CAMPUS

Programs for BGCME members are available through Appalachian State University Police, https://police.appstate.edu/, and Student Health Services, https://healthservices.appstate.edu/. All incoming students and new employees are provided with programming and strategies intended to prevent interpersonal violence before an incident occurs through the changing of social norms and other approaches. Ongoing prevention and awareness programs and campaigns are also offered throughout the year.

REYNOLDA CAMPUS

The University Police offer an extensive series of crime prevention and security awareness educational programs to the University and local communities designed to inform them about the prevention of crimes. The University Police provide security awareness programs to inform the campus community about campus security procedures and practices and fire safety beginning with Freshman Orientation because it is very important to be aware of any threat. Students and employees must exercise responsibility for their own safety.

During the 2021 calendar year, WFU Police offered 11 crime prevention, security awareness and community outreach programs. Topics such as personal safety, residence hall security, drug alcohol abuse awareness, travel safety and sexual assault prevention are some examples of programs offered.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to call WFU Police to report suspicious behavior. For additional questions regarding crime prevention or to schedule programming, contact the department directly at 336-758-5591.

As part of the department’s community-oriented policing philosophy, the WFU Police Department offers crime prevention presentations monthly each semester to Residence Halls by officers assigned as liaison to Residence Halls and student groups, as requested. Topics of these presentations include personal safety awareness, Rape Aggression Defense (R.A.D.), fire safety, and property protection strategies. Anyone interested in having a WFU Police Officer speak to his or her classroom, Residence Hall, or group should contact them at 336-758-5591 or email rad@wfu.edu. These programs are available to any individuals affiliated with WFU upon request.

Specific educational programs are also provided by the University Police to address domestic violence, drug abuse, and acquaintance rape. CSA’s receive one full day of training on campus and have online training available all year. Rape Aggression Defense (RAD) is taught to female students, staff, and faculty. This course is offered for academic credit each semester. Customized programs on most security-related topics such as Workplace Violence are prepared for campus groups and organizations upon request. University Police works closely with and supports the work of the Title IX Office, Safe Office and PREPARE, a student organization.
for sexual misconduct awareness and prevention. All first-year students are required to attend the Safe Office’s and PREPARE’s educational programs. Similar sessions are offered to other students upon request.

Programs were also presented in conjunction with the Safe Office, Health and Exercise Science, and Human Resources. Programs for incoming students are presented during new student orientation by the University Police, the Safe Office and the Office of Wellbeing. Programs for new employees are given by the Title IX Office and Human Resources as a part of new employee orientation. Awareness programs are presented throughout the year by the Safe Office, the Title IX Office, PREPARE, and Student Government. In these programs, students and employees are encouraged to be responsible for their own security and the security of others.

Rape Aggression Defense (RAD) is a comprehensive course that begins with awareness, prevention and avoidance. It progresses to the basics of hand-to-hand defense training. The course is not a martial arts program, although it teaches realistic self-defense tactics and techniques. The class includes 15 hours of instruction and students receive 1 credit hour. Women gain confidence in knowing how to make an educated decision about resistance in spontaneous, violent attacks. Faculty and staff classes are also offered in the summer (upon request). Eighteen classes were presented during the 2021 calendar year and a total of 181 students participated. Please see the listed link for more information on RAD (https://police.wfu.edu/rad/).

The Safe Spring Break Program collaborates with campus partners for the Safe Spring Break program. This program is set up in the Benson center with stations—safe travel information, hydration & food information when consuming alcohol, and sexual assault awareness information. For more information, contact the Wake Forest University Police at 336-758-5591 or by emailing stormedg@wfu.edu.

Operation ID is a program for registering property with University Police. Register your serial numbers with University Police through their website under “Operation ID” https://police.wfu.edu/safety/operation-id/. On your personal items engrave your driver’s license number. Engravers are obtained from University Police.

In addition to the aforementioned programs, Resource Officers also present programs in the Residence Halls on identity theft, pedestrian safety and Greek Life where topics such as alcohol, dating violence, stalking, and harassment are discussed. Greek members are also trained on hosting a safe social event.
Counseling & Well-Being Services

We believe that the uniqueness of each student’s lived experience and intersecting identities adds to the richness of their story and the value that they bring to our learning environment. It is our goal to make space for, honor, and incorporate these aspects of self into the care and support that we offer to our student clients. There can never be enough voices in support of empathy and compassion.

OUR MISSION

Counseling and Well-Being Services (CAWS) is here to help you flourish. We help students in the School of Medicine find their compass and cultivate resources so that they can successfully navigate the demands of higher education to become thriving citizen-professionals in healthcare. Our services are offered within a context that respects the unique dignity and strength of each person and honors cultural and individual differences. CAWS also works in conjunction with the School of Medicine at large to help create an environment that supports learning and develops the whole person.

WE BELIEVE

- Our students are courageous, innately resourceful, and fiercely curious
- The unique lived experiences of students add to the richness of our community
- Our clients are the best expert on themselves
- Making a decision to seek support through counseling is a sign of strength and wisdom
- All of our students have inherent potential for healing and growth and the capacity to flourish personally & professionally

OUR STAFF

Our staff includes licensed mental health professionals who are committed to:

- Student growth and well-being
- Equality, diversity and inclusion
- Creating safety that allows for vulnerability and growth

WHAT WE OFFER

CAWS provides students with short-term, solution-focused counseling or referrals for personal problems that interfere with academic performance or personal well-being. Services are free and confidential to all currently enrolled students in the Wake Forest School of Medicine. (Note: Circumstances may arise where we ethically cannot provide the care you need. We can then help you find resources in the community.

Types of counseling services:

- Individual, couple, and group counseling
● Brief consultations
● Support/affinity/skill groups
● Psychiatric referrals

Like your primary care doctor, we are generalists, treating a wide range of mental health challenges. If your issue is beyond our scope of practice, we will refer you to someone in the community. Some of the issues we typically see in our office include:

● Anxiety
● Depression
● Grief/Loss
● Relationship Issues

HOURS & LOCATION
Therapy appointments on Monday through Friday from 8:30-5 pm. Our offices are located on the Innovation Quarter - BGCME campus, 1st floor, behind Medical Grounds. We provide teletherapy appointments as well as in-person. Sessions are 45 minutes long. Consultations are available throughout the week. These last 30 minutes.

SCHEDULING
To schedule an appointment, email our confidential email at: counselingservices@wakehealth.edu or go directly to our confidential Initial Appointment Request Form at: Initial Appointment Request Form (Links to an external site.).

EMERGENCIES
If you are experiencing an urgent, mental health emergency, please contact our Counseling Services Helpline at 336.716.0637. Press 1 to leave a message that will be returned within 24 business hours. Press 2 to speak to a counselor immediately. This service is available 24/7.

Other resources include:

● Forsyth Mobile Crisis Team: 888.581.9988
● Mecklenburg County Mobile Crisis Team: 704.566.3410
● Watauga County Mobile Crisis Team: 877.492.2785
● WF Baptist Medical Center ED: 336.713.9000
● Forsyth Medical Center ED: 336.718.2001
● AHWFBMC Security: 336.716-9111
● Forsyth County Sexual Assault Response Team: 336.722.4457
● Forsyth County Domestic Violence Response Team: 336.723-8125
● National Suicide Prevention Lifeline: 800.273.8255
● National Text Crisis Line: Text "Home" to 741741
Drug and Alcohol Policies and Enforcement

AHWFBMC and WFUSM prohibit the unlawful possession, use, and sale of alcoholic beverages and illegal drugs on all campuses.

ATRIUM HEALTH WAKE FOREST BAPTIST MEDICAL CENTER AND INNOVATION QUARTER-BGCME

Illegal possession, use, and sale of alcoholic beverages are prohibited. Intoxication, public consumption, public displays, or sale of alcoholic liquors, wine or beer is generally prohibited on the AHWFBMC and Innovation Quarter campus. All persons on the AHWFBMC and Innovation Quarter campus are subject to state and federal regulations concerning the use of alcohol. “Public display” is defined as the possession and/or consumption of alcoholic beverages on AHWFBMC property. Off campus consumption of alcohol by anyone less than 21 years of age is a violation of state law.

The Winston-Salem Police Department has primary responsibility for the enforcement of State drinking laws as well as the enforcement of Federal and State drug laws. The WFU Police Department also has primary responsibility for the enforcement of State drinking laws as well as the enforcement of Federal and State drug laws at BGCME and Wake Downtown.

BOONE

The Atrium Health Wake Forest Baptist Medical Center Substance Abuse Policy, Wake Forest University School of Medicine Student Substance Abuse Policy, and the Appalachian State Policy https://police.appstate.edu/alcohol-drugs-weapons both apply. The Appalachian Police Department has primary responsibility for the enforcement of State underage drinking laws as well as the enforcement of Federal and State drug laws on the Boone campus.

ATRIUM HEALTH WAKE FOREST BAPTIST MEDICAL CENTER, BOONE, AND INNOVATION QUARTER - BGCME

Drug Free Schools and Communities Act

Use, possession, manufacture, sale, distribution and/or transportation of illegal drugs and drug paraphernalia are prohibited. Students found to be involved with illegal drugs, either on or off campus, will be subject to disciplinary action (which may include dismissal from academic programs).

The Winston-Salem Police Department has primary responsibility for the enforcement of Federal and State drug laws.

In compliance with the Drug Free Schools and Communities Act, AHWFBMC publishes information regarding educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and school policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for employees.
Additionally, the WFUSM publishes information regarding educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and school policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for students.

A complete description of these topics, as provided in the AHWFBMC annual notification to students, is available online at: https://school.wakehealth.edu/-/media/WakeForest/School/Files/Education-and-Training/Student-Affairs/Wake-Forest-School-of-Medicine-Student-Handbook.pdf, employee information is found in Appendix A and includes copies of the student and employee announcements.

Students and employees at the Boone campus are notified that the Wake Forest University School of Medicine Student Substance Abuse Policy and the Appalachian State Policy https://police.appstate.edu/alcohol-drugs-weapons both apply.

**Drug-Free Schools and Communities Act**

**Wake Downtown**

In compliance with the Drug Free Schools and Communities Act, Wake Forest University publishes information regarding the University’s educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for WFU students and employees. A complete description of these topics, as provided in the University’s annual notification to students and employees, is available online at: https://aod.thrive.wfu.edu/. Additionally, the Undergraduate Alcohol and Other Drug Policy can be found here: https://go.wfu.edu/aodpolicy.

Information on employee drug or alcohol-abuse programs required by section 120(a) through (d) of HEA can be found at: https://drive.google.com/file/d/15OW4FBkMyG0YEGrJeDLyIlvev7bc2Nw7/view

Use, possession, manufacture, sale, distribution, and transportation of illegal drugs and drug paraphernalia is prohibited. Students found to be involved in illegal drugs, either on or off campus, will be subject to disciplinary action, which may include dismissal from the University, and parents will be notified. See the Undergraduate Student Handbook for sanctions. https://studentconduct.wfu.edu/undergraduate-student-handbook/

For information regarding policies and sanctions for graduate and professional school students, see:


Missing Student

Wake Downtown (for students who live on Reynolda Campus)

In accordance with the Higher Education Opportunity Act, Wake Forest University must develop and implement certain procedures to be followed when residential students are determined to be missing for 24 hours. Students residing in University housing may register a confidential contact as a part of their housing application. Students will be notified of this opportunity via their Housing Application on an annual basis. Under the provisions of this policy, a student may identify up to two individuals whom the University will contact in the event that University Police determine the student is missing. This policy applies only to students who reside in University housing. Missing student contact information is separate and distinct from emergency contact information. Missing student contact information will be kept confidential and will only be accessed by University Police and authorized University officials in the event a student is determined to be missing by University Police. The Missing student contact information may only be used in furtherance of an investigation. The full policy may be accessed on the Residence Life and Housing website. Suspected missing students should be reported immediately to the police department that has jurisdiction on your campus (see page 9) and the WFU Police. If members of the WFU community believe that a student has been missing for 24 hours, it is critical that they report that information to WFU Police by calling (336) 758-5591. A student is determined to be missing when the WFU Police have verified that reported information is credible and circumstances warrant declaring the person missing. Should the WFU Police investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the WFU Police. If the student is under the age of 18 and is not an emancipated individual, WFU Police will notify the student’s custodial parent or guardian and any other designated contact person within 24 hours. For all missing students, WFU will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If anyone believes that a resident student is missing (from a North Carolina campus), they should immediately contact the WFU Police at 911 from an on-campus phone or 336-758-5591 from a cell phone. University Police will begin an investigation and notify the Office of Residence Life and Housing. If WFU Police determine that the student is missing for 24 hours they will contact the student’s registered confidential contact. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, WFU Police will inform the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours of the determination by WFU Police that the student is missing. If the student is under 18 years of age and is not emancipated, WFU will notify the student’s parents or legal guardian in addition to any other designated contact person within 24 hours.
DISCLOSURE TO THE ALLEGED VICTIM OF A CRIME OF VIOLENCE OR A NONFORCIBLE SEX OFFENSE OF THE RESULTS OF ANY DISCIPLINARY PROCEEDING

INNOVATION QUARTER - Wake Downtown

Wake Forest will, upon written request, disclose to the alleged victim and the Respondent of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. The WFU Police provides a Victim’s Assistant who is trained to help you through every step from the crime scene to court and obtaining on or off-campus counseling.

ATRIUM HEALTH WAKE FOREST BAPTIST MEDICAL CENTER, BOONE, AND INNOVATION QUARTER-BCGME

AHWF BMC will, upon written request, disclose to an alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by AHWF BMC against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. For the ASU statement of student code of conduct and disciplinary actions that apply to students enrolled at ASU, including BGCME students at ASU see https://studentconduct.appstate.edu/pagesmith/8.

Sex Offender Register

ATRIUM HEALTH WAKE FOREST BAPTIST MEDICAL CENTER, BOONE, AND INNOVATION QUARTER (Wake Downtown and BGCME)

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. The North Carolina Bureau of Investigation maintains a web site where registered sex offenders are listed. The web address is: http://sexoffender.ncsbi.gov/.
VIOLENCE AGAINST WOMENS ACT (VAWA)

ATRIUM HEALTH WAKE FOREST BAPTIST MEDICAL CENTER, BOONE, AND INNOVATION QUARTER (Wake Downtown and BGCME)

AHWF BMC prohibits discrimination on the basis of sex in its educational programs and activities. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not, and include dating violence, domestic violence, and stalking. As a result, AHWFBMC issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a AHWFBMC official. In this context, AHWFBMC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the AHWFBMC community. AHWFBMC’s Nondiscrimination Statement and AHWFBMC Harassment Policy can be found under the header POLICIES at titleix.wfu.edu.

DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING DEFINITIONS (VAWA)

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

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; and where the existence of such a relationship shall be determined based on a consideration of the following factors: 1) the length of the relationship, 2) the type of relationship, and 3) the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition—

A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

B) Dating violence does not include acts covered under the definition of domestic violence.

C) For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

DOMESTIC VIOLENCE – includes felony or misdemeanor crimes 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred or 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.
For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting

SEXUAL ASSAULT an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) system. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

Rape is defined as 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 is defined as the touching of the private parts of another person for the purposes 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 is defined as nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as nonforcible sexual intercourse with a person who is under the statutory age of consent.

STALKING – engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety of others, or 2) suffer substantial emotional distress. For the purposes of this definition—

(i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The university prohibits any of the above acts on all campuses.
State law places domestic violence and dating violence under North Carolina Statute 50-B and stalking under North Carolina Statute 14-277.3A

1 Domestic violence means the commission of one or more of the following acts upon an aggrieved party or upon a minor child residing with or in the custody of the aggrieved party by a person with whom the aggrieved party has or has had a personal relationship, but does not include acts of self-defense: (1) Attempting to cause bodily injury, or intentionally causing bodily injury; or (2) Placing the aggrieved party or a member of the aggrieved party's family or household in fear of imminent serious bodily injury or continued harassment. For purposes of this section, the term "personal relationship" means a relationship wherein the parties involved: (1) Are current or former spouses; (2) Are persons of opposite sex who live together or have lived together; (3) Are related as parents and children, including others acting in loco parentis to a minor child, or as grandparents and grandchildren; (4) Have a child in common; (5) Are current or former household members; (6) Are persons of the opposite sex who are in a dating relationship or have been in a dating relationship. For purposes of this subdivision, a dating relationship is one wherein the parties are romantically involved over time and on a continuous basis during the course of the relationship.

North Carolina State Law Sexual Assault Definitions

G. S. 14-27.2 First Degree Rape. A person is guilty of rape in the first degree if the person engages in vaginal intercourse (1) With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim: or (2) with another person by force and against the will of the other person, and: a. employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon; or b. inflicts serious personal injury upon the victim or another person; or c. the person commits the offense aided and abetted by one or more other persons.

G. S. 14-27.3 Second Degree Rape. A person is guilty of rape in the second degree if the person engages in vaginal intercourse with another person: (1) by force and against the will of the other person; or (2) who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally disabled, mentally incapacitated, or physically helpless.

G. S. 14-27.4 First Degree Sexual Offense. A person is guilty of a sexual offense in the first degree if the person engages in a sexual act: (1) With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim: or (2) with another person by force and against the will of the other person, and: a. employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon; or b. inflicts serious personal injury upon the victim or another person; or c. the person commits the offense aided and abetted by one or more other persons.
G. S. 14-27.5 Second Degree Sexual Offense. A person is guilty of a sexual offense in the second degree if the person engages in a sexual act with another person: (1) by force and against the will of the other person; or (2) who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally disabled, mentally incapacitated, or physically helpless.

NOTE: for G. S. 14-27.4 and 14.27.5 Sexual Act means cunnilingus, fellatio, analingus, or anal intercourse, but does not include vaginal intercourse. Sexual Act also means the penetration, however slight, by any object into the genital or anal opening of another person’s body.

G.S. 14-27.5A Sexual Battery. A person is guilty of sexual battery if the person, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person: (1) by force or against the will of the other person; or (2) who is mentally disabled, mentally incapacitated, or physically helpless, and person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.

G. S. 14-178 Incest. A person commits the offense of incest if the person engages in carnal intercourse with the person’s (i) grandparent or grandchild, (ii) parent or child or stepchild or legally adopted child, (iii) brother or sister of the half or whole blood, or (iv) uncle, aunt, nephew, or niece.

G. S. 14-277.5A Statutory Rape. A defendant is guilty of a Class B1 felony if the defendant engages in vaginal intercourse with another person who is 15 years of age or younger and the defendant is at least six years older than the person, except when the defendant is lawfully married to the person. (b) a defendant is guilty of a Class C felony if the defendant engages in vaginal intercourse with a sexual act with another person who is 15 years of age or younger and the defendant is more than four but less than six years older than the person, except when the defendant is lawfully married to the person.

G. S. 14-277.3A Stalking. - A defendant is guilty of stalking if the defendant willfully on more than one occasion harasses another person without legal purpose or willfully engages in a course of conduct directed at a specific person without legal purpose and the defendant knows or should know that the harassment or the course of conduct would cause a reasonable person to do any of the following; (1) Fear for the person's safety or the safety of the person's immediate family or close personal associates. (2) Suffer substantial emotional distress by placing that person in fear of death, bodily injury, or continued harassment.

Consent – Local law

ATRIUM HEALTH WAKE FOREST BAPTIST MEDICAL CENTER, BOONE, AND INNOVATION QUARTER

North Carolina Law does not define the term consent.
Consent – WFUSM and WFU definition

The WFUSM and WFU define consent as follows:

Permission for something to happen or agreement to do something. For example, a person consents to sexual activity if/when they give permission for the activity to occur or agree to engage in the activity. Consent is unambiguous, informed, active (not passive), voluntary (freely given), mutually understandable words and/or actions that indicate a willingness to participate in the sexual activity.

Whether someone has given consent is based on the totality of the circumstances and is determined by reference to a reasonable person in the same or similar circumstances. Once consent to a sexual act has been given, consent can be withdrawn at any time by communicating words and/or actions to the other person before or during that sexual act.

Consent is automatically withdrawn if someone becomes unconscious or falls asleep during a sexual act. Consent cannot be inferred from silence, passivity, or a lack of resistance. Non-verbal communication alone may or may not be sufficient to constitute consent. Furthermore, consent cannot be inferred from a current or previous dating or sexual relationship (or the existence of such a relationship with anyone else), from someone’s attire, spending money, or consent previously given. In other words, consenting to one sexual act does not imply consent to another sexual act.

Consent cannot be coerced. Examples of coercion that prevent consent include physical force, violence, duress, intimidation, deception, or the threat, expressed or implied, of bodily injury. The use of alcohol or other drugs does not diminish one's responsibility to obtain consent before sexual activity and does not excuse conduct that violates this Policy.

Consent may never be given by:

1. Minors, even if the other participant did not know the minor’s age;
2. Mentally disabled persons, when the Respondent knows or should know (based on a Reasonable Person standard) that the individual allegedly giving consent is not capable of consenting due to the disability; or
3. Persons who are Incapacitated.
TITLE IX

TITLE IX OFFICE

The Title IX Office is responsible for oversight and coordination of the institution’s Title IX compliance efforts, including:

- providing a prompt, equitable and impartial Title IX process for all students, faculty, staff, and individuals participating in or attempting to participate in the University’s education programs and activities
- handling investigations of sex discrimination and sexual misconduct reports
- coordinating effective responses to reports of sex discrimination and sexual misconduct
- facilitating the implementation of supportive measures
- identifying and addressing patterns of complaints involving possible sex discrimination and sexual misconduct
- coordinating assessment of campus climate around issues of sex discrimination and sexual misconduct
- coordinating the adaptive resolution process
- facilitating the formal resolution process

The Title IX Office also collaborates with other offices, such as the CAWS, the Office of Student Affairs, and Office of Wellbeing, to offer awareness campaigns and prevention programs that seek to promote positive and healthy behaviors that foster healthy, mutually respectful relationships, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Reports of sexual misconduct should be reported to the Title IX Office: Aishah Casseus, JD, Title IX Coordinator, 336-758-7258. casseua@wfu.edu or titleixcoordinator@wfu.edu. The office is located at room 307 Reynolda Hall.

AHWFBMC and WFUSM take a very strong stand on the issue of sexual assault. AHWFBMC and WFUSM will vigorously address instances of sexual misconduct and will endeavor to preserve a victim’s confidentiality. The Sex and Gender Discrimination and Harassment Policy and Title IX Sexual Harassment and Non-Title IX Sexual Misconduct can be accessed: here All employees and other members of the AHWFBMC and WFUSM community are strongly encouraged to promptly report concerns regarding suspected or known discrimination/harassment/misconduct on the basis of sex or gender to the Title IX Coordinator.

RESOURCES FOLLOWING EXPERIENCES OF SEXUAL VIOLENCE

Any person (whether or not alleged to be the victim) may report sex or gender discrimination, harassment or misconduct, including Sexual Harassment to Aishah Casseus, JD, Title IX Coordinator, 336-758-7258. casseua@wfu.edu or titleixcoordinator@wfu.edu. The office is located at room 307 Reynolda Hall. Victims are also encouraged to report the matter to WFU Police or AHWFBMC Security Services as described in the campus-specific sections below. Victims are advised that reports of domestic violence, dating violence, sexual
assault and stalking made to WFU Police and/or AHWFBMC Security Services will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

ATRIUM HEALTH WAKE FOREST BAPTIST MEDICAL CENTER AND INNOVATION QUARTER (Wake Downtown and BGCME)

This may be a time in which an individual will have to make many decisions and may feel a variety of emotions that might make it difficult to cope alone. AHWFBMC, WFUSM and WFU and our local communities are well-equipped to assist individuals who have experienced sexual violence, relationship violence, or stalking, whether through having individuals to talk to and support them, obtaining medical attention, planning for their physical and emotional safety, making adjustments to their housing or class schedule, visiting a counselor or seeking support, engaging with legal authorities, and/or engaging with the Title IX sexual harassment process or non-Title IX sexual misconduct process.

If an individual has experienced sexual assault, dating or domestic violence, or stalking:

They are not alone. Resources are available to help.

- For emergency needs, call 911. This notification activates resources to provide emergency medical or safety care.

- Law Enforcement: University Police are available by calling 911 on a campus phone or 336-758-5911 from a cell phone. Individuals may also choose to contact the Winston-Salem Police Department by calling 911 from a cell phone. At AHWFBMC healthcare facilities contact the Security Department at 6-9111 (336-716-9111) and at Innovation Quarter contact 911. Sunstates Security can be reached at 336-713-1568. Security departments can assist in notifying the appropriate law enforcement agency.

  - If a member of the Wake Forest/WFUSM/AHWFBMC community reports a sexual assault that occurred off campus to WFU Police or AHWFBMC Security, an applicable law enforcement agency will be contacted to assist the individual.

  - Timely reports increase the likelihood that critical evidence will be obtained. If an individual decides to file legal charges, the University or Winston-Salem Police can advise them on how to proceed. In Charlotte, report to the Charlotte-Mecklenburg Police Department at 911.

- **Contact the Safe Office or CAWS.** The Reynolda Campus Safe Office is available 24/7 during the academic year at: 336-758-5285 and is located at the ground floor of Reynolds Gym, room B104-107. The Safe Office is available to WFU students while CAWS is available to WFSM students. Both resources are there to confidentially respond to urgent needs, assist individuals as they evaluate their options, and support them as they plan for their safety and begin the healing process. CAWS is available after hours at: 336-716-0637

- **Contact the Title IX Office (BGCME).** The Title IX Office is available at 336-758-7258. The office is located at room 307 Reynolda Hall.
Seek medical care. Contact the University Student Health Service (336-758-5218) or a local hospital (Atrium Health Wake Forest Baptist ER – 336-713-9000 or Novant Health Forsyth Medical Center ER – 336-718-2001 in Winston-Salem. In Charlotte the 911 operator can direct you to the nearest hospital). It is crucial that individuals seek medical attention as soon as possible, and Student Health Service staff and emergency room personnel at local hospitals are trained to respond sensitively to individuals who have experienced violence.

It is important to try to preserve all physical evidence to maintain all of the available legal options. For incidents of sexual, dating, or domestic violence, having an Evidence Collection Kit completed at a local hospital within 96 hours will assist an investigation, should an individual decide now (or later) that they want to pursue prosecution. For individuals impacted by stalking, keep a log of all dates, times, witnesses, and incidents that have occurred.

- A medical professional can also determine the possibilities and any required treatment for physical injury, sexually transmitted infections/diseases, or pregnancy.

Seek support. There are many professional resources on campus or within the community that are available to support individuals through the healing process. Individuals may also choose to seek support in family or friends.

On and Off Campus Services for Victims

Wake Downtown

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Wake Forest University will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:
<table>
<thead>
<tr>
<th><strong>Counseling and Well-Being Services (Confidential)</strong></th>
<th><strong>Contact</strong></th>
<th><strong>Location</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides confidential support service and education for students regarding sexual misconduct, including assault, and relationship violence or stalking.</td>
<td><a href="mailto:counselingservices@wakehealth.edu">counselingservices@wakehealth.edu</a> (confidential email) or Dr. Paige Bentley, <a href="mailto:pbentley@wakehealth.edu">pbentley@wakehealth.edu</a>, 336-713-3357; Jessica McKoy, <a href="mailto:jhmckoy@wakehealth.edu">jhmckoy@wakehealth.edu</a>, 336-716-0637 Meribeth Robinson, <a href="mailto:meerobin@wakehealth.edu">meerobin@wakehealth.edu</a>, 336-716-0637 Orita Ramseur, <a href="mailto:omccorkl@wakehealth.edu">omccorkl@wakehealth.edu</a>, 336-713-6302</td>
<td>Waiting Room: Bowman Gray Center for Medical Education 1213, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101</td>
</tr>
<tr>
<td><strong>Chaplain (Confidential)</strong></td>
<td><strong>Contact</strong></td>
<td><strong>Location</strong></td>
</tr>
<tr>
<td>Provides confidential support</td>
<td>Michelle Nicolle, Chaplain <a href="mailto:mnicolle@wakehealth.edu">mnicolle@wakehealth.edu</a>, 336-713-9766</td>
<td>3rd floor: Bowman Gray Center for Medical Education 1213, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101</td>
</tr>
<tr>
<td><strong>Atrium Health Wake Forest Baptist Medical Center (Confidential)</strong></td>
<td><strong>Contact</strong></td>
<td><strong>Location</strong></td>
</tr>
<tr>
<td>Medical Concern including wellness exams, SANE forensic exams, STI or pregnancy testing, and Rape Drug Screening (1)</td>
<td>Emergency Department 336-713-9000 To request an appointment: 336-716-9253</td>
<td>Medical Center Blvd. Winston-Salem, N.C. 27157 <a href="https://www.wakehealth.edu/Specialty/">https://www.wakehealth.edu/Specialty/</a> /Emergency-Department</td>
</tr>
<tr>
<td><strong>Title IX Office (Not Confidential)</strong></td>
<td><strong>Contact</strong></td>
<td><strong>Location</strong></td>
</tr>
<tr>
<td>Private reporting option for incidents of sexual harassment, sexual assault, domestic violence, dating violence, including issuance of interim measures; conducts Title IX investigations and proceedings</td>
<td>Aishah Casseus, Title IX Coordinator <a href="mailto:casseua@wfu.edu">casseua@wfu.edu</a> or <a href="mailto:titleixcoordinator@wfu.edu">titleixcoordinator@wfu.edu</a> 336-748-7258 Jessica Harris Telligman, Deputy Title IX Coordinator/Investigator <a href="mailto:jtelligm@wakehealth.edu">jtelligm@wakehealth.edu</a> 336-758-4997</td>
<td>3rd Floor, Reynolda Hall, Wake Forest University or 3rd floor: Bowman Gray Center for Medical Education 1213, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101 <a href="https://school.wakehealth.edu/Education-">https://school.wakehealth.edu/Education-</a> and-Training/Student-Affairs/Title-IX</td>
</tr>
<tr>
<td><strong>Security Office (Not Confidential)</strong></td>
<td><strong>Contact</strong></td>
<td><strong>Location</strong></td>
</tr>
<tr>
<td>Private reporting option, safety needs or making a police report</td>
<td>Emergency Communications 336-716-3305</td>
<td>Main Floor, Ambulatory Care Building, Wake Forest Baptist Medical Center, Medical Center Blvd, Winston-Salem, NC <a href="https://school.wakehealth.edu/Campus-">https://school.wakehealth.edu/Campus-</a> and-Community-Life/Campus-Safety-and-Security</td>
</tr>
<tr>
<td>Student Affairs (Not Confidential)</td>
<td>Contact</td>
<td>Location</td>
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<tr>
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<td>---------</td>
</tr>
<tr>
<td><strong>Private reporting option,</strong> <strong>including issuance of interim measures, and accommodations</strong></td>
<td>Sarah Riney, JD Education Compliance Director, Title IX Deputy Coordinator, Office of Institutional Effectiveness and Compliance <a href="mailto:sriney@wakehealth.edu">sriney@wakehealth.edu</a>, 336-713-3352</td>
<td>1st floor: Bowman Gray Center for Medical Education, Wake Forest School of Medicine, 475 Vine Street, Winston-Salem, NC 27101</td>
</tr>
</tbody>
</table>

Contact information for on and off campus resources can be found listed in the Student Sexual Misconduct & Discrimination Policy as well as on the Title IX Office website at https://school.wakehealth.edu/Education-and-Training/Student-Affairs/Title-IX and at: https://titleix.wfu.edu

**INNOVATION QUARTER - BGCME AND WAKE DOWNTOWN**

**Off Campus Community Resources**

<table>
<thead>
<tr>
<th>Winston-Salem Community Resources</th>
<th>Advocacy and Support</th>
<th>Family Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Advocacy and Support</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Family Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Community advocacy and support services</td>
<td>336-722-8173 or 1-800-316-5513</td>
<td>Sexual Assault 24/7 Crisis Line: 336-722-4457</td>
</tr>
<tr>
<td>• Individual and group counseling and education opportunities</td>
<td></td>
<td>Domestic Violence 24/7 Crisis Line: 336-723-8125 1200 S. Broad Street</td>
</tr>
<tr>
<td>• Domestic Violence Shelter (information available through DV Crisis Line)</td>
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<td></td>
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<tr>
<td>• Legal assistance</td>
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</tr>
</tbody>
</table>

**Safe on Seventh (by Family Services)**

“One Stop Shop” for assistance with interpersonal violence concerns including criminal and civil justice system, law enforcement, victim advocates, and legal advocates 336-722-8173 or 1-800-316-5513

https://familyservicesforsyth.org/ Seventh Floor Forsyth County Hall of Justice 200 N. Main St. Winston-Salem, N. C. 27101

**Health and Safety Resources**

**Atrium Health Wake Forest Baptist Medical Center**
<table>
<thead>
<tr>
<th>Medical Concern including wellness exams, SANE forensic exams, STI or pregnancy testing, and Rape Drug Screening (1)</th>
<th>Emergency Department 336-713-9000  To request an appointment: 336-716-9253</th>
<th><a href="https://www.wakehealth.edu/">https://www.wakehealth.edu/</a> Medical Center Blvd. Winston-Salem, N. C. 27157</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forsyth County Health Department</td>
<td>Appointment information: 336-703-3324</td>
<td><a href="http://www.co.forsyth.nc.us/PublicHealth/">http://www.co.forsyth.nc.us/PublicHealth/</a></td>
</tr>
<tr>
<td>Mental Health Resources</td>
<td>Mental health community resource referrals are confidential and available upon request through the Wake Forest University Counseling Center. 336-758-5273</td>
<td></td>
</tr>
<tr>
<td>Legal or Visa Assistance</td>
<td>Contact the WFU Law School for a list of legal or Visa attorneys in Winston-Salem 336-758-5435</td>
<td><a href="https://law.wfu.edu/">https://law.wfu.edu/</a></td>
</tr>
</tbody>
</table>

(1) SANE forensic exams are conducted by nurses trained to collect evidence in sexual assaults. The university strongly recommends that victims have forensic exams conducted at WFU Baptist Medical Center or Novant Health Forsyth Medical Center. The examination does not require the filing of a police report, but the exam will be valuable if the victim later decides to file a report.

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

http://www.rainn.org – Rape, Abuse and Incest National Network

https://www.justice.gov/ovw/sexual-assault - Department of Justice

https://www2.ed.gov/about/offices/list/ocr/index.html  Department of Education, Office of Civil Rights

BOONE
## ATRIUM HEALTH WAKE FOREST BAPTIST MEDICAL CENTER AND INNOVATION QUARTER
- BGCME and Wake Downtown

### Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

#### What to do immediately

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible.

AHWF BMC and Novant Health Forsyth Medical Center are both located in Winston-Salem. In North Carolina, evidence may be collected even if you chose not to make a report to law enforcement. AHWF BMC obtains the victim’s name at check-in. If the victim wishes, the evidence kit collected at the hospital will be transferred to the Winston-Salem Police Evidence Room. The kit will be listed under the name of Jane Doe with the time and date of the incident. Novant Health Forsyth Medical Center collected kits are sent to the State Bureau of Investigation Crime Lab in Raleigh, North Carolina where they are stored pending testing for one year. The Winston-Salem Police Department may also be reached directly by calling 911 or 336-773-7700. Reports may be made in person at 725 N. Cherry St., Winston-Salem. Additional information about the Winston-Salem Police department may be found online at: [http://www.cityofws.org/departments/police](http://www.cityofws.org/departments/police).

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 which 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 disease. 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 communications, and keeping pictures, logs or other copies of documents, if they have any, as such evidence may be useful to hearing boards/investigators or police.

Although all members of the community are strongly encouraged to report violations of this policy to law enforcement (including on campus law enforcement and/or local police), it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. The WFU Police, AHWFBMC Security, the Title IX Coordinator, WFU Police Victim Services, Branch Administrator, or the Safe Office will assist any victim with notifying local police if they so desire. The Wake Forest University Police Department may also be reached directly by calling 336-758-5591 and in person at 1834 Wake Forest Road, Winston-Salem, NC, 27109, Alumni Hall 104.

The non-emergency phone number for students and employees in Charlotte is as follows: Charlotte-Mecklenburg Police Department 704-336-7600, and the non-emergency phone number for students and employees in Boone is as follows: Appalachian State University Police Department 828-262-8000.

Emergency phone numbers for every law enforcement agency listed above can be found within the document. Additional information about the Wake Forest University Police Department may be found online at: https://police.wfu.edu/.

The institution’s student and employee, for all campuses, sexual misconduct policy, including a description of the appeal procedures can be found under the header POLICIES at: titleix.wfu.edu.

The student’s and employee’s affiliated institution will provide or make arrangements for resources both on and off campus, to include medical and counseling assistance, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who are alleged to have violated the institution’s policy. The procedures set forth below are intended to afford a prompt response to complaints of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions when an individual is found responsible for violating the policy. It is crucial that you seek medical attention as soon as possible. It is important to try to preserve all physical evidence to prove a crime and to maintain all of your legal options. 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, they nevertheless should consider speaking with University Police or other law enforcement to preserve evidence in the event that the victim changes their mind at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

**Procedures The Institution Will Follow Upon Receipt of a Report of Dating Violence, Domestic Violence, Sexual Assault, or Stalking**

The institution has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file The institution will make such accommodations, if the victim requests them and if they are reasonably available,
regardless of whether the victim chooses to report the crime to the criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, student financial aid, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an Respondent party, such as housing, academic, transportation and working accommodations, if reasonably available. Supportive measures are available for both parties regardless of whether a formal complaint is filed. Students and employees should contact the Title IX Coordinator or a Deputy Title IX Coordinator at 336-758-7258 or titleixcoordinator@wfu.edu. If a report of domestic violence, dating violence, sexual assault or stalking by a student or employee is reported to the University, they will receive a written explanation of their rights and options. The procedures that the University will follow as well as a statement of the standard of evidence that will be used during any Title IX disciplinary hearing on campus arising from such a report are listed below:

### ATRIUM HEALTH WAKE FOREST BAPTIST MEDICAL CENTER AND INNOVATION QUARTER - BGCM

<table>
<thead>
<tr>
<th>Incident Being Reported</th>
<th>Procedure Atrium Health Wake Forest Baptist Medical Center (AHWFBCM) will follow:</th>
<th>Evidentiary Standard</th>
</tr>
</thead>
</table>
| Sexual Assault          | 1. Depending on when reported (immediate vs. delayed report), AHWFBCM will assist the complainant with access to medical care  
2. AHWFBCM will assess immediate safety needs of complainant  
3. AHWFBCM will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department  
4. AHWFBCM will provide complainant with referrals to on and off campus mental health providers  
5. AHWFBCM will assess need to implement interim or long-term protective measures, such change in class schedule, "No Contact" directive between both parties  
6. AHWFBCM will issue a Trespass Warning to the Respondent party if deemed appropriate  
7. AHWFBCM will provide written instructions on how to apply for a Protective Order  
8. AHWFBCM will direct individuals to a copy of the Sex & Gender Discrimination & Harassment Policy and inform the complainant regarding timeframes for inquiry, investigation and resolution  
9. AHWFBCM will simultaneously inform the complainant and respondent of the outcome of the investigation and hearing.  
10. AHWFBCM will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation | Preponderance of evidence (1) |
| Domestic Violence       |                                                                                  |                      |
| Dating Violence Or Stalking |                                                                                   |                      |

(1) Under the preponderance standard, the burden of proof is met when the party with the burden convinces the fact finder that "more likely than not" that the claim is true.

**Assistance for Victims: Rights & Options**

ATRIUM HEALTH WAKE FOREST BAPTIST MEDICAL CENTER, BOONE, AND INNOVATION QUARTER- BGCM and, WAKE DOWNTOWN
Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the institution will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. If reported, such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution’s provisions about options for, available assistance in, and how to request supportive measures; and
- an explanation of the procedures for institutional disciplinary action

NORTH CAROLINA DECLARATION OF RIGHTS

Under North Carolina State Law, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

1. The right as prescribed by law to be informed of and to be present at court proceedings of the Respondent.
2. The right to be heard at sentencing of the Respondent in a manner prescribed by law, and at other times as prescribed by law or deemed appropriate by the court.
3. The right as prescribed by law to receive restitution.
4. The right as prescribed by law to be given information about the crime, how the criminal justice system works, the rights of victims, and the availability of services for victims.
5. The right as prescribed by law to receive information about the conviction or final disposition and sentence of the Respondent.
6. The rights as prescribed by law to receive notification of escape, release, proposed parole or pardon of the Respondent, or notice of a reprieve or commutation of the Respondent's sentence.
7. The right as prescribed by law to present their views and concerns to the Governor or agency considering any action that could result in the release of the Respondent, prior to such action becoming effective.
8. The right as prescribed by law to confer with the prosecution.

Further, each institution complies with North Carolina law in recognizing orders of protection (50B) issued in North Carolina or protective orders from other states. Individuals should provide a copy of the order to the WFU Police, AHWFBMC Security, Sunstates Security depending on which location(s) they frequent. Additionally, individuals may meet with the WFU Police or AHWFBMC Security to develop a Safety Action Plan, which is a plan for reducing the victim’s risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cell phone, changing classroom location or allowing a student to complete assignments from home, etc. The University cannot apply for a legal order of protection, no contact order or restraining order.
for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services but may request the police to assist them to obtain a local order. You can file a petition in the county where you live (permanently or temporarily), or in the county where the abuser lives. In order to obtain a restraining order under North Carolina General Statute 50-B, the person you are seeking to restrain must fall into one of the following categories: spouse or ex-spouse, persons of opposite sex who are or have lived together, have a child in common, parent and child (or in loco parentis), grandparents and grandchildren, persons of the opposite sex who are or have been in a dating relationship. Protection from abuse orders may be available through the Forsyth County Domestic Violence Center which is located on the 7th floor of the County Hall of Justice. Multiple agencies are available at that one location to assist victims to obtain services. The University may issue an Institutional No Contact Order if deemed appropriate or at the request of the victim or Respondent to a student or employee.

For Wake Forest University students, the Safe Office provides private consultations regarding sexual and relationship violence or stalking concerns. Call the Safe Office 24/7 for urgent needs at 336-758-5285.

For the School of Medicine students, CAWS can provide consultation regarding sexual and relationship violence and stalking concerns. You may contact CAWS by email at counselingservices@wakehealth.edu.

Orders of protection and restraining orders (Innovation Quarter - Wake Downtown and BGCME, and AHWF BMC) can be obtained at the Forsyth County Courthouse. These orders are designed to protect the victim from further harm. Additionally, the Title IX Office may issue administrative no contact orders.

Supportive Measures

“Supportive Measures” are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a Claimant 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 the institution’s Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the institution’s educational environment or deter Sexual Harassment and Sexual Misconduct.

Supportive Measures may include, but are not limited to, counseling, extensions of deadlines or other course related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus. The institution will maintain as confidential any Supportive Measures provided to a Claimant or a Respondent, to the extent that maintaining such confidentiality would not impair the institution’s ability to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures. Said measures must be made regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

The protection of our community is very important to the institution. Anyone who feels they may be or are a victim of crime on campus should immediately notify the Wake Forest University Police or on property of AHWF BMC notify AHWF BMC Security. If the crime occurs off campus, immediately notify the police department in the location where it occurred. A delay in reporting may cause the situation to escalate.
To request changes or assistance in requesting changes to academic, living, transportation, protective measures and/or working situation or protective measures, a victim should contact either the Title IX Coordinator at 336-758-7258 or the Victim’s Assistance Office at University Police at 336-758-4332, the Safe Office at 336-758-5285 or CAWS at 336-713-3357.

Students, faculty, and staff can update privacy settings to limit what aspects of personal information is displayed in the WFU Internal directory by logging into WIN, the Wake Information Network (https://win.wfu.edu/), navigating to Personal and selecting “Privacy Settings.” Step-by-step instructions on how members of the WFU community can update these privacy settings can be found at https://help.wfu.edu/support/solutions/articles/13000048901. Additionally, students can contact the Office of the Registrar at registrar@wfu.edu or 336.758.5207 to request to have all of their information confidential. The School of Medicine students can contact the Office of Student Records at studentrecords@wakehealth.edu or 336-716-4264. Also, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant, including accommodations and protective measures (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) The Police Records System used by the University Police allows command personnel (Captain and higher ranks) to block the victim’s name or the entire report from access by other law enforcement agencies. Reports can also be checked as confidential or sealed further restricting access to victim information. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The institution does not publish the name of crime victims nor house identifiable information regarding victims in the University Police department and AHWFBMC Daily Crime Logs, in the annual crime statistics, or online. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

CHANGE IN VICTIM’S ACADEMIC AND LIVING SITUATION

The institution will make every effort to make changes in a victim’s academic, transportation, working and living situation if requested and reasonably available regardless of whether a victim has reported an offense to the campus or local police. Changes in an academic situation should be made by Wake Forest University students through the Office of Academic Advising or the relevant Dean’s Office and housing changes should be made by the Office of Residence Life and Housing. (See Guide to Community Living for information.) Assistance can also be provided through the Title IX Coordinator. Academic and housing changes for School of Medicine students may also be requested through the Learning Environment Liaison or Title IX Coordinator, including those for Global Health House.
Wake Forest University, the School of Medicine, and Atrium Health Wake Forest Baptist Medical Center are committed to providing programs, activities, and a safe academic and working environment that are free from sex discrimination (including discrimination on the basis of sex, sexual orientation, gender identity, and gender expression) and sexual misconduct (including sexual harassment, sexual assault, domestic violence, dating violence, and stalking). As a recipient of Federal funds, the University also complies with Title IX of the Higher Education Amendments of 1972, 20 U.S. C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in education programs or activities. Sexual harassment, which includes sexual violence, is a form of sex discrimination. The University’s commitment to nondiscrimination applies to admissions, employment, access to and treatment in University programs and activities. For the University’s full non-discrimination statement, see https://school.wakehealth.edu/education-and-training/student-records/student-right-to-know

When students, employees, or other individuals experience acts of sexual misconduct or other forms of gender discrimination or harassment, their sense of safety and trust are violated. This may significantly interfere with their success at the institution. Our community expects that all interpersonal relationships and interactions – especially those of an intimate nature – are based upon values of mutual respect, dignity, responsibility, open communication, and clear consent. Sex discrimination, sexual harassment and sexual misconduct are violations of our institution’s values and policies and present barriers to fulfilling the University’s missions. Unlawful gender discrimination, sexual harassment and sexual misconduct will not be tolerated and are expressly prohibited. Reports of discrimination and harassment will be promptly and equitably reviewed and investigated. When harassment or discrimination is discovered, the institution will promptly take steps to prevent its recurrence and to correct any found discriminatory effects.

**Adjudication of Violations**

The University’s and AHWFBMC disciplinary processes include a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the Claimant and the Respondent. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within the timeframe specified in the institution’s policy. However, the institution’s policy allows for extensions of timeframes for good cause with written notice to the Claimant and the Respondent of the delay and the reason for the delay. University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually. Furthermore, each policy provides that:

1. The Claimant and the Respondent will have timely notice for meetings

2. The Claimant, the Respondent and appropriate officials will have timely and equal access to any information that will be used during formal hearing process

3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the Claimant or the Respondent;
4. The Claimant and the Respondent will have the same opportunities to have others present during any institutional disciplinary proceeding. The Claimant and the Respondent each have the opportunity to be Advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or their presence for either the Claimant or the Respondent in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to consulting and advising his or her advisee during a sexual misconduct hearing. An advisor has the opportunity to cross-examine witnesses at a Title IX hearing.

5. The Claimant and the Respondent will be notified simultaneously, in writing the outcome hearing.

6. Where an appeal is permitted under the applicable policy, the Claimant and the Respondent will be notified simultaneously in writing, of the procedures for the Respondent and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the Claimant and the Respondent will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the university or a person may file a complaint under the following policies, depending upon the status of the Respondent (student or employee):

WFBH Title IX & Non-Title IX Sexual Misconduct Policy describes prohibited conduct, establishes prompt and equitable grievance procedures for responding to reports of sex or gender discrimination, harassment, or misconduct as defined in this policy, and outlines resources available to all students.

Coverage

The Wake Forest University Policy applies to allegations of Sexual Harassment and Sexual Misconduct made by or against a student or an employee of Wake Forest or a third party, regardless of sex, sexual orientation, sexual identity, gender expression, or gender identity. Allegations of Sexual Harassment made by or against a student or employee and allegations of Sexual Misconduct made by or against a student of Atrium Health Wake Forest University Baptist Medical Center, Wake Forest University Health Sciences, or Wake Forest University School of Medicine will be addressed under the Atrium Health Wake Forest University Baptist Medical Center Sex and Gender Discrimination and Harassment Policy and Grievance Procedures.

Reporting

The institutions encourage anyone who experiences or becomes aware of an incident of prohibited conduct involving a student to immediately report the incident to the University through any of the following reporting options:

File a Criminal Complaint with the Police or Security (Non - Confidential)

Reynolda Campus
University Police P.O. Box 7686, Winston-Salem, NC 27109
Phone On Campus: 911
Cell or Off Campus: 336-758-5591 dispatch@wfu.edu
Atrium Health Wake Forest Baptist Medical Center Security Services
Main Floor, Ambulatory Care Building, Wake Forest Baptist Medical Center
Emergency 6-9111 (336-716-9111)
Non-Emergency 6-3305 (336-716-3305)

Innovation Quarter
Sunstates Security 336-713-1568
Wake Forest University Police 336-713-1568
Winston-Salem Police 911

Winston-Salem Police Department
101 N. Main St., Winston-Salem, NC 27101
Emergencies: 911 Non-emergencies 336-773-7700

Appalachian State University Police
461 Rivers Street
Boone, NC, 28608 USA
828-262-8000 or Boone Police 911

File a Report with the University Title IX Coordinator (Non-confidential) for all campuses (student or staff).

Aishah Casseus, JD
Reynolda Hall \ Suite 307
336-758-7258
casseua@wfu.edu
titleixcoordinator@wfu.edu

Deputy Title IX Coordinators on the Reynolda Campus

Jessica Telligman, JD Deputy Title IX Coordinator Title IX Investigator
Reynolda Hall \ Suite 307
telligjr@wfu.edu
336.758.4997

Jim Settle, Associate Dean, Student Conduct
336.758.5226
settlej@wfu.edu

Lindsey Babcock, Deputy Athletic Director/SWA
336.758.3140
lbabcock@wfu.edu

Matt Imboden, Chief Student Services Officer
336.758.1896
imbodemw@wfu.edu
**Stephanie Carter,** Director of Residence Life  
336.758.5266  
cartersk@wfu.edu

**Tim Wilkinson,** Associate Dean for Student Engagement  
336.758.4853  
wilkints@wfu.edu

**Deputy Title IX Coordinators on the Atrium Health Wake Forest Baptist Medical Center, Innovation Quarter and Boone campuses.**

**Jessica Telligman, JD**  
Deputy Title IX Coordinator Title IX Investigator  
Reynolda Hall \ Suite 307  
telligjr@wfu.edu  
336.758.4997

**Sarah Riney, JD**  
Education Compliance Director, Office of Education Institutional Effectiveness and Compliance  
Bowman Gray Center for Medical Education, 1st Floor, 1327  
sriney@wakehealth.edu  
336.713.3352

Innovation Quarter - Wake Downtown  
Wake Forest University Title IX & Non-Title IX Sexual Misconduct Policy and Grievance Procedures

**Prohibited Conduct**

The institutions strictly prohibit Sexual Misconduct and Sexual Discrimination.

**“Sexual Harassment”** as defined by Title IX and in this Policy means conduct on the basis of sex that satisfies one or more of the following:

1. an employee of the Wake Forest University conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct (commonly referred to *quid pro quo* harassment);

2. unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Wake Forest’s Education Program or Activity; or

3. “Sexual Assault,” *Sexual Assault* is any sexual act directed against another person, without the consent of the person, including instances where the person is incapable of giving consent. Sexual Assault can occur between individuals of the same or different sexes and/or genders. Sexual Assault includes the following:
· **Rape:** The carnal knowledge of a person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;

· **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;

· **Sexual Assault with an Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of a person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;

· **Fondling:** The touching of the private body parts of a person for the purpose of sexual gratification, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;

· **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and

· **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

“**Dating Violence,**” as defined in 34 U.S.C. § 12291(a)(10): violence committed by a person—(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship;

“**Domestic Violence,**” as defined in 34 U.S.C. § 12291(a)(8): felony or misdemeanor crimes of violence under North Carolina law and 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 cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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; or

“**Stalking,**” as defined in 34 U.S.C. § 12291(a)(30): engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress. A “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.
“Sexual Misconduct” is defined as follows:

(1) Conduct that would otherwise meet the definition of Sexual Harassment but does not meet the geographical or personal jurisdictional requirements under Title IX and its implementing regulations. For example, an alleged sexual assault that occurs in an off-campus apartment leased by a student would not satisfy the geographical jurisdiction of Title IX, but that alleged assault would be addressed under this Policy as Sexual Misconduct.

(2) Non-Title IX Sexual/Gender-Based Harassment: Non-Title IX Sexual or gender-based harassment is a form of discrimination that includes verbal, written, or physical behavior, directed at someone, or against a particular group, because of that person’s or group’s sex, gender identity, actual or perceived sexual orientation, or based on gender stereotypes, when that conduct is unwelcome and meets the following criteria:

(a) Submission to or rejection of the conduct is made either explicitly or implicitly a term or condition of an individual’s education, employment, University living environment, or participation in a University activity or program; or

(b) Submission to or rejection of the conduct is used as the basis for, or as a factor in, decisions affecting an individual’s education, employment, University living environment, or participation in a University activity or program; or

(c) the conduct has the purpose or effect of creating an intimidating, hostile, or offensive educational, employment, University living, or University activity or program environment(s) for an individual, or

(d) the conduct unreasonably interferes with the educational, employment, or University living, or University activity or program environment(s) of an individual; and

(e). The conduct is sufficiently severe or pervasive that it alters the terms, conditions, or privileges of an individual’s education, employment, University living environment, or participation in a University activity or program.

Conduct may be verbal or nonverbal, written, or electronic. Sexual or gender-based harassment can occur between any persons, including those the same or opposite sex, and either as single or repeated incidents. Whether conduct is sufficient to constitute harassment is evaluated under the totality of the circumstances, including the frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely an offensive utterance. These factors are evaluated from both subjective and objective viewpoints, considering not only the effect that the conduct actually had on the person, but also the impact it would likely have had on a reasonable person in the same situation. The conduct must subjectively and objectively meet this definition to be sexual or gender-based harassment under this Policy.

The definition of Non-Title IX Sexual Misconduct applies differently to Wake Forest students, employees, and third parties.
This definition applies to Wake Forest students from the time a student moves into an on-campus residence or matriculates at Wake Forest, whichever is sooner, and continues until the student is no longer enrolled at Wake Forest. This includes conduct taking place anywhere in the world and is not limited to conduct within Wake Forest’s Education Programs or Activities.

This definition applies to Wake Forest employees and non-student third parties only to the extent the conduct giving rise to the complaint is directly related to the University’s Education Programs or Activities.

(3) Sexual exploitation. Conduct that is defined as taking non-consensual, unjust, or abusive sexual advantage of another, for one’s own advantage or benefit; or to benefit or advantage anyone other than the person being exploited. Sexual exploitation encompasses a wide range of behaviors including, but not limited to:

(a) inducing incapacitation with the intent to rape or sexually assault another person;
(b) non-consensual video or audio-recording of sexual activity;
(c) allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
(d) engaging in Peeping Tommery (voyeurism);
(e) knowingly transmitting a sexually transmitted disease, including HIV, to another student;
(f) prostituting another person (i.e. – personally gaining money, privilege, or power from the sexual activities of another person); or
(g) indecent exposure (willfully exposing one’s genitals in any public place, and in the presence of another person).

The definition of Sexual Exploitation applies differently to Wake Forest students, employees, and third-parties.

This definition applies to Wake Forest students from the time a student moves into an on-campus residence or matriculates at Wake Forest, whichever is sooner, and continues until the student is no longer enrolled at Wake Forest. This includes conduct taking place anywhere in the world and is not limited to conduct within Wake Forest’s Education Programs or Activities.

This definition applies to Wake Forest employees and non-student third parties only to the extent the conduct giving rise to the complaint is directly related to the University’s Education Programs or Activities.

Consent

“Consent” means permission for something to happen or agreement to do something. For example, a person consents to sexual activity if/when they give permission for the activity to occur or agree to engage in the activity. Consent is unambiguous, informed, active (not passive), voluntary (freely given), mutually understandable words and/or actions that indicate a willingness to participate in the sexual activity.

Whether someone has given consent is based on the totality of the circumstances and is determined by reference to a reasonable person in the same or similar circumstances. Once consent to a sexual act has been given, consent can be withdrawn at any time by communicating words and/or actions to the other person.
before or during that sexual act. Consent is automatically withdrawn if someone becomes unconscious or falls asleep during a sexual act.

Consent cannot be inferred from silence, passivity, or a lack of resistance. Non-verbal communication alone may or may not be sufficient to constitute consent. Furthermore, consent cannot be inferred from a current or previous dating or sexual relationship (or the existence of such a relationship with anyone else), from someone’s attire, spending money, or consent previously given. In other words, consenting to one sexual act does not imply consent to another sexual act.

Consent cannot be coerced. Examples of coercion that prevent consent include physical force, violence, duress, intimidation, deception, or the threat, expressed or implied, of bodily injury.

The use of alcohol or other drugs does not diminish one's responsibility to obtain consent before sexual activity and does not excuse conduct that violates this Policy.

Consent may never be given by:
1. Minors, even if the other participant did not know the minor’s age;
2. Mentally disabled persons, when the Respondent knows or should know (based on a reasonable person standard) that the individual allegedly giving consent is not capable of consenting due to the disability; or
3. Persons who are Incapacitated.

Amnesty

Wake Forest considers the reporting and adjudication of Sexual Harassment and Sexual Misconduct to be of paramount importance. Wake Forest does not condone underage drinking or the use of illegal drugs; however, Wake Forest will extend amnesty to students who are Claimants, 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, Wake Forest may, in its discretion, provide amnesty for other conduct code violations that are discovered in the course of a grievance process. Notwithstanding the provision of amnesty for students as described in this paragraph, Wake Forest reserves the right to refer Complainants, Respondents, witnesses, and others involved in a grievance process for substance abuse assessment, education, and/or treatment.

Simultaneous Police and University Investigations

Sexual Misconduct may be a violation of University policy and a crime. Disciplinary action at the University is not a substitute for criminal or civil legal action. Therefore, the University encourages students to report alleged criminal conduct promptly to University Police or local law enforcement agencies and to the Title IX Office. Individuals have the right to simultaneously report a crime to law enforcement and to the University.

If a crime related to sexual misconduct is reported to University Police, they will contact the University Title IX Office, thereby allowing the Title IX Office to conduct a review in accordance with this policy. If a report is made to the Winston-Salem Police Department or other local law enforcement agencies, information from
those agencies may be submitted to the Wake Forest University Police Department, who will provide said information to the University Title IX Office for review.

If a criminal complaint is filed in addition to a complaint with the University, the University will not wait for the conclusion of any criminal investigation or proceedings before commencing its own investigation; however, the University's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the University may take interim measures as necessary to limit the effects of any ongoing Sexual Misconduct. Such interim measures may result in actions being taken that may impact both the Respondent student and the Complainant and may include no contact orders and/or changes in class schedules and/or housing assignments. The University will take steps to minimize the burden on the Complainant. The University investigation will be conducted in a prompt, fair, and impartial manner by the University Title IX Coordinator or designee, who has had training on investigating cases of Sexual Misconduct. During and after the University investigation, measures will be taken by the University to ensure the preservation of evidence for internal purposes and/or a criminal investigation.

Privacy and Disclosure

Except as may be permitted by FERPA or as required by law or to carry out any investigation or resolution under this Policy, Wake Forest will keep private the identity of any individual who has made a report or complaint of Sexual Harassment or Sexual Misconduct (including any individual who has made a report or filed a Formal Complaint), any Claimant, any Respondent, and any witness.

Wake Forest may report alleged Sexual Harassment and/or Sexual Misconduct to local law enforcement if warranted by the nature of the allegations at issue, and Wake Forest administrators will share information regarding alleged Sexual Harassment and/or Sexual Misconduct, as appropriate and necessary, in order to address and resolve the allegation(s) at issue, prevent the recurrence of similar Sexual Harassment and/or Sexual Misconduct, and address the effects of the Sexual Harassment and/or Sexual Misconduct. Additionally, information regarding alleged Sexual Harassment and/or Sexual Misconduct 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 this Policy 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, Wake Forest 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, Wake Forest 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 Wake Forest strongly encourages parties to maintain privacy in
connection with a grievance process, Wake Forest 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, Wake Forest’s policy does not prohibit disclosure of the final outcome letter by either the Claimant or the Respondent. Parties are cautioned, however, that they remain subject to this Policy’s prohibition against Retaliation.

**Steps in the Process**

**I. Complaint Intake**

**A. Meeting with Claimant**

When Wake Forest has Actual Knowledge of Sexual Harassment (or allegations thereof) against a person in the United States in its Education Program or Activity, Wake Forest is obligated to respond and to follow Title IX’s specific requirements, which are addressed and incorporated in the Pre-Hearing Grievance Procedures and Hearing Procedures set forth in this Policy. Wake Forest will also follow these Pre-Hearing Grievance Procedures when Wake Forest has Actual Knowledge of Sexual Misconduct (or allegations thereof).

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

- To Confidential Campus Resources like the Office of the Chaplain, Student Health Services, and the University Counseling Center. Contact information may be requested or found at [http://titleix.wfu.edu/](http://titleix.wfu.edu/).
- To an Investigation conducted in a prompt, fair, and impartial manner.
- To Respond to the Complainant’s allegations.
- To a Support Person of their choosing during the process. A senior staff counselor from the University Counseling Center is available for support at a disciplinary hearing. A Respondent may also choose to be assisted at a hearing by an Advisor of their choice.
- To reasonable efforts to ensure the preservation of Privacy during the investigation under the Family Educational Rights and Privacy Act (FERPA).
- To reasonable Supportive Measures, such as a class schedule change, extensions of time on assignments, temporary housing (if available), and/or assistance in changing academic and living situations. In addition, no-contact orders may also be issued to prevent any contact, whether in person or indirectly, between the Respondent student and the Complainant.
- To request Adaptive Resolution of the matter. Both parties and the Title IX Coordinator can end Adaptive Resolution Process at any time.
- To a fair Formal Grievance Procedure, upon completion of an investigation.
- To Identify Witnesses who may be interviewed during an investigation or who may be called to answer questions during a hearing.
- To reasonable Accommodations during the hearing, such as not being in the same room as the Complainant.
● To be **Notified in Writing** of the outcome of the hearing and, if applicable, the sanctions imposed.
● To **Appeal** the decision maker's determination within five (5) days of the written decision.

The Title IX Coordinator or designated investigator will ensure that the Respondent receives these rights in writing.

**B. Notice of Potential University Actions Against Student Groups or Organizations**

If it is determined that a report reveals involvement of, or a pattern of behavior by a particular student group or organization, the Title IX Coordinator may impose any appropriate remedial or protective measures contemplated by this policy in consultation with the relevant University officials. Such measures may include, but are not limited to, modification, suspension or termination of a student group’s or organization’s agreement or status with the University to the extent permitted by law and University policy.

**II. Referral for Adaptive Resolution**

If, at any time prior to a responsibility determination by the hearing officer, the Title IX Coordinator determines that the matter is appropriate for Adaptive Resolution, the Title IX Coordinator will ask both parties if they wish to suspend the formal resolution process and engage in an Adaptive Resolution process to resolve the allegations without a hearing.

If both parties wish to engage in the Adaptive Resolution process and if the Claimant and the Respondent agree in writing to a resolution through the Adaptive Resolution process, then the Formal Complaint will be resolved without completion of the hearing and without any further rights of appeal by either party.

If the parties are unable to agree to a resolution through the Adaptive Resolution process, the Title IX Coordinator will continue the formal resolution process.

**III. Formal Resolution Process**

Unless a Formal Complaint is dismissed or the parties elect to participate in the Adaptive Resolution process pursuant to Section VI below, following the investigation the appointed hearing officer will conduct a hearing in which they may question the Claimant, the Respondent, and any witnesses whose testimony the hearing officer deems relevant. During the hearing, the hearing officer and the parties may also question the investigator(s) about the investigative report.

**A. Filing of a Formal Complaint**

A Formal Complaint means a document filed by a Claimant or signed by the Title IX Coordinator alleging Sexual Harassment and/or Sexual Misconduct against a Respondent and requesting that Wake Forest investigate the allegation(s). At the time of filing a Formal Complaint of Sexual Harassment, a Claimant must be participating in or attempting to participate in Wake Forest’s Education Program or Activity. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail.
When the Title IX Coordinator believes that, with or without the Claimant’s desire to participate in a grievance process, a non-deliberately indifferent response to the allegations or other applicable law 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 Claimant 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, a person who was allegedly harmed will be referred to as a “Claimant,” and a person who allegedly caused harm will be referred to as a “Respondent.”

B. Other Forms of Prohibited Conduct

If a report also implicates other forms of conduct prohibited by the University (e.g., Code of Conduct) and such conduct is not related to the allegations of sexual misconduct, the non-related conduct may be referred to the appropriate University office during or after the Sexual Misconduct allegation is resolved.

C. Presumption of Non-Responsibility and Participation of the Parties

The investigation is a neutral fact gathering process. The Respondent is presumed to be not responsible; the presumption may be overcome only where there is sufficient evidence by a preponderance of evidence to support a finding that the Respondent is responsible for violating this policy.

D. Timing

Wake Forest will make 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 Claimant and the Respondent of any delay or extension and the reasons for the action. Good cause may include, but is not limited to, 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.

Wake Forest will strive to complete its investigation and resolution of a Formal Complaint (not including an appeal, if applicable) within 120 days of the receipt of the Formal Complaint, absent extenuating circumstances. Hearings generally will take place within 30 days of the conclusion of the investigation. Within fourteen days of the conclusion of the hearing, both the Claimant and the Respondent will receive a final outcome letter.

Either party may request an extension of any deadline by providing the Title IX Coordinator or Investigator 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 five days.

E. Overview of Investigation
Upon receipt of the Formal Complaint, the investigator(s) will promptly begin their investigation, taking such steps as interviewing the Claimant, the Respondent, and witnesses (including expert witnesses, where applicable); summarizing such interviews in writing (or, alternatively, providing access to audio recordings or transcripts of such interviews); collecting and reviewing relevant documents; visiting, inspecting, and taking or reviewing photographs of relevant sites; and collecting and reviewing other Relevant Evidence.

The investigator(s) will prepare a written investigative report that fairly summarizes Relevant Evidence and includes items such as the Formal Complaint, written statements of position, summaries or transcripts of all interviews conducted, photographs, descriptions of Relevant Evidence, and summaries or copies of relevant electronic records.

Prior to the completion of the investigative report, the investigator(s) will send or make available to each party and the party’s advisor, if any, an electronic or hard copy of any evidence obtained during the investigation that is directly related to the allegations raised in the Formal Complaint, including (1) any evidence upon which Wake Forest does not intend to rely in reaching a determination regarding responsibility; and (2) both inculpatory and exculpatory evidence.

The parties have ten days from the time that the evidence is provided to submit to the investigator(s) a written response to the evidence. In the response, the parties may address the relevancy of any evidence that the parties believe should be included in or excluded from the investigative report and may also address any further investigation activities or questions that they believe are necessary. If a party wishes to submit additional evidence at this stage, they should explain how the evidence is relevant and why it was not previously provided.

The investigator(s) will review and consider the parties’ written submissions and may conduct additional investigative activities as appropriate prior to finalizing the investigative report. In the event the additional investigative activities result in new evidence, the investigator(s) will make available this new evidence to each party and the party’s advisor in accordance with the process described above. The parties will have ten days from the time that the new evidence is provided to submit to the investigator(s) a written response to the evidence.

At least ten days prior to the hearing, the investigators will send an electronic or hard copy of the investigative report to each party and the party’s advisor, if any. Any response a party wishes to make to the investigative report may be included in that party’s pre-hearing statement.

Due to the sensitive nature of the investigative report, neither the parties nor their advisors may copy, publish, photograph, print, image, record or in any other manner duplicate the report. Parties who violate these restrictions may be disciplined, and advisors who violate these restrictions may be disciplined and/or be barred from further participation in the grievance process.

Unless a Formal Complaint is dismissed or the parties elect to participate in the Adaptive Resolution process pursuant to Section VI below, following the investigation the appointed hearing officer will conduct a hearing in which they may question the Claimant, the Respondent, and any witnesses whose testimony the hearing officer deems relevant. During the hearing, the hearing officer and the parties may also question the investigator(s) about the investigative report.
F. Title IX Sexual Harassment Hearing Procedures

1. Hearing Officer

The Title IX Coordinator will appoint a hearing officer, who will administer the hearing, serve as the decision-maker regarding responsibility, and (as applicable) recommend sanctions. The hearing officer may be a Wake Forest employee or non-employee. The Title IX Coordinator will contemporaneously share the hearing officer’s name and contact information with the Claimant and the Respondent. The Title IX Coordinator will provide to the hearing officer the Formal Complaint, all evidence directly related to the allegations, the parties’ written responses to the evidence, and the investigative report.

Within two days of such appointment, the Claimant or the Respondent may identify to the Title IX Coordinator in writing any alleged conflicts of interest or bias on the part of the hearing officer. The Title IX Coordinator will carefully consider such statements and will promptly assign a different hearing officer if the Title IX Coordinator determines that a material conflict of interest or material bias exists.

The hearing will be conducted with parties in separate rooms, using technology to ensure that each party can see and hear any party or witness answering questions. At the discretion of the hearing officer, the hearing may be conducted partially or entirely remotely, with any or all participants participating virtually.

The Claimant and the Respondent will have equal opportunity to address the hearing officer with an opening statement, if desired, and both the hearing officer and the parties’ advisors will have the opportunity to question the other party and any witnesses, including investigators and expert witnesses. Following any opening statements, the hearing officer will first ask any questions of each party and each witness through direct examination. After the hearing officer has completed direct examination, the advisor for the Claimant will have an opportunity to conduct a cross-examination of the Respondent, and afterwards, the advisor for the Respondent will have the opportunity to conduct cross-examination of the Claimant. The hearing officer will determine the order of witnesses and questioning of the witnesses by the advisors for the parties. Any questions that a party has for a witness or the other party must be posed by the party’s advisor. A party’s advisor will not have the opportunity to question the party for whom they serve as advisor.

Before a party or witness answers a cross-examination question, the hearing officer will determine whether the question is Relevant and allowed under this Policy. The hearing officer will explain any decision to exclude a question.

Members of the Wake Forest community are expected to provide truthful testimony, and any member of the Wake Forest community who knowingly provides false information or testimony during this process is subject to discipline.
2. Determination of Responsibility by a Hearing Officer

Following the hearing, the hearing officer will determine whether the evidence establishes that it is more likely than not that the Respondent committed Sexual Harassment or, in the context of a Complex Case, otherwise violated this Policy or other Wake Forest polices. The hearing officer will render a finding of “Responsible” or “Not Responsible” and will provide the rationale for the decision. If the Respondent is found “Responsible,” the hearing officer will specify the specific type(s) of conduct for which the Respondent is found “Responsible” (for example, Sexual Assault, Stalking, etc.). When feasible, the hearing officer will orally communicate the finding of “Responsible” or “Not Responsible” to the parties on the day of or day following the hearing.

3. Sanctions

If the hearing officer determines that the Respondent is “Responsible,” the hearing officer will provide findings of fact in support of the hearing officer’s determination and the rationale for the determination to the Title IX Coordinator. The Title IX Coordinator will then provide this information to the appropriate Sanctions Officer. The Sanctions Officer will determine the sanction(s) to be imposed.

In determining sanctions, the Sanctions Officer will consider: (a) the nature and severity of the misconduct; (b) whether a sanction will bring an end to, prevent a recurrence of, or remedy the effects of the Sexual Harassment; (c) the impact of separating a student from their education; and (d) any prior disciplinary history of a Respondent. In addition, the Sanctions Officer may consider aggravating or mitigating factors. The appropriate sanctions for Sexual Assault generally will include at a minimum a period of separation from Wake Forest. The Sanctions Officer will also consult with the Title IX Coordinator regarding Wake Forest’s history of sanctions in similar cases.

Sanctions for Respondents who are employees may include, but are not limited to, a written warning, withholding a promotion or pay increase, reassigning employment, terminating employment (including loss of tenure), temporary suspension without pay, compensation adjustments, completion of an intervention or training program, and/or completion of violence risk assessment.

Sanctions for Respondents who are students may include, but are not limited to, expulsion or suspension from Wake Forest, disciplinary probation, social restrictions, parental notification, education sanctions (such as community service, reflection paper(s), and/or fines) expulsion or suspension from University housing, suspension or revocation of admission, and/or withholding or revocation of a degree(s).

4. Appeals

The Sanctions Officer will forward their sanctions determination to the Title IX Coordinator, who will share it with the hearing officer for inclusion in the final outcome letter.

The Claimant or the Respondent may appeal the decision of the hearing officer regarding responsibility and/or the sanction(s) imposed on the Respondent.
The following are the only permissible grounds for an appeal of the hearing officer’s responsibility determination: (1) procedural irregularity that affected the outcome; (2) new evidence that was not reasonably available at the time of the determination and that could affect the outcome; and (3) the Title IX Coordinator, an investigator, or the hearing or sanctions officers had a conflict of interest or bias that affected the outcome.

Sanctions may only be appealed on the ground that the severity is incommensurate to the gravity of the Sexual Harassment for which the Respondent was found responsible.

Appeals must be submitted in writing to the Title IX Coordinator within five days from the date of the final outcome letter. The Title IX Coordinator will promptly inform the other party of the filing of the appeal. The other party will have three days from such notification to submit a written response to the appeal.

G. Non-Title IX Sexual Misconduct Hearing Procedures for Student-Respondents

1. Hearing Board

Wake Forest’s Sexual Misconduct Hearing Board is composed of faculty and staff who have received training. When a request for a Sexual Misconduct Hearing is made, the Title IX Coordinator, or designated investigator, will select a Chairperson in addition to a three-member Hearing Panel from the Sexual Misconduct Hearing Board to determine whether the Respondent is responsible for Sexual Misconduct that is prohibited by this Policy.

Arrangements for the Hearing. Arrangements may be made for the Claimant and/or the Respondent who do not wish to be in the hearing room with the opposing party at the same time. This accommodation may include audio conferencing or video conferencing. All accommodation requests must be made to the Title IX Coordinator at least three (3) calendar days in advance of the hearing. A hearing may also be held remotely at the discretion of the Title IX Coordinator or the Chairperson.

Role of Advisors and Support Persons. Claimants and Respondents may each have one advisor and one support person of their choosing at the hearing, but the roles of the advisor and the support person are strictly limited to providing advice and/or support to the Claimant and the Respondent. Advisors and support persons are prohibited from directly asking questions, arguing, or presenting information or evidence during the hearing. Advisors and support persons may be removed from the hearing at the direction and at the discretion of the Chairperson if the advisor and/or support person(s) disrupt the hearing.

Investigation Summary: The Title IX investigator assigned to the complaint will provide a brief summary of the allegations. Following the summary, the Hearing Panel may ask questions to the Title IX investigator. Claimant and Respondent may submit questions to the Chairperson in writing, for the Hearing Panel to then ask the Title IX investigator, which the Chairperson may choose to rephrase or omit.

2. Complainant’s Case

Complainant has the option, but is not required, to provide a brief verbal or written opening statement setting forth the charges alleged. If the opening statement is written, the Hearing Chairperson may, in its discretion, read it out loud upon request by the Complainant. Following an opening statement, Complainant may present...
evidence by being available for questioning by the Hearing Panel; may request the Hearing Panel to call his/her witnesses; and may submit questions in writing to the Chairperson for the Hearing Panel to ask, which the Chairperson may choose to rephrase or omit.

Once the Hearing Panel has completed its questioning, the Respondent may submit written questions to the Chairperson to consider and if deemed relevant and not otherwise redundant, submit to the Hearing Panel.

3. Respondent’s Case

Respondent has the option, but is not required, to provide a brief verbal or written opening statement setting forth Respondent’s reply to the charges alleged. If the opening statement is written, the Hearing Chairperson may read it out loud upon request of the Respondent. No questions may be asked during the opening statements. Following the opening statement, Respondent may present evidence by being available for questioning by the Hearing Panel; may request the Hearing Panel to call his/her witnesses; and may submit questions in writing to the Chairperson for the Hearing Panel to ask, which the Chairperson may choose to rephrase or omit.

Once the Hearing Panel has completed its questioning, the Complainant may submit written questions to the Chairperson to consider and, if deemed relevant and not otherwise redundant, submit to the Hearing Panel.

4. Deliberations

Once the statements have been completed, the parties will be dismissed, and the Hearing Panel will begin its deliberations. The Hearing Panel shall evaluate the evidence and decide, based on a preponderance of the evidence, whether the Respondent is responsible for violating the University’s Student Sexual Misconduct and Sexual Discrimination Policy. Once the Panel has reached a decision, the parties will be notified simultaneously in writing of the Panel’s decision.

5. Sanctions

If there is a finding of responsibility, the Hearing Panel will, in consultation with the Dean of Students in the College or relevant School or their respective designee, determine the sanctions to be imposed. Sanctions for a finding of responsibility depend on the nature and the gravity of the Sexual Misconduct. Sanctions may include, but are not limited to, expulsion or suspension from Wake Forest, disciplinary probation, social restrictions, parental notification, education sanctions (such as community service, reflection paper(s), and/or fines) expulsion or suspension from campus housing, suspension or revocation of admission, and/or withholding or revocation of a degree(s). Sanctions imposed by the Hearing Panel will remain in effect pending the outcome of any appeal process.

Within fourteen days after the hearing, the Hearing Chairperson will issue a determination letter through the Title IX Coordinator to the Respondent and Claimant simultaneously. The determination letter will (1) name the Respondent; (2) identify the allegations potentially constituting Sexual Misconduct; (3) provide a summary of the findings of fact in support of the Hearing Panel’s determination; and (4) provide a statement of rationale for the responsibility determination and any sanctions.
J. Non-Title IX Sexual Misconduct Administrative Grievance Procedures For Employee-Respondents

1. Adaptive Resolution

If, at any time prior to a responsibility determination by the hearing officer, the Title IX Coordinator determines that the matter is appropriate for Adaptive Resolution, the Title IX Coordinator will ask both parties if they wish to suspend the formal resolution process and engage in an Adaptive Resolution process to resolve the allegations without a hearing. Adaptive Resolution will not be available when a Claimant is a student and a Respondent is an employee.

If both parties wish to engage in the Adaptive Resolution process and if the Claimant and the Respondent agree in writing to a resolution through the Adaptive Resolution process, then the Formal Complaint will be resolved without completion of the hearing and without any further rights of appeal by either party.

If the parties are unable to agree to a resolution through the Adaptive Resolution process, the Title IX Coordinator will continue the formal resolution process.

2. Sexual Misconduct Review Committee

The administrative grievance process will be managed by a three-person panel comprised of members of the Sexual Misconduct Review Committee (“SMRC”). The SMRC will be composed of three faculty members, three staff members, and three members of the Wake Forest administration. Members of the SMRC will be appointed by the President, or his/her designee. For faculty members, the Committee on Academic Freedom and Responsibility will nominate five faculty members and the President or his/her designee will select two from among the five nominees.

The panel appointed by the Title IX Coordinator to determine responsibility shall consist of at least one faculty member if the Respondent is a faculty member, at least one staff member if the Respondent is a staff member, and an administrator. Members of SMRC are required to attend annual training as determined by the Title IX Coordinator Review Process. Unless a Formal Complaint is dismissed or the parties elect to participate in the Adaptive Resolution process pursuant to Section VI below, the panel will conduct an administrative review in accordance with this process.

The Title IX Coordinator or assigned investigator(s) will provide a copy of the written investigative report to the panel. The investigator(s) will be available to conduct such further investigation as the panel deems appropriate or to answer questions from the panel. The Claimant and the Respondent will also be provided the option to appear before the panel to present a statement if they so choose. In addition, if the panel, in its discretion, desires to interview the Claimant, the Respondent, or any witness, it may do so. Such interviews will be conducted with only the person interviewed will be present (other than a support person or advisor). In the interviews, the panel may make such inquiries as it determines will assist in determining whether the Respondent violated the Policy. Decisions regarding Relevant Evidence will be determined by the panel.
Panel Determination. The panel will review the investigative report along with any other information it gathers to determine whether a violation of this Policy has occurred. The panel’s determination will be based on facts that a majority of the panel believes are more likely than not to be true. The panel will prepare a determination letter within fourteen days stating the evidence that was considered, how conflicting evidence was resolved, the panel’s determination of whether the Respondent violated the Policy, and the facts that form that basis of the panel’s determination. The Title IX Coordinator will simultaneously convey the findings in writing to the Claimant and the Respondent.

If the panel determines that the Respondent violated this Policy, the panel will make a sanctions recommendation and the matter (including the determination letter and sanctions recommendation) will be referred by the Title IX Coordinator to a staff member designated by the Chief Human Resources Officer (if a staff employee is found to have violated this Policy) or to a faculty member designated by the Provost (if a faculty member is found to have violated this Policy). The designee of the Chief Human Resources Officer or the designee of the Provost will consult with the Respondent’s Department Head, Dean, or Vice President for a determination regarding the sanction that will be imposed taking into consideration the recommendation of the panel. Sanctions imposed on faculty members or staff employees who have been found to be in violation of this Policy shall be commensurate with the severity and/or frequency of the conduct and shall be intended to adequately and sufficiently prevent the same or similar conduct by the faculty member or staff employee in the future. Corrective or disciplinary action imposed on student-employees may also affect the student-employee’s status as a student at Wake Forest. The Title IX Coordinator will then issue a written sanctions determination letter to the Claimant and the Employee. A sanction to revoke the tenure of a faculty member will be addressed in accordance with the University’s Procedure for the Dismissal of Tenured Faculty Members.

3. Appeals

The Claimant or the Respondent may appeal the decision of the Hearing Panel regarding responsibility and/or the sanction(s) imposed on the Respondent.

The following are the only permissible grounds for an appeal of the Hearing Panel’s responsibility determination: (1) procedural irregularity that affected the outcome; (2) new evidence that was not reasonably available at the time of the determination and that could affect the outcome; and (3) the Title IX Coordinator, an investigator, or the hearing officer had a conflict of interest or bias that affected the outcome.

Sanctions may only be appealed on the ground that the severity is incommensurate to the gravity of the Sexual Misconduct for which the Respondent was found responsible.

Appeals must be submitted in writing to the Title IX Coordinator within five days from the date of the determination letter. The Title IX Coordinator will promptly inform the other party of the filing of the appeal. The other party will have three days from such notification to submit a written response to the appeal.

K. Prior Sexual History

Evidence of and questions about the Claimant’s sexual predisposition or prior sexual behavior are not relevant and will not be permitted at the hearing, with the following exceptions: (1) if the questions and evidence about
the Claimant’s prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Claimant; or (2) if the questions and evidence concern specific incidents of the Claimant’s prior sexual behavior with respect to the Respondent and are offered in an effort to prove Consent.

Evidence regarding the Respondent’s past sexual activity (regardless of whether the Respondent was formally investigated or found responsible for such conduct) may be permitted to show that the Respondent has engaged in a pattern of behavior similar to the alleged Sexual Harassment at issue before the hearing officer, provided that the Respondent has not been found “not responsible” by Wake Forest in a proceeding related to such conduct.

L. **Support Person and Advisor**

The Claimant and the Respondent may be accompanied to any meeting or proceeding under this Policy by the advisor of their choice, who may be, but is not required to be, an attorney. Wake Forest will not limit the choice or presence of the advisor for either the Claimant or the Respondent. Advisors, however, are not allowed to disrupt any meeting or proceeding or to speak on behalf of the Claimant or the Respondent, with the exception of cross-examination during a Title IX hearing, which must be conducted by an advisor and never personally by the Claimant 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 Wake Forest’s Expectations for Advisors.

If a party does not have an advisor present at a Title IX hearing, Wake Forest will provide, without any charge to that party, an advisor of Wake Forest’s choice who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party. In such circumstances, the hearing may be postponed until Wake Forest can provide an advisor to be available at the hearing.

The Claimant and the Respondent may not be accompanied by more than one advisor during meetings or proceedings. The Claimant and Respondent may be accompanied by a support person of their choice during meetings, but such support person will not be permitted in a hearing conducted under Section III of this Policy. A support person is permitted at hearings conducted under Section IV of this Policy. The support person will not be allowed to disrupt any meetings or procedures and may not speak on behalf of a party.

M. **Emergency Removal or Administrative Leave**

Wake Forest may remove a Respondent from Wake Forest’s Education Program and/or Activity on an emergency basis, provided that Wake Forest 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 Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, as applicable.
Additionally, Wake Forest may place a non-student employee Respondent on administrative leave during the pendency of Wake Forest’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.

**Wake Forest Baptist Health Title IX & Non-Title IX Sexual Misconduct Policy and Grievance Procedures**

**Prohibited Conduct**

The institution strictly prohibits Sexual Misconduct and Sexual Discrimination.

“**Sexual Harassment**” as defined by Title IX and in this Policy means conduct on the basis of sex that satisfies one or more of the following:

(1) an employee of the Wake Forest University conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct (commonly referred to *quid pro quo* harassment);

(2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Wake Forest’s Education Program or Activity; or

(3) “**Sexual Assault,**” Sexual Assault is any sexual act directed against another person, without the consent of the person, including instances where the person is incapable of giving consent. Sexual Assault can occur between individuals of the same or different sexes and/or genders. Sexual Assault includes the following:

- **Rape:** The carnal knowledge of a person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;

- **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;

- **Sexual Assault with an Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of a person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;

- **Fondling:** The touching of the private body parts of a person for the purpose of sexual gratification, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;

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

“Dating Violence,” as defined in 34 U.S.C. § 12291(a)(10): violence committed by a person—(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship;

“Domestic Violence,” as defined in 34 U.S.C. § 12291(a)(8): felony or misdemeanor crimes of violence under North Carolina law and 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 the domestic or family violence laws of the jurisdiction receiving grant monies, or 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; or

“Stalking,” as defined in 34 U.S.C. § 12291(a)(30): engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress. A “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

“Sexual Misconduct” is defined as follows:

(1) Conduct of a Wake Forest School of Medicine student that would otherwise meet the definition of Sexual Harassment but does not meet the geographical or personal jurisdictional requirements under Title IX and its implementing regulations. For example, an alleged sexual assault that occurs in an off-campus apartment leased by a student would not satisfy the geographical jurisdiction of Title IX, but that alleged assault would be addressed under this Policy as Sexual Misconduct.

(2) Non-Title IX Sexual/Gender-Based Harassment: Non-Title IX Sexual or gender-based harassment is a form of discrimination that includes verbal, written, or physical behavior, directed at someone, or against a particular group, because of that person’s or group’s sex, gender identity, actual or perceived sexual orientation, or based on gender stereotypes, when that conduct is unwelcome and meets the following criteria:

(a) Submission to or rejection of the conduct is made either explicitly or implicitly a term or condition of an individual’s education, employment, or participation in a WFBH activity or program; or
(b) Submission to or rejection of the conduct is used as the basis for, or as a factor in, decisions affecting an individual’s education, or participation in a WFBH activity or program; or

(c) the conduct has the purpose or effect of creating an intimidating, hostile, or offensive educational, employment, or WFBH activity or program environment(s) for an individual, or

(d) the conduct unreasonably interferes with the educational, employment, or WFBH activity or program environment(s) of an individual; and

(e) The conduct is sufficiently severe or pervasive that it alters the terms, conditions, or privileges of an individual’s education, employment or participation or WFBH activity or program.

Conduct may be verbal or nonverbal, written, or electronic. Sexual or gender-based harassment can occur between any persons, including those the same or opposite sex, and either as single or repeated incidents. Whether conduct is sufficient to constitute harassment is evaluated under the totality of the circumstances, including the frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely an offensive utterance. These factors are evaluated from both subjective and objective viewpoints, considering not only the effect that the conduct actually had on the person, but also the impact it would likely have had on a reasonable person in the same situation. The conduct must subjectively and objectively meet this definition to be sexual or gender-based harassment under this Policy.

The definition applies only to Wake Forest School of Medicine students and from the time a student matriculates at Wake Forest and continues until the student is no longer enrolled at Wake Forest. This includes conduct taking place anywhere in the world and is not limited to conduct within Wake Forest’s Education Programs or Activities. Complaints of Sexual Misconduct allegedly committed by employees of Wake Forest University Baptist Medical Center should be referred to the Wake Forest Baptist Medical Center Harassment Policy

(3) Sexual exploitation. Conduct that is defined as taking non-consensual, unjust, or abusive sexual advantage of another, for one’s own advantage or benefit; or to benefit or advantage anyone other than the person being exploited. Sexual exploitation encompasses a wide range of behaviors including, but not limited to:

(a) inducing incapacitation with the intent to rape or sexually assault another person;
(b) non-consensual video or audio-recording of sexual activity;
(c) allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;
(d) engaging in Peeping Tommery (voyeurism);
(e) knowingly transmitting a sexually transmitted disease, including HIV, to another student;
(f) prostituting another person (i.e. – personally gaining money, privilege, or power from the sexual activities of another person); or
(g) indecent exposure (willfully exposing one’s genitals in any public place, and in the presence of another person).

This definition applies only to Wake Forest students and from the time a student matriculates at Wake Forest and continues until the student is no longer enrolled at Wake Forest. This includes conduct taking place anywhere in the world and is not limited to conduct within Wake Forest’s Education Programs or Activities.
Consent

“Consent” means permission for something to happen or agreement to do something. For example, a person consents to sexual activity if/when they give permission for the activity to occur or agree to engage in the activity. Consent is unambiguous, informed, active (not passive), voluntary (freely given), mutually understandable words and/or actions that indicate a willingness to participate in the sexual activity.

Whether someone has given consent is based on the totality of the circumstances and is determined by reference to a reasonable person in the same or similar circumstances. Once consent to a sexual act has been given, consent can be withdrawn at any time by communicating words and/or actions to the other person before or during that sexual act. Consent is automatically withdrawn if someone becomes unconscious or falls asleep during a sexual act.

Consent cannot be inferred from silence, passivity, or a lack of resistance. Non-verbal communication alone may or may not be sufficient to constitute consent. Furthermore, consent cannot be inferred from a current or previous dating or sexual relationship (or the existence of such a relationship with anyone else), from someone’s attire, spending money, or consent previously given. In other words, consenting to one sexual act does not imply consent to another sexual act.

Consent cannot be coerced. Examples of coercion that prevent consent include physical force, violence, duress, intimidation, deception, or the threat, expressed or implied, of bodily injury.

The use of alcohol or other drugs does not diminish one's responsibility to obtain consent before sexual activity and does not excuse conduct that violates this Policy.

Consent may never be given by:
1. Minors, even if the other participant did not know the minor’s age;
2. Mentally disabled persons, when the Respondent knows or should know (based on a reasonable person standard) that the individual allegedly giving consent is not capable of consenting due to the disability; or
3. Persons who are Incapacitated.

Amnesty

WFBH considers the reporting and adjudication of Sexual Harassment and Sexual Misconduct to be of paramount importance. WFBH does not condone underage drinking or the use of illegal drugs; however, WFBH will extend amnesty to students who are Claimants, 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, WFBH may, in its discretion, provide amnesty for other conduct code violations that are discovered in the course of a grievance process. Notwithstanding the provision of amnesty for students as described in this paragraph, WFBH reserves the right to refer Complainants, Respondents, witnesses, and others involved in a grievance process for substance abuse assessment, education, and/or treatment.
Simultaneous Police and University Investigations

Sexual Misconduct may be a violation of WFBH policy and a crime. Disciplinary action at the institution is not a substitute for criminal or civil legal action. Therefore, WFBH encourages students to report alleged criminal conduct promptly to University Police or local law enforcement agencies and to the Title IX Office. Individuals have the right to simultaneously report a crime to law enforcement and to the University.

If a crime related to sexual misconduct is reported to University Police, they will contact the University Title IX Office, thereby allowing the Title IX Office to conduct a review in accordance with this policy. If a report is made to the Winston-Salem Police Department or other local law enforcement agencies, information from those agencies may be submitted to the Wake Forest University Police Department, who will provide said information to the Title IX Office for review.

If a criminal complaint is filed in addition to a complaint with WFBH, WFBH will not wait for the conclusion of any criminal investigation or proceedings before commencing its own investigation; however, WFBH's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, WFBH may take interim measures as necessary to limit the effects of any ongoing Sexual Misconduct. Such interim measures may result in actions being taken that may impact both the Respondent student and the Complainant and may include no contact orders and/or changes in class schedules. WFBH will take steps to minimize the burden on the Complainant. The University investigation will be conducted in a prompt, fair, and impartial manner by the University Title IX Coordinator or designee, who has had training on investigating cases of Sexual Misconduct. During and after the University investigation, measures will be taken by the University to ensure the preservation of evidence for internal purposes and/or a criminal investigation.

Privacy and Disclosure

Except as may be permitted by FERPA or as required by law or to carry out any investigation or resolution under this Policy, WFBH will keep private the identity of any individual who has made a report or complaint of Sexual Harassment or Sexual Misconduct (including any individual who has made a report or filed a Formal Complaint), any Claimant, any Respondent, and any witness.

WFBH may report alleged Sexual Harassment and/or Sexual Misconduct to local law enforcement if warranted by the nature of the allegations at issue, and WFBH administrators will share information regarding alleged Sexual Harassment and/or Sexual Misconduct, as appropriate and necessary, in order to address and resolve the allegation(s) at issue, prevent the recurrence of similar Sexual Harassment and/or Sexual Misconduct, and address the effects of the Sexual Harassment and/or Sexual Misconduct. Additionally, information regarding alleged Sexual Harassment and/or Sexual Misconduct 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 this Policy are not open to the general public. Accordingly, documents prepared in connection with such processes; documents, statements, or other information introduced in interviews, meetings,
As permitted by and subject to the limitations of FERPA, WFBH 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, WFBH 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 WFBH strongly encourages parties to maintain privacy in connection with a grievance process, WFBH 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, WFBH’s policy does not prohibit disclosure of the final outcome letter by either the Claimant or the Respondent. Parties are cautioned, however, that they remain subject to this Policy’s prohibition against Retaliation.

Steps in the Process

I. Complaint Intake

A. Meeting with Claimant

When WFBH has Actual Knowledge of Sexual Harassment (or allegations thereof) against a person in the United States in its Education Program or Activity, WFBH is obligated to respond and to follow Title IX’s specific requirements, which are addressed and incorporated in the Pre-Hearing Grievance Procedures and Hearing Procedures set forth in this Policy. WFBH will also follow these Pre-Hearing Grievance Procedures when WFBH has Actual Knowledge of Sexual Misconduct (or allegations thereof).

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

- To **Confidential Campus Resources** like the Office of the Chaplain, Student Health Services, and Counseling and Wellbeing Services, and the Employee Assistance Program. Contact information may be requested or found at [http://titleix.wfu.edu/](http://titleix.wfu.edu/)
- To an **Investigation** conducted in a prompt, fair, and impartial manner.
- To a **Respond** to the Complainant’s allegations.
- To a **Support Person** of their choosing during the process. A senior staff counselor from the University Counseling Center is available for support at a disciplinary hearing. A Respondent may also choose to be assisted at a hearing by an **Advisor** of their choice.
- To reasonable efforts to ensure the preservation of **Privacy** during the investigation under the Family Educational Rights and Privacy Act (FERPA).
● To reasonable **Supportive Measures**, such as a class schedule change, extensions of time on assignments, temporary housing (if available), and/or assistance in changing academic and living situations. In addition, no-contact orders may also be issued to prevent any contact, whether in person or indirectly, between the Respondent student and the Complainant.

● To request Adaptive Resolution of the matter. Both parties and the Title IX Coordinator can end Adaptive Resolution Process at any time.

● To a fair **Formal Grievance Procedure**, upon completion of an investigation.

● To **Identify Witnesses** who may be interviewed during an investigation or who may be called to answer questions during a hearing.

● To reasonable **Accommodations** during the hearing, such as not being in the same room as the Complainant.

● To be **Notified in Writing** of the outcome of the hearing and, if applicable, the sanctions imposed.

● To **Appeal** the decision maker's determination within five (5) days of the written decision.

The Title IX Coordinator or designated investigator will ensure that the Respondent receives these rights in writing.

**B. Notice of Potential University Actions Against Student Groups or Organizations**

If it is determined that a report reveals involvement of, or a pattern of behavior by a particular student group or organization, the Title IX Coordinator may impose any appropriate remedial or protective measures contemplated by this policy in consultation with the relevant WFBH officials. Such measures may include, but are not limited to, modification, suspension or termination of a student group’s or organization’s agreement or status with the University to the extent permitted by law and University policy.

**II. Referral for Adaptive Resolution**

If, at any time prior to a responsibility determination by the hearing officer, the Title IX Coordinator determines that the matter is appropriate for Adaptive Resolution, the Title IX Coordinator will ask both parties if they wish to suspend the formal resolution process and engage in an Adaptive Resolution process to resolve the allegations without a hearing.

If both parties wish to engage in the Adaptive Resolution process and if the Claimant and the Respondent agree in writing to a resolution through the Adaptive Resolution process, then the Formal Complaint will be resolved without completion of the hearing and without any further rights of appeal by either party.

If the parties are unable to agree to a resolution through the Adaptive Resolution process, the Title IX Coordinator will continue with the formal resolution process.

**III. Formal Resolution Process**

Unless a Formal Complaint is dismissed or the parties elect to participate in the Adaptive Resolution process pursuant to Section VI below, following the investigation the appointed hearing officer will conduct a hearing in which they may question the Claimant, the Respondent, and any witnesses whose testimony the hearing officer
deems relevant. During the hearing, the hearing officer and the parties may also question the investigator(s) about the investigative report.

A. Filing of a Formal Complaint

A Formal Complaint means a document filed by a Claimant or signed by the Title IX Coordinator alleging Sexual Harassment and/or Sexual Misconduct against a Respondent and requesting that WFBH’s investigate the allegation(s). At the time of filing a Formal Complaint of Sexual Harassment, a Claimant must be participating in or attempting to participate in WFBH’s Education Program or Activity. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail.

When the Title IX Coordinator believes that, with or without the Claimant’s desire to participate in a grievance process, a non-deliberately indifferent response to the allegations or other applicable law 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 Claimant 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, a person who was allegedly harmed will be referred to as a “Claimant,” and a person who allegedly caused harm will be referred to as a “Respondent.”

B. Other Forms of Prohibited Conduct

If a report also implicates other forms of conduct prohibited by the University (e.g., Code of Conduct) and such conduct is not related to the allegations of sexual misconduct, the non-related conduct may be referred to the appropriate University office during or after the Sexual Misconduct allegation is resolved.

C. Presumption of Non-Responsibility and Participation of the Parties

The investigation is a neutral fact gathering process. The Respondent is presumed to be not responsible; the presumption may be overcome only where there is sufficient evidence by a preponderance of evidence to support a finding that the Respondent is responsible for violating this policy.

D. Timing

WFBH will make 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 Claimant and the Respondent of any delay or extension and the reasons for the action. Good cause may include, but is not limited to, 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.
WFBH will strive to complete its investigation and resolution of a Formal Complaint (not including an appeal, if applicable) within 120 days of the receipt of the Formal Complaint, absent extenuating circumstances. Hearings generally will take place within 30 days of the conclusion of the investigation. Within fourteen days of the conclusion of the hearing, both the Claimant and the Respondent will receive a final outcome letter.

Either party may request an extension of any deadline by providing the Title IX Coordinator or Investigator 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 five days.

E. Overview of Investigation

Upon receipt of the Formal Complaint, the investigator(s) will promptly begin their investigation, taking such steps as interviewing the Claimant, the Respondent, and witnesses (including expert witnesses, where applicable); summarizing such interviews in writing (or, alternatively, providing access to audio recordings or transcripts of such interviews); collecting and reviewing relevant documents; visiting, inspecting, and taking or reviewing photographs of relevant sites; and collecting and reviewing other Relevant Evidence.

The investigator(s) will prepare a written investigative report that fairly summarizes Relevant Evidence and includes items such as the Formal Complaint, written statements of position, summaries or transcripts of all interviews conducted, photographs, descriptions of Relevant Evidence, and summaries or copies of relevant electronic records.

Prior to the completion of the investigative report, the investigator(s) will send or make available to each party and the party’s advisor, if any, an electronic or hard copy of any evidence obtained during the investigation that is directly related to the allegations raised in the Formal Complaint, including (1) any evidence upon which WFBH does not intend to rely in reaching a determination regarding responsibility; and (2) both inculpatory and exculpatory evidence.

The parties have ten days from the time that the evidence is provided to submit to the investigator(s) a written response to the evidence. In the response, the parties may address the relevancy of any evidence that the parties believe should be included in or excluded from the investigative report and may also address any further investigation activities or questions that they believe are necessary. If a party wishes to submit additional evidence at this stage, they should explain how the evidence is relevant and why it was not previously provided.

The investigator(s) will review and consider the parties’ written submissions and may conduct additional investigative activities as appropriate prior to finalizing the investigative report. In the event the additional investigative activities result in new evidence, the investigator(s) will make available this new evidence to each party and the party’s advisor in accordance with the process described above. The parties will have ten days from the time that the new evidence is provided to submit to the investigator(s) a written response to the evidence.

At least ten days prior to the hearing, the investigators will send an electronic or hard copy of the investigative report to each party and the party’s advisor, if any. Any response a party wishes to make to the investigative report may be included in that party’s pre-hearing statement.
Due to the sensitive nature of the investigative report, neither the parties nor their advisors may copy, publish, photograph, print, image, record or in any other manner duplicate the report. Parties who violate these restrictions may be disciplined, and advisors who violate these restrictions may be disciplined and/or be barred from further participation in the grievance process.

Unless a Formal Complaint is dismissed or the parties elect to participate in the Adaptive Resolution process pursuant to Section VI below, following the investigation the appointed hearing officer will conduct a hearing in which they may question the Claimant, the Respondent, and any witnesses whose testimony the hearing officer deems relevant. During the hearing, the hearing officer and the parties may also question the investigator(s) about the investigative report.

F. Title IX Sexual Harassment Hearing Procedures

1. Hearing Officer

The Title IX Coordinator will appoint a hearing officer, who will administer the hearing, serve as the decision-maker regarding responsibility, and (as applicable) recommend sanctions. The hearing officer may be a WFBH employee or non-employee. The Title IX Coordinator will contemporaneously share the hearing officer’s name and contact information with the Claimant and the Respondent. The Title IX Coordinator will provide to the hearing officer the Formal Complaint, all evidence directly related to the allegations, the parties’ written responses to the evidence, and the investigative report.

Within two days of such appointment, the Claimant or the Respondent may identify to the Title IX Coordinator in writing any alleged conflicts of interest or bias on the part of the hearing officer. The Title IX Coordinator will carefully consider such statements and will promptly assign a different hearing officer if the Title IX Coordinator determines that a material conflict of interest or material bias exists.

The hearing will be conducted with parties in separate rooms, using technology to ensure that each party can see and hear any party or witness answering questions. At the discretion of the hearing officer, the hearing may be conducted partially or entirely remotely, with any or all participants participating virtually.

The Claimant and the Respondent will have equal opportunity to address the hearing officer with an opening statement, if desired, and both the hearing officer and the parties’ advisors will have the opportunity to question the other party and any witnesses, including investigators and expert witnesses. Following any opening statements, the hearing officer will first ask any questions of each party and each witness through direct examination. After the hearing officer has completed direct examination, the advisor for the Claimant will have an opportunity to conduct a cross-examination of the Respondent, and afterwards, the advisor for the Respondent will have the opportunity to conduct cross-examination of the Claimant. The hearing officer will determine the order of witnesses and questioning of the witnesses by the advisors for the parties. Any questions that a party has for a witness or the other party must be posed by the party’s advisor. A party’s advisor will not have the opportunity to question the party for whom they serve as advisor.
Before a party or witness answers a cross-examination question, the hearing officer will determine whether the question is Relevant and allowed under this Policy. The hearing officer will explain any decision to exclude a question.

Members of the WFBH community are expected to provide truthful testimony, and any member of the WFBH community who knowingly provides false information or testimony during this process is subject to discipline.

2. Determination of Responsibility by a Hearing Officer

Following the hearing, the hearing officer will determine whether the evidence establishes that it is more likely than not that the Respondent committed Sexual Harassment or, in the context of a Complex Case, otherwise violated this Policy or other WFBH polices. The hearing officer will render a finding of “Responsible” or “Not Responsible” and will provide the rationale for the decision. If the Respondent is found “Responsible,” the hearing officer will specify the specific type(s) of conduct for which the Respondent is found “Responsible” (for example, Sexual Assault, Stalking, etc.). When feasible, the hearing officer will orally communicate the finding of “Responsible” or “Not Responsible” to the parties on the day of or day following the hearing.

3. Sanctions

If the hearing officer determines that the Respondent is “Responsible,” the hearing officer will provide findings of fact in support of the hearing officer’s determination and the rationale for the determination to the Title IX Coordinator. The Title IX Coordinator will then provide this information to the appropriate Sanctions Officer. The Sanctions Officer will determine the sanction(s) to be imposed.

In determining sanctions, the Sanctions Officer will consider: (a) the nature and severity of the misconduct; (b) whether a sanction will bring an end to, prevent a recurrence of, or remedy the effects of the Sexual Harassment; (c) the impact of separating a student from their education; and (d) any prior disciplinary history of a Respondent. In addition, the Sanctions Officer may consider aggravating or mitigating factors. The appropriate sanctions for Sexual Assault generally will include at a minimum a period of separation from WFBH. The Sanctions Officer will also consult with the Title IX Coordinator regarding WFBH’s history of sanctions in similar cases.

Sanctions for Respondents who are employees may include, but are not limited to, a written warning, withholding a promotion or pay increase, reassigning employment, terminating employment (including loss of tenure), temporary suspension without pay, compensation adjustments, completion of an intervention or training program, and/or completion of violence risk assessment.

Sanctions for Respondents who are students may include, but are not limited to, expulsion or suspension from WFBH, disciplinary probation, social restrictions, parental notification, education sanctions (such as community service, reflection paper(s), and/or fines) expulsion or suspension from University housing, suspension or revocation of admission, and/or withholding or revocation of a degree(s).
4. Appeals

The Sanctions Officer will forward their sanctions determination to the Title IX Coordinator, who will share it with the hearing officer for inclusion in the final outcome letter.

The Claimant or the Respondent may appeal the decision of the hearing officer regarding responsibility and/or the sanction(s) imposed on the Respondent.

The following are the only permissible grounds for an appeal of the hearing officer’s responsibility determination: (1) procedural irregularity that affected the outcome; (2) new evidence that was not reasonably available at the time of the determination and that could affect the outcome; and (3) the Title IX Coordinator, an investigator, or the hearing or sanctions officers had a conflict of interest or bias that affected the outcome.

Sanctions may only be appealed on the ground that the severity is incommensurate to the gravity of the Sexual Harassment for which the Respondent was found responsible.

Appeals must be submitted in writing to the Title IX Coordinator within five days from the date of the final outcome letter. The Title IX Coordinator will promptly inform the other party of the filing of the appeal. The other party will have three days from such notification to submit a written response to the appeal.

G. Non-Title IX Sexual Misconduct Hearing Procedures for Student-Respondents

1. Hearing Board

WFBH’s Sexual Misconduct Hearing Board is composed of faculty and staff who have received training. The Title IX Coordinator, or designated investigator, will select a three-member Hearing Panel from the Sexual Misconduct Hearing Board to determine whether the Respondent is responsible for Sexual Misconduct that is prohibited by this Policy. One of the panel members will be the Chairperson.

Arrangements for the Hearing:

Arrangements may be made for the Claimant and/or the Respondent who do not wish to be in the hearing room with the opposing party at the same time. This accommodation may include audio conferencing or video conferencing. All accommodation requests must be made to the Title IX Coordinator at least three (3) calendar days in advance of the hearing. A hearing may also be held remotely at the discretion of the Title IX Coordinator or the Chairperson.

Role of Advisors and Support Persons:

Claimants and Respondents may each have one advisor and one support person of their choosing at the hearing, but the roles of the advisor and the support person are strictly limited to providing advice and/or support to the Claimant and the Respondent. Advisors and support persons are prohibited from directly asking questions, arguing, or presenting information or evidence during the hearing. Advisors and support persons may be removed from the hearing at the direction and at the discretion of the Chairperson if the advisor and/or support person(s) disrupt the hearing.
Investigation Summary:

The Title IX investigator assigned to the complaint will provide a brief summary of the allegations. Following the summary, the Hearing Panel may ask questions to the Title IX investigator. Claimant and Respondent may submit questions to the Chairperson in writing, for the Hearing Panel to then ask the Title IX investigator, which the Chairperson may choose to rephrase or omit.

2. Complainant’s Case

Complainant has the option, but is not required, to provide a brief verbal or written opening statement setting forth the charges alleged. If the opening statement is written, the Hearing Chairperson may, in its discretion, read it out loud upon request by the Complainant. Following an opening statement, Complainant may present evidence by being available for questioning by the Hearing Panel; may request the Hearing Panel to call his/her witnesses; and may submit questions in writing to the Chairperson for the Hearing Panel to ask, which the Chairperson may choose to rephrase or omit.

Once the Hearing Panel has completed its questioning, the Respondent may submit written questions to the Chairperson to consider and if deemed relevant and not otherwise redundant, submit to the Hearing Panel.

3. Respondent’s Case

Respondent has the option, but is not required, to provide a brief verbal or written opening statement setting forth Respondent’s reply to the charges alleged. If the opening statement is written, the Hearing Chairperson may read it out loud upon request of the Respondent. No questions may be asked during the opening statements. Following the opening statement, Respondent may present evidence by being available for questioning by the Hearing Panel; may request the Hearing Panel to call his/her witnesses; and may submit questions in writing to the Chairperson for the Hearing Panel to ask, which the Chairperson may choose to rephrase or omit.

Once the Hearing Panel has completed its questioning, the Complainant may submit written questions to the Chairperson to consider and, if deemed relevant and not otherwise redundant, submit to the Hearing Panel.

4. Deliberations

Once the statements have been completed, the parties will be dismissed, and the Hearing Panel will begin its deliberations. The Hearing Panel shall evaluate the evidence and decide, based on a preponderance of the evidence, whether the Respondent is responsible for violating the University’s Student Sexual Misconduct and Sexual Discrimination Policy. Once the Panel has reached a decision, the parties will be notified simultaneously in writing of the Panel’s decision.

5. Sanctions

If there is a finding of responsibility, the Hearing Panel will, in consultation with the Dean of Students in the College or relevant School or their respective designee, determine the sanctions to be imposed. Sanctions for a finding of responsibility depend on the nature and the gravity of the Sexual Misconduct. Sanctions may include, but are not limited to, expulsion or suspension from WFBH, disciplinary probation, social restrictions, parental
notification, education sanctions (such as community service, reflection paper(s), and/or fines) expulsion or suspension from campus housing, suspension or revocation of admission, and/or withholding or revocation of a degree(s). Sanctions imposed by the Hearing Panel will remain in effect pending the outcome of any appeal process.

Within fourteen days after the hearing, the Hearing Chairperson will issue a determination letter through the Title IX Coordinator to the Respondent and Claimant simultaneously. The determination letter will (1) name the Respondent; (2) identify the allegations potentially constituting Sexual Misconduct; (3) provide a summary of the findings of fact in support of the Hearing Panel’s determination; and (4) provide a statement of rationale for the responsibility determination and any sanctions.

6. Adaptive Resolution

If, at any time prior to a responsibility determination by the hearing officer, the Title IX Coordinator determines that the matter is appropriate for Adaptive Resolution, the Title IX Coordinator will ask both parties if they wish to suspend the formal resolution process and engage in an Adaptive Resolution process to resolve the allegations without a hearing. Adaptive Resolution will not be available when a Claimant is a student, and a Respondent is an employee.

If both parties wish to engage in the Adaptive Resolution process and if the Claimant and the Respondent agree in writing to a resolution through the Adaptive Resolution process, then the Formal Complaint will be resolved without completion of the hearing and without any further rights of appeal by either party.

If the parties are unable to agree to a resolution through the Adaptive Resolution process, the Title IX Coordinator will continue the formal resolution process.

H. Prior Sexual History

Evidence of and questions about the Claimant’s sexual predisposition or prior sexual behavior are not relevant and will not be permitted at the hearing, with the following exceptions: (1) if the questions and evidence about the Claimant’s prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Claimant; or (2) if the questions and evidence concern specific incidents of the Claimant’s prior sexual behavior with respect to the Respondent and are offered in an effort to prove Consent.

Evidence regarding the Respondent’s past sexual activity (regardless of whether the Respondent was formally investigated or found responsible for such conduct) may be permitted to show that the Respondent has engaged in a pattern of behavior similar to the alleged Sexual Harassment at issue before the hearing officer, provided that the Respondent has not been found “not responsible” by WFBH in a proceeding related to such conduct.

I. Support Person and Advisor

The Claimant and the Respondent may be accompanied to any meeting or proceeding under this Policy by the advisor of their choice, who may be, but is not required to be, an attorney. WFBH will not limit the choice or
presence of the advisor for either the Claimant or the Respondent. Advisors, however, are not allowed to disrupt any meeting or proceeding or to speak on behalf of the Claimant or the Respondent, with the exception of cross-examination during a Title IX hearing, which must be conducted by an advisor and never personally by the Claimant 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 WFBH’s Expectations for Advisors.

If a party does not have an advisor present at a Title IX hearing, WFBH will provide, without any charge to that party, an advisor of WFBH’s choice who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party. In such circumstances, the hearing may be postponed until WFBH can provide an advisor to be available at the hearing.

The Claimant and the Respondent may not be accompanied by more than one advisor during meetings or proceedings. The Claimant and Respondent may be accompanied by a support person of their choice during meetings, but such support person will not be permitted in a hearing conducted under Section III of this Policy. A support person is permitted at hearings conducted under Section IV of this Policy. The support person will not be allowed to disrupt any meetings or procedures and may not speak on behalf of a party.

J. Emergency Removal or Administrative Leave

WFBH may remove a Respondent from WFBH’s Education Program and/or Activity on an emergency basis, provided that WFBH 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 Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, as applicable.

Additionally, WFBH may place a non-student employee Respondent on administrative leave during the pendency of Wake Forest’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.
APPENDIX A

Wake Forest University School of Medicine Student Abuse Policy and Drug-Free Schools and Communities Act Announcement

Atrium Health Wake Forest Baptist Medical Center Employee Drug-Free Schools and Communities Act Announcement and Employee Substance Abuse Policy
### 1. General Policy Statement:

The Wake Forest University School of Medicine (WFSM) and the Graduate School of Arts and Sciences, Biomedical Sciences, (hereinafter jointly referred to as “School”) are committed to providing a safe, healthy learning community for all its members. The School recognizes that the unlawful possession, use, or distribution of illicit drugs and unlawful or excessive use of alcohol by students may interfere with the mission of Wake Forest Baptist Medical Center by negatively affecting the health and safety of its patients, visitors, students, faculty, staff, and research subjects. In accordance with the Drug-Free Schools and Communities Act, and to comply with the Drug-Free Schools and Campuses Regulations (EDGAR Part 86.100, Subpart B), this policy addresses the annual written notification to students of the following: standards of conduct, possible legal sanctions and penalties, statements of the health risks associated with alcohol and other drug use (AOD), the School’s AOD programs available to students, and the disciplinary sanctions for violations of the standards of conduct. The School participates in the biennial review with Wake Forest University in providing confidential information which does not violate Family Educational Rights & Privacy Act (FERPA).

a) **Scope:** All students of the School are responsible for complying with this policy.

b) **Responsible Department/Party/Parties:**
   1. Policy Owner: Vice President & Associate Dean for Healthcare Education Administration
   2. Procedure: Vice President & Associate Dean for Healthcare Education Administration
   3. Implementation: Program Manager as defined below

### 2. DEFINITIONS: For purposes of this Policy, the following terms and definitions apply:

Student Substance Abuse Policy – Wake Forest School of Medicine
a) WFBMC: Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), all on-site subsidiaries as well as those off-site governed by WFBMC policies and procedures.

b) The term “student” is defined as a person who matriculates into, is enrolled in, or is taking courses in an educational program of Wake Forest University School of Medicine or Graduate School of Arts and Sciences, Biomedical Sciences (hereinafter jointly referred to as “School”).

c) Program Managers of applicable programs are defined as follows:

- **Academic Nursing Program:** Program Director
- **Physician Assistant (PA) Program:** Program Director
- **Undergraduate Medical Education (MD) Program:** Associate Dean for MD Program Academic Affairs
- **Graduate School of Arts & Sciences, Biomedical Sciences:** Dean, Graduate School of Arts & Sciences, Biomedical Sciences

d) Illegal use of drugs/alcohol:
   The unlawful manufacture, distribution, disposition, possession, and/or use of a controlled substance or alcohol as regulated by federal, state, and local laws.

   Misdemeanor and felony convictions for violating these laws can result in criminal penalties. Such penalties can range from fines and probation to denial or revocation of federal benefits (such as financial aid) to imprisonment and forfeiture of personal and real property.

   An illegal drug is a controlled substance as defined by Title 21 US Code (USC) Controlled Substances Act, i.e., Subchapter I, Part A, Section 802, Subchapter I, Part B, Section 812, Part 1308 (Schedules I-V) and the North Carolina Controlled Substances Act: G.S. 90-86 through G.S.90113.8

   An overview of federal laws governing the manufacture, possession, use and distribution of alcohol and illegal drugs is available at: https://niaaa.nih.gov/alcohol-health/alcohol-policy; and Title 21 US Code (USC) Controlled Substances Act, i.e., Subchapter I, Part D; Subchapter I, Part A; and Subchapter I, Part C.

   A summary of North Carolina alcohol and drug laws is available from the North Carolina General Statutes (G.S.) 18B-301, G.S. 18B-302, G.S. 18B-401; G.S. 20-138.1; and Article 5, North Carolina Controlled Substances Act: G.S. 90-86 through G.S. 90-113.8

Student Substance Abuse Policy – Wake Forest School of Medicine
Illegal drugs can include:

- Prescription drugs unless validly prescribed by a student’s health care provider,
- Substances never intended for human consumption (such as glue)

e) Under the influence: affected by alcohol and/or other drugs or has recently consumed alcohol and/or other drugs in any detectable manner.

f) Trafficking in Illegal Drugs: The term “trafficking” is used in its generic sense, not in its specific application to selling, manufacturing, delivering, transporting, or possessing controlled substances in specified amounts as referenced in Article 5, North Carolina Controlled Substances Act.

g) Abusive use of alcohol or drugs: alcohol or drugs, whether available legally (such as cough syrup or other over-the-counter medications) or drugs for which a student has a valid prescription, that are taken or used in a manner not prescribed or inconsistent with recommended use.

3. POLICY GUIDELINES:

a) Annual Notification: This policy will be distributed in writing to all students to meet the annual notification requirement. Contents of the annual notification will include: standards of conduct, possible legal sanctions and penalties, statements of the health risks associated with alcohol and other drug use (AOD), the School’s AOD programs available to students, and the disciplinary sanctions for violations of the standards of conduct.

b) Standards of Conduct:

i. The School prohibits the illegal use or the abusive use of alcohol or other legal drugs by any student on School property or at events that utilize the School’s name (i.e., Medical School Prom).

ii. In accordance with local, North Carolina and Federal laws, the School prohibits the unlawful possession, use, manufacture, sales, or distribution of illegal drugs or drug paraphernalia by any student. North Carolina law includes marijuana in the list of illegal drugs (North Carolina Controlled Substances Act, G.S. 90-94).

iii. The School prohibits its students from using prescription medications not prescribed for them. Students are expected to use only those prescription medications that are prescribed for them within the confines of a provider/patient relationship.

iv. The School prohibits its students from attending classes, participating in clinical rotations, or otherwise participating in or attending School or WFBMC activities or functions while under the influence of alcohol, chemicals, or drugs, including legally obtained prescription drugs, which impair one’s ability to perform normal activities.
v. **Students must successfully pass the urine drug screening test administered during matriculation.** As marijuana is not legal in the State of North Carolina, the urine drug screening will test for the presence of this substance.

vi. Students must comply with North Carolina state and federal law regarding alcohol. It is unlawful for any person less than 21 years of age to purchase or possess any alcoholic beverage. It is against the law for anyone to sell or give any alcoholic beverage to a person under 21 or to aid or abet such person in selling, purchasing or possessing any alcoholic beverage.

vii. Institutional funds will not be used for the purchase of alcohol for student-sponsored events.

viii. Student organizations can significantly improve personal safety and reduce liability by not providing alcohol to any person. If alcohol is to be present at a student-sponsored activity, the student organization will provide for the safety of the attendees and reduce its liability by ensuring that:

- Alcohol is not the focus of the event;
- Attractive alternative beverages are provided;
- Procedures are in place to prevent transfer, service, or sale to persons under the legal age of 21;
- Alcohol is not served from common or self-serve containers;
- Service complies with this Policy, as well as the rules of the facility;
- Designated non-drinking hosts are assigned to attend the event;
- Assistance is provided to any attendee who is intoxicated and needs alternative transportation home
- Using a professional caterer or holding the event at a site provided by a vendor who is licensed to sell and serve alcohol consumed at the event are the only methods of serving alcoholic beverages.

ix. All students must notify their Program Manager(s) within five (5) days of any arrest, charge or conviction for a violation of federal and state drug or alcohol laws.

x. If a student is convicted for a violation of federal and state drug or alcohol laws after submitting the Free Application for Federal Student Aid (FAFSA), he/she must notify the Financial Aid Office within five (5) days of the conviction.

c) **Description of applicable legal sanctions** under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol:

Student Substance Abuse Policy – Wake Forest School of Medicine
i. A full description of federal sanctions for drug felonies can be found at the Drug Enforcement Administration (DEA) webpage: [https://www.dea.gov/](https://www.dea.gov/)

ii. A full description of penalties for North Carolina drug violations can be found at the North Carolina Controlled Substances Act, General Statute (G.S.) 90-95:
   [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter90/Article_5.html](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/ByArticle/Chapter90/Article_5.html)

iii. The penalties for violations of alcoholic beverage regulations are found in Chapter 18B of the North Carolina General Statutes:

   Such penalties include imprisonment and heavy fines.

iv. Federal financial aid considerations: In accordance with 34 CFR 668.40 [https://www.law.cornell.edu/cfr/text/34/668.40](https://www.law.cornell.edu/cfr/text/34/668.40), a student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under Title IV federal student aid programs beginning on the date of such conviction and ending after the interval specified in the following table:

   (a) If convicted of the possession of a controlled substance:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Ineligibility Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>1 year</td>
</tr>
<tr>
<td>Second Offense</td>
<td>2 years</td>
</tr>
<tr>
<td>Third Offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

   (b) If convicted of the sale of a controlled substance:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Ineligibility Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>2 Years</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Indefinite</td>
</tr>
</tbody>
</table>

   (c) In the event a student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

Student Substance Abuse Policy – Wake Forest School of Medicine
(d) A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period determined if:

- The conviction is reversed, set aside, or otherwise rendered invalid or
- The student satisfactorily completes an approved drug or alcohol rehabilitation program that includes passing two unannounced drug screening tests administered by an approved drug rehabilitation program. The drug rehabilitation program referenced in this section is one that is administered or recognized by a Federally or State-licensed hospital,
- Health clinic, or medical doctor.

(e) If a student is convicted of possessing or selling drugs after submitting the Free Application for Federal Student Aid (FAFSA), the student must notify the Financial Aid Office within five (5) days of the conviction.

d) **Sanctions imposed by the School**: The School will impose disciplinary sanctions, up to and including dismissal and referral for prosecution, on a student for violations of the standards of conduct required by paragraph 3a) of this policy as follows:

i. Any student who violates federal/North Carolina/local laws may be subject both to criminal prosecution and to disciplinary proceedings by the School.

ii. The penalties imposed by the School for students found to have violated applicable law or School policy will vary depending upon the nature and seriousness of the offense and may include a range of disciplinary actions from reprimand, probation, restriction, suspension, and dismissal.

iii. For the illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or deliver, of any controlled substance identified in Article 5, North Carolina Controlled Substances Act, a student may be dismissed. All trafficking activities of any controlled substances have the presumptive sanction of expulsion.

iv. **Illegal Possession of Drugs**:

   (a) For a first offense involving the illegal possession of any controlled substance identified in Schedules 1-V, Article 5, North Carolina Controlled Substances Act, the minimum penalty is suspension.

   (b) For a first offense involving the illegal possession of any controlled substance identified in Schedule VI, Article 5, North Carolina Controlled Substances Act, the minimum penalty is a combination of educational, therapeutic, and punitive sanctions.

Student Substance Abuse Policy – Wake Forest School of Medicine
(c) For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties will be imposed, up to and including dismissal.

v. The applicable program manager (or designee) may place a student on an interim suspension before completion of regular conduct proceedings, when the student’s continued presence within the School community would constitute a clear and immediate danger to the health or welfare of other members of the University community. The staff of the department of WFSM Counseling and Wellness Services would only be involved in this process if a student was found to be a threat to self or others during the student’s evaluation by WFSM Counseling and Wellness Services.

(a) When it is clear that the student has engaged in or threatens to engage in behavior that poses a significant risk of harm to the safety or security of themselves, others, or to property, or directly or substantially impedes the activities of members of the institution’s community, including employees, other students, patients, or visitors.

(b) In accordance with the applicable program’s dismissal policy and/or standards of conduct

(c) If such a suspension is imposed, an appropriate hearing of the charges against the suspended person will be held as promptly as possible. Students in the Wake Forest University School of Medicine may appeal the dismissal decision in accordance with the applicable program’s appeal policy; students in the Graduate School of Arts and Sciences, Biomedical Programs, may appeal the dismissal in accordance with the procedures established by the program.

vi. If indicated, the School may offer the student the option of evaluation, counseling, and successful completion of an appropriate rehabilitation program as a condition of remaining in the program. Any student, if given the option to participate in a rehabilitation program, will comply with the treatment and rehabilitation requirements set forth below or withdraw from the School. Any such individual electing treatment and rehabilitation will:

(a) Satisfactorily participate in a substance use disorder or rehabilitation program approved for such purpose by a federal, state, or local health, law enforcement or other appropriate agency at the individual’s expense.

(b) Provide evidence satisfactory to the School’s program manager of continued outpatient therapy in an approved program appropriate to the treatment recommendation of the student’s substance use disorder or rehabilitation program.

Student Substance Abuse Policy – Wake Forest School of Medicine
(c) Remain substance free after completing a rehabilitation program for chemical dependency and participate in random “for cause” drug testing during rehabilitation and for the duration of the student’s enrollment in the School.

Failure to comply with these requirements will result in dismissal.

vii. Failure of any alcohol and/or drug test will result in disciplinary actions, up to and including dismissal. Remaining in the program will be conditional upon successful completion of the rehabilitation program as described in Section 3d) vi.

viii. For Cause Drug Screening and/or breath alcohol testing:

Students will be required to undergo “for cause” drug screening and/or breath alcohol testing for the following reasons:

(a) Reporting to School under the influence of alcohol or drugs, including legally obtained prescription drugs, which impair one’s ability to perform normal work activities or in a condition giving the program manager, based on the agreement of two other faculty or staff members, reasonable cause to suspect the influence of alcohol or other drugs due to the following:

- Observable abnormal or unusual behavior
- Injury or accident for which medical attention is needed beyond simple first aid
- Acts for which a student is responsible that involve injury to a staff/faculty member, patient, visitor, or student requiring medical attention beyond simple first aid
- Gross negligence and carelessness
- Disregard for safety, life, or well-being of any WFBMC staff/faculty member, patient, visitor, or student
- Upon suspicion of drug diversion

(b) Failing a urine drug screening;

(c) Violating School or WFBMC policy; or

(d) After successfully completing a rehabilitation program for chemical dependency for the duration of the student’s enrollment in the School
ix. If the urine drug test is determined to be positive following a medical review for legal prescriptions or other documented medical reasons, the student may elect to have his/her specimen retested at his/her expense. The same sample will be sent to another diagnostic lab for testing. A student who elects to re-test the sample will contact WFBMC Employee Health to request and arrange payment for this service.

x. For federal financial aid considerations: See section 3c) of this policy

e) Description of the health risks associated with the use of illegal drugs and the abuse of alcohol
- For current information regarding the health risks associated with the use of illegal drugs and abuse of alcohol, see US DEA Drugs of Abuse

f) Description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to students

i. Any student experiencing an emergency should call 911 immediately.

ii. **WFSM Campus**: Early recognition of substance use disorder is important for successful rehabilitation. The School endorses and encourages the activities of the WFSM Counseling and Wellness Services in early identification, treatment, and rehabilitation of students with a substance abuse problem. This is a therapy center rather than a 24/7 crisis center. The WFSM Counseling and Wellness Services center provides individual, group, and couples counseling, consultation, coaching, and wellness outreach in order to support and promote the emotional, intellectual, physical, social and spiritual wellness of students in the Wake Forest School of Medicine. To schedule an appointment, students can email: counselingservices@wakehealth.edu

iii. **WFU Reynolda Campus**: Students also have access to the Office of Wellbeing (BASICS@wfu.edu, 336-758-4371): The Office of Wellbeing coordinates campus-wide alcohol and other drug education and prevention programs as well as the Brief Alcohol Screening and Intervention for College Students (BASICS) program. BASICS provides individualized screening and intervention for students facing challenges with their alcohol and or drug use. The Office of Wellbeing can also refer students in need of additional assessment or services to the appropriate level of care.

iv. Students who do not wish to take advantage of the WFSM or WFU Reynolda Campus services may wish to seek referrals to rehabilitation and treatment programs from their own health care provider.

v. Approved alcohol and drug information/treatment referral services are also available at: https://niaaa.nih.gov/alcohol-health/support-treatment

Student Substance Abuse Policy – Wake Forest School of Medicine
vi. Students who have disabilities and need accommodations should contact the Section 504 Coordinator at titleixcoordinator@wfu.edu or 336-758-7258, or submit the form "Request for Consideration" form available at the WFU Disability Services for Students/Learning Assistance Center: http://lac.wfu.edu/disability-services/

g) The School (in compliance with FERPA and any other applicable privacy laws and regulations) will participate in the biennial review of its drug prevention program to:

i. Determine its effectiveness and implement changes to the program if they are needed; and

ii. Ensure that the disciplinary sanctions described in paragraph 3 d) of this policy are consistently enforced.

4. Review/Revision/Implementation:

a) Review Cycle: This policy shall be reviewed at least every 3 years from the effective date.

b) Office of Record: After authorization, the Legal Department shall house this policy in a policy database and shall be the office of record for this policy.

5. Related Policies:

a) WFBMC Substance Abuse Policy

b) MD Program Policy of the Student Professionalism and Academic Review Committee (SPARC)

c) Policy for Medical Student Appeal of Dismissal

d) Dismissal Appeal Policy – PA Program

e) Academic and Behavioral Standards Student Progress Policy-PA Program

f) CRNA Program (Dismissal and Appeal):

   Student Behavioral and Performance Standards/Student Progress Committee

6. Governing Laws or Regulations:

a) Drug-Free Schools and Communities Act, Drug-Free Schools and Campuses Regulations (EDGAR Part 86.100, Subpart B)

Student Substance Abuse Policy – Wake Forest School of Medicine

c) National Institution on Alcohol Abuse and Alcoholism Alcohol Policy

d) 34 CFR 668.40 – Conviction for Possession or Sale of Illegal Drugs


Drug Free Schools and Communities Act announcement for BGCME students

The term “student” will apply to a person who matriculates into, is enrolled in or is taking courses in an educational program of Wake Forest School of Medicine or Graduate School of Arts and Sciences, Biomedical Sciences (hereinafter jointly referred to as “School”).

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988, this notification is being sent to each Wake Forest School of Medicine and Graduate School of Arts and Sciences, Biomedical Sciences student. Its purpose is to serve as a reminder of the health risks associated with drug and alcohol abuse; of the School policy related to the illegal possession, use or distribution of drugs or alcohol; of the availability of treatment for drug or alcohol problems through WFSM Counseling and Wellness Services; and of the internal sanctions and federal, state and local legal penalties that may result from the illegal sale, possession, consumption, use or distribution of drugs or alcohol.

The School recognizes the potential harmful effect that substance abuse can have on the lives of individual members within the Wake Forest community. To that end, the School has adopted a Student Substance Abuse Policy which addresses the issues of identification, confidentiality, education, treatment, and penalties for violation of the policy. The status of any student will not be jeopardized for conscientiously seeking early assistance in the recovery from substance abuse impairment. Students who are identified as possibly having a problem and who are referred to WFSM Counseling and Wellness Services may be required to participate in educational programming concerning substance abuse or may be required to seek further assessment and treatment for substance abuse issues. To the extent possible, complete confidentiality will be maintained with students seeking assistance and treatment.
Health Risks

The School recognizes that the state of an individual’s overall health and wellbeing affects academic performance, job performance, and all facets of a student’s life. Alcohol misuse and substance abuse rank as one of the major health and economic problems in this society.

**Alcohol** - Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

**Cannabis (Marijuana, Hashish)** - The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

**Hallucinogens** - Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

**Cocaine/Crack** - Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

**Amphetamines** - Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

**Heroin** - Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

**Abuse of Prescription Drugs** – Misuse of medicines prescribed by a Healthcare Provider for treatment of illness, mental health condition, injury or pain management can lead to serious illness or death.

Standards of Conduct

The School is unequivocally opposed to alcohol misuse, substance abuse, and the unlawful possession, use, or distribution of drugs by students on the School’s property or as any part of the School’s activities. Any illegal possession, distribution, and use of alcohol and/or controlled substances are prohibited by the School. The School’s expectations around alcohol and other drug use are contained in the Student Substance Abuse Policy.
State and Federal Sanctions

The local, state, and federal laws provide specific penalties for drug and narcotics offenses. Article 5 of Chapter 90 of the North Carolina General Statutes makes it unlawful for any person to manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver those drugs designated collectively as “controlled substances.” The punishment includes a term of imprisonment as well as a substantial fine.

Federal law makes it unlawful for any person to manufacture, distribute, create, dispense or to possess with the intent to manufacture, distribute, or dispense controlled substances. Title 21 of the United States Code provides terms of imprisonment and fines for violations of this act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

The penalties for violations of alcoholic beverage regulations are found in Chapter 18B of the North Carolina General Statutes. Such penalties include terms of imprisonment and heavy fines.

School Sanctions

Conduct proceedings against a student will be initiated in accordance with the conduct procedures of the appropriate program. When there is a reasonable basis for believing that the person has violated this policy or North Carolina law pertaining to controlled substances and the alleged conduct is deemed to harm the interests of the School, conduct action will be instituted. It should be noted that though an offense may be the subject of legal action by the civil authorities, School officials are free to initiate conduct actions that may result in additional penalties.

Penalties

Penalties may range from written warnings with probationary status to expulsions from enrollment. A student convicted in criminal court of a drug violation will lose his/her eligibility for Federal student aid. The range of penalties is available through the Office of Financial Aid. The following minimum penalties will be imposed for the particular offenses described:

● Trafficking in Illegal Drugs. The term “trafficking” is used in its generic sense, not in its specific application to selling, manufacturing, delivering, transporting, or possessing controlled substances in specified amounts as referenced in Article 5, North Carolina Controlled Substances Act.

For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Article 5, North Carolina Controlled Substances Act, a student may be expelled.

As such, at the School, all trafficking activities of any controlled substances have been determined to have a presumptive sanction of expulsion.

● Illegal Possession of Drugs. For a first offense involving the illegal possession of any controlled substance identified in Schedules I - V, Article 5, North Carolina Controlled Substances Act, the minimum penalty is suspension.
For a first offense involving the illegal possession of any controlled substance identified in Schedule VI, Article 5, North Carolina Controlled Substances Act, the minimum penalty is a combination of educational, therapeutic, and punitive sanctions.

For second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties will be imposed, up to and including expulsion.

When a student has been charged by the School with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment before initiation or completion of regular conduct proceedings, where the student’s continued presence within the School community would constitute a clear and immediate danger to the health or welfare of other members of the School community. If such a suspension is imposed, an appropriate hearing of the charges against the suspended person will be held as promptly as possible.

**Alcohol and Other Drug Education and Referral Services**
The School provides drug education and referral services.

**WFSM Campus:** Early recognition of substance use disorder is important for successful rehabilitation. The School endorses and encourages the activities of the WFSM Counseling and Wellness Services in early identification, treatment, and rehabilitation of students with substance abuse problems. The WFSM Counseling and Wellness Services center provides individual, group, and couples counseling, consultation, coaching, and wellness outreach in order to support and promote the emotional, intellectual, physical, social and spiritual wellness of students in the Wake Forest School of Medicine. To schedule an appointment, students can email: counselingservices@wakehealth.edu

**WFU Reynolda Campus:** Students have access to the Office of Wellbeing (BASICS@wfu.edu, 336-758-4371): The Office of Wellbeing coordinates campus-wide alcohol and other drug education and prevention programs as well as the Brief Alcohol Screening and Intervention for College Students (BASICS) program. BASICS provides individualized screening and intervention for students facing challenges with their alcohol and or drug use. The Office of Wellbeing can also refer students in need of additional assessment or services to the appropriate level of care.

Students who do not wish to take advantage of the WFSM or WFU Reynolda Campus services may wish to seek referrals to rehabilitation and treatment programs from their own health care provider.

Approved alcohol and drug information/treatment referral services are also available at: https://niaaa.nih.gov/alcohol-health/support-treatment.

Consultation and assessment with a substance abuse counselor may be required following the report
of an incident or the awareness of a problem involving drugs or alcohol misuse. The program sets forth the consequences of violating the treatment and rehabilitation plan. The continued or repeated abuse of substances following initiation into this program will constitute grounds for further conduct action by the School.

Questions or comments about these guidelines should be directed to the Associate Dean of Student Affairs, 336-716-4271 or stuserv@wakehealth.edu

Drug Free Schools and Communities Act announcement for WFBMC Employees

In accordance with the Drug-Free Workplace Act and the Drug-Free Schools and Campuses Act, this notification is being sent to each Wake Forest Baptist Medical Center employee. Its purpose is to serve as a reminder of the health risks associated with drug and alcohol abuse; of the Medical Center policy related to the illegal possession, use or distribution of drugs or alcohol; of the availability of treatment for drug or alcohol problems through the Employee Assistance Program; and of the internal sanctions and federal, state and local legal penalties that may result from the illegal sale, possession, consumption, use or distribution of drugs or alcohol.

The Medical Center recognizes the potential harmful effects that substance abuse can have on the lives of individual members within the Wake Forest Baptist community. To that end, the Medical Center Substance Abuse Policy addresses the issues of identification, confidentiality, education, treatment, and penalties for violation of the policy. A staff/faculty member’s employment will not be jeopardized for conscientiously seeking early assistance in the recovery from substance abuse impairment. Employees who are identified as possibly having a problem and who are referred to the Employee Assistance Program may be encouraged to participate in educational programming concerning substance abuse or may be encouraged to seek further assessment and treatment for substance abuse issues. To the extent possible, complete confidentiality will be maintained with employees seeking assistance and treatment.

Health Risks

The Medical Center recognizes that the state of an individual’s overall health and wellbeing affects job performance and all facets of an employee’s life. The abuse of alcohol and drugs ranks as one of the major health and economic problems in this society.

Standards of Conduct

The Medical Center is unequivocally opposed to alcohol misuse, substance abuse and the unlawful possession, use, or distribution of drugs by employees on Medical Center property or during work time. Any illegal possession, distribution or use of alcohol and/or controlled substances is prohibited by the Medical Center. The Medical Center’s expectations around alcohol and other drug use are contained in the Substance Abuse Policy.
State and Federal Sanctions

Local, state, and federal laws provide specific penalties for drug and narcotics offenses. Article 5 of Chapter 90 of the North Carolina General Statutes makes it unlawful for any person to manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver those drugs designated collectively as “controlled substances.” The punishment includes a term of imprisonment as well as a substantial fine.

Federal law makes it unlawful for any person to manufacture, distribute, create, dispense or to possess with the intent to manufacture, distribute, or dispense controlled substances. Title 21 of the United States Code provides terms of imprisonment and fines for violations of this act. The nature of the offense and whether the person has committed any previous unlawful acts under this statute will determine the term of imprisonment as well as the amount of the fine.

The penalties for violations of alcoholic beverage regulations are found in Chapter 18B of the North Carolina General Statutes. Such penalties include terms of imprisonment and heavy fines.

Medical Center Sanctions

When there is a reasonable basis for believing that an employee has violated the Substance Abuse Policy or North Carolina law pertaining to controlled substances and the alleged conduct is deemed to harm the interests of the Medical Center, the employee will be subject to corrective action up to and including discharge. It should be noted that though an offense may be the subject of legal action by the civil authorities, Medical Center leaders are free to initiate corrective action that may result in additional penalties.

Alcohol and Other Drug Education and Referral Services

Employees may request counseling or rehabilitation for substance abuse through the Employee Assistance Program. Services are confidential and are available at no cost. Employees may contact the Employee Assistance Program (EAP), 336-716-6076, for information about available services.

Employees who do not wish to take advantage of EAP services may wish to seek referrals to rehabilitation and treatment programs from their own health care provider.

Approved alcohol and drug information/treatment referral services are also available at: https://niaaa.nih.gov/alcohol-health/support-treatment

Questions

Questions about these guidelines should be directed to Employee Relations, 336-716-6076 or emprelations@wakehealth.edu. Anyone experiencing an emergency should call 911 immediately.
Purpose

The purpose of this policy is to state drug/alcohol use and abuse pose a threat to the health and safety of Wake Forest Baptist Health employees/faculty members, patients and visitors and to the security of our equipment and facilities. As such, WFBH is committed to providing a safe and productive work/learning environment, in accordance with the Drug-Free Workplace Act and the Drug-Free Schools and Campuses Act.

This policy also states WFBH’s stance related to the illegal possession, use or distribution of drugs or alcohol; of the availability of treatment for drug or alcohol problems through the Employee Assistance Program; and of the internal sanctions and federal, state and local legal penalties that may result from the illegal sale, possession, consumption, use or distribution of drugs or alcohol.

SCOPE

This policy applies to all WFBH employees, faculty members, non-employees, volunteers and vendors.

DEFINITIONS

A. Policy: A statement of principle that is developed for the purpose of guiding decisions and activities related to governance, administration, or management of care, treatment, services or other activities. A policy may help to ensure compliance with applicable laws and regulations, promote one or more missions, contain guidelines for governance, and set parameters within which faculty, staff, students, visitors, and others are expected to operate.
Substance Abuse Policy

B. **WFBH:*** Wake Forest Baptist Health (WFBH) is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Wake Forest Baptist Imaging, LLC (WFBI), NCBH Outpatient Endoscopy, Wake Forest Health Network (WFHN), and Premier Surgery Center.

**POLICY GUIDELINES**

A. WFBH recognizes the potential harmful effects that substance abuse can have on the lives of individuals within the WFBH community. This policy addresses the issues of identification, confidentiality, education, treatment, and penalties for violation of the policy.

1. Pre-employment: All applicants for employment must be tested for substances, and any applicant identified as a drug and/or alcohol user may be denied employment.

2. Self-identification
   a. An employee/faculty member’s employment will not be jeopardized for conscientiously seeking early assistance in the recovery from substance abuse impairment.
   
   b. Individuals who self-report as possibly having a problem and who are referred to the Employee Assistance Program may be encouraged to participate in educational programming concerning substance abuse or may be encouraged to seek further assessment and treatment for substance abuse issues.
   
   c. To the extent possible, complete confidentiality will be maintained for those seeking early assistance and treatment.

3. Those who do not abide by this policy or refuse to participate in or to cooperate with any investigation into potential violations of this policy may be subject to corrective action, up and including end of employment.

B. Anyone found to use, sell, possess, distribute or manufacture alcohol, drugs or drugs without a valid prescription on WFBH property or during work time may be subject to corrective action up to and including end of employment.

1. Such conduct is also prohibited during non-working time to the extent that it impairs a one’s ability to perform on the job or be in regular attendance, or to the extent that it threatens the reputation or the integrity of WFBH.

2. Consumption of alcohol by in a business setting, as part of a business meal, conference or seminar during work hours is discouraged. Operating a motor vehicle after the consumption of alcohol in a business setting is not permitted.
3. Consumption of alcohol under any circumstances followed by a return to a WFBH location or resuming WFBH activities during the same day may be subject to corrective action up to and including the end of employment.

4. When WFBH has reason to suspect the possession of drugs the employee/faculty member may be required to submit to a search of any pocket, package, purse, briefcase, toolbox, lunch container or any other container brought onto WFBH property, and to submit to a search of a desk, file, locker or other container provided by WFBH.

5. When WFBH has reason to believe that a situation of drug diversion has occurred (such as missing medications), employees/faculty members of the unit(s) involved may be required to submit to drug and alcohol testing.

C. Drug or Alcohol use by employees/faculty members who operate a WFBH-owned or leased vehicle (including short-term auto rental) or a personal vehicle on WFBH business will be subject to corrective action up to and including end of employment for the following:

1. A conviction for driving a WFBH-owned or leased vehicle while under the influence of drugs or alcohol.

2. A conviction for driving while under the influence of drugs or alcohol while operating a personal vehicle on WFBH business.

3. A conviction for driving under the influence of drugs or alcohol while operating a personal vehicle not on WFBH business when the employee/faculty member is required to operate a vehicle as an integral part of his/her employment (e.g., courier, van driver).

4. Employees/faculty members receiving a conviction as described above shall report to their supervisor any citation alleging that they were driving under the influence of drugs or alcohol. Failure to report citations within five days of issue may result in corrective action up to and including end of employment.

D. Requirements of “For Cause” Testing: For cause testing is required when an employee/faculty member is suspected of reporting for duty or working while under the influence of drugs and/or alcohol and should be conducted immediately.

1. Employees/faculty members will be required to undergo “for cause” testing when they exhibit any of the following:

   a. Observable abnormal or unusual behavior, display of gross negligence or carelessness, show of disregard for safety, life or well-being of any WFBH employee, faculty member, patient or visitor.

   b. Reasonable cause should be observed by two WFBH leaders, who agree that the “For Cause” testing is warranted based on confirmed suspicious behavior/observations.

Printed copies are for reference only. Please refer to the electronic copy for the latest version.
2. Blanket testing of one or more employees/faculty members is not permitted, without reasonable cause.

3. If an employee/faculty member is suspected of drug diversion, “For Cause” testing is required (see Controlled Substance Policy).

4. If the employee/faculty member refuses testing they must be informed by their leader that their refusal to comply with “For Cause” testing will result in the end of employment. If they make an informed decision to refuse, their employment should be ended effective immediately.

E. How to request “For Cause” Testing: The leader should immediately contact Employee Health Services when a “For Cause” test is needed.

1. Go to the Intranet and click on Wake On-Call (at the top of the page) – Enter the numbers 6976 in the Pager # field and submit the request. This will alert the “On-Call” EHS team member to call you back and initiate the “For Cause” testing process.

2. Any “For Cause” testing determined to be necessary should be conducted immediately, while the employee is still at work and “on the clock’.

3. The leader will meet with the staff/faculty member in private to make them aware of the specific observations identified that caused reasonable suspicion which will result in a “For Cause” drug and alcohol test to be performed and let them know that someone from EHS is on their way to perform the drug and alcohol tests.

4. The leader should consult with their Employee Relations Consultant for additional information related to this process.

5. The leader may contact Security Services at 336-716-3305 for assistance, if needed.

F. Confidentiality: All information concerning drug/alcohol testing results of an individual employee/faculty member will be treated as confidential information. All such information will be accessible only to those WFBH officials and designated medical or professional persons with a specific need to know. Any employee/faculty member who willfully discloses such information in violation of this policy will be subject to corrective action. WFBH will report policy violations to licensing bodies and law enforcement as required or at its discretion.

REFERENCES
Performance Management Policy
Controlled Substance Policy

ATTACHMENTS
N/A

REVISION DATES
2/12/2021, 03/08/2021

Printed copies are for reference only. Please refer to the electronic copy for the latest version.
Page 4 of 4
Before a Fire Happens
Consider...
Where are your pull stations?
Where are your exits?
Are your exits free and clear of hazards?
Where are your assembly points?
Do you have an evacuation plan?
Who is your primary and secondary evacuation coordinator?
Do you know where the fire extinguishers are located?
Are the fire extinguishers inspected monthly and annually?
Do you know if the fire extinguishers are appropriate for the setting?
Are the fire extinguishers readily available and accessible?

Fire Safety
The Basics

Environmental Health & Safety Department
Medical Center Boulevard
Winston Salem, NC 27157
336-716-9375
www.wakehealth.edu/ehs

911
Off Hawthorne Campus

6-9111
On Hawthorne Campus
FIRE (Code Red)
In the event of fire, smoke or any emergency that requires evacuation from the building, please do the following:

<table>
<thead>
<tr>
<th>R</th>
<th>RESCUE</th>
<th>Rescue persons in danger.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>ALARM</td>
<td>Pull the fire alarm. Pull stations are located within 10 feet from each exit/entrance. Call the Emergency Number: 6-9111/911. You should remain in communication with the emergency operator providing as much detailed information as possible i.e.: address and location of fire or smoke.</td>
</tr>
<tr>
<td>C</td>
<td>CONTAIN</td>
<td>Contain the fire. Do not break windows. Close all doors and windows.</td>
</tr>
<tr>
<td>E</td>
<td>EVACUATE/EXTINGUISH</td>
<td>If smoke or fire is visible, close the door(s) to that area and inform the Area Evacuation Coordinators. Exit the floor in a quick, orderly fashion via the nearest exit. Never allow the fire to get between you and the nearest exit. Stay low to the ground to avoid smoke. Proceed to the assigned emergency assembly point. Do not use elevator.</td>
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### Common Types of EXTINGUISHERS and FIRES

- **ABC**
  - Common Combustibles
  - Flammable Liquids
  - Electrical

- **Carbon Dioxide (CO2)**
  - Electrical

- **Water Mist**
  - Found in some patient care areas (e.g., MRI & Emergency Dept.)
  - Common Combustibles

### ASSEMBLY POINTS

Refer to the map in your work area.