A Message from the Lieutenant of Haywood Community College Security

On behalf of the College Security Department, it is my pleasure to welcome you to Haywood Community College (HCC).

Our department is committed to providing a safe and secure learning environment for our faculty, staff, students, and visitors. The following information is designed to provide you with guidance, answers to common questions and help to ensure your safety and security while at HCC.

A truly safe campus can only be achieved through the cooperation of all individuals on campus. I hope you will use this information to become our partners in preventing crime. While our officers actively work to control crime, members of our campus community can help by always being alert, by taking notice of details if you ever witness criminal activity and by reporting that information immediately to College Security staff.

Our goal is to provide a safe learning environment. By working together, we can achieve that goal. I encourage you to get to know us. If you have questions by all means, don't hesitate to ask or just say "hello" to us as you see us on campus.

The College’s latest crime statistics are available to the public. HCC crime stats are available on our website.

Misty Greenarch
Lieutenant, Security
To: Campus Community
From: Lt. Misty Greenarch
        Haywood Community College Security
Date: 08-22-2012
Subject: Crime Awareness and Campus Security Act of 1990 Annual Report

As required by the Campus Security Act, the following statistics are provided for your information.

Criminal Offenses-On Campus

<table>
<thead>
<tr>
<th>Offense Reported</th>
<th>Year 2009</th>
<th>Year 2010</th>
<th>Year 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder / Non-negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses – Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Any other Crime involving Bodily Injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crime</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Arrests or referrals initiated for the following:

<table>
<thead>
<tr>
<th>Offense Reported</th>
<th>Year 2009</th>
<th>Year 2010</th>
<th>Year 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>
Haywood Community College Security Mission Statement

The Mission of HCC Security Department is to provide a safe educational environment for faculty, staff, students, and visitors. Certified by the State of North Carolina Private Protective Service under (pursuant to N.C.G.S. 74C), it is the duty of HCC’s Security Officers to enforce College Rules, Regulations, and safety policies: to work closely with local law enforcement to enforce local, state, and federal laws on campus; and to maintain an open line of communication with county-wide emergency agencies.

Security Officers are trained first responders in the event of a campus emergency, including:

- Accidents (motor vehicle and/or personal)
- Fire
- Medical Emergencies
- Civil Disorder
- Natural Disasters

Officers are in constant communication with county-wide emergency agencies.

The Security Office is located on the first floor of the Student Services Building (1500 Building) in room 1501.

**Hours**: Monday – Friday 6:00 AM – 12:00 AM; Saturday – 8:00 AM – 5:00 PM

**Security Phone**: (828) 627-4514; Cell phone: (828) 734-5410

**Armed Resource Officer (Cell)**: (828) 593-8477

**Email**: mgreenarch@haywood.edu, aro-smith@haywood.edu, security@haywood.edu

**Emergency Call Boxes**: HCC has solar powered emergency call boxes (pole mounted with blue lights) in the following locations:

- Freedlander Learning Center/Library (200 Building) parking lot
- Between Student Services (1500 Building) and Cosmetic Arts (3200 Building)

**HCC Security Services:**

- Key Extraction
- Jump Starts
- Minor Repairs
- Campus Escort to vehicles, upon request

**Other Services:**

- Manage Traffic Flow
- Address minor maintenance issues (utility outages, etc. and notify the proper authorities
- Respond to public safety issues
None of us are invincible.

Risks, crime and personal injury are threats we all face in daily living. But we can keep ourselves and others safe by using our heads and being aware of our surroundings. Safety is not just the responsibility of security officers or administration; everyone has a role to play. We hope this guide provides you with the tools needed to deal with these scenarios effectively.

Report It!

When reporting an incident to authorities, remember to provide the following pertinent information:


While on college premises, all persons are expected and required to comply with federal, state, and local laws and ordinances, as well as College policies governing conduct. Persons in violation of these standards will be subject to action deemed appropriate by the responsible authority.

HCC employees and students participating in off-campus (college sponsored) activities must report criminal incidents to the local law enforcement agency having jurisdiction, and inform Campus Security as soon as possible after the incident. Violations of the HCC Student Code of Conduct must also be reported.

Known or suspected violations of federal and state laws and other emergencies should be reported to Campus Security. Campus Security supports the Vice President of Student & Workforce Development in the enforcement and investigation of violations of the HCC Student Code of Conduct as outlined in the HCC Catalog & Handbook. HCC students agree to abide by this policy upon enrollment at the College.

When describing an incident:

• Stay objective
• Keep things in order
• Give your location

When describing a person:

• Note features i.e., hair color, height, facial structure, build, etc. rather than solely focusing on clothes which can be changed quickly.
• Describe distinctive characteristics, such as tattoos, birthmarks or scars.

When describing an object:

• Note of the basics: size, color, and shape.
• Jot down any other identifying characteristics; a license number, a distinguishing smell, or any other attributes that may be used to identify the object.

“Little things” can cause big problems. When in doubt, report them.
**Bomb / Terror Threats**

These dangers can come in a variety of shapes and forms. Know how to keep yourself and others safe.

- Listen carefully and follow the directions given by Security, Law Enforcement or college employees.
- Try not to panic or assume the worst.
- Take drills seriously and encourage those around you to do the same.
- Don't Delay. Many disasters have been averted because an individual took the time to report something out of the ordinary.
- Don't "joke" about a bomb threat. Doing so can cause panic, waste valuable resources, threaten your academic future, and/or get you a fast-pass to the police department.

**Natural Disasters**

Catastrophic events, such as tornados, hurricanes, and flooding, can leave behind varying degrees of disarray. Take natural disaster response seriously by:

- Following evacuation procedures quickly and completely.
- Comply with the directions given by trained personnel.
- Be proactive. Learn what to do in an emergency situation beforehand.

**Cyberspace**

Cyberspace is not necessarily a safe space, despite the perceived anonymity. An increasing number of technology based threats are present in today's world. Don't get caught up in the web. Stay informed and take the proper precautions to maintain your safety.

**Identity Theft**

Don't give your Social Security number to unknown individuals. This information can be used to obtain sensitive, personally-identifying information, including credit reports, account information, etc. Identity theft is hard to overcome, often involving years of tracking, damage control, and re-establishing damaged credit ratings. Don't risk it!

**Keep Your Stuff Safe!**

- Don't leave your personal belongings unattended any where any time.
- Always lock your vehicle and if you are going to leave personal belongings inside your vehicle don't leave them in plain view.

**Hate / Bias-related Incidents**

Notify Security if someone threatens you or some one else based on race, religion, gender, sexual
The Dos and Don'ts of a Crisis

- If a classmate seems ill, intoxicated or drugged, get Help Immediately! Don't worry about getting them “in trouble," their safety and well-being must be your main concern.
- Stay calm in a crisis situation. Quick, clear thinking can make all the difference in a bad situation.
- Don't interfere with the efforts of medical or emergency personnel. They have been trained to deal with emergency situations. Stay out of their way.
- If someone is bleeding, apply pressure and ask someone to get help.
- Don't transport a friend to the hospital. You may do more harm than good by moving someone without having medical training.
- Don't play Hero by stepping into a dangerous situation. You may get hurt, creating a more difficult scenario. Get Help.

Know What to Do

- Be prepared.
- Know the ins and outs of your campus
- Know the locations of emergency phones and call boxes.
- Memorize Security's contact numbers (save time every second counts!)
- Know where fire alarm pull boxes, fire extinguishers and first aid kits are located at in all the buildings you frequent.

Fire Extinguishers: Understand the different types and how to use them.

Fire Alarms: Know where they are on campus, Sounded immediately when a fire is found.

Quick action save lives.

Fire Exits: Know where all the fire exits are in your buildings.

Stalkers: If someone is stalking you, report it to Security and local Law Enforcement agencies. A restraining order or some other action may be taken to keep you safe. And it makes them aware of the situation and gives them and you back some of the control of the situation.

Obscene Phone Calls: Don't engage an unknown caller in conversation or give out any personal information. Keep record of when the calls are received and what was stated. Save any messages that you receive. And turn every thing over to the proper authorities.

Walking Around: Don't walk alone, especially after dark ask for a Security escort or use the Buddy System. And stay on populated well lit paths.

Being Followed: If you think you are being followed, head toward people, lights, or buildings.

The Element of Surprise: Make it tough for someone to take you by surprise, don’t let anything distract you or interfere with your vision or hearing.
Parking Decals must be displayed in all vehicles parked on Haywood Community College’s property.

Citations will be issued for the following violations:

Occupying more than one parking space
Parking in lane of traffic
Obstructing sidewalk
Parking in restricted lot or zone
Parking on grass
Parking against flow of traffic
Parking in visitor and or handicapped space
Blocking loading zone
Driving in excess of posted speed

Not displaying current decal
Blocking building entrances
Double parking
Parking in reserved space
Parking within 15 feet of a fire hydrant
Protruding into lane of traffic
Reckless driving
Parking on shoulder or road

Parking lots are designated by signs and individual spaces are color coded:

White outlined spaces = Student / Open
Yellow outlined spaces = Faculty / Staff
Blue outlined spaces = Handicap

Handicap spaces are marked with D.O.T. approved signs and are enforced by Law Enforcement as well as Haywood Community College Security.

A state handicapped parking violation issued by our Campus ARO can cost up to $250.00 and requires a court appearance.

Once an individual receives 10 parking violations, security can charge the individual and take them to the Vice President of Student Success Services for discipline.

Parking decals clearly display the expiration date.

All state and local laws pertaining to traffic apply on all of Haywood Community College’s property and will be enforced. Campus-wide speed limit is 15 MPH and no more than 10 MPH in the campus’ parking lots.

Parking Safety

- Never hesitate to call Security for an escort.
- Always keep your car locked whether you are in it or not.
- Ensure the windows are closed.
- Make note of where you have parked.
- Park near a light, if possible, close to your building.
**Alcohol and Other Drugs**

The majority of safety-related incidents, from sexual assaults to fires to injuries, occur when students are under the influence. You are more likely to take unwise risks when your inhibitions are lowered and your judgment is impaired. If you are going to drink, never leave a drink unattended, especially when you are at a bar or a party. Never drink from common sources like punch bowls, and never accept drinks from strangers. There may be more in your drink than the ingredients you expect such as GHB, Rohypnol (Roofies), or Ketamine (Special K) otherwise known as Date Rape Drugs. They are odorless and tasteless which make it easy for someone to add it to your drink and you not realize it. And while the impact is a lot worse than a hangover, it puts you into a sedated state which makes you lose inhibitions, succumb to drowsiness, slur your speech, and you forget everything that happens. You can put you in that state for four to six hours. A lot can happen in that amount of time!

**Impaired Driving**

One drive with or as an impaired driver can alter your life forever. You know this stuff... say "NO" and don't feel bullied into accepting a ride with someone who doesn't have your best interests at heart. And, if you have had too much, don't get behind the wheel. Don't even think about it.

**Haywood Community College** promotes a drug and alcohol-free environment and supports this nationwide movement. Haywood Community College is committed to maintaining such an environment for all employees and students.

**Sexual Harassment**

Haywood Community College strongly supports local, state, and federal laws concerning sexual assault and sexual harassment. Any violation or complaint should be made immediately to Campus Security and to the Executive Director of Student Success Services. Victims are entitled to all services of HCC and available county services. These instructions are posted on bulletin boards across campus. Crime statistics are gathered from Campus Security logs and incident documentation.

**Registered Sex Offenders**: Recent developments in legislation and disclosure of public information regarding sex offenders require that the college inform you of potential threats.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 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.

The following website is the North Carolina Sex Offender & Public Protection Registry: http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm

The North Carolina State Bureau of Investigation has set up a searchable website with information on all registered sex offenders in this state. Security recommends that you visit this site often. You can access this site from any campus computer, if you have any problems, security will be glad to assist. The site is located at www.doc.state.nc.us/offenders/.

Crime Prevention and Awareness is addressed at Student Orientation, Student Events, and Safety Newsletters are available throughout the year.
In order to provide a safe learning environment for students, HCC forbids any type of mental and/or physical abuse, “bullying.”

Abuse is the willful, conscious intent to hurt, threaten, intimidate, or embarrass another individual. It is behavior that is repeated, intentional, and has an imbalance of power.

Examples include, but are not limited to:

- Punching
- Tripping
- Kicking
- Spitting upon
- Using abusive language, including name calling, racial and homophobic name calling
- Threatening
- Sexual harassment
- Ridiculing
- Unwanted Teasing
- Treating another unfairly
- Spreading rumors, including using social media, texts, etc.
- Destroying property
- Graffiti
- Exclusion
- Unwanted physical contact

Students who are abused or witness abuse are strongly encouraged to report it to the Vice President of Student and Workforce Development who is located in Student Service in the 1500 Building or Campus Security.

Students may also speak with the counselor in 1532 (Student Services).

All reports are taken seriously and are investigated. Action will be taken for all violations of the Student Code of Conduct.
Access to Haywood Community College facilities is open to students and the general public

Monday–Friday  6:00 a.m. - midnight    Saturday  8:00 a.m. - 5:00 p.m.

Sunday on an as needed basis as approved by the Executive Director of Business Operations.

Haywood Community College’s Emergency Response Plan can be found on the College’s website www.haywood.edu. All college policies can also be found on the website.

IMPORTANT NUMBERS

Security  / ARO Office: 828-627-4514

Security Cell: 828-734-5410

ARO Cell: 828-593-8477

Emergency Services

If you have a fire, police or medical emergency, always call 9-1-1

Other Emergency Numbers:

Ambulance – (828) 452-6600

Fire:
648-3418 - Canton
452-6600 - Center Pigeon, Clyde, Cruso, Junaluska, Maggie Valley, North Canton, Saunook
456-8611 – Waynesville

Police:
828-648-2376 (Canton, Clyde)
828-452-6666 (Maggie Valley)
828-456-8611 (Waynesville)

Haywood County Sheriff’s Department— 828-452-6666

North Carolina State Highway Patrol – 1-800-445-1772

National Suicide Prevention Lifeline
1-800-273-TALK (8255)
10800-799-4TTY (4889)

Smoky Mountain Center (Mental Health, Developmental Disability and Substance Abuse)
1-800-849-6127
1-800-893-6246(TTY)

Carolinas Poison Control Center – 1-800-800-3855