All college employees shall adhere to the following for reporting crimes, emergencies, and security concerns. Additionally, reporting parties should complete an incident report with detailed information addressing the crime, emergency, or security concerns. The incident report is found online at: https://www.haywood.edu/safety-and-security/index.php

I. Reporting Crimes and Emergencies On-Campus

In the event of a crime or an emergency in progress or at any time, there is a risk of harm to persons or property, employees, students, and visitors should immediately call 9-1-1 and/or notify campus security personnel. Known and suspected violations of federal and state criminal laws should be reported to HCC Security who will inform the appropriate law enforcement agency and HCC administrator(s).

II. Reporting Crimes and Emergencies Off-Campus

Criminal incidents occurring off-campus involving students, staff, or faculty participating in a College function should be immediately reported to local law enforcement and the appropriate supervisor. The supervisor will inform the Vice President of Student Services ("Vice President") or his/her designee if a student is involved, and the Director of Human Resources if faculty and/or staff is involved. The Vice President (or his/her designee) and/or the Director of Human Resources will alert the President and file any required documentation related to the emergency. HCC Security will follow the departmental reporting procedure.

III. Reporting Possible Security Concerns

All possible security concerns should be immediately reported to HCC Security. HCC Security will follow departmental procedures, including notifying the appropriate HCC administration and any other party deemed necessary.

For student behavioral concerns please refer to Policy 5.3.3. – Behavioral Assessment Team.

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