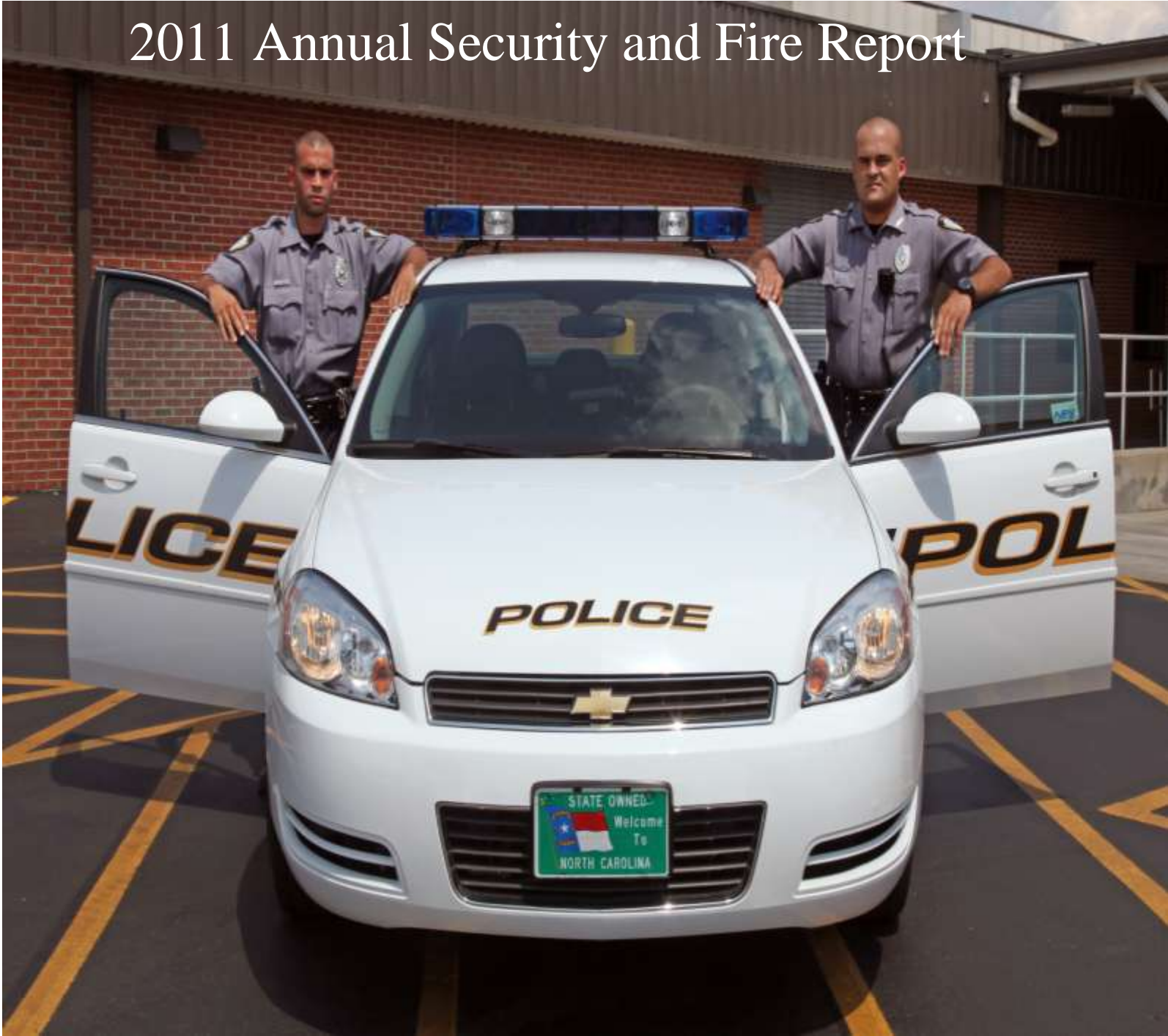




UNIVERSITY OF NORTH CAROLINA  
AT PEMBROKE

# 2011 Annual Security and Fire Report



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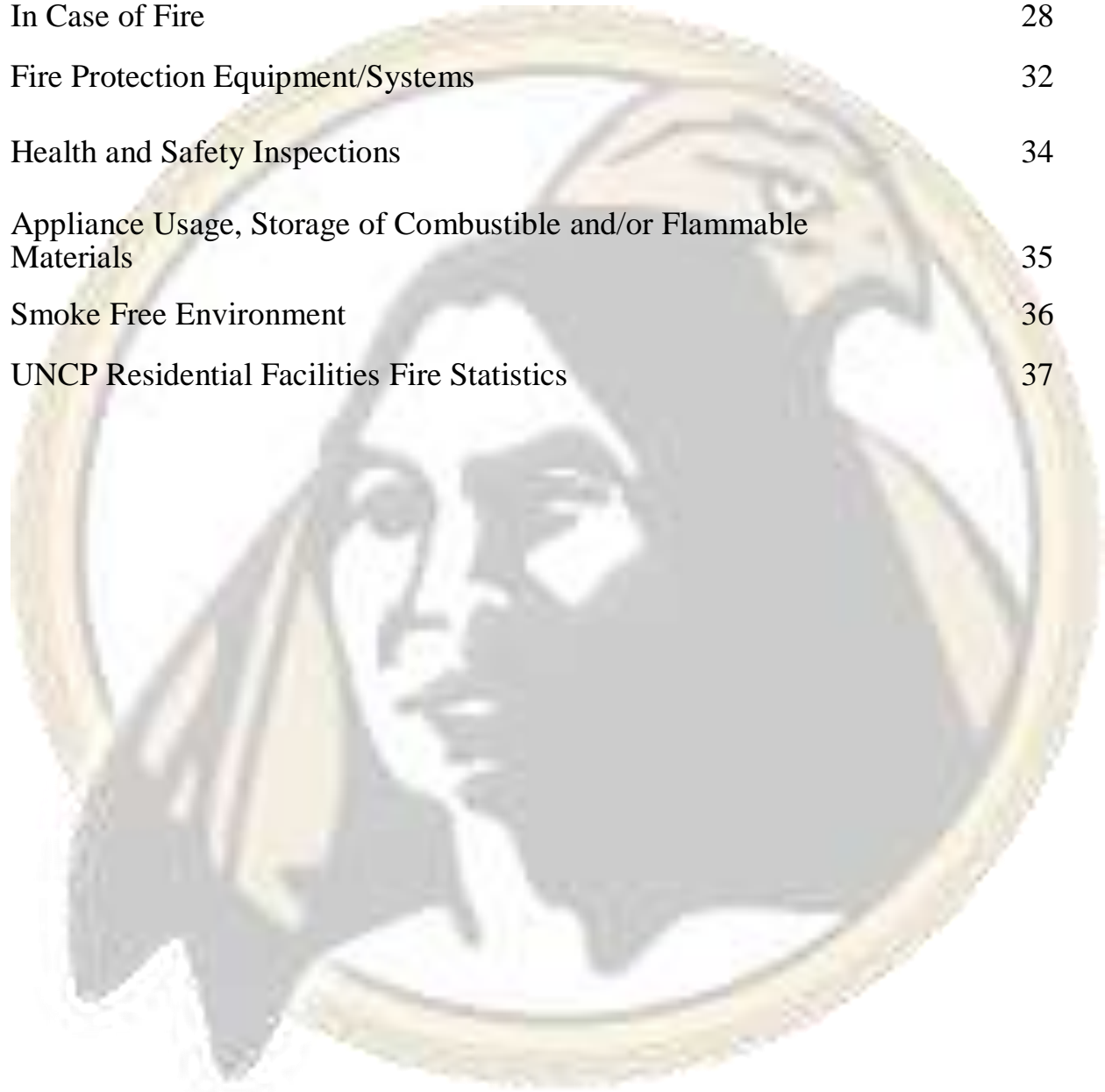
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## Message from the Director of Police & Public Safety



On behalf of the UNC Pembroke Police and Public Safety Department, I want to thank you for taking the time to read our annual security report. Police and Public Safety Department is responsible for providing a safe and secure environment to promote the learning experience and educational growth of the University Community; however, keeping our campus safe requires the cooperation of the entire University community. This report contains information that will enable you to better protect yourself and assist the Police & Public Safety in our efforts. The Police & Public Safety Department is located directly behind the University Bookstore to

the north of Oak Hall in the Auxiliary Services Building.

Police and Public Safety Department is a full service law enforcement agency. UNCP Officers are trained professionals, certified by the North Carolina Justice and Standards Commission. These Officers are vested with all powers of arrest within the University Community and all property owned or leased by UNC Pembroke and that portion of any public road or highway passing through campus or adjoining the campus. The Police & Public Safety Department have mutual aid agreements with all municipal departments within Robeson County including the Sheriff's Department and NC Highway Patrol.

Police and Public Safety Department is a full-service law enforcement agency. There are multiple avenues available for the University community to report a crime or request services. If you have any questions or concerns, you can contact me personally or any of the officers at:

**Phone:** (910) 521-6235

**In person:** The Police & Public Safety Department is located in the Auxiliary Services building on Faculty Row behind the UNCP bookstore, directly across from the Oak Hall dormitory.

**E-mail:** [police@uncp.edu](mailto:police@uncp.edu)

**Anonymous and confidential online form:** [www.uncp.edu/police/report\\_crime/form.htm](http://www.uncp.edu/police/report_crime/form.htm)

## Important Campus Numbers

(Area code 910) (If using a campus phone you must dial 9 followed by the number.)

<b>Emergency</b>	<b>9-1-1</b>
Police & Public Safety	521.6235
Students Health Services	521.6279
Housing & Residence Life	775.4253
Student Affairs	521.6175
Associate Vice Chancellor for Campus Safety and Emergency Operations	775.4500
Counseling and Testing	521.6202
University Commutations and Marketing	521.6252
Human Resources	521.6279
Environmental Health & Safety	521.6792
Parents Council	521.6533
<b>Emergency Information Hotline</b>	<b>521.6888</b>
General Counsel	521.6201
Chancellor's Office	521.6201
Pembroke Police Department	521.4333
Robeson County Sheriff's Office	671.3170



**PARKING PLAN**

- COMMUTER
- ASSIGNED / VISITOR
- RESIDENT STUDENT
- FACULTY & STAFF
- GENERAL
- DAYTIME ONLY
- EMERGENCY CALL STATION



**UNIVERSITY VILLAGE APARTMENTS**

**CAMPUS BUILDINGS**

**ACADEMIC CLASSROOM BLDGS.**

- BA - BUSINESS ADMINISTRATION
- DIAL HUMANITIES BLDG.
- EDUCATION CENTER
- GPAC - GIVENS PERFORMING ARTS CENTER - THEATER
- JONES ATHLETIC CENTER
- LOCKLEAR HALL
- LOWRY - D F LOWRY BLDG.
- MOORE HALL
- NURSING BUILDING
- OLD MAIN
- OXENDINE SCIENCE BLDG.
- X<sub>2</sub> - OBSERVATORY
- X - GREENHOUSE
- SAMPSON CLASSROOM BLDG.

**STUDENT HOUSING**

- BELK HALL - WOMEN
- CYPRESS HALL - COED
- NORTH HALL - WOMEN
- OAK HALL - COED
- PINE HALL - COED
- WELLS HALL - MEN
- UNIVERSITY VILLAGE APARTMENTS

**ADMINISTRATIVE BUILDINGS**

- BUSINESS SERVICES BUILDING
- BK STORE + POST OFFICE
- CAMPUS POLICE
- CARTER HALL - DOJT
- CHANCELLOR'S RESIDENCE
- CHAVIS UNIVERSITY CENTER
- CATON FIELD HOUSE
- DISTANCE EDUCATION
- EBERT GUEST HOUSE
- HEALTH
- STUDENT HEALTH SERVICES
- INSTITUTIONAL EFFECTIVENESS
- INTERNATIONAL PROGRAMS
- LIVERMORE LIBRARY
- LUMBEE HALL
- PINCHBECK FACILITIES MANAGEMENT
- SPONSORED RESEARCH & PROGRAMS
- UC ANNEX

## **UNC Police & Public Safety Department**

The department consists of 16 Police Officers who are trained professionals, certified by the North Carolina Criminal Justice Training and Standards Division. Each officer has completed the North Carolina Basic Law Enforcement Training program and is required to complete 24 hours of in-service training annually, which includes but is not limited to legal updates, community policing, firearms instruction and re-qualification, CPR, first aid and rapid deployment.

UNCP Police Officers have the authority to arrest anyone involved in criminal activity within the University campus, including all property owned or leased by UNC Pembroke, and the portions of any public road or highway passing through or adjoining the campus. If offenses involving violations of University rules and regulations or state/local laws are committed by a UNCP student at any off-campus location, these violations are reported to the Police & Public Safety by the charging agency, and the student may also be referred to Student Affairs for disciplinary action.

The Police have a mutual aid agreement with all law enforcement agencies within Robeson County and routinely share information, manpower and equipment.

## **Emergency Notification and Timely Warning Requirements**

For any emergency or dangerous situation on campus that may cause an immediate or on-going threat to the health and safety of students and/or employees, all members of the UNCP community are asked to notify the UNCP Police & Public Safety at 910.521.6235.

UNCP Police & Public Safety have the responsibility of responding to and summoning the necessary resources to investigate, mitigate, and document any situation that may cause an emergency or dangerous situation. In addition, the Police & Public Safety have the responsibility to determine if the situation does in fact pose a threat to the community. If that is the case, then federal law requires that the institution immediately notifies those who are affected by the situation, such as the campus community, the appropriate representatives of the Town of Pembroke, and officials in the surrounding communities. This is done through Timely Warnings and Emergency Notifications.

Timely warnings occur when a Clery act crime is reported to the Police & Public Safety, local law enforcement, or a campus security authority. The crime must occur in a specified geographic areas and the University considers it to represent a serious or continuing threat to students and employees. The Director of Police & Public Safety or his designee in collaboration with the Associate Vice Chancellor for Campus Safety and Emergency Operations will compose a notification and issue it to the campus community.

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

Notification can be composed by the Senior Police Officer on duty after consulting with the Director of Police & Public Safety.

Real Time Emergency Notification tools provide campus authorities with the ability to offer guidance while an emergency is ongoing, such as information about the nature of the emergency and what actions the community can take. In the event of a serious incident that poses an immediate threat to the UNCP community, the University has several systems in place for disseminating information quickly.

Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community:

- Information posted on the Home Page at [www.uncp.edu](http://www.uncp.edu)
- UNCP's Emergency Information Hotline at 910.521.6888
- Two siren systems covering the north and south outdoor spaces of campus
- Network e-mails to students, faculty and staff
- Brave Alert's website at [www.uncpalert.com](http://www.uncpalert.com), which is UNCP's emergency alert program that manages City Watch and PIER
- Telephone and e-mail notification via City Watch, [www.uncp.edu/police/city\\_watch.htm](http://www.uncp.edu/police/city_watch.htm)
- Emergency text messages via PIER (Public Information Emergency Response System) [www.uncp.edu/news/opt-in](http://www.uncp.edu/news/opt-in)
- The Police & Public Safety website at [www.uncp.edu/police](http://www.uncp.edu/police)
- The student newspaper, *The Pine Needle* and its website at [www.uncp.edu/pineneedle](http://www.uncp.edu/pineneedle)
- Notices posted in residence halls, entry doors of on-campus apartment buildings, the James B. Chavis University Center, etc.

Anybody who has information warranting a timely warning should report the circumstances to the Police & Public Safety. In the event of an on- or off-campus situation that constitutes an ongoing or continuing threat (as ascertained by the judgment of campus administrators), a campus-wide "timely warning" message will be issued by using any or all of the above notification options.

When it is determined that the threat or hazard to the campus community no longer exist, an all clear notification will be issued. This will be executed by using the same notification options used to make the initial notification.

## **Reporting Crime Statistics/Timely Notices**

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

## **City Watch**

In the event it becomes necessary to notify the campus community of a serious threat, including crime-related activities, severe weather or catastrophic accidents, the Police and Public Safety Department has the ability to send immediate notifications via telephone and e-mail by using City Watch (a computerized campus notification system). When students, staff and faculty opt-in to receive text messages from PIER through Brave Web, they are also entered into the City Watch database; both programs fall under the umbrella of Brave Alert, which is UNCP's emergency alert program.

## **Panic Devices**

In the event of an emergency, key offices within the campus community have been equipped with a telephone panic button and mobile pendent that allows office personnel to have immediate contact with the University Police. At the push of a button, a pre-recorded message alerts the police of the activation location and request for immediate police response. Future expansion of this system will allow emergency notifications to be sent to all phones equipped with these devices.

## **Crime Prevention Program**



The cooperation, involvement and personal support of the entire campus community are crucial to the success of our crime prevention efforts. Everyone must assume responsibility for their own personal safety and the security of their belongings by taking simple, common-sense precautions. Awareness of the environment and surroundings is the best place to start. Some of the strategies and/or resources made available by the Police and Public Safety Department in crime prevention include:

**Engraving (Operation PIN):** Provides engraved identification numbers and documentation with the Police & Public Safety for valuables such as computers, radios, stereos, televisions, etc.

**Residence Hall Theft:** Simple procedures to deter theft and the importance of recognizing and reporting suspicious people and activities in residence halls.

**Videos:** Crime prevention videos are available for checkout to individuals or groups.

**Safety Inspections:** Fire safety system tests and inspections and campus lighting inspections are available upon request.

**Drug and Alcohol Education:** Educational awareness programs are designed to prevent abuse.

**Sexual Assault:** Educational awareness programs on sexual assault and rape prevention are

available. The Rape Aggression Defense course is available to all female students and is offered as a 1-credit-hour course.

**Escorts:** Available upon request by calling Police & Public Safety at 521-6235.

## **How to Report a Crime/Suspicious Activity**

The University encourages all students, staff and faculty to report crimes or suspected criminal activities promptly and fully, providing as much information as possible.

1. **DO NOT ATTEMPT TO APPREHEND OR INTERFERE** with any criminal activity except in cases of self-protection.
2. If safe to do so, stop and take the time to get a good description of the criminal. Note height, weight, sex, race, clothing, age and name, if known.
3. Call the Police & Public Safety at 521-6235. Give your name and location. Advise the police of the situation, and if safety allows, remain where you are until a Police Officer arrives.
4. Twenty (20) Emergency Blue Light Telephones are located throughout campus. A caller just has to push a button to activate the telephone and contact Police & Public Safety. In addition to reporting emergencies, the phones can be used to request motorist assistance and escort service. For the locations of the phones, visit [www.uncp.edu/police/phones](http://www.uncp.edu/police/phones).

## **Weapons on Campus**

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

## **Traffic Rules & Regulations**

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

## **Alcohol and Illegal Drugs**

UNCP is committed to maintaining an environment of teaching and learning free from illicit drugs and alcohol. The University complies with the requirements of the Drug Free Schools and Communities Act as amended. The Police and Public Safety Department strictly enforces all state and local laws, as well as University rules and regulations.

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

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

- Meetings or functions when a state alcohol permit has been obtained
- In residence hall rooms or living quarters in compliance with University Police
- At University-approved tailgating events (home football games), in approved locations, while wearing a University-issued wristband. The only alcoholic beverages that may be consumed at these events are malt beverages and unfortified wines. Kegs are not allowed on campus. The complete policy can be found at: [http://www.uncp.edu/sa/pol\\_pub/drug\\_policy.htm](http://www.uncp.edu/sa/pol_pub/drug_policy.htm)

**To increase student welfare by increasing awareness of negative consequences of alcohol and other drugs the Counseling & Testing will:**

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

Multiple strategies to provide prevention, treatment, and education of substance abuse issues on campus were implemented throughout the year. The Committee for Substance Abuse Prevention (CSAP) convened and held its first meeting on February 16, 2010. Eight members of the campus community were present and decided on short term goals to address updates to the Drug and Alcohol Policy. The CSAP committee met twice in the month of March. The committee met on March 2 to review and approve final changes on the update to the university drug policy. All changes were approved and entered into the policy by the BOT. Additionally, the committee met on March 17, 2010 to meet with Kirby Salerno from Alcohol Edu. to discuss the latest alcohol strategies for campus and to begin design of a new alcohol prevention plan.

Presentations regarding alcohol education were made to 49 freshman seminar classes in 2010. These presentations reached a total of 895 students.

## **Missing Students Policy and Procedure**

### **Purpose**

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

### **Initial Report**

The initial report of a missing student may come from virtually any source (friend, roommate, parent, faculty or staff member) and regardless of the source or the time frame the student has been reported missing, such reports should be taken seriously and generally require immediate attention. Police & Public Safety will **not** adopt any artificial standard that could serve to delay initiating the search for a student who has been reported as missing. Not wanting to cause undue alarm, circumstance may dictate a limited initial response, but officers must balance the available information about the student with the University's priority of maintaining a safe environment. Any initial report of a missing student will require documentation in the form of a log entry and officer assigned to take a report. In addition, the on duty supervisor must be notified and ensure that immediate steps are taken to try and locate the student.

### **General Procedures**

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

If the student reported missing lives off campus, then UNCP will request the assistance of the appropriate jurisdiction in attempting to locate the student.

Depending on the individual circumstance, officers may chose to begin interviewing friends and associates in an attempt to gain any helpful information in searching for the missing student. Officers may also search available records to try to identify a student's vehicle and search for that vehicle or assemble a class list in order to check with the student's instructors and classmates.

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

### **Criteria for NCIC entries on missing persons:**

1. A person of any age who is missing and who is under proven physical and/or mental disability or is senile, thereby subjecting that person or others to personal and immediate danger.
2. A person of any age who is missing under circumstances indicating that the disappearance was not voluntary.
3. A person of any age who is missing under circumstances indicating that that person's physical safety may be in danger.
4. A person of any age who is missing after a catastrophe.

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

The missing student policy can be found on page 42 of the student handbook at <http://www.uncp.edu/sa/handbook/pdf/07geninfo%2011-12.pdf>

## **Sexual Assault**

### **Procedures for Victims of Sexual Assault**

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

### **Services to the Victims**

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

### **Rights of Alleged Assailants**

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

### **UNC Pembroke Code of Conduct**

A UNCP student who has been victimized by sexual assault may seek redress through the campus judicial system if the accused is also enrolled at the University. Such redress may be in conjunction with or in place of pressing charges in the court system. In order to cite a student

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

### **Room and Class Change Options**

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

### **North Carolina Sex Offender and Public Protection Registry**

The State of North Carolina maintains a registry that can be found online at <http://sexoffender.ncdoj.gov>

### **Serious Injury or Illness**

1. **DO NOT MOVE A SERIOUSLY INJURED PERSON** unless life-threatening circumstances exist.
2. Call 9-911 from a campus telephone or 911 from any other telephone, giving your name and location. Give as much information as possible regarding the nature of the injury or illness.
3. Attempt to stay with the victim and administer First Aid if trained to do so. Keep the victim as calm and comfortable as possible. Remain with the victim until emergency

officials arrive.

4. Be prepared to provide as much information as possible about the victim and the incident to assist emergency officials in determining the extent of the victim's injuries.
5. List the names and locations of people in your building/residence hall who are trained in First Aid in case of an emergency. List also the location of the nearest First Aid kit.

## **Fire**

1. Upon discovering a fire, immediately sound the building's fire alarm and alert other occupants. Each individual is asked to take note of each fire pull station location within the building they are working or residing.
2. Call 9-911 from a campus telephone or 911 from any other telephone, giving your name and location of the fire.
3. If the fire is small, an extinguisher or a building fire hose may be used to extinguish the fire. Always use your judgment and training before attempting to extinguish any fire.
4. If the fire is large, very smoky, or rapid spreading, evacuate the building immediately. Inform others in the building who may have not responded to the alarm.
5. When you evacuate, do not stop for personal belongings. Leave immediately. Do not use elevators to exit the building.
6. Familiarize yourself with other residents on your floor or hall and provide this information to emergency personnel if they are not accounted for during the evacuation and are suspected to still be inside the building.
7. Evacuate to a distance of at least 300 feet from the building and stay out of the way of emergency personnel. Do not return to the building until allowed to do so by authorized personnel.
8. **DO NOT WALK THROUGH OR STAND IN A SMOKE CLOUD. Stay low. If your clothes are on fire, then stop, drop and roll.**
9. Each individual is asked to take note of each fire extinguisher and fire hose locations within the building they are working or residing.

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

## **Evacuation**

Some emergencies require evacuation of the building(s). If a building must be evacuated, all

personnel should move to an area at least 300 feet from the building. Never use an elevator to evacuate. Once a building has been evacuated, no person will be permitted to re-enter unless authorized personnel give approval to do so.

### **Classroom Instructor Responsibilities**

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

### **Tornado**

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

If a tornado is sighted approaching the campus:

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

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

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

**Wellons Hall:** Move from rooms into suite hallways; stay clear of balconies and entrance doors.

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

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

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

## **Inclement Weather**

During periods of inclement weather conditions, it may be necessary to close the University due to safety concerns. Inclement weather includes ice and snow storms, tornados, hurricanes and storms that present a threat to the campus population while attending or traveling to and from the University.

When the threat or the presence of inclement weather presents a safety hazard to the campus population, it is the responsibility of the Chancellor, or during his absence, the Vice Chancellor for Academic Affairs, to make the decision to close the campus.

The University will remain open for classes unless there is a clear and present danger to the campus population. Closure reports for local public schools or community colleges must not be interpreted that UNC Pembroke will also close; neither should forecasts of major storms. The overriding concern of the University is to provide a quality, uninterrupted program of study without placing the campus population in an unreasonably hazardous situation.

The decision to close the University will be made by 6 a.m., if practical, and will be communicated to the local radio and television stations. This information will also be posted on the UNCP's Home Page at [www.uncp.edu](http://www.uncp.edu) and UNCP's Emergency Information Hotline at (910) 521-6888.

Announcements of emergency closings may take one of two forms:

1. Classes are suspended, but offices will remain open
2. Classes are suspended, and all University offices are closed\*

*\*The Police & Public Safety, Infirmary and Cafeteria will remain open under all circumstances. Facilities Operations, as necessary, will assign an essential employee work crew.*

**As always, if you believe that commuting to campus during inclement weather puts your life or property at risk, stay home and inform your instructor and/or supervisor.**

The following radio and television stations will be notified of University closings:

## **RADIO**

<b>Radio Call Letters</b>	<b>City</b>	<b>Station</b>
<b>WSTS</b>	Fairmont, N.C.	100.9 FM
<b>WFNC</b>	Fayetteville, N.C.	640 AM
<b>WAZZ</b>	Fayetteville, N.C.	1490 AM
<b>WKML</b>	Fayetteville, N.C.	95.7 FM
<b>WFLB</b>	Fayetteville, N.C.	96.5 FM
<b>WQSM</b>	Fayetteville, N.C.	98.1 FM
<b>WZFX</b>	Fayetteville, N.C.	99.1 FM
<b>WRCQ</b>	Fayetteville, N.C.	103.5 FM
<b>WKQB</b>	Fayetteville, N.C.	106.9 FM
<b>KISS</b>	Fayetteville, N.C.	107.7 FM
<b>WLNC</b>	Laurinburg, N.C.	1300 AM
<b>WAGR</b>	Lumberton, N.C.	1340 AM
<b>WJSG</b>	Rockingham, N.C.	104.3 FM
<b>WJOZ</b>	Southern Pines, N.C.	102.5 FM

## **TELEVISION**

<b>Television Call Letters</b>	<b>City</b>	<b>Channel</b>
<b>WTVD</b>	Durham, N.C.	11
<b>WBTW</b>	Florence, S.C.	13
<b>WMBF</b>	Myrtle Beach, S.C.	25
<b>WRAL</b>	Raleigh, N.C.	5
<b>WECT</b>	Wilmington, N.C.	6
<b>NEWS 14 CAROLINA</b>	Varies	14

## **Hazardous Materials**

## **Chemical Spills**

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

1. Call the Police & Public Safety at 910.521.6235 and provide your name and location of the emergency.
2. With proper training or knowledge of the chemical, confine or stop the spill by using absorbent materials on hand, avoid contact with skin, eyes, and clothing, and avoid shutting the doors to the room.
3. Sound the building fire alarm so evacuation can begin.
4. Evacuate to a safe place at least 300 feet away from the building. Do not return until authorized personnel have given their approval to do so.
5. **DO NOT WALK THROUGH OR STAND IN SMOKE/VAPOR CLOUDS.**
6. After evacuation, stay with your co-workers/classmates so that supervisors and instructors can determine if everybody is accounted for.

## **Hazardous Gas Leaks**

Suspected gas leaks or suspicious odors should be reported to the Police & Public Safety so that appropriate action can be taken.

If a gas cylinder should begin leaking and the person(s) responsible for such materials judges that it presents any danger to themselves or others, then take the following steps:

1. Call the Police & Public Safety at 910.521.6235 and provide your name and location of the emergency.
2. Extinguish all open flames to stop the chances of ignition.
3. Sound the building fire alarm so evacuation can begin.
4. Evacuate to a safe place at least 300 feet away from the building. Do not return until authorized personnel have given their approval to do so.
5. **DO NOT WALK THROUGH OR STAND IN AREAS OF HIGH GAS CONCENTRATIONS.**

## **Housing**

### **Residential Facilities and Policies**

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

The University provides coeducational housing in a variety of configurations, some with set visitation hours. Residents must escort guests at all times. All residence hall doors accessing living areas remain locked 24 hours a day with access restricted to residents. Perimeter security to all University-owned residence halls is maintained by a WAPAC access system. The Village apartments are accessed by means of a traditional key-in-lock system.

All on-campus residence facilities are closed during holidays, vacations and when the University is closed. During low occupancy periods, such as the summer terms, students remaining on campus may be moved into concentrated areas of the residence life complex to enhance security effectiveness. When the campus is closed, residence facilities may also be closed. Those few students who are authorized to live on campus during that time are registered with the Housing and Residence Life Office, and special security procedures are established.

Police & Public Safety and Housing and Residence Life personnel work diligently to make the residence halls safe, but their efforts can be easily negated through a lack of cooperation from residents. The involvement of students in the campus security program is critical to its success.

Violations of the following precautions can expose residents to loss of property or possibly physical harm. Students must assume responsibility for their safety, the safety of others and the security of property by taking simple, common-sense precautions such as:

- report unusual activities to the Police & Public Safety
- never admit unfamiliar people into the residence halls
- lock room doors and windows when leaving
- report lost keys immediately to Housing and Residence Life staff
- report solicitors or unfamiliar people to the Police & Public Safety
- ensure residence hall exit doors are not propped open
- become familiar with the locations of the Emergency Blue Light Telephones
- ask visitors to identify themselves and whom they are visiting
- be aware of surroundings and other people
- carry keys at all times and never lend them to others
- travel at night with a friend in well-lit areas or call for an escort

Inspections surveying the security integrity of University housing are conducted periodically. Repairs are made promptly, locks are quickly replaced when keys are reported lost or stolen, and reports of potential safety hazards, such as broken windows, receive immediate response. Access to on-campus housing by University employees is on an "as needed" basis. All University repair and maintenance personnel are in uniform or display identification to allow for easy recognition by residents.

The UNCP campus is well-lit, and further improvements to campus lighting are continually being considered on buildings, in parking lots, in areas with heavy landscaping and along

sidewalks and pathways frequently traveled by students. Representatives from segments of the campus community, including students, Student Affairs, Facilities Management and Campus Police conduct lighting and shrubbery tours at least twice per semester. Safety and security concerns are identified to make recommendations for improvements.

Visitors are always welcome both in academic buildings and residence areas. Information regarding Housing and Residence Life policies and procedures are in the *Student Handbook* online at <http://www.uncp.edu/sa/handbook>. Residents must adhere to the Guest Visitation Policy by providing an escort to their guests at all times and maintaining responsibility for the actions of their visitors. Safety and security procedures, room security precautions and other topics are discussed with residents in crime prevention seminars, in residence hall meetings conducted by RAs and Housing Staff and in printed materials.

The UNCP Housing Contract states that the University reserves the right to refuse student admittance or remaining in housing if the student fails to meet University requirements or to adhere properly to University policies or regulations.

### **Off-Campus Student Residences**

Off-campus housing includes apartments, private homes, individual rooms or apartments within private homes. Crime prevention programs emphasizing what students can do to protect themselves are available. Pembroke Police, Robeson County Sheriffs or other local law enforcement agencies respond to and investigate criminal incidents at off-campus residences. The University reserves the right to charge an organization or individual with a violation of campus policy for off-campus infractions based upon sufficient evidence but does not provide supervision for off-campus housing other than those properties owned by UNCP.

### **Fire Safety Practices and Standards**

Fire safety and prevention is of paramount importance in a campus living environment, where the primary responsibility rests on each resident.

Approximately 1,700 resident students live in two (2) six-story, two (2) four-story, one (1) three-story and one (1) two-story residence halls, and five (5) apartment buildings on the UNCP campus. Each residence hall is equipped with fire alarm systems by Simplex-Grinnell and monitored by Holmes Electric. Each residence hall and apartment is equipped with fire sprinkler systems, smoke detectors and portable fire extinguishers. The University Village Apartments are equipped with local smoke detectors and portable fire extinguishers in each apartment.

All building at UNCP are smoke-free. Smoking is restricted within 100 feet of any building or outdoor sporting arena.

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

residence halls. Open flames and flammable liquids are also prohibited (e.g., oil lamps, candles, gasoline, incense, etc.).

Mandatory, supervised fire drills are scheduled twice per semester in each residence hall and apartment complex. These drills incorporate the Residence Life Staff, Police & Public Safety and Facility Operations.

When a fire alarm is activated, all residents must completely and immediately evacuate the building. **Treat every activated fire alarm as a real threat — don't gamble that the alarm is false.** Residents should become familiar with the location of all emergency exits, fire alarms and extinguishers in residences and academic buildings. In the event of a fire, pull the nearest fire alarm pull station to activate the system, which notifies others to evacuate the building. Call Police & Public Safety to ensure that the alarm was received. Evacuate at least 300 feet away from the building in order to provide fire responders sufficient space to operate in the event of an actual emergency.

Members of the campus community should report all fires to UNCP's Police & Public Safety at 910.521.6235. Federal law requires that a log be maintained for all fires occurring in campus housing and that this log be available for review during regular business hours. This log will be maintained at the Police & Public Safety Department along with the Departmental Daily Log.

## **PERSONAL SAFETY TIPS**

Listed below are a few personal safety tips:

- Don't walk or jog alone
- Walk in well-lighted and populated areas
- Situational awareness: stay alert and attuned to things around you, especially suspicious persons or activities
- Walk and carry yourself with confidence
- Mark your valuables and participate in Operation PIN
- Lock your car and room doors to prevent theft
- Keep your valuables, purses and wallets out of plain view through car windows
- Have your keys ready to enter your room or car as quickly as possible
- Get acquainted with your suite mates and others on your floor so that you know who belongs and who doesn't
- If you're going somewhere alone or with a new friend, let someone know where you are going
- Use the Emergency Blue Light Telephones located throughout campus to report suspicious activity or if you feel threatened or uncomfortable

## **WHAT IS SUSPICIOUS?**

*“Am I witnessing a crime?”*

Most of us have found ourselves asking this question at one time or another; however, because we are not really sure, we tend to ignore what we have just seen, and hoping it wasn't so, we continue about our business.

## **PEOPLE AREN'T SUSPICIOUS, BEHAVIOR IS!**

Signs and behavior to look for that may be suspicious:

- A person running
- A stranger carrying property
- A person going door-to-door in a building or a residential area
- Any person forcibly entering a locked vehicle, dorm room or classroom
- Business transactions conducted from a vehicle
- One or more persons sitting in a parked car exhibiting suspicious behavior
- A juvenile or female being forced into a vehicle
- A person exhibiting unusual mental or physical symptoms
- Unusual noises

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## **Crime Definitions**

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

**Criminal Homicide-Murder and Non-negligent Manslaughter** - The willful (non-negligent) killing of one human being by another.

**Sex Offenses-Forcible** - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent; includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

**Sex Offenses-Non-forcible** - Unlawful, non-forcible sexual intercourse; includes incest, non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law, and statutory rape, non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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

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

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

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

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

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



# **CRIME STATISTICS**

2008-2010 CALENDAR YEAR CRIME STATISTICS

<b>INCIDENTS</b>	<b>ON CAMPUS</b>	<b>RESIDENCE HALLS</b>	<b>NON-CAMPUS</b>	<b>PUBLIC PROPERTY</b>
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	10	09	08	10	09	08	10	09	08	10	09	08
Murder/Non-Negligent Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	3	2	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	29	15	11	29	15	11	0	0	0	0	0	0
Sex Offenses Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non-forcible	0	2	2	0	2	2	0	0	0	0	0	0

<b>INCIDENTS</b>	<b>ON CAMPUS</b>			<b>RESIDENCE HALLS</b>			<b>NON-CAMPUS</b>			<b>PUBLIC PROPERTY</b>		
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<b>Liquor Law Violations</b>	<b>10</b>	<b>09</b>	<b>08</b>	<b>10</b>	<b>09</b>	<b>08</b>	<b>10</b>	<b>09</b>	<b>08</b>	<b>10</b>	<b>09</b>	<b>08</b>
Arrest	0	7	12	0			0	0	0	0	0	0
Disciplinary Referrals	59	66	91	39			0	0	0	0	0	0
<b>Drug Violations</b>												
Arrest	5	5	3	2			0	0	0	0	0	0
Disciplinary Referrals	41	28	36	19			0	0	0	0	0	0
<b>Illegal Weapons Violations</b>												
Arrest	2	0	5	1			0	0	0	0	0	0
Disciplinary Referrals	4	6	14	2			0	0	0	0	0	0

## **HATE CRIMES**

2010- There were no reported Hate Crimes.

2009- There were no reported Hate Crimes.

2008- There were no reported Hate Crimes.

# UNCP Annual Fire Safety Report



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## **Introduction**

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The **Higher Education Opportunity Act**, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

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

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

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

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

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

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

## **In Case of Fire**

1. Dial 911
2. Notify the Police & Public Safety Department at 910.521.6235
3. If you should discover a small fire (e.g. waste can) and have no doubts as to your ability to extinguish it with a nearby fire extinguisher, sound the fire alarm, follow procedure (see #1 & #2 above) and try to extinguish it. Then evacuate the building immediately.

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



**Belk Hall**

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



**North Hall**

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



### **Oak Hall**

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



### **Pine Hall**

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



### **Village Apartments**

- Residents evacuate the building using the stairwells located at the end of the building

- Building 100 residents proceed and congregate to the parking lot behind their units
- Building 200 residents proceed and congregate to the parking lot in front of the community building
- Building 300 residents proceed and congregate to the parking lot in front of the community building
- Building 400 residents proceed and congregate to the parking lot in front of the community building
- Building 500 residents proceed and congregate to the parking lot in front of the community building



**Wellons Hall**

- Residents evacuate the hall using the stairwells located at the end of the building
- Residents proceed and congregate to the Education Building



**West Hall**

- Residents evacuate the building using the stairwells located at the end of the building
- Residents proceed to the plaza area and congregate between the Education Building and Pine Hall

5. Await arrival of the Police & Public Safety and the Pembroke Fire Department, outside, away from the building. Go to the safe designated location. Communicate the nature, extent, and location(s) of the emergency, if known, to arriving emergency personnel.
6. The Pembroke Fire Department will inspect the premises.
7. Await the “all clear” signal from emergency officials prior to re-entry.

8. Be sure to inform the University Resident Administrator and Resident Advisor if any fire extinguisher equipment was used or fire detection equipment was damaged as a result of the emergency situation, even if a staff member was present at the time of the emergency. This will assist with equipment replacement.
9. Contact the University Residence Administrator, Resident Advisor, or the Housing Office if you have questions relative to a fire or other emergency situation that may exist in your area.

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

## **Fire Protection Equipment/Systems**

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

### **Oak Hall**

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

### **Pine Hall**

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

### **Belk Hall**

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

### **North Hall**

- a. 200 beds
- b. Sprinkled
- c. Smoke detectors/alarmed/linked
- d. Concrete and steel
- e. VCT throughout building

- f. 4 possible emergency egress

#### Wellons Hall

- a. 104 beds
- b. Sprinkled
- c. Smoke detectors/alarmed/linked
- d. Concrete and steel
- e. VCT throughout
- f. 1 exit per "suite"

#### Cypress Hall

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

#### Village Apartments

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

#### West Hall

- a. 208 beds
- b. Smoke detectors/alarmed/linked
- c. Concrete and steel
- d. VCT throughout
- e. 3 possible emergency egress

There are some additional fire safety ratings with hallway doors and sheer walls/load bearing walls.

CPV over steel piping for "fully engulfed buildings"

Functional resident room windows

## **Health and Safety Inspections**

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

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

The staff member will knock on each door and announce their name, position and intent.

If the student(s) are present, the staff will conduct the inspection.

If the student(s) do not respond:

- The staff member will again knock and announce themselves. On the third attempt, the staff will announce they are “keying into the room” to conduct the inspection,
- The staff member will open the door and conduct the inspection,
- The staff member will leave notice that the inspection was conducted,
- The staff member will lock the door at the conclusion of the inspection

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

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

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

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

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

## **Appliance Usage, Storage of Combustible and/or Flammable Materials**

1. Microwaves are not permitted in the rooms of Belk Hall and North Hall. For these buildings, each floor is provided with one microwave in the study lounge. In addition, a microwave is located in the first floor TV lounge.
2. Electric frying pans, open coiled appliances, gas or electric grills, charcoal grills, oil lamps, electric or kerosene heaters, deep fry cookers, and cooking with hot grease are prohibited in the residence hall rooms. Permitted items include hot pots, crock pots, hot plates, coffee makers, tea makers, and/or air popcorn poppers. In the apartments, use of cooking appliances is permitted in the kitchen area, but must be attended to and monitored when in use.
3. Items such as irons, hair dryers, curling irons, hair straighteners, electric curlers should not be left unattended when in use. Microwaves in student rooms and in common areas must be attended to and monitored when in use. In the Village Apartments, cooking and use of related electrical appliances will be restricted to the kitchen area only.
4. Use UL approved electric strips with 6 outlets, rated 15 amps and attached circuit breaker (with rubber strips) if necessary. Keep approved electric strips away from water and primary travel areas. Never run cords under carpet or rugs or through doorways. Damage can occur to the cords creating a fire hazard.
5. The number and type of electrical appliances used directly impacts the safety and convenience of all residents. As appliance usage increases, power outages may result. Avoid use of multiple outlet type adapters or “octopus” attachments on existing wall outlets. Use good judgment when using electrical appliances in the bathroom and other areas where water is present. Avoid the likelihood of electrical overloads and the risk of electric shock in these locations.
6. Open flames are prohibited such as candles and incense. Candles may be present as long as the wick has not been burnt.
7. Storage of combustible materials is prohibited.
8. Halogen lamps are prohibited.

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

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

## **Smoke Free Environment**

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

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

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

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



## UNCP Residential Facilities Fire Statistics

### Reported Fires for 2010 - No Reportable Incidents

Residence Hall	# of Fires	Date/Time	Cause of Fire	# of Injuries Requiring Medical Care	# of fire Related Deaths	Value of Property Damage
Belk Hall	0	0	0	0	0	0
North Hall	0	0	0	0	0	0
Oak Hall	0	0	0	0	0	0
Pine Hall	0	0	0	0	0	0
Village Apts.	0	0	0	0	0	0
Wellons Hall	0	0	0	0	0	0
West Hall	0	0	0	0	0	0

### Reported Fires for 2009 - No Reportable Incidents

Residence Hall	# of Fires	Date/Time	Cause of Fire	# of Injuries Requiring Medical Care	# of fire Related Deaths	Value of Property Damage
Belk Hall	0	0	0	0	0	0
North Hall	0	0	0	0	0	0
Oak Hall	0	0	0	0	0	0
Pine Hall	0	0	0	0	0	0
Village Apts.	0	0	0	0	0	0
Wellons Hall	0	0	0	0	0	0
West Hall	0	0	0	0	0	0

### Reported Fires for 2008 - No Reportable Incidents

Residence Hall	# of Fires	Date/Time	Cause of Fire	# of Injuries Requiring Medical Care	# of fire Related Deaths	Value of Property Damage
Belk Hall	0	0	0	0	0	0
North Hall	0	0	0	0	0	0
Oak Hall	0	0	0	0	0	0
Pine Hall	0	0	0	0	0	0
Village Apts.	0	0	0	0	0	0
Wellons Hall	0	0	0	0	0	0
West Hall	0	0	0	0	0	0

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