

GUILFORD

COLLEGE

PUBLIC SAFETY

ANNUAL SECURITY & FIRE SAFETY REPORT 2024



INFORMATION ABOUT CAMPUS POLICIES & PROCEDURES

This information is provided as part of the Guilford College commitment to safety and security on campus and is in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.



Revised 8/23

- A. NEW GARDEN HALL**
 - Admission
 - Bryan Series Offices
 - Communications & Marketing
 - D. Ralph Parker Board Room
 - Registrar & Student Accounts
 - Student Financial Services
- B. DIKE MEMORIAL HALL**
 - Modern Language Studies, Political Science, Mathematics
 - Language Lab
 - Leak Room
- BR. THE BOLLER ROOM**
- C. HEBE ACADEMIC COMMONS**
 - Accessibility Resource Center
 - Career, Academic & Personal Exploration (CAPE)
 - Carnegie Room and Gallery
 - Global & Off-Campus Initiatives
 - Gulford College Art Gallery
 - Hege Library & Learning Technologies
 - Honors Program and Research Hub
 - ITS HelpDesk@Hege
 - Learning & Writing Center
 - Quaker Archives & Special Collections
 - Teaching, Learning & Research Collaboratory
 - The Commons Ground
- D. KING HALL**
 - Business Administration, Justice & Policy Studies, Economics, Sociology & Anthropology, Psychology, Women's, Gender & Sexuality Studies
 - Bayard Rustin Center for LGBTQA Activism, Education & Reconciliation
 - Bonner Center for Community Service & Learning
 - Center for Principled Problem Solving & Excellence in Teaching
 - Conflict Resolution Resource Center
 - Diversity, Equity & Inclusion
 - Intercultural Engagement Center
 - Interdisciplinary Studies
 - Quaker Cupboard
 - Residential Education & Housing
- E. HENDRICKS HALL**
 - Advancement & Alumni Relations
- F. FRANK FAMILY SCIENCE CENTER**
 - Biology, Chemistry, Geology, Physics
 - Joseph M. Bryan Jr. Auditorium
 - Cline Observatory
 - Science Laboratories
- FG. CAMPBELL HOUSE**
- G. BAUMAN TELECOMMUNICATIONS CENTER**
 - Accounting, Education Studies, Computing Technology & Information Systems (CTIS)
 - Administration Offices
 - Computer Labs
 - Finance, Purchasing & Accounts Payable
 - Human Resources
 - Information Technology Services
 - ITS Help Desk
- GF: THE GULFORD FARM**
- H. RACHEL'S ROSE COTTAGE COFFEE SHOP**
- I. FOUNDERS HALL**
 - Theatre Studies
 - Academic and Student Affairs
 - Bauman Galleries East & West
 - Bookstore
 - Campus Life
 - Campus Activities Board
 - Community Senate
 - Dining Hall (Gillmer Room)
 - The Grill
 - McMichael Family Atrium
 - Media Commons
 - Office of Student Leadership & Engagement
 - Sternberger Auditorium
 - Student Organizations
 - WOF5-FM (90.9)
 - Paul Zopf Jr. & Evelyn Zopf Gazebo
- J. RAGSDALE HOUSE**
 - President's Residence
- K. MILNER COUNSELING CENTER**
- L1. RAGAN-BROWN FIELD HOUSE & PHYSICAL EDUCATION CENTER**
 - Athletics Offices
 - Facilities for Basketball, Football, Tennis & Volleyball and Outdoor Basketball & Volleyball Courts
 - Mary Ragsdale Fitness Room
- L2. ALUMNI GYM**
 - Sport Studies
 - Basketball Court
 - Forbes Sports Center
 - Intercollegiate Athletics
 - Locker & Training Rooms
- L3. JACK JENSEN GOLF CENTER**
- L4. MCBANE FIELD**
- L5. ARMFIELD ATHLETIC CENTER**
- M1 HAWORTH SOFTBALL FIELD**
- M2 HAWORTH NORTH/SOUTH FIELD**
- M2 HAWORTH SOCCER FIELD**
- M2 HAWORTH EAST/WEST FIELD**
- MT1. MCMICHAEL TENNIS COURTS**
- MT2. ARTHUR BLUETHENTHAL TENNIS COURTS**
- N. HEBE COX HALL**
 - Studio Arts
 - Art Department Gallery, Studios and Photo Lab
 - Senior Thesis Space
- O. ARCHDALE HALL**
 - Offices: English, History and Philosophy
- P. PUBLIC SAFETY**
- Q. DANA AUDITORIUM**
 - Music and Religious Studies
 - Choir Room
 - Moon Room
- R. WORTH HOUSE II**
 - Under renovation
- S. WORTH HOUSE I**
 - Friends Center
 - Campus Ministry
- T. GEORGE WHITE HOUSE**
 - Early College at Gulford
- U. FACILITIES & CAMPUS SERVICES**
 - Conferences & Events
 - Environmental Sustainability
 - Grounds
 - Housekeeping
 - Maintenance
- V. STUDENT RESIDENCES**
 - V-1 Birtford Hall
 - Orangeie
 - V-2 Mary Hobbs Hall
 - Adult Student Lounge
 - V-3 Shore Hall
 - V-4 Bryan Hall
 - V-5 Milner Hall
 - V-6 English Hall
 - V-7 North Apartments
 - V-8 South Apartments
 - V-9 East Apartments
- W. SPECIAL INTEREST STUDENT HOUSING**
 - W-1 The Pines
 - W-2 Pope House
 - W-3 Cobb House
- X. EARLY COLLEGE CLASSROOMS**
- Y. COMMUNITY CENTER**
- Z. HILDEBRANDT**
 - Under renovation

TABLE OF CONTENTS

Message from the President	2
Message from the Director of Public Safety.....	2
Guilford College Mission and Core Values	3
Equal Employment Opportunity	3
Title IX Program	3
Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act)	5
Annual Crime and Fire Safety Information.....	6
Reporting a Crime	6
Campus Security Authorities (CSA)/Responsible Employees (RE).....	7
Who are Campus Security Authorities/Responsible Employees.....	8
Campus Reporting Resources	8
Campus Security Authority (CSA)/Responsible Employee (RE) Responsibilities	9
Limited Confidential Reporting.....	9
Guilford College Counseling Center	9
Missing Student Policy.....	10
Security Alerts and Other Emergency Notifications	10
Security Alerts.....	10
Timely Warnings.....	11
Sexual Misconduct, Domestic Violence, Dating Violence, Stalking Prevention & Response	11
Protocol for Reporting Student and Responding Student	13
Defining Dating Violence, Domestic Violence, Sexual Assault, and Stalking for Clery Reporting	14
Emergency Response and Evacuation Policy	16
Public Safety.....	17
Authority and Jurisdiction	17
Public Safety Services.....	17
Safety and Crime Prevention Programs	17
Student Affairs	18
Student Code of Conduct	18
Substance Abuse Prevention Programs.....	18
Drug and Alcohol Awareness Programs.....	19
Sexual Assault Prevention and Educational Programs.....	20
Sexual Misconduct Protocol:.....	20
Security of and Access to Campus Facilities.....	23
Crime Statistics Overview.....	25
Crime Statistics for 2021, 2022, and 2023	26
Annual Fire Safety Report.....	29
Fire Safety Systems Per Student Housing Facility.....	31
Fire Drills	31
Fire-related Policies in Residence Halls	32

MESSAGE FROM THE PRESIDENT

To the Guilford College Community -

It is with great pleasure that I present the 2024 Guilford College Annual Security and Fire Safety Report. We at Guilford are committed to providing a safe environment to all our students, staff and faculty. We ask that each member of our community share in this responsibility. Guilford has taken great steps to ensure our safety and welcome all visitors to our campus. Please review this report and all the safety-related programs here at Guilford. I would like to thank our Public Safety personnel for their dedication and hard work in keeping our community safe.

Kyle Farmbry
President



MESSAGE FROM THE DIRECTOR OF PUBLIC SAFETY

Thank you for taking the time to read this year's publication of the Guilford College 2024 Annual Security and Fire Safety Report. You will find it packed with helpful information about safety and security on our campus. This report is part of our ongoing effort to inform you of the safety programs and services available to our campus community. It includes incidents reported, and the steps you can take to maintain a safe and secure campus. It also serves as our compliance document under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as well as the Annual Fire Safety Report as required by the Higher Education Opportunity Act.



The Guilford College Department of Public Safety operates 24 hours a day, 365 days per year to ensure your safety. Our officers provide a full range of services including routine patrols of the campus, unlocks, parking enforcement, safety inspections, and after-hour escort services. We encourage all students, faculty, staff, and visitors to contact our office if you ever have any questions or need assistance from our Public Safety Department.

I would like to thank all members of the Guilford College Public Safety Department for their dedication and hard work in keeping our campus safe.

Ted Johnson
Director of Public Safety

GUILFORD COLLEGE MISSION AND CORE VALUES

Guilford College is a liberal arts school in Greensboro, North Carolina providing tomorrow's leaders with the innovative problem-solving skills, experiences, and global perspectives to actively create change in the world. Guilford College's mission is to provide a transformative, practical, and excellent liberal arts education that produces critical thinkers in an inclusive, diverse environment, guided by Quaker testimonies of community, diversity, equality, excellence, integrity, justice, stewardship, peace and simplicity and emphasizing the creative problem-solving skills, experience, enthusiasm, and international perspectives necessary to promote positive change in the world.

EQUAL EMPLOYMENT OPPORTUNITY

In keeping with our Quaker heritage, we believe that collectively we can make stronger and better-informed decisions than we can apart. That's why employees take an active role in governing the College and shaping its future through service on College committees and faculty and staff organizations. Guilford is an equal opportunity employer.

TITLE IX PROGRAM

It is the policy of Guilford College to prohibit discrimination on the basis of age, color, creed, disability, gender, national origin, race, religion, genetic information, sex or veteran's status in regard to the administration of all campus programs, services and activities including intercollegiate athletics, and the admission of students, employment actions, or other sponsored activities.

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in any educational programs or activities that receive federal funding, whether they take place in the facilities of a school or at an event sponsored by the school at another location. While perhaps best known for its application to program equity, such as in athletics, Title IX also applies to sexual harassment (including sexual assault), as it has been determined in subsequent legal cases and regulatory interpretations that sexual harassment can prevent students from participating fully and equitably in educational opportunities. Sexual harassment was in fact explicitly recognized as a form of discrimination for purposes of Title IX compliance in 1992.

The Office of Civil Rights of the US Department of Education is responsible for overseeing compliance with Title IX, and has issued guidelines for institutions to help them comply with its principles. In the case of sexual harassment, the OCR guidelines require that once an institution has received notice of the possible sexual harassment of a student, it should take immediate and appropriate steps to investigate what occurred, take prompt and effective action to end the harassment if such is found to be the case, take steps to remedy the effects and to prevent it from occurring again. These steps are the school's responsibility whether or not the student who was harassed makes a complaint or otherwise asks the school to take action; all reasonable steps to investigate and respond are still required. The OCR standard for "notice" is that a school may be held accountable for the failure to take appropriate steps if any person perceived to be a responsible school employee was put on notice and took no corrective action.

One important compliance requirement established by the OCR is that each school receiving federal funding should appoint at least one Title IX Coordinator; these individuals are responsible for promoting an institutional environment that is free of gender bias and sexual harassment. To that end, they must be familiar with the school's grievance procedures and be a resource for student inquiries on those procedures, monitor and evaluate compliance with Title IX reporting requirements, and oversee training to the community on the issue of sexual harassment.

TITLE IX COORDINATOR:

The Guilford College Title IX Coordinator is Erickia Elbert, Director of Human Resources. Bauman Hall, 105B, Phone: 336.316.2134 Email: eelbert@guilford.edu.

Responsibilities include:

- Works with the individuals listed below, and others, to ensure that the College complies with Title IX. Regardless of which College employee or administrator investigates or adjudicates any particular complaint, the Title IX Coordinator maintains oversight of the process. The Title IX Coordinator receives written notice of the complaint, the investigative report and any determination. When an incident is found to have occurred, the Title IX Coordinator oversees the College's response.
- Coordinating training, education and prevention efforts; overseeing a centralized reporting process for all sexual harassment and misconduct allegations on campus; tracking and monitoring these allegations; and ensuring prompt and equitable resolution of complaints.
- Oversight of the investigation and resolution of sexual harassment, sexual assault, sexual exploitation, stalking and relationship violence involving students, staff and faculty;
- Knowledgeable and trained in College policies and procedures and relevant state and federal laws;
- Available to assist any individual, including a complainant, a respondent, or a third party, about the courses of action available at the College, both formally and informally, and in the community;
- Provides assistance to any College employee regarding how to respond appropriately to a report of sexual harassment, sexual assault, sexual exploitation, stalking, or relationship violence;
- Monitoring compliance with all procedural requirements, record keeping, and timeframes;
- Responsible for overseeing training, prevention, and education efforts and regular reviews of climate and culture; and
- Responsible for conducting and overseeing investigations of complaints against students.

DIRECTOR OF TITLE IX

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King Hall

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COMPLIANCE AND INVESTIGATION

OFFICER

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DEPUTY TITLE IX COORDINATORS

Student Life

Susanna Westberg

Dean of Students

Founders 210J

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Ted Johnson

Director of Public Safety

818 Quadrangle Drive

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tjohnson3@guilford.edu

Athletics

Sarah Mathews

Senior Woman Administrator

Alumni Gym 212

(336) 316.2344

smathews@guilford.edu

The Deputy Title IX Coordinators assist the Title IX Coordinator as directed by the Title IX Coordinator. Any person wishing to bring a concern forward may notify a Deputy Coordinator or the Title IX Coordinator directly.

Professional counseling services are available on and off-campus, through the Guilford College Counseling Center for students (336.316.2163). Family Justice of the Piedmont provides off-campus support, including a 24-hour hotline, and 24-hour hospital response for anyone and can be reached at 336.273.7273.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT (CLERY ACT)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, named in memory of Jeanne Clery, who was slain in her dorm room in 1986, is an amendment to the Higher Education Opportunity Act (Public law 110- 315). Commonly referred to as the Clery Act, this amendment requires colleges and universities that participate in Title IV student financial assistance programs do the following:

1. Collect, classify and count crime reports and crime statistics. This includes statistics for certain categories of crimes (referred to as “Clery Act crimes”) which occur on campus, at off campus facilities controlled by the college or university, and public property contiguous to campus. The Clery Act crime categories include Murder/Non-Negligent Manslaughter, Manslaughter by negligence, Sex Offenses (Rape, Fondling, Incest and Statutory Rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Domestic and Dating Violence, Hate Crimes, Stalking, and arrests or disciplinary referrals for Weapons, Alcohol, and Drug Law Violations. Institutions that maintain a campus police or security department must also record all alleged criminal incidents and keep a daily crime log of these incidents that is open for public inspection.
2. Issue campus alerts. To provide the campus community with information necessary to make informed decisions about their health and safety, colleges and universities must:
 - issue a timely warning for any Clery Act crime that represents an ongoing threat to the safety of students or employees.
 - issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, and staff occurring on the campus.
3. Publish an annual security report. The report must contain safety and security related policy statements including crime statistics to distribute to all current students, faculty, and staff.
4. Submit crime statistics to the Department of Education. Each year Clery Act crimes must be submitted to a web-based data collection survey maintained by the Department of Education to disclose crime statistics by type, location, and year. The comprehensive user’s guide for the survey is located online at: <https://ope.ed.gov/campussafety/#/>.
5. Additional information. In addition to the requirements listed above, institutions with any on-campus student housing facilities must disclose:
 - Missing student notification procedures that pertain to students residing in those facilities.
 - Fire safety information related to those facilities. This includes keeping a fire log that is open to public inspection, publishing an annual fire safety report containing policy statements as well as fire statistics associated with each on campus student housing facility and submitting fire statistics to the Department of Education each fall in the Web-based data collection.

For more information about the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, [visit *www2.ed.gov/admins/lead/safety/handbook*](http://www2.ed.gov/admins/lead/safety/handbook).

ANNUAL CRIME AND FIRE SAFETY INFORMATION

Guilford College is pleased to comply with The Jeanne Clery Act, which mandates that colleges and universities publish statistics for certain categories of crimes, to help ensure that both prospective and current students, faculty and staff at those institutions are aware of the facts about crime and safety on their campuses.

This Annual Security Report (ASR) is intended to provide those statistics, along with certain policies, procedures, and resources to the Guilford College community. The Department of Public Safety and the Office of Student Affairs have worked together to present a document that will be useful to students, faculty and staff, as well as visitors to the Guilford College community. It is intended as a resource for information about the College's offices and services as they relate to the safety of our campus community, as well as to address concerns about crime issues.

Keeping the Guilford College community safe is the responsibility of every community member. We encourage the involvement of everyone in making Guilford College a safe and secure environment for education. To that end, it is the responsibility of each member of the Guilford College community to report the occurrence of a known crime to the Department of Public Safety. Certain members of the community have been identified as Campus Security Authorities (CSA), as prescribed in the Clery Act, which makes it mandatory that they report crimes coming to their attention.

REPORTING A CRIME

GENERAL PROCEDURES

Guilford College's Public Safety staff is composed of non-sworn officers, with no arrest authority outside the guidelines provided for private citizens. Campus crimes in progress should be reported immediately to the Greensboro Police Department by dialing 911. While victims of crimes have the option to report crimes to law enforcement (Greensboro PD), the Guilford Community is encouraged to report all crimes and public safety related incidents to the Department of Public Safety in a timely manner.

In response to a call, Public Safety officers take any needed action, including but not limited to, responding to the site of the complaint, contacting or coordinating any additional off-campus emergency assistance, and/or asking the victim to file an incident report with Public Safety. All incident reports are forwarded to the appropriate dean and/or administrators for any necessary follow-up.

If assistance is required from local law enforcement, and the agency has not already been contacted, Public Safety will contact the appropriate agency. Crimes should be reported to the Public Safety Department even if the individual does not wish to involve law enforcement to aid in providing Security Alerts to the community, when appropriate and to ensure inclusion in the annual crime statistics.

WAYS TO REPORT A CRIME

Regardless of whether or not incidents are reported to Greensboro Police Department, it is also recommended that crimes occurring on campus be reported to the Public Safety Department. Information regarding incidents reported to campus authorities will be documented and forwarded to the Office of Student Affairs, investigated as appropriate based on their authority and training, and resolved according to campus policies.

- For emergencies Dial 911.
- For non-emergency calls or reports to Greensboro Police Department, dial 336.373.2222.
- To report crimes or other incidents to Public Safety, dial 336.316.2909; or by using the emergency call boxes located in various parking lots on campus.

Any suspicious activity or person(s) seen in the parking lots or loitering around vehicles, inside buildings or around the residential halls should be reported to Public Safety immediately.

CAMPUS SECURITY AUTHORITIES (CSA)/RESPONSIBLE EMPLOYEES (RE)

Under the Clery Act, Guilford College is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority/ Responsible Employee .’” Guilford community members should report all incidents of sexual misconduct or retaliation directly to the Title IX Coordinator or to any Deputy Title IX Coordinator.

The College recognizes that a complainant has multiple avenues available to report a concern. For example, a student may choose to confide in an associate dean, a resident adviser, a faculty member, a director, or a coach. Similarly, an employee may choose to confide in a supervisor or a colleague. Unless designated as a confidential resource, no Guilford employee may promise confidentiality, and all Guilford employees have a duty to report such information immediately to the Title IX Coordinator or a Deputy Title IX Coordinator.

Guilford has identified certain groups of employees as “Responsible Employees” for purposes of complaints of sexual misconduct. A Responsible Employee is required to report to a Title IX Coordinator all relevant details (obtained directly or indirectly) about an incident of sexual misconduct, including dates, times, locations, and names of parties and witnesses. Information brought to the attention of a Responsible Employee is not confidential. All Responsible Employees are trained on how to identify sexual misconduct and on their duties.

Under the Clery Act, Guilford College is required to disclose “statistics concerning the occurrence of certain criminal offenses reported to local law enforcement agencies or any official of the institution who is defined as a ‘Campus Security Authority/Reporting Resources .’” If a member of the Guilford community reports a crime to anyone who is deemed a Campus Security Authority (CSA), or if a CSA is otherwise made aware of any crime that occurred on campus that may not have been reported to the Department of Public Safety, the CSA should notify Public Safety immediately by calling 336-316-2909. The Department of Public Safety has a responsibility to notify the Guilford community about any crimes that may pose an ongoing threat.

WHO ARE CAMPUS SECURITY AUTHORITIES/RESPONSIBLE EMPLOYEES

A Campus Security Authority/Responsible Employee is an individual who is an official of the institution that has significant responsibility for student and campus activities. Only the Title IX Coordinator and those designated to act on their behalf have the authority to address complaints of sexual violence or sexual misconduct. All other Responsible Employees, including but not limited to those listed below, must report complaints of sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator:

- Athletic Director, Associate and Assistant Athletic Directors
- Athletic Team Coaches, Assistant Coaches, and Athletic Trainers
- Sustainability Director and College Farmer
- Faculty and staff accompanying students on off-campus programs or other College-related trips, within and outside the United States
- Undergraduate Faculty Department Chairs, Program Directors, faculty advisers
- Residential Education & Housing staff members to include Resident Advisors, Assistant Community Directors, and Community Directors
- Experiential learning program directors and staff (e.g., Bonner, Multicultural Education, Quaker Leadership Scholars, Principled Problem-Solving Scholars, etc.)
- Student Affairs senior staff
- Academic Affairs senior staff

There are two classifications of individuals who, although they have significant responsibilities for student and campus activities, are not considered CSAs under Clery:

- Pastoral counselor: An individual who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.
- Professional counselor: An individual whose official responsibilities include providing mental

health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition also applies to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.

Pastoral counselors and professional counselors are encouraged to inform their client/s of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

CAMPUS REPORTING RESOURCES

Title IX Coordinator ▪ Erickia Elbert, Director of Human Resources
Bauman Hall, 105B ▪ Phone: 336.316.2134 Email: eelbert@guilford.edu.

Title IX Deputy Coordinator for Student Life ▪ Susanna Westberg, Dean of Students
Founders 210J ▪ (336) 316.2370 ▪ westbergssy@guilford.edu

Deputy Title IX Coordinator for Athletics ▪ Sarah Mathews, Senior Woman Administrator
Alumni Gym 212 ▪ (336) 316.2344 ▪ smathews@guilford.edu

Department of Public Safety
Phone: 336.316.2909 ▪ Available 24 hours a day, 7 days a week, 365 days a year

CAMPUS SECURITY AUTHORITY (CSA)/RESPONSIBLE EMPLOYEE (RE) RESPONSIBILITIES

Under the Clery Act, a crime is reported when a victim, witness, other third party or even the offender brings it to the attention of a CSA or local law enforcement personnel. It does not matter whether the individual/s involved in the crime or reporting the crime are associated with the institution. If a CSA receives the crime information and believes it was provided in good faith, he or she should document it as a crime report and provide this report to the Guilford College Department of Public Safety. "In good faith" means there is a reasonable basis for believing that the information is not simply rumor or hearsay.

CSAs are not responsible for investigating crimes. Their role is to report all incidents immediately, no matter how minor an incident may seem. All investigations and crime classifications are the responsibility of sworn law enforcement personnel.

LIMITED CONFIDENTIAL REPORTING

Anyone who is the victim of, or witness to, any crime is encouraged to promptly report the incident to the Public Safety Department. If you are the victim of a crime and do not want to pursue an action with the College under our internal procedures or through the criminal justice system, you may still wish to consider filing a report. The purpose of a report is to allow the College to take appropriate steps to enhance the safety of the reporting person and others. With such information, the College can keep accurate records of the number of incidents involving students, determine whether there is a pattern of crime with respect to a particular location, method, or assailant, and alert the campus to any potential danger. Reports filed in this manner are counted and disclosed in the Annual Security Report (ASR). They are also maintained in a confidential fashion with disclosure internally or externally only when deemed reasonably necessary for the safety of student or others, when disclosure is required by law, or when disclosure and follow-up on information contained in a report is warranted under our policies. This can be as a part of our ethical obligations in certifying student character, or as deemed appropriate in the form of referral to the appropriate Student Affairs division so that support and assistance efforts can be coordinated appropriately.

Guilford College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college 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, Guilford College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

GUILFORD COLLEGE COUNSELING CENTER

Guilford College Milner Student Health & Counseling Center staff members encourage students to report the crime to campus authorities on a voluntary basis by providing appropriate contact information and/or accompanying the student when making the report. In the case of a sexual assault, if the client is unwilling to report the crime, Counseling Center staff members are instructed to make such a report themselves by filling out the anonymous online sexual assault reporting form located at this link: https://guilford.guardianconduct.com/incident-reporting?incident_type=Title%20IX%20%2F%20Sexual%20Misconduct. The Counseling Center contact number is 336.316.2163.

MISSING STUDENT POLICY

If a member of the Guilford College Community has reason to believe that a student who resides in on-campus housing is missing, they should immediately notify either the Department of Public Safety at 336.316.2909 (24 hours/day), or the Department of Student Affairs at 336.316.2186 (daytime). Either or both of these departments will initiate an investigation. Should Public Safety nor Student Affairs be available, a report should be made to Greensboro Police Department by calling 911.

Any student living in a College-owned or -operated residential facility is given the opportunity at the beginning of each year to list a confidential "Missing Person Contact" whom the College will notify within 24 hours of a determination that the student has been missing for 24 hours. The confidential contact information will be maintained by the Office for Campus Life, and the information will be accessible only to authorized campus officials and will not be disclosed except to law enforcement personnel as part of an investigation. Regardless of whether or not a residential student lists a confidential contact person, the Office of Public Safety will inform the Greensboro Police department within 24 hours of the determination that a student is missing.

If a student is under 18 years of age and not emancipated (legally independent of his/her parents), the College will notify the student's custodial parent or guardian in addition to any confidential contact person listed by the student.

When the Department of Public Safety notifies the Greensboro Police Department of the missing student report, the Greensboro Police Department will become the lead agency on any investigation. The Department of Public Safety will assist them with continued inquiry within the campus community.

More information on Guilford College's Missing Student Policy can be found here: <https://www.guilford.edu/policy/missing-students>.

SECURITY ALERTS AND OTHER EMERGENCY NOTIFICATIONS

Security Alerts (Quaker Alerts) and Timely Warnings are issued by the College (typically by the Public Safety Director, VP for Student Affairs or their designee) immediately upon confirming a significant emergency or dangerous on-campus situation that involves an immediate threat to the health and safety of students or employees. The intent of a Security Alert is to caution the campus community about immediate threats, thereby enabling community members to take precautions to protect themselves. Therefore, a public warning may not be issued if it's determined, in the exercise of professional judgment, that it will compromise efforts to assist the victim, respond to, or otherwise contain the emergency.

SECURITY ALERTS

Security Alerts will be issued through the campus alert system to students, faculty, and staff, in all areas determined to possibly be affected by the emergency. The following means of communication will be used as part of the Emergency Notification system:

- Regroup (Quaker Alert)
- Guilford Guard App

- The Guilford Daily
- Email notification
- Social Media - Facebook

Security Alerts may be issued for threats to property, as well as threats to persons. Nothing prohibits the issuance of Security Alerts for crimes or continuing threats to the campus community beyond those crimes and incidents subject to data collection and reporting under the college's Annual Security Report.

After a Security Alert has been issued, follow-up to the initial Security Alert will be issued as needed, typically by email, unless circumstances warrant other forms of communication as detailed above. Anyone with information they believe warrants the issuance of a Security Alert should report the circumstances to the Public Safety Department by calling 336.316.2909.

TIMELY WARNINGS

Any crime that poses an imminent, serious, or continuing threat to students and employees requires the issuance of a "timely warning." The general purpose of a timely warning is to aid in the prevention of similar crimes. In the event that a situation arises, either on or off campus, that in the judgment of the Director of Public Safety or the VP for Student Affairs, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. Timely warnings include information that promotes safety and allows individuals to protect themselves. The warning will be issued through the College's daily announcement email (The Guilford Buzz) or, depending on circumstances evaluated on a case by case basis, through a variety of other means such as posters, emails, news releases, social media or a combination of methods.

SEXUAL MISCONDUCT, DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING PREVENTION AND RESPONSE

SEXUAL MISCONDUCT POLICY

Guilford College encourages all students to make themselves aware of the college's guidelines for reporting allegations of sexual misconduct, the consequences of sexual assault, and the resources available.

The Quaker heritage of Guilford College stresses spiritual receptivity, candor, integrity, compassion, tolerance, simplicity, equality, and strong concern for social justice and world peace. Thus, Guilford College expects all members of the college community to act in respectful and responsible ways toward each other.

These principles make clear that sexual misconduct is unacceptable behavior, and encourages members of the college community to create the kind of environment in which an act of sexual misconduct would be unthinkable. It is the college's commitment to thoroughly and quickly investigate reported incidents of sexual misconduct, and to preserve the confidentiality of both the reporting student and the responding student to the degree that is possible. Charges of sexual misconduct will be pursued as a violation of the Student Code of Conduct outlined in the Violations section of the Student Code of Conduct.

REPORTING

Individuals who report incidents of sexual misconduct should be provided with appropriate time to make a decision regarding resolution options (including whether or not they will pursue judicial charges). Failure by the College to observe the time limits listed in College judicial procedures shall not constitute an abridgement of the rights of the parties as long as fundamental fairness is respected and observed. In cases of sexual misconduct, both the reporting student and the responding student will have the option to receive the support and assistance of a faculty or staff judicial advocate.

ALCOHOL AND OTHER DRUGS

Students who come forward to initiate reports concerning cases of sexual assault will not be charged with violations of the student code of conduct that are related to their own consumption of alcohol or other

drugs, if such substance use was involved in the incident.

FALSE ACCUSATIONS

Disciplinary action shall be taken against any person found to have falsified a report of sexual misconduct.

SANCTIONS

Students who have been found responsible for any sexual misconduct violation (including sexual assault, intimate partner violence, and stalking) may be sanctioned to one or more of the following depending on the level of the violation and the accumulated number of points:

- Community restitution
- Behavioral contracts or restricted campus access agreements
- Educational sanction (reviewing material related to the infraction and engaging in dialog with staff meetings)
- Substance use awareness such as the Personal Growth Group facilitated by a member of the Counseling Center.
- Mandated counseling session(s) for purposes of assessment and recommendations
- Meeting with a faculty or staff mentor
- Participation in a CoSA
- Coach notification
- No contact orders
- Removal from College housing and meal plan
- Removal from academic courses
- Revocation of campus privileges
- Decrease and/or cessation of institutional merit-based financial aid (up to half of the award).
- Suspension/dismissal from the College

TIMEFRAME

To conduct an investigation, the College will designate an investigator who has specific training and experience investigating allegations of sexual misconduct. Any investigator must be impartial and free of any conflict of interest. Typically, an investigation will begin twenty-four (24) hours after the respondent is notified of the complaint and the need for investigation.

At the conclusion of the investigation, Guilford College will notify the complainant and respondent in writing of the findings. In student cases, the matter may be referred to the Associate Dean of Students Office for adjudication under the disciplinary process in accordance with the Student Conduct Code available at <https://www.guilford.edu/sites/default/files/2018-12/Student%20Handbook%20Updated%2012-5-2018%20ADB.pdf>.

Although this timeframe does not include appeals, Guilford is aware that an unduly long appeals process may negatively impact all individuals concerned. During the process, both individuals will receive consistent and equal updates about the status of the case.

NO CONTACT ORDERS

In situations where the reporting and responding students need to be separated for the well-being of either or both, a No Contact order may be put into effect. Both students are asked to refrain from contacting the other in any manner, including third party and electronic communication. Either student may be asked to move to a temporary living space or may be temporarily removed from a shared classroom as a means to create space for the situation to be resolved.

RESPONSE TO SEXUAL MISCONDUCT

Guilford College recommends the following steps to students experiencing sexual misconduct:

- Seek medical and/or counseling assistance.
- On campus resources:

- o Wellness Education Coordinator – 336.316.2879
- o Counseling Services – 336.316.2143
- o Student Health Center – 336.316.2194
- o Off campus resources:
 1. *Family Justice Center* (Family Services of the Piedmont 24 hour crisis line- 336.273.7273) Office - 336.387.6161 Family Services offers hospital accompaniment with on-site forensic evidence kits pending, crisis counseling, legal advocacy, shelter, and court accompaniment, and other community resources.
 2. *Moses Cone Hospital* -336.832.7000 SANE nurses, forensic evidence rape kits and private rooms for investigations are available.
 3. *Wesley Long Hospital* - 336.832.1000 SANE nurses, forensic evidence rape kits and a private emergency room for investigations are available.

***In emergency situations please call Public Safety at 336.316.2911 or 911

PROTOCOL FOR REPORTING STUDENT AND RESPONDING STUDENT

REPORTING STUDENT

- Will be encouraged to report to College officials and will be treated with respect by Guilford College officials.
- Will be assisted in contacting the Guilford College Counseling Center or Victim Advocates through Family Services of the Triad if the student desires counseling intervention. At the student’s request, a counselor can be made available for support up to and following a student conduct hearing.
- Will be informed of their options to notify proper law enforcement authorities including local police, and will be assisted in doing so.
- Will be provided with information about implementation of No Contact Orders and options for changing academic and living situations after an alleged sexual assault, if so requested and if such changes are reasonably available.
- Once an investigation is initiated, the student will be encouraged to select a student conduct adviser along with counseling support if they choose.
- Will have the opportunity to be accompanied to any part of the investigation or student conduct process by an advisor of their choice.
- Will be informed in writing of the outcome and sanctions of any disciplinary hearing resulting from their complaint.
- Will have the right to appeal an outcome or sanction if the criteria for grounds of an appeal are met.
- A student conduct adviser will be available to support a reporting student with an appeal if desired by the student.
- Irrelevant prior sexual history of a reporting student will not be admitted in campus hearings.
- Will have access to campus resources for medical, counseling, and other advisory services throughout the investigation and student conduct processes.
- Will receive periodic updates about the status of the case.

RESPONDING STUDENT

- Will be treated with respect by Guilford College officials.
- Will have the opportunity to be accompanied to any part of the investigation or student conduct process by an advisor of their choice.
- Will receive periodic updates about the status of the case.
- Will be notified as to the outcome and sanction of the hearing in person and in writing.
- May appeal the outcome of the case if the grounds for an appeal are met.
- Will have access to campus resources for medical, counseling, and other advisory services throughout the investigation and student conduct processes.
- The irrelevant prior sexual history of the accused will not be admitted in a campus hearing.

Note: Guilford is committed to promptly responding to misconduct in a manner that is not “deliberately

indifferent” and conclude the grievance, informal resolution, and appeals process within a “reasonable” time frame to the best of its ability to do so. This does not include the appeal process or the impact of school breaks.

DEFINING DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING FOR CLERY REPORTING

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. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship.

- For the purposes of this definition, dating violence includes, but is not limited to:
 - i. sexual or physical abuse or the threat of such abuse.
 - ii. Does not include acts covered under the definition of domestic violence.

DOMESTIC VIOLENCE (DATING OR INTIMATE PARTNER VIOLENCE):

A Felony or misdemeanor crime 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 or intimate partner;
- 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.

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) program. 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:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** 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:

- i. Fear for the person’s safety or the safety of others; or
- ii. Suffer substantial emotional distress.
- iii.

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. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- iii. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

CONSENT

The Guilford College definition of consent is shared permission for sexual activity.

Students have the responsibility to ensure that all sexual interaction occurs only with mutual consent (verbal or nonverbal). If consent is given for one sexual act, it does not mean that consent is given for all future acts. Students must confirm that mutual consent is given for all sexual acts within a sexual interaction. A student can withdraw consent at any time during a sexual encounter. Non-communication is not consent. Consent can only be given when a student is able to freely make an informed choice between two options: yes and no. Consent cannot be given if someone is asleep, unconscious, incapacitated, coerced, threatened, intimidated or forced, under the age of 16, or impaired by alcohol/drugs. A previous or current sexual relationship between the parties may not be taken as an indication of consent.

GUIDELINES FOR EFFECTIVE CONSENT

Partners have an Equal Ability to Act when each person in a sexual encounter feels empowered and safe to communicate their personal boundaries, and expects those boundaries to be respected. Consent is not effective if it results from the use or threat of physical force, intimidation or coercion (implied or direct), or any other factor that would eliminate an individual's ability to exercise their own free will to choose whether or not to have sexual contact.

Under State law in North Carolina, 16 is the minimum age of consent for sexual contact. An individual who is physically or mentally incapacitated from alcohol or other drug consumption (voluntarily or involuntarily) or is asleep, unconscious, unaware, or otherwise unable to make a willing, informed decision between "yes" and "no" is considered unable to give consent. Consent is clear when it consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on nonverbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. Non-communication is not consent. When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent. A verbal "no" constitutes lack of consent, even if it sounds insincere and indecisive. If at any time during the sexual activity, any confusion or ambiguity arises as to the willingness of the other individual to proceed; each person should stop and clarify, verbally, the other's willingness to continue before continuing such activity.

CONTINUOUS CONSENT

Each participant in a sexual encounter is expected to obtain consent from their partner(s) for each act of sexual activity.

- Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- Either party may withdraw consent at any time. Withdrawal of consent should be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease immediately.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.

EMERGENCY RESPONSE AND EVACUATION POLICY

It is the policy of Guilford College to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of community members occurring on campus. This notification will be through the means of telephone and email notification to the phone numbers provided by community members for the purposes of this notification.

College officials will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Upon learning of a situation potentially warranting an emergency notification, campus officials will review the information available, and determine if there is a significant emergency, and if so, initiate the emergency notification system. This process will be conducted by the Vice President of Student Affairs and the Director of Public Safety (or their designees). A test of the emergency response and evacuation process will be conducted, at the very least, on an annual basis, and will be publicized to the community ahead of time.

MANNER OF DISSEMINATION

The Department of Public Safety will notify, without delay, the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on campus through various means such as email, posters, news releases, other methods or a combination of methods. The method(s) used will be determined on a case by case basis that will produce the greatest chance for information to reach the entire campus community in an effective and efficient manner.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Public Safety may also distribute an emergency alert using the campus emergency alert notification through email and text messaging.

PUBLIC SAFETY

AUTHORITY AND JURISDICTION

Guilford College Department of Public Safety staff is composed solely of non-sworn officers, with no arrest authority outside the guidelines provided for private citizens. Among the duties and authorities of a Guilford College Public Safety Officer are:

- The authority to ask persons for identification and to determine whether individuals have lawful business at Guilford College
- Issue parking tickets
- Document incidents for referral to student judicial affairs when violations of College policies or regulations occur

Criminal incidents are referred to the Greensboro Police Department who have jurisdiction on campus. The Department of Public Safety maintains a close working relationship with Greensboro PD and the Guilford County Sheriff's Office. All crime victims and witnesses are strongly encouraged to immediately report crimes to the campus Public Safety Department and to local law enforcement. Prompt reporting will assure timely warning notices and timely disclosure of crime statistics. Campus Life and/or Public Safety staff will assist community members with contacting law enforcement authorities upon request.

PUBLIC SAFETY SERVICES

The Office of Public Safety provides the following services to the members of the Guilford College Community:

- 24-hour Public Safety protection and awareness: the patrolling of campus areas with primary concern for personal safety of all students, staff, faculty and visitors
- Emergency phones with immediate connection to the Public Safety officers
- Crime prevention programming to assist all community members in heightened awareness of safety issues
- Video cameras strategically located across campus
- On-campus escorts
- Liaison services to local law enforcement agencies
- Liaison services to Greensboro Fire Department
- Monitoring safety conditions and filing safety-related work requests
- Enforcement of campus vehicle registration and parking regulations
- Bicycle Registration Program
- Campus facilities access control
- Fire, health, safety and risk management responsibilities

SAFETY AND CRIME PREVENTION PROGRAMS

The Department of Public Safety presents safety awareness and crime prevention programs for the Guilford community and works in close cooperation with the Office for Student Affairs to conduct relevant and useful programming in Guilford's residence halls. Programming includes:

Campus Safety Videos - Links to access a series of videos on a number of topics relating to the safety on campus.

Bicycle Registration - The Public Safety Office provides a bicycle registration program to discourage theft and aid identification in the recovery of lost or stolen property.

PUBLIC SAFETY TIPS

- Keep your room locked at all times.
- Never copy your room keys. Report lost keys to the Student Affairs office immediately.
- Do not prop exterior residence hall doors.
- When walking at night, walk with a friend or in a group.
- Report suspicious persons or activities to the Department of Public Safety immediately.
- Report theft or other crimes to the Office of Public Safety immediately.
- Lock your vehicle. Do not leave valuables unattended.
- Maintain accurate records and serial numbers of your belongings.
- Do not let strangers into your residence hall or room.
- If you feel endangered or threatened, call 336.316.2909 for an escort.

The Department of Public Safety encourages all students to be conscious of their own safety and security and to report any unsafe conditions.

STUDENT AFFAIRS

Guilford College, through the Division of Student Affairs, operates residence halls, houses and apartments that house approximately 1,000 students. Strict policies govern access to the halls, and students are encouraged to be responsible for their own safety and the safety of others. Students are asked to assist in maintaining the security of the residence halls by not propping doors open, by closing and locking first floor windows, by keeping individual room doors locked at all times and by informing Public Safety or Residential Education and Housing staff of any strangers seen in the buildings.

STUDENT CODE OF CONDUCT

The administration of student conduct at Guilford College implements judicial and academic policies through a process that addresses the impact on the community for the purposes of uncovering the truth and restoring the community with the goal of holding students accountable to their responsibilities as defined in the Student Handbook.

SUBSTANCE ABUSE PREVENTION PROGRAMS

In an effort to maintain a drug-free living and learning environment and workplace, Guilford will comply with the Drug-Free Schools and Communities Act Amendments of 1989. Guilford will provide its constituents with information regarding the unlawful possession, manufacture, distribution, use and health risks associated with the use of alcohol and other drugs. This information may be found in the Drug-Free Workplace Statement Guide and should be referred to for questions concerning this matter.

The Health Outreach and Wellness department, in collaboration with other campus departments and groups, utilizes a comprehensive approach to promoting healthy behaviors, educating students and staff with accurate information concerning alcohol and drugs, increasing awareness of health risks associated with alcohol and drug misuse, identifying students at risk for alcohol and/or drug misuse for early intervention, eliminating myths about alcohol and drugs, and addressing alcohol and drug-related issues on campus.

Health Outreach and Wellness goals for alcohol and drug prevention include:

1. Assisting students in making responsible decisions and choices around alcohol and drug use.
 - a. Reducing risks and harm associated with the use of alcohol and/or drugs
 - b. Reducing underage drinking
 - c. Reducing use of marijuana
 - d. Helping students to understand alcohol and drug safety and harm reduction strategies, if they choose to use alcohol or drugs
 - e. Helping students resolve discrepancies between their behaviors and their values/beliefs/goals
2. Guiding the Guilford community in assessing concerns around alcohol and drug use by implementing actions to address those concerns and in evaluating outcomes.
 - a. Maintaining collaborative working relationships with other campus departments and community partners
 - b. Providing resources and consultation to students and staff

In order to be effective in our approach, we value the following key components of effective prevention: assessment and evaluation, strategic planning, social media advocacy/campaigning, student involvement, campus-wide support, and building relationships with key stakeholders.



DRUG AND ALCOHOL AWARENESS PROGRAMS

The following programming and services were implemented during the 2021-2023 academic years as a part of our comprehensive approach to promoting healthy behaviors, raising awareness about alcohol and drugs, and addressing alcohol and drug-related issues:

- Campus-wide collaboration among various departments such as Student Affairs, Office of Student Leadership & Engagement, Office of Diversity, Equity & Inclusion, Public Safety, Campus Activity Board, Active Minds, Residential Education and Housing, and other student and staff leaders.
- Mandating all first-year students to complete Part 1 of the online AlcoholEdu module through EVERFI Higher Education prior to coming to campus and completing Part 2 of the course 30-45 days later as part of the First Year Experience (FYE) class requirement.
- Great American Smokeout tabling event which focused on smoking cessation, particularly for marijuana, hookah, and cigarettes. Resources, education and opportunities were provided for smokers and non-smokers to commit to healthy, smoke-free lives and/or maintain healthy, smoke-free lives. Activities included smoke-free pledges, trade-in raffle, educational materials, and a message board in which students could write inspirational messages about quitting smoking or maintaining a smoke-free lifestyle.
- National Drugs & Alcohol Facts week tabling event which focused on shattering myths about marijuana and alcohol use and raising awareness about marijuana and alcohol. Educational activities included a Jeopardy game, fatal vision goggles activities, and a “what is a standard drink?” activity.
- Presentation for study abroad students about health and wellness with a focus on alcohol safety. Information was provided in PowerPoint format and provided links to community and national resources for alcohol and/or drug abuse/misuse.
- The Residential Education and Housing department assigned students to the Brief Alcohol Screening and Intervention for College Students (BASICS) course through the Counseling Center if they were found responsible for underage drinking or drug policy violation. The goal of BASICS is to help students examine their decisions and understand how alcohol/drug usage affects their goals and journey at Guilford. - Course name updated to Substance Use Reflection & Education (S.U.R.E) in 2021
- Residential Education and Housing staff provided late night programs as an alternative to alcohol-related activities for students.

SEXUAL ASSAULT PREVENTION AND EDUCATIONAL PROGRAMS

At Guilford College, we are dedicated to educating our community about consent, sexual assault awareness and prevention, bystander intervention, risk reduction, and intimate partner violence, by providing the following outreach services:

- Residence Hall programming, provided by Residential Education & Housing staff, focusing on sexual health, healthy relationships, and risk reduction.
- Community programming, psychoeducation, and clinical mental health support, provided by the Counseling, Health and Wellness office. The Wellness Coordinator focusing on prevention, intervention, healthy relationships, and awareness of the prevalence of sexual assault and misconduct on college campuses. In addition, the Wellness Coordinator provides education and information as follow-up to continued sexual violence or abuse in the form of clinical counseling, psychoeducation, and offering support services.
- Flyers containing sexual assault prevention information and resources for victims posted in all residence hall rooms and residence hall bathrooms, posted annually in the fall.
- Regular distribution of flyers, educational materials, and resources to students, faculty/staff, and campus departments.
- Support of student-initiated organization and programs that focus on addressing sexual violence
- Regular education of faculty/staff on how to provide sexual assault resources, through information distribution.
- Online sexual assault prevention for undergraduates for 1st year students
- Ongoing online sexual assault prevention for 2nd, 3rd, and 4th year students
- Online Alcohol Edu training for 1st year students
- Online sexual harassment prevention with Title IX and Clery for employees

- Online sexual assault prevention for graduate students
- In person/Zoom consent/Title IX Policy and Process training for Resident Advisors
- Healthy relationships and boundaries in person/Zoom training for community members
- In person/Zoom training on Consent and Title IX Policy and Process for Peer Mentors, Guides, 1st year students, new employees and Athletics

SEXUAL MISCONDUCT PROTOCOL:

Acts of sexual misconduct are not tolerated by the Guilford community. For more information or for a full copy of Guilford's sexual misconduct protocol, contact the Title IX Office at Titleix@guilford.edu. You may also visit the college Web site at: <https://www.guilford.edu/TitleIX> You can also make a report 24 hours 7 days a week at www.guilford.edu/titleix and click Report an Incident.

Immediately following an assault, the Rape Hotline is available at 336.273.7273. They will help the caller consider available options and can offer support through the process.

Seek medical assistance. If you choose, you can complete a physical exam, evidence collection kit, STD screening, and pregnancy test at either Cone Hospital (1200 N. Elm St. 336.832.7000) or Wesley Long Hospital (501 N. Elam Ave. 336.832.1000). If you decide to go to the hospital, do not bathe, douche, shower, eat, drink, or smoke prior to your exam.

REPORT THE INCIDENT

You can report to the Greensboro Police Dept. immediately by calling 336.373.2222 or 911, or the Office for Campus Life can assist you in making a police report later. Campus Life officials will investigate the incident, and may bring campus judicial charges against the accused individual. During the investigation, complainants have the option of having an advocate to assist and support through the campus judicial process. The confidentiality of all involved parties is strictly guarded.

SEEK COUNSELING AND SUPPORT

The Guilford College Counseling Center (336.316.2163) is here to assist and can make off-campus referrals if necessary.

Community members are encouraged to report instances of sexual assault to the College. Below are options for ways in which to report:

Associate Dean of Students ▪ 336.316.2186, Founders Hall 210

Director of Human Resources ▪ 336.316.2134, Bauman Hall 105

Department of Public Safety ▪ 336.316.2909, 818 Quadrangle Drive

Greensboro Police Department ▪ 336.373.2222 or 911

ANONYMOUS SEXUAL ASSAULT REPORTING

Guilford College is committed to maintaining a community free from violence. The College will not tolerate instances of sexual assault as defined by state and/or federal law. Guilford College encourages all students, faculty and staff to make themselves aware of the College's guidelines for the reporting allegations of sexual assault, the consequences of sexual assault, and the resources available to community members. A link to submit an anonymous sexual assault report can be found here:

<https://www.guilford.edu/title-ix-and-equal-opportunity/title-ix-how-report>

CONFIDENTIAL REPORTERS

Most employees of the College are required by law to report any incidence of sexual assault of which they are aware. Counselors in the Counseling Center are exempted from the responsibility to report. If you want to talk to someone about your experience confidentially, please contact:

Milner Student Health and Counseling ▪ 336.316.2163 for an appointment

ADVOCACY AND SUPPORT SERVICES

Any student who desires an advocate to support them throughout any part of the reporting or healing process, is encouraged to be familiar with the following options:

Guilford College Counseling Center ▪ 336.316.2163, Milner Student Health & Counseling
(during business hours or by appointment)

Family Services of the Piedmont Sexual Assault and Dating Violence Crisis Line* ▪ 336.273.7273

*Provides 24 hour advocacy, advice, and crisis assistance.

HOUSING OR ACADEMIC ACCOMMODATIONS

These offices can assist with academic and housing accommodations, referrals, and judicial affairs:

Assistant Academic Dean for Advising and Academic Support ▪ 336.316.2825, Hege Library 217A

Residence Education and Housing ▪ 336.316.2105, King Hall 101

FOR MEDICAL ASSISTANCE

Eagle Family Medicine ▪ 336.294.6190 (after hours 336.852.1915)

SANE Program ▪ You have the option to go to the ER at either Wesley Long or Moses Cone Hospitals and have a forensic evidence collection exam (rape-kit) administered in a private room by a specially trained Sexual Assault Nurse Examiner (SANE). This exam is free of cost and provides evidence should you decide to take legal action, but is always optional. Collection of physical evidence is critical to a successful criminal investigation, and we encourage people to go to the hospital.

Moses Cone Hospital ▪ 336.832.7000

Wesley Long Hospital ▪ 336.832.1000

EMERGENCY SERVICES

Public Safety* ▪ 336.316.2909

Greensboro Police Department* ▪ 336.373.2222 or 911

*24-hour emergency services

It is a violation of Guilford College policy to engage in acts of retaliation or intimidation against anyone who brings forth a complaint of sexual assault, harassment, or misconduct. Such acts should be reported to Student Affairs (in the case of a student or Human Resources for non-student members of the College community) and will be dealt with promptly and with severity according to the Student Code of Conduct or the Faculty/Staff Handbook.

INFORMATION ON REGISTERED SEX OFFENDERS

The Campus Sex Crimes Prevention Act, Section 1601 of Public Law: 106-386 (H.R. 3244), provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. The Act 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, volunteers, or is a student. In accordance with this amendment to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the following is a link to the North Carolina Sex Offender and Public Protection Registry: <http://sexoffender.ncsbi.gov>.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

All Guilford College facilities are designated for the use of the College's students, faculty and staff. Persons attempting to gain access to any college facility without authorization or attempting to circumvent any security measures will be subject to campus judicial and/or criminal/civil action.

LOCKED AREA ACCESS

To obtain access to any locked areas, the following conditions must be met:

- A valid Guilford College ID card must be shown to the responding Public Safety officer in every instance in which someone is given access to an area.
- To keep an accurate record of areas accessed and persons who accessed them, Public Safety personnel must log each instance in which access has been granted.

RESIDENTIAL

- Student residential facilities are locked 24/7 and must be accessed by a resident's key or Quaker card.
- If faculty, staff or student request access to a residence not their own, the guidelines set forth in the Student Handbook must be followed.

Please note that exceptions will be made for College personnel in the case of regularly scheduled maintenance, emergency maintenance or public safety situations as outlined in the Student Handbook.

DEPARTMENTAL OFFICES/AREAS

- **Students:** Will not be allowed into a departmental office/area unless a prior arrangement has been made by a member of that department and confirmed by Public Safety personnel.
- **Staff:** All academic and departmental offices are secured each night by Public Safety officers. Public Safety officers will grant access to a staff member's own office or departmental area, however, officers will not let staff into another staff member's office, even within their own department, or into another department's area unless a prior arrangement has been made by a person controlling that office or area (such as the assigned occupant or the departmental chair/supervisor) and confirmed by Public Safety.

FACULTY AND STAFF KEY REQUESTS

All faculty and staff key requests must be requested on the standard key request form. Key request forms are available from Public Safety or Facilities.

Keys are to be signed out by the intended recipient/user of that key, who is solely responsible for the use and safekeeping of the key. The individual to whom the key is issued is also responsible for the return of the key upon separation from the College or when the key is no longer needed.

STUDENT ROOM KEY POLICY

All students must be issued a key prior to or upon occupying a residence. Room keys may not be duplicated for any reason. Keys should never be lent to another individual when it will allow access to shared/common space. In cases where residents change rooms during the year, keys are never to be exchanged directly from student to student. All room changes and all key exchanges must be handled through Residential Education & Housing. If a key is lost or not returned on time, a fee of \$125-\$200 to replace that particular key will be billed to the student's account for lock and key replacement. Requests for new keys should be made through the Residential Education & Housing Office.

CAMPUS MAINTENANCE POLICIES

Guilford College has installed and maintains exterior lighting around all campus buildings and parking lots, as well as additional sidewalk and street lighting. While maintaining an attractive campus, grounds crews keep shrubs and hedges low, especially in areas around residence halls, for student safety. On any

normal College workday, there are College support personnel whose jobs include providing inspection of the campus and its buildings and correcting any health, safety and/or maintenance problems.

MAINTENANCE EMERGENCY SITUATIONS

An emergency work order request is one which, if not given immediate attention, will result in personal injury or damage to buildings or grounds. The following are examples of emergency work order requests:

WATER

- Leaking from major pipes.
- Large amounts of water or sewage leaking.
- Water leaking onto electrical equipment that cannot be moved.

ELECTRICAL

- Electrical problems within an entire building or suite.
- Electrical problems encompassing more than 1/2 the campus is a Duke Energy problem and the Public Safety officer on duty should call 1-800 Power On.
- Electrical problems in one room may not need immediate attention and can wait until the next business day unless any one of the following conditions apply:
 - Burning smells, flashing, fire, smoke, or popping sounds

HEATING AND COOLING

- Problems that are throughout the building or part of an event that is scheduled for more than two hours.
- Heating problem, with building temperatures below freezing.
- Heating or cooling problems in a single room should wait until the next working day, unless the individual has no other temporary accommodations.

In case of an **Emergency Situation**, please follow the guidelines below:

From 8:30 a.m. to 5 p.m. Monday through Friday

- Call Facilities at 336.316.2800.
- If Facilities staff cannot be reached, contact Public Safety at 336.316.2909. If the request is declared a non-emergency, please submit a work order request to the College's maintenance work order system.

From 5 p.m. to 8:30 a.m. Monday through Friday and Saturday - Sunday

- Report emergency work order requests to Public Safety by calling 336.316.2909.
- The Public Safety officer on duty will assess the reported urgent work request. If the officer determines it is urgent, they will contact the on-call maintenance personnel.

CRIME STATISTICS OVERVIEW

In accordance with the Clery Act, specific criminal statistics must be compiled, published, and distributed annually to all current students and employees, and to any applicant for enrollment or employment, upon request.

Statistics on the following categories have been compiled for this report:

- Murder & Non-negligent Manslaughter
- Manslaughter by Negligence
- Robbery
- Sexual Assault (including both rape, fondling, incest, and statutory rape)
- Dating Violence
- Domestic Violence
- Stalking

- Aggravated Assault
- Arson
- Burglary
- Motor Vehicle Theft
- Hate Crimes:
 - Larceny
 - Simple Assault
 - Intimidation
 - Destruction/damage/vandalism of property
- Arrests or persons referred for disciplinary action for alcohol violations, drug violations, and weapon law violations.

* *The number of the aforementioned Hate Crime offenses in which there is evidence of victim selection based upon prejudice relating to their race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability.*

For purposes of reporting the statistics with the crimes described above, an institution of higher education shall distinguish, by means of separate categories, any criminal offenses that occur:

- **On Campus** – (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in statement (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by student, and supports institutional purposes (such as a food or other retail vendor).
- **On-Campus Student Housing** – Includes only those crimes that were reported to have occurred in residence halls or other residential facilities.
- **Non-Campus** – (1) Any building or property owned or controlled by a student or organization that is officially recognized by the institution; (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation, to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **Public Property** – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- **Off-Campus violations** – The College reserves the right to make off-campus conduct by its students matters of student discipline under the Student Conduct Code. These violations, however, are not classified and counted for inclusion in the annual statistics.

DISCLOSURE OF CRIME STATISTICS

The Department of Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <https://www.guilford.edu/life/health-and-safety/public-safety>. This report is prepared in cooperation with the local law enforcement agencies having jurisdiction on campus, the Office for Campus Life, the Judicial Affairs Officer, the Division of Student Affairs and the Title IX Office. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to the Guilford College Department of Public Safety, designated campus officials (including but not limited to deans, department heads, Residential Education and Housing staff, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies.

Each year, an announcement is placed in the daily campus email newsletter (The Guilford Daily) providing the community this report. This newsletter goes to all faculty, staff, and students. Copies of the report may also be obtained at the Department of Public Safety located at 818 Quadrangle Drive, or the Office for Student Affairs located in Founders Hall, or by calling the Office of Public Safety at 336.316.2908. All prospective employees may obtain a copy from Human Resources in King Hall or by calling 336.316.2138, and a link is attached to Guilford College employment applications.

CRIME STATISTICS FOR 2021, 2022, AND 2023

Category	Location	2021	2022	2023
CRIMINAL HOMICIDE: Murder and Non-Negligent Manslaughter	Total Incidents	0	0	0
	On Campus	0	0	0
	On Campus Student Housing	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
CRIMINAL HOMICIDE: Manslaughter Negligent	Total Incidents	0	0	0
	On Campus	0	0	0
	On Campus Student Housing	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
SEXUAL ASSAULT: Forcible	Total Incidents	3	0	2
	On Campus	3	0	1
	On Campus Student Housing	3	0	1
	Non-Campus	0	0	1
	Public Property	0	0	0
SEXUAL ASSAULT: Non-Forcible	Total Incidents	0	0	0
	On Campus	0	0	0
	On Campus Student Housing	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
SEXUAL ASSAULT: Rape	Total Incidents	2	1	1
	On Campus	2	1	0
	On Campus Student Housing	2	1	0
	Non-Campus	0	0	1
	Public Property	0	0	0
SEXUAL ASSAULT: Fondling	Total Incidents	2	1	1
	On Campus	1	1	1
	On Campus Student Housing	1	1	1
	Non-Campus	0	0	0
	Public Property	0	0	0
SEXUAL ASSAULT: Incest	Total Incidents	0	0	0
	On Campus	0	0	0
	On Campus Student Housing	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
SEXUAL ASSAULT: Statutory Rape	Total Incidents	0	0	0
	On Campus	0	0	0
	On Campus Student Housing	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0

DATING VIOLENCE:	Total Incidents	5	1	0
	On Campus	1	1	0
	On Campus Student Housing	1	0	0
	Non-Campus	0	0	0
	Public Property	4	0	0
DOMESTIC VIOLENCE:	Total Incidents	0	0	1
	On Campus	0	0	1
	On Campus Student Housing	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
STALKING:	Total Incidents	1	6	0
	On Campus	1	6	0
	On Campus Student Housing	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
ROBBERY:	Total Incidents	1	0	2
	On Campus	1	0	0
	On Campus Student Housing	0	0	0
	Non-Campus	0	0	2
	Public Property	0	0	0
AGGRAVATED ASSAULT	Total Incidents	0	0	0
	On Campus	0	0	0
	On Campus Student Housing	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
BURGLARY	Total Incidents	5	4	3
	On Campus	2	0	1
	On Campus Student Housing	1	0	0
	Non-Campus	0	0	3
	Public Property	3	4	0
ARSON	Total Incidents	0	0	0
	On Campus	0	0	0
	On Campus Student Housing	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
MOTOR VEHICLE THEFT	Total Incidents	1	4	4
	On Campus	0	0	0
	On Campus Student Housing	0	0	0
	Non-Campus	0	0	0
	Public Property	1	4	4

HATE CRIMES	There were no reported hate crimes for the 2021, 2022, 2023 calendar years.
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Category	Location	2021		2022		2023	
		A	R	A	R	A	R
LIQUOR LAW VIOLATIONS	Total Incidents	1	41	3	12	0	8
	On Campus	1	41	0	12	0	8
	On Campus Student Housing	0	37	0	10	0	8
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	3	0	3	0
DRUG LAW VIOLATIONS	Total Incidents	0	47	4	23	0	13
	On Campus	0	47	0	23	0	13
	On Campus Student Housing	0	40	0	21	0	13
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	4	0	4	0
WEAPONS LAW VIOLATIONS	Total Incidents	0	0	0	3	0	0
	On Campus	0	0	0	0	0	0
	On Campus Student Housing	0	0	0	3	0	0
	Non-Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0

A-Arrest, R-Referrals

ANNUAL FIRE SAFETY REPORT

In further compliance with The Jeanne Clery Act, Guilford College is also pleased to provide this Annual Fire Safety Report. For the purpose of fire safety reporting, a fire is, "Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner."

Residence Facility	Year	Total Reported Fires	Nature of Fire	Number of Fire Related Injuries	Number of Fire Related Deaths	Value of Property Damage
Apartment 71	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
710 Elizabeth Fry Road	2023	0	N/A	N/A	N/A	N/A
Apartment 72	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
720 Elizabeth Fry Road	2023	0	N/A	N/A	N/A	N/A
Apartment 73	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
730 Elizabeth Fry Road	2023	0	N/A	N/A	N/A	N/A
Apartment 74	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
740 Elizabeth Fry Road	2023	0	N/A	N/A	N/A	N/A
Apartment 75	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
750 Elizabeth Fry Road	2023	0	N/A	N/A	N/A	N/A
Apartment 76	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A	N/A

Apartment 78	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
5600 George Fox Road	2023	0	N/A	N/A	N/A	N/A
Apartment 79	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
5604 George Fox Road	2023	0	N/A	N/A	N/A	N/A
Apartment 80	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
5606 George Fox Road	2023	0	N/A	N/A	N/A	N/A
Binford Hall	2021	0	N/A	N/A	N/A	N/A
5709 George Fox Road	2022	0	N/A	N/A	N/A	N/A
	2023	1	Stove Fire	0	N/A	\$0-99
Bryan Hall	2021	0	N/A	N/A	N/A	N/A
816 Quadrangle Drive	2022	0	N/A	N/A	N/A	N/A
	2023	0	N/A	N/A	N/A	N/A
Campbell House	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
810 George White Road	2023	0	N/A	N/A	N/A	N/A
Cobb House	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
1207 Rachel Carson Court	2023	0	N/A	N/A	N/A	N/A
English Hall	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
805 Quadrangle Drive	2023	0	N/A	N/A	N/A	N/A
East Apartments 807	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
807 Dolley Madison Road	2023	0	N/A	N/A	N/A	N/A
East Apartments 809	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
809 Dolley Madison Road	2023	1	Dryer Unit Fire	0	N/A	\$0-99
East Apartments 813	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	0	0	N/A
813 Dolley Madison Road	2023	0	N/A	N/A	N/A	N/A
Mary Hobbs Hall	2021	0	N/A	N/A	N/A	N/A
5703 George Fox Road	2022	0	N/A	0	0	N/A
	2023	0	N/A	N/A	N/A	N/A
Milner Hall	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
5601 George Fox Road	2023	0	N/A	N/A	N/A	N/A
Pope House	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
808 George White Road	2023	0	N/A	N/A	N/A	N/A
Shore Hall	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
5701 George Fox Road	2023	0	N/A	N/A	N/A	N/A
The Pines	2021	0	N/A	N/A	N/A	N/A
	2022	0	N/A	N/A	N/A	N/A
1201 Rachel Carson Court	2023	0	N/A	N/A	N/A	N/A

Fire Safety Systems Per Student Housing Facility

Apartment 71	Sprinklers; Audible & monitored smoke alarms
Apartment 72	Sprinklers; Audible & monitored smoke alarms
Apartment 73	Sprinklers; Audible & monitored smoke alarms
Apartment 74	Sprinklers; Audible & monitored smoke alarms
Apartment 75	Sprinklers; Audible & monitored smoke alarms
Apartment 76	Sprinklers; Audible & monitored smoke alarms
Apartment 78	Sprinklers; Audible & monitored smoke alarms
Apartment 79	Sprinklers; Audible & monitored smoke alarms
Apartment 80	Sprinklers; Audible & monitored smoke alarms
Binford Hall	Sprinklers; Audible & monitored smoke alarms
Bryan Hall	Sprinklers; Audible & monitored smoke alarms
Campbell House	Sprinklers; Audible & monitored smoke alarms
Cobb House	Sprinklers; Audible & monitored smoke alarms
English Hall	Sprinklers; Audible & monitored smoke alarms
East Apartments Bldg 807	Sprinklers
East Apartments Bldg 809	Sprinklers
East Apartments Bldg 813	Sprinklers
Mary Hobbs Hall	Sprinklers; Audible & monitored smoke alarms
Milner Hall	Sprinklers; Audible & monitored smoke alarms
Shore Hall	Sprinklers; Audible & monitored smoke alarms

Fire Drills

Residence Facility	2021	2022	2023
Apartment 71	1	1	1
Apartment 72	1	1	1
Apartment 73	1	1	1
Apartment 74	1	1	1
Apartment 75	1	1	1
Apartment 76	1	1	1
Apartment 78	1	1	1
Apartment 79	1	1	1
Apartment 80	1	1	1
Binford Hall	1	1	1
Bryan Hall	0	1	1
Campbell House	0	1	0
Cobb House	0	1	0
English Hall	1	1	1
East Apartments Bldg 807	1	1	1
East Apartments Bldg 809	1	1	1
East Apartments Bldg 813	1	1	1
Mary Hobbs Hall	1	1	1
Milner Hall	1	1	1
Shore Hall	2	1	1

FIRE-RELATED POLICIES IN RESIDENCE HALLS

POLICIES ON PORTABLE ELECTRICAL APPLIANCES, SMOKING & OPEN FLAMES IN STUDENT HOUSING FACILITIES:
Smoking is prohibited inside all campus buildings and allowed only in outside areas specified designated as an approved smoking area.

For the promotion of wellness of the Guilford community and to maintain fire safety regulations, all smoking (including e-cigarettes, vape pens, and hookahs) on campus property is prohibited in all areas except for the four designated approved smoking areas:

- The north side of Hege Library facing King Hall
- Behind the Public Safety Building
- Between the Community Center and North Apartments, east of the walkway and stairs
- The picnic table at the north end of the East Apartments parking lot

Note: In designated smoking areas where a smoking shelter such as a bench or picnic table is provided, the approved smoking area is within that shelter. Any smoking outside of these permitted areas is considered a violation of College policy and subject to action as outlined in the Faculty, Staff and Student Handbooks. Waste from smoking (such as cigarette remains) must be completely snuffed out and disposed of in appropriate waste or ash receptacles.

The possession and/or use of items that may create a fire hazard are prohibited and will result in fines and/or student conduct charges. Use and/or subsequent possession offenses may result in student conduct charges and greater fines.

EXAMPLES OF PROHIBITED ITEMS INCLUDE BUT ARE NOT LIMITED TO:

- Open-coiled appliances such as hot plates, toasters, toaster ovens, air fryers, electric frying pans and space heaters
- Induction cooktops
- Sun lamps
- Refrigerators and air-conditioners not approved and/or installed by the College.
- Extension cords other than UL-approved power strips
- Fresh cut or live Christmas trees
- Candles in any residence hall room or common area (even if for religious purposes)
- Halogen lights
- Grills - charcoal or gas
- Light fixtures or electrical outlets which are covered with cloth or paper (or any material considered flammable)
- Butane torches, lighter fluids, gasoline, kerosene or other flammable liquids
- Decorative string lighting of any type (i.e. Christmas or running lights, battery powered, LED)

PROCEDURES FOR STUDENT HOUSING EVACUATION:

Should an emergency require residents to evacuate a campus residence hall, residents should:

- Turn on room lights
- Raise the shade and close the window; close door when exiting
- Leave the building through the closest exit; use the right-hand side of the stairs walking single file
- Upon leaving the building, go to the area designated by College staff.
- Do not re-enter the building until told to do so by Public Safety or the Fire Department. Continued order and quiet are essential.

POLICIES FOR FIRE SAFETY EDUCATION AND TRAINING PROGRAMS:

The College offers programs regarding fire safety education and training programs for students, faculty, and staff throughout the year. Announcements are made advertising these events, which include:

- Sessions for the Resident Advisors (RAs) including emergency procedures and proper use of fire extinguishers conducted at the beginning of each school year and in cooperation with the Office of Residential Education and Housing and the Greensboro Fire Department;
- Sessions each spring for faculty and staff, in cooperation with Department of Human Resources and the Greensboro Fire Department;
- Community wide Fire Safety Day each fall, conducted by Greensboro Fire Department.

PERSONS OR ORGANIZATIONS TO WHICH INDIVIDUALS SHOULD REPORT A FIRE:

- Call 911 immediately for an active fire.
- When safe to do so, notify Public Safety staff
- If fire is not active, notify Residential Education and Housing Staff, community directors, or resident advisors

IF YOU DISCOVER FIRE OR SMOKE:

- Warn others and exit immediately;
- Pull the nearest fire alarm;
- Locate a telephone in a safe location as quickly as you can and dial 911. Give the building name, floor and room number of the location of the fire or smoke.

FIRE ALARMS AND DRILLS

In accordance with North Carolina building codes, Guilford requires all persons to evacuate a building when a fire alarm sounds. The college holds scheduled fire drills supervised by Residential Education and Housing staff and the Public Safety Office. If you are in immediate danger when an alarm sounds, proceed directly to the nearest exit and/or stairway. If you are not in immediate danger, evacuate the building following this procedure:

- Turn on room lights
- Raise the shade and close the window; close door when exiting
- Leave the building through the closest exit; use the right-hand side of the stairs walking single file
- Upon leaving the building, go to the area designated by college staff.
- Do not re-enter the building until told to do so by Public Safety or the Fire Department.



EMERGENCY RESOURCE NUMBERS

Campus Telephone Numbers

Dial only the last four digits of the number when calling from a campus phone.

CAMPUS EMERGENCY	911
On Duty Public Safety Officer	336.316.2909
Public Safety Office	336.316.2908
Maintenance Emergency	336.316.2800
(After Hours)	336.316.2909
Office of Student Affairs	336.316.2186
Counseling Center	336.316.2143
Campus Information Desk	336.316.2000
Facilities	336.316.2800

Off-Campus Telephone Numbers

Dial "9" for off campus numbers when calling from a campus extension.

Greensboro Police (non-emergency)	336.373.2222
Greensboro (emergency)	911
Family Services of the Piedmont	336.387-6161
24-hour Rape Crisis	336.273.7273
Eagle Physicians	336.294.6190

The Annual Security Report and the Annual Fire Safety Report are available to all current and prospective students and employees.

It can be accessed on-line at <https://www.guilford.edu/life/health-and-safety/public-safety>.

Hard copies may be obtained at the Office of Public Safety (818 Quadrangle Drive), Office for Campus Life (Founders Hall) or the Office of Human Resources (Bauman Hall). Refer to the campus map for the location of these offices.

5800 West Friendly Avenue, Greensboro, NC 27410

336.316.2909

security@guilford.edu