



Warren Wilson COLLEGE

Annual Security &

Fire Safety Report 2025

(for the 2024 calendar year & containing crime statistics for 2024, 2023 and 2022)

Warren Wilson College

Mission Statement

The mission of Warren Wilson College is to provide a distinctive undergraduate and graduate liberal arts education. Our undergraduate education combines academics, work, and service in a learning community committed to environmental responsibility, cross-cultural understanding, and the common good.

Introduction

The Warren Wilson College combined Annual Security Report and Fire Safety Report can be viewed on the Warren Wilson website. This combined report contains information regarding campus security and personal safety, including topics such as crime prevention, fire safety, campus safety authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. This report also contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Warren Wilson College, and on public property within or immediately adjacent to and accessible from the campus.

A Message from the Vice President for Student Engagement

As our mission statement describes, Warren Wilson College is a community. In practical terms, “community” means that we depend on everyone’s consistent use of good judgment and concern for the rights of others. Community requires us to act with honesty, civility, empathy, and integrity. Some actions infringe on the rights of others or directly undermine the kind of community Warren Wilson College strives to be and those behaviors are prohibited by our College policies. All members of our community are expected to follow local, state, and federal laws. Our community demands that we each take responsibility for our own behavior and the behavior of those around us. If someone does something that you believe is wrong or inappropriate, we suggest that you talk to them about it if possible. Explain how such behavior affects you and others and suggest alternatives. If that is not effective and/or the behaviors create a dangerous, threatening, or uncomfortable environment for you, the student involved or others, then report the behavior to an RA, Area Coordinator, Associate Vice President, Vice President, Public Safety, or other employees so that an intervention can take place.

Preparing the Annual Security Report

The Residence Life and Public Safety departments prepare this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Chief of Public Safety & Risk Management, reviewed the disciplinary action files as well as the public safety reports for 2024.

Emergency Response – Timely Warning – Evacuation Procedures

Timely warnings, or alerts, are provided to the community whenever a situation presents a serious or continuing threat to students or employees. The intent of a timely warning is to provide information that enables individuals to protect themselves. Warren Wilson College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus unless issuing a notification will, in the professional

judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond or otherwise mitigate the emergency. This notification will take place via emergency text alert, and all campus email. These systems are tested each semester and will generally be unannounced. The campus community can enroll to receive campus text alerts here:

https://my.warren-wilson.edu/ICS/Emergency_Resources.jnz.

Members of the Warren Wilson College Emergency Response Team will initiate the systems informing the community of the emergency and if any actions are to be taken. Building evacuation procedures and routes are posted in all campus buildings. In the event of an evacuation, faculty, staff, crew supervisors, and staff supervisors will account for all persons present and notify emergency personnel of any persons missing.

Members of the Emergency Response Team have been trained and certified in Federal Emergency Management Agency Incident Command System protocols in campus emergency response procedures. Our campus emergency responders coordinate with local emergency response personnel including the Swannanoa Fire Department and Buncombe County Sheriff's Office.

Warren Wilson College will also alert the campus community regarding Clery Act crime that is reported to Public Safety when it is determined that the crime represents a serious or continuing threat to students and employees. Public Safety, Marketing and the Student Engagement offices will collaborate on distributing campus alerts. Other members of the Emergency Response Team have also been trained in issuing emergency alerts.

Reporting Criminal Actions or Other Emergencies

All members of the Warren Wilson College community, including visitors, are encouraged to report campus crimes, serious incidents, and other emergencies immediately by dialing Public Safety at (828) 230-4592 from any telephone or by activating any of the emergency blue light phones on campus. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire campus community that you immediately report all incidents to Public Safety to ensure effective investigation and appropriate follow-up actions, including issuing a timely warning or emergency notification.

Daily Crime Log

The Public Safety Department also maintains a daily crime log, which is contained within the interdepartmental reporting system, Advocate. Copies of some reported incidents to the Warren Wilson College Public Safety Department may be obtained upon request.

Voluntary, Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the administrative system or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Employees Who Take Reports of Criminal Offenses

The below-listed college positions were responsible for receiving reports of criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure of the 2024 calendar year.

- Director of Public Safety, Risk Management and Emergency Management
- Lead Public Safety Officer
- Public Safety Officer
- Associate Dean

Campus Security Authorities

Although we encourage the reporting of campus criminal activity directly to Warren Wilson College Department of Public Safety, in some instances members of the campus community may notify one of the designated campus security authorities about a crime. Crime statistics are gathered from Warren Wilson College Campus Security Authorities using a crime incident report form. When a crime is reported to Campus Security Authorities, the crime incident report is completed and sent immediately to the Director of Public Safety.

A Campus Security Authority (CSA) is defined as “An official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, and campus judicial procedures.” Individuals may be designated as CSAs if their official job responsibilities involve significant interaction with student and/or campus activities; serve as formal or unofficial mentors to students; serve as a member in an office or of a committee to whom students are instructed or informed to report or discuss crimes, allegations of crimes and other troubling situations; or have oversight for disciplinary procedures.

At Warren Wilson College Security Authorities include but are not limited to, Public Safety; Resident Assistants; Area Coordinators; Student Health Center Staff; Athletic Director, Athletic Coaches, Athletic Assistant Coaches, Athletic Trainers, and staff members; Office of Residence Life staff; Faculty and Staff, Club and Organization Advisors; Vice President for Student Engagement; Community Service Student Assistants; Student Activity Directors; Student Gymnasium Center Staff; Title IX Coordinator and Deputy Coordinators; Work Crew Supervisors, and Study Abroad Coordinators.

The following officials are exempt from reporting when they are acting as pastoral or professional counsel. For this purpose:

The Chaplain and Director of Spiritual Life is a person who is associated with a religious order or denomination, is recognized by the religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A Professional Counselor is a person 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. Other persons who have significant responsibility for campus and student activities and counsel or advise students and employees are not exempt from reporting.

Counselors and Confidential Crime Reporting

Warren Wilson Pastoral and Professional Counselors, when acting as such, are not required to report crimes. They are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis to Public Safety or local law enforcement.

The following staff members can receive voluntary, confidential reports of crimes for inclusion in the Annual Security Report.

- Campus Chaplin
- Counselors

Security of and Access to Campus Facilities

Each building and office on campus is secured with a lockable door. The keys to those locks are kept in the Facilities office on campus and distributed through Facilities or Public Safety when needed. The locks are rekeyed promptly when a key is lost. Facilities maintain records of each key and who it has been signed out to. Their policy is written on each key sign-out page and reads:

“By signing below, you are taking full responsibility for all of the keys listed on this record and are agreeing to the conditions contained herein. These keys are to remain in your possession only as long as they still have necessary use to you and are to be returned to the Public Safety otherwise. Additionally, if you leave your position at the College, keys are to be returned promptly and directly to the Public Safety. Keys signed out to you are NOT to be transferred to other staff, faculty, volunteers, or students. You are required to report any lost or stolen keys to the Public Safety and must return any of the keys on this record if asked to do so by the Public Safety. If you lose any of the keys you are responsible for a fine of \$50 per every door affected and \$5 for every key that we must replace.”

This policy also applies to contractors who come to campus to assist in the maintenance of campus facilities.

Security of and Access to Residence Halls

The main doors to all residence halls are controlled by proximity locks and require a student or staff/ faculty ID to access them. The IDs are printed and distributed by the Print Center. The Print Center has to wait until the campus registrar has created a student, staff, or faculty member's profile before making the card. These profiles are triggered once the faculty or staff member completes the required paperwork through HR or once the student has deposited with the College after acceptance. The Print Center has a policy not to change information, such as birthdays, which are included in the account. Once a card is created the College Press sends a list of ID numbers to the locksmith who then updates each individual door to include access for those who need it, mostly the students and then a few faculty and staff who have a need to access the halls.

Each resident hall room, suite, and apartment are secured with a key or card access. Keys to each living area not in use are secured in the Residence Life main office.

The keys are distributed to residents by verifying identity on the campus roster which is generated by the Housing Office. The resident(s) of each room sign their keys out on key cards, where they agree to the key policy as outlined in the Student Handbook:

Students will be issued a key to their room when they check-in. If a student changes rooms, they must return their original key and check out a new key with the Residence Life staff member. At the end of the year, students must return their key(s) following the posted checkout procedures. If a student does not return a key, returns the wrong key, or returns it after the deadline, they will be billed \$50 per key and the room will be re-keyed.

- If a student is locked out of their room during business hours they may find assistance from Student Engagement staff in Dodge House. If it is an emergency, they may also call Public Safety. Over the weekends and during the evenings, students will be able to rely on the Residence Life staff member on duty within their area (after 8 pm) or Public Safety.
- If a student's key stops working, the door won't lock, or a key breaks off in the door, follow the same procedure as above for assistance.
- If a student has lost a key they must contact their RA immediately. The lost key charge is \$50 per key. If a student loses their ID card, they must contact the ID Card Office as soon as possible to receive a new ID. Not reporting lost keys or leaving rooms unlocked jeopardizes the safety of the residence hall room.

The following are additional statements from the Student Handbook explaining how residence halls are secured and the student and staff's responsibilities for maintaining that security:

All residence halls are secured by access card locks that allow only members of the Warren Wilson community and escorted guests to enter. At check-in, students will be issued an ID card and key to their room. If a student loses or finds a lost ID, they must report it immediately to Residence Life or Public Safety staff.

It is very important for the security of all residents that doors are never propped open. Students must not remove screens in common spaces or their bedrooms to allow for outside access. It is prohibited to share or loan an ID access card or room key with anyone. It is the responsibility of each resident to follow this guideline and close doors that are propped. It is also dangerous to provide access to the building to anyone who is not a resident of that building, including guests or strangers. Students must meet their guests and delivery people at the front door of the residence hall to permit them access to the building. Community members should report suspicious behavior and/or people to a Residence Life staff member or Public Safety immediately.

Residence hall staff is on duty 8 pm to 7 am and are trained and responsible for maintaining the safety and security of the residence halls. This includes enforcing fire safety policies, responding to emergencies, and reporting concerns. In addition, the college has trained security officers (Public Safety).

Campus Public Safety

The role of Public Safety is to maintain a safe environment for the Warren Wilson College community and guests. The Department of Public Safety conducts foot and vehicular patrols of the campus community 24 hours per day, 7 days per week. Their office is located in the lower level of Ogg. Public Safety does not have the authority to arrest, but restraint may be used to prevent someone from hurting themselves or other persons. Public Safety cooperates fully with state and local police agencies. As the liaison between the College and the police, Public Safety encourages and assists students and staff in reporting crimes to the appropriate law-enforcement agency. Warren Wilson College Public Safety refers to the Buncombe County Sheriff's Department for the enforcement of all applicable county, state, and federal laws.

Crime Prevention Programs

There are new students and new employee orientations that include sessions geared at informing students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others. During new student orientation, Public Safety personnel present information to students. Public Safety officers also attend residence hall meetings at the start of the semester to talk about safety, specifically security in the residence halls, such as locking doors and not allowing people in the building. These programs also focus on preventing crimes of opportunity by placing emphasis on locking valuables and calling Public Safety if transport through campus is needed to feel secure, especially late at night.

Weapons Policy

Warren Wilson College strictly prohibits the use, possession, or storage of weapons of any type by faculty, staff, students and visitors on all Warren Wilson College property, including roadways and parking lots. Violators are subject to expulsion, termination, criminal prosecution, or any combination of sanctions. Any violation of this policy should be reported immediately to Public Safety and the Buncombe County Sheriff's Department. Possession of firearms or dangerous weapons could be cause for immediate dismissal or criminal arrest. If a faculty or staff member or student desires to bring a weapon on campus for an educational purpose (i.e. class demonstration), they must first receive prior permission from the appropriate member of the Cabinet. The term "Weapons" includes the following: firearms (concealed or visible) and without regard to the validity of any permits; grenades, explosives, bombs, or any other deadly object; any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), fireworks or any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance."

Missing Student Notification Procedures

In accordance with the Higher Education Opportunity Act of 2008, Warren Wilson has developed a procedure for notifying the designated emergency contact for a student who has been determined to be missing.

A student may be deemed missing if it is reported to appropriate College officials (Residence Life Staff, Public Safety, or other Student Engagement staff) that the student has been unreachable via personal contact, telephone, email, or other means of electronic communication for 24 hours or more, or there is compelling evidence that the person is lost or in danger. All reports will be immediately reported to Public Safety.

Upon receiving a report of a missing student and conducting a preliminary check of the student's room and other areas on campus the student may frequent, Public Safety will notify the Associate Vice President of Residential Life, Compliance, & Conduct and/or the Vice President for Student Engagement.

Upon determination by Public Safety that a student is missing, the designated emergency contact will be notified as soon as possible but no later than 24 hours after that determination. The student's custodial parents or guardian will also be notified if that person is not the designated emergency contact or if no missing person contact is listed.

In situations where the student is a non-resident (resides off-campus), Public Safety will help notify the proper law enforcement agency in the jurisdiction where the student resides or was last seen and assist with the

investigation. This notification will be done within 24 hours of receiving a credible report. Nothing in the policy requires Public Safety to wait 24 hours before reporting to the law enforcement agency with jurisdiction.

Criminal Activity at Off-Campus Student Organization

Warren Wilson College has no off-campus student Organizations that are officially recognized by the institution. Additionally, there are no student Organizations with off-campus housing facilities.

Alcohol Policy and Laws

The campus policies regarding the possession, use, and sale of alcoholic beverages and the enforcement of state underage drinking laws are outlined in the Student Handbook:

8.2.3.3 Alcohol Possession and Use

- A. Consumption and possession of alcohol by students under the age of 21 is not permitted.
- B. Consumption and possession of open containers of alcohol are not permitted in public areas except in cases where an authorized event allows it.
- C. Any behavior connected with the use of alcohol that compromises the safety of self or others through violence, harassment, or the use of a vehicle under the influence will be seen as the most serious violations of the alcohol policy.
- D. The sale of alcohol to others without a license is prohibited.
- E. A student over the age of 21 that has a roommate/suitemate who is under 21, must ensure that any alcohol in the room is clearly in their direct possession
- F. Students who are over the age of 21 may not store alcohol in a common space that is shared with students under 21 years of age.
- G. Anyone under the age of 21 may not brew or attempt to brew or possess brewing equipment with the intent of brewing alcoholic beverages.
- H. Aiding and abetting an underage person in the sale, purchase, and/or possession of alcohol is prohibited

Public areas where alcohol is not permitted include athletic events, all outdoor spaces such as fields and the pond, residence hall patios, lounges, hallways, porches, and courtyards. Common source containers of alcohol (kegs, beer balls, etc.) empty or full are permitted on campus only when approved by a College official through the event registration process and they are never permitted in residence halls, even if empty.

8.2.3.3-1 Campus Regulations and Practices Related to Alcohol: Alcohol is not permitted at official work crew functions. College funds may never be used to purchase alcohol for student events.

Drug Policy Laws

The campus policies regarding the possession, use, and sale of illegal drugs and the enforcement of federal and state drug laws are outlined in the Student Handbook:

8.2.3.4 Controlled Substances (Drugs)

- A. In accordance with North Carolina State laws, the College prohibits the possession, use, manufacture, sale, or delivery of controlled substances on campus.

- B. Possession of drug paraphernalia is also prohibited on campus. This includes any item typically used to facilitate the use of a controlled substance.

Controlled substances include all of those listed on Schedules I through V of the Federal Controlled Substances Act. Examples of controlled substances include, but are not limited to marijuana, hallucinogens, opiates, barbiturates, and amphetamines. This also includes prescription medication being used in a manner not consistent with the prescription or by someone other than the person for whom the prescription was written.

The sale or delivery of a controlled substance is considered a serious drug policy violation. Sale is defined as the exchange of a controlled substance for money, services, or other items of value. Delivery is defined as obtaining a controlled substance in one location, either on or off-campus, and delivering it to a person(s) in another location.

8.2.3.4-1 Drug Convictions and Federal Student Aid: A person who has been convicted (as an adult) for possession of illegal drugs is ineligible for federal aid for one year for a first offense, two years for a second offense, and indefinitely for a third offense. A person who has been convicted for the sale of illegal drugs is ineligible for federal aid for two years for a first offense and indefinitely for a second offense.

To regain eligibility you must complete a drug rehabilitation program that meets the standards set by Congress and the Department of Education. For more information, call 1-800-FED-AID.

Substance Abuse Educational Programs

New students are required to attend 'Let's Talk About Sex, Drugs, & Consent' during Orientation Week, a presentation that goes over the basics of substance use (including BAC, ABV, intoxication, etc.) and consent. Programming continues throughout the year, primarily via the Wellness crew. Overdose awareness events were held in the student center where overdose prevention kits were distributed to those students who elected to be trained on how to use them. Event Monitor and Residence Life training were also conducted to impart knowledge of the signs of alcohol poisoning and bystander intervention to students who volunteer as event monitors for on-campus events where alcohol may be present.

Sexual Assault and Sex Offenses

Warren Wilson College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available. They are offered without fee or charge to the parties to restore or preserve access to Warren Wilson College's education program or activity, including measures designed to protect the safety of all parties and/or Warren Wilson College's educational environment, and/or to deter harassment, discrimination, and/or retaliation.

Sexual Misconduct, Interpersonal and Gender Violence Offenses

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation
- Harassment and Intimidation
- Hate Crimes related to sex, sexual orientation and/or gender
- Intimate Partner Violence
- Stalking

These above-listed offenses are violations of Warren Wilson College policy and can be investigated, adjudicated and sanctioned, as appropriate.

Title IX Statement

Title IX prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Prohibited sex discrimination covers sexual harassment, including sexual violence. "Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol, or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. All such acts of violence are forms of sexual harassment covered under Title IX."

The Equal Opportunity, Harassment, and Nondiscrimination policy is in compliance with Title IX and reflects the intent and activity required by Title IX. Any reports of discrimination on the basis of sex, including sexual harassment and other forms of sexual violence, will be reviewed by the Title IX Coordinator; as well all Title IX compliance efforts will be administered by the Title IX Coordinator. You can contact your Title IX Coordinator at any time to ask about this policy or Title IX itself.

The Warren Wilson College Title IX Coordinator is:

Dennis Jackson
Dodge House
PO Box 9000
Asheville, NC 28815-9000
Phone: 828.771.3748; Email: djackson@warren-wilson.edu;

Or you can contact:

U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or ocr@ed.gov.

If you wish to fill out a complaint form online, you may do so at:

www2.ed.gov/about/offices/list/ocr/complaintintro.html

Warren Wilson College does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, gender, gender identity, or gender expression, age, marital status, military/veteran status, disability, or sexual orientation, in the administration of its educational policies, recruitment or admission of students, scholarship, grant or loan programs, Athletic or other College administered programs, employment procedures, training programs, promotion policies or other related personnel practices.

Consent

First and foremost; Warren Wilson College is committed to effective consent in all relationships. All members of the Warren Wilson community are expected to respect the bodily integrity of others. In order for individuals to engage in sexual activity of any type with each other, the people involved in the activity should know or reasonably know that effective consent has been given. Consent is sexual permission. Consent must be clear, knowing and voluntarily given prior to and during sexual activity. Consent can be given by word or action, although non-verbal consent is not as clear as talking about what you want sexually and what you do not want. Silence--without actions demonstrating permission--cannot be assumed to show consent.

The best way to obtain consent is verbally. Discussing sexual activity with a person you want to have sex with and obtaining consent to engage in the same form of sexual activity will ensure that boundaries and desires

are known. However, consent to one form of sexual activity cannot be taken as consent to any other form of sexual activity. Prior consent to sexual activity does not mean future consent to sexual activity. Previous relationships cannot imply consent to future sexual acts. “No” always means “No” however “Yes” might not always mean “Yes” (for instance, when someone uses coercion to obtain a “yes”, the situation is considered non-consensual).

As a guide to determine if consent can be given, the people involved need to be:

- Fully aware and conscious and not incapacitated by drugs, alcohol, illness, or sleep.
- Equally free to act.
- Able to clearly communicate their willingness and permission.

In order for consent to be effective, these are the minimal conditions that should be met:

- The person must be able to understand exactly what it is that they are agreeing to and not incapacitated.
- Incapacitation includes incapacitation by drugs or alcohol to the point that a person’s state of mind is not clear, and their judgment is impaired. We define incapacitation by drugs or alcohol as follows: a person is incapable, due to the use of drugs or alcohol, of either appraising the nature of his or her conduct, or a person is unable to give effective consent to a sexual act.
- When alcohol or other drugs are being used, someone will be considered unable to give effective consent if they cannot appreciate the Who, What, When, Where, Why, or How of a sexual interaction. Individuals who consent to sex must be able to understand what they are doing.
- To be more precise, an incapacitated person cannot give effective consent. Even if they express willingness to engage in sexual Activity but are incapacitated at the time, and that the individual is incapacitated is known or should be known to the accused, any sexual Activity that takes place is misconduct, and any factual willingness that may have been expressed is irrelevant.

A person cannot give consent if any of the following factors are present:

- Someone forces someone to engage in sexual activity.
- Someone threatens force against another.
- Someone coerces or intimidates someone into sexual activity.
- Verbal coercion violates this policy as much as the use of physical force.
- The person is mentally incapacitated.
- Mentally incapacitated could refer to a person with a severe cognitive disability or a person who is incapacitated because of alcohol or other drugs.
- The person is physically helpless.
 - Physically helpless could refer to a person with a physical disability, an injury, or someone who is passed out, amongst other things.
- Or the person is a minor.
- If a person is slurring their words, having difficulty maintaining equilibrium, passing in and out of consciousness, or is vomiting, they can safely be considered to be incapacitated. Incapacitation may exist in the absence of these symptoms. Incapacity is not determined based on a person’s Blood Alcohol Content level.

Educational Programs

The Wellness Center offers educational programs to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. The programs and descriptions are listed below:

- Community Partner Events
 - Helpmate: Healthy Relationship Workshops
 - Western North Carolina Aids Project: HIV 101
 - Buncombe County Health Department: Narcan Training
 - Counseling Center: Grief circle, anxiety workshops, etc.
- Crew-Lead Trainings
 - Bystander Intervention Training (for RA's and orientation workers)
 - Harm Reduction and Safer Sex Education
 - Stress Management Workshop
- Safe Spaces For LGBTQIA2S+ Students
 - Queer Sex Education
 - Healing Your Queer Inner Child
 - Loving Your Trans Body
- Self-Care and Community Building Events
 - Yoga
 - Zumba
 - Merry Pagans Events
 - Communithea Nights
 - Nature Rx Events
 - Sober and Sober Curious Events
 - Community Dinners
- New Student Orientation
 - "Let's Talk About Sex, Drugs, and Rockin' Consent"
- In-Office Resources
 - Helpmate Business Cards
 - OurVoice Business Cards
 - Power and Control Wheel
 - Zines, books, and brochures on healthy relationships, support for survivors, etc.

Procedures to Follow If a Sex Offense Occurs

Medical Support: Survivors have the right to medical care. A survivor can go to the hospital for a forensic examination or a survivor may choose to go to the Buncombe County Health Center or a private physician for a general exam testing and treatment; emergency contraception can be obtained from a pharmacist.

The Importance of Preserving Evidence for the Proof of a Criminal Offense

If a survivor is unsure about filing a formal report on campus or with the police – a survivor should consider preserving evidence of an assault, which might be used later to support a crime report or to obtain an order of protection. Evidence from an assault or other form of violence should be preserved as soon after an incident as possible. A Sexual Assault Nurse Examiner (SANE) can preserve evidence through a forensic exam. The exam can be done whether or not the survivor receiving the examination wants to pursue criminal charges.

Sexual Assault Reporting Options

There are three reporting options on campus: Informal, Formal, and Anonymous. You can also decide to file a report off campus with the Buncombe County Sheriff's Department. You can choose not to file a report at all, or to file one later. Remember, that it is never too late to speak with someone about what you have experienced. Whenever you feel ready to talk about it, consider contacting the Wellness Center to help you process your emotions and what happened. An Incident Report Form is provided for anyone interested or required to report.

To File an Anonymous Report

The college counselors who staff the Counseling Center are anonymous reporting options and their information is kept completely confidential. The Chaplain acting in their role as chaplain is an anonymous reporting option. Finally, the College nurses including the clinic director Pat Parker is an anonymous reporting option.

To File a Report at Warren Wilson

All reports of violations of this policy will be taken seriously and in good faith. The Title IX Coordinator will provide information and guidance regarding how to file a formal complaint with WWC and/or local law enforcement, as well as information and assistance about what course of action may best support the individual(s) involved and how best to address the report.

To file a formal complaint of Title IX Prohibited Conduct, a complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed.

Every reasonable effort will be made to maintain the privacy of those making a report to the extent possible. In all cases, WWC will give consideration to the party bringing forward a report with respect to how the matter is pursued. WWC may, when necessary to protect the community, initiate an investigation or take other responsive actions to a report, even when the person identifying a concern chooses not to participate in a resolution process and/or requests that WWC not initiate an investigation.

Employees, students, guests, or visitors who believe that this policy has been violated should promptly contact the Title IX Coordinator or another member of the Title IX Office as follows:

Dennis Jackson, EdD
Associate Vice President, Residence Life, Compliance & Conduct
Title IX Coordinator
Warren Wilson College
Dodge Hall, Office 208
djackson@warren-wilson.edu
Telephone Number: 828-771-3748

There is no timeline for making a report of harassment or discrimination, however, WWC encourages the prompt reporting of concerns as the ability of WWC to pursue the report to conclusion may be hindered by the passage of time.

Reporting to the Police

Some Prohibited Conduct may constitute a violation of both the law and WWC policy. WWC encourages students to report alleged crimes promptly to local law enforcement agencies and/or state police. All persons have the right to file with law enforcement, as well as the right to decline to file with law enforcement. The decision not to file shall not be considered as evidence that there was not a violation of WWC policy.

Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. The standards for finding a violation of criminal law are different from the standards for finding a violation of this policy. Conduct may constitute Prohibited Conduct under this policy even if law enforcement agencies lack sufficient evidence of a crime and decline to prosecute.

Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. However, when a report is made to WWC as well as to law enforcement, WWC may delay its process if a law enforcement agency requests that WWC delay its process for a reasonable amount of time to allow law enforcement to gather evidence of criminal misconduct. Criminal or legal proceedings are separate from the processes in this policy and do not determine whether this policy has been violated.

All investigations and hearings under this policy will be thorough, reliable and impartial, and will seek to collect evidence and names of witnesses to gather information that is directly or substantially relevant to whether the alleged policy violation occurred, and will not be based on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

In the case of an emergency, where the physical well-being of a member of WWC community or the safety of WWC as an institution is threatened, any individual with such knowledge should promptly inform Public Safety. WWC may take any immediate steps as may be necessary and appropriate under the circumstances to ensure the well-being of the WWC community and WWC as an institution.

To File a Formal Report

A formal complaint is required in order to proceed with a resolution process under this Policy except Support-Based Resolution. A formal complaint must be written, in paper form (hand delivered or by mail or shipping service) or electronically submitted and either signed or with another indication that it is being filed by the Complainant, the Complainant's parent or guardian if applicable, or by the Title IX Coordinator, and that alleges a violation of the Policy as defined above, and requesting that WWC investigate the allegations.

Where the Complainant is unable or unwilling to file a formal complaint, and there have been allegations of violations of this Policy involving covered persons in WWC's programs and activities, the Title IX Coordinator may file and sign a formal complaint. In that case, the Title IX Coordinator does not have the status of Complainant or party. A Complainant retains their rights even if they decline to participate, including but not limited to receiving notices, the opportunity to review evidence and the right to receive the final investigation report. The Title IX Coordinator will use discretion in these matters.

A formal complaint cannot be filed anonymously because the Respondent must be notified who is making the accusation against them. A person does not, however, need to file a formal complaint to obtain supportive measures. For supportive measures, the Complainant's identity may remain confidential to the extent practicable to implement the supportive measure.

To Dismiss a Formal Report

Before dismissing a formal complaint, WWC will make reasonable efforts to clarify the allegations with the complainant.

WWC may dismiss a formal complaint at any time before a determination is made if:

- WWC is unable to identify the respondent after taking reasonable steps to do so;
- If specific circumstances prevent WWC from gathering evidence sufficient to reach a determination regarding the formal complaint or allegations within the formal complaint; or

- The respondent is not participating in WWC's education program or activity and is not employed by WWC;
- The complainant voluntarily withdraws their complaint in writing and the Title IX Coordinator declines to initiate a complaint.
- The complainant voluntarily withdraws some but not all allegations in a formal complaint in writing, and WWC determines that the conduct that remains alleged in the complaint would not constitute Prohibited Conduct under this policy.

A formal complaint of Title IX Prohibited Conduct must be dismissed when:

- The conduct alleged did not occur in WWC's education program or activity, or did not occur against a person in the United States;
- The complainant voluntarily withdraws some but not all allegations in a formal complaint in writing, and WWC determines that the conduct that remains alleged in the complaint would not constitute Prohibited Conduct under this policy or
- WWC determines the conduct alleged in the complaint, even if proven, would not constitute Prohibited Conduct under this policy.

Upon dismissal, WWC will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then WWC will notify the parties simultaneously in writing. If a dismissal of one or more allegations changes the available decision-making process under these procedures, the Title IX Coordinator will include that information in the notification.

WWC will notify the parties that a dismissal may be appealed on the basis outlined in the Appeals section.

When a formal complaint is dismissed, WWC will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and,
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that Prohibited Conduct does not continue or recur within WWC's education program or activity.

A complainant who decides to withdraw a complaint or any portion of it may later request to reinstate it or refile it.

Investigation & Decision making Procedures (No Live Hearing)

This procedure is for Discrimination, Discriminatory Harassment, Quid Pro Quo Harassment (Non-Title IX), Hostile Environment Sex-Based Harassment (Non-Title IX – including Sexual Assault, Dating Violence, Domestic Violence, and Stalking) and Retaliation. The Title IX Coordinator, or designee, will provide oversight to these procedures.

WWC will assign a trained investigator to conduct an adequate, reliable, and impartial investigation and hearing in a reasonably prompt timeframe. WWC reserves the right to utilize internal or external investigators and hearing officers.

All parties have the option to participate in the investigation and/or hearing, and each have the same rights during the resolution process including the right to an advisor, to submit relevant witness names and evidence, and to review the evidence gathered by the investigator prior to the investigator's making any findings. In the event of a hearing, all parties have the same rights, including the right to review any evidence that will be considered by the Hearing Officer prior to the hearing.

Notice of Investigation

Prior to the start of an investigation, the Parties will be provided a written Notice of Investigation communicating the initiation of an investigation. Should additional allegations be brought forward, or information regarding location or date of the incident(s), a revised written Notice of Investigation shall be provided to all parties.

The Notice shall include, at a minimum:

- WWC's resolution procedures, including the applicable determination procedure, and any alternative resolution process, with a link to the full procedures;
- The specific allegations, including the identity of the parties, and dates and location if known;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), a description of the facts alleged to constitute Prohibited Conduct, the type of Prohibited Conduct, and the date(s) and location(s) of the alleged incident(s);
- A statement that Retaliation is prohibited;
- Contact information for the assigned investigator and Decisionmaker, as well as the process for raising a challenge to the appointed investigator, Decisionmaker, or Title IX Coordinator, and the deadline for doing so.
- Expected length of the major stages of the resolution process, as well as any applicable deadlines.
- Whether the Investigator, or another individual, shall serve as the Decisionmaker.
- A statement that the respondent is presumed not responsible for Prohibited Conduct until a determination is made at the conclusion of the investigation and decision making procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial Decisionmaker;
- The parties may have an advisor of their choice who may be a friend, colleague, therapist, or attorney;
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence, and to provide a response;
- A statement that WWC prohibits knowingly making false statements or knowingly submitting false information during grievance procedures, with a link to the relevant policy(ies).

- The date and time of the initial interview with the investigator, with a minimum of five (5) days' notice.

Individual Interviews

The investigator will hold individual interviews with parties and witnesses to ask relevant and not otherwise impermissible questions and follow-up questions, including questions exploring credibility. Only the investigator and the party or witness may attend each individual interview. A party's advisor may attend these meetings, subject to the rules described in this policy. Additional attendees may be permitted at the discretion of the Title IX Coordinator in connection with an approved disability-related accommodation. All persons present at any time during any part of the investigation or resolution process are expected to maintain the privacy of the proceedings and not discuss or otherwise share any information learned as part of those proceedings, and may be subject to further WWC discipline for failure to do so.

WWC may also adopt and apply other reasonable rules regarding decorum, provided they apply equally to the parties.

The individual interviews may be conducted with all participants physically present in the same geographic location, or, at WWC's discretion, with all participants joining virtually through a video conferencing option.

WWC will share expectations of decorum to be observed at all times in any meeting or proceeding under this policy. These expectations are applied equally to all parties and advisors. WWC has the discretion to remove, with or without prior warning, from any meeting or proceeding an involved party, witness, or advisor who does not comply with these expectations and any other applicable WWC rules.

Evidence Review

At the conclusion of all fact-gathering, the investigator will provide each party and their advisor, if any, the opportunity to review all relevant and not otherwise impermissible evidence gathered.

The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation, to submit any additional relevant evidence, and the names of any additional witnesses with relevant information. This is the final opportunity to offer evidence, or names of witnesses. Given the sensitive nature of the information provided, WWC will facilitate this review in a secure manner. None of the parties nor their advisors may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. Any student or employee who fails to abide by this may be subject to discipline. Any advisor who fails to abide by this may be subject to discipline and/or may be excluded from further participation in the process.

The parties will have a minimum of 5 days to inspect and review the evidence and submit a written response in writing to the investigator. WWC will provide access to copies of the parties' written responses to the investigator to all parties and their advisors, if any. The Title IX Coordinator shall have the discretion to extend the evidence review period based on the volume and nature of the evidence. At the conclusion of the evidence review, when deemed appropriate by the investigator, the investigator shall then conduct any additional fact-gathering as may be necessary. If new, relevant evidence is gathered during this second fact-gathering period, the new evidence will be made available for review by the parties and their advisors. The parties shall have 5 days to provide a response to the newly-gathered evidence. No new evidence will be accepted as part of any response, except that the investigator shall have the discretion to accept relevant evidence that was not previously available or known to exist, and that was not previously discoverable with the exercise of reasonable diligence.

The investigator will consider the parties' written responses before finalizing the investigation report.

The parties may each submit a written impact statement prior to the conclusion of the resolution process. The impact statement is not evidence, and will be reviewed only after a determination of responsibility is reached.

Investigation Report

The investigator, who may also serve as the Decisionmaker, shall evaluate the relevant and not impermissible evidence and make a factual determinations regarding each allegation, and also determine whether a violation of the policy occurred. The investigator may choose to place less or no weight upon statements by a party or witness who refused to respond to questions deemed relevant and not impermissible or declined to participate. The investigator will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to questions.

The investigator shall prepare a report which shall include:

- A description of the allegations of Prohibited Conduct;
- Information about the policies and procedures used to evaluate the allegations;
- A description of the procedural steps taken from the receipt of the complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, and methods used to gather other evidence;
- An evaluation of the relevant and not otherwise impermissible evidence and the rationale for that evaluation;
- Findings of fact for each allegation, with rationale;
- Conclusions regarding which section of this policy or other WWC policy, if any, the respondent has or has not violated, with rationale.

This report shall be provided to the Title IX Coordinator. In the event that the Decisionmaker has determined that a violation of College policy has occurred, the Title IX Coordinator shall then provide the report to the appropriate Sanctioning Officer to determine the sanction, and the Title IX Coordinator shall then determine the appropriate remedy(ies) for the complainant and any impacted parties. Past findings of responsibility relating to this policy or any other WWC policy are admissible in the sanctioning stage only.

The Title IX Coordinator shall then provide the parties and their advisors, if any, with a written Notice of Outcome and a copy of the investigation report. The Notice of Outcome shall include:

- A statement of, and rationale for, any disciplinary sanctions WWC imposed on the respondent
- A statement as to whether remedies will be provided to the Complaint
- For the complainant, a description of any remedies that apply to the complainant
- WWC' procedures and the permitted reasons for the parties to appeal, including identifying the Appeals Panel.

- How to challenge participation by the Appeals Panel for bias or conflict of interest, which the Title IX Coordinator will resolve in their sole discretion.

The determination regarding responsibility becomes final either on the date that WWC provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

Investigation & Hearing Procedures (Live Hearing)

The following describes the investigation and hearing procedures for Sexual Assault, Dating Violence, Domestic Violence, Stalking, Title IX Quid Pro Quo Harassment, Title IX Hostile Environment Harassment.

Notice of Investigation

Prior to the start of an investigation, the Parties will be provided a written Notice of Investigation communicating the initiation of an investigation. Should additional allegations be brought forward, or information regarding location or date of the incident(s), a revised written Notice of Investigation shall be provided to all parties.

The Notice shall include, at a minimum:

1. WWC's investigation and hearing procedures, including a link to the relevant policies;
2. Information about the agreement-based resolution process, with a link to the full procedures.
3. Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), a description of the facts alleged to constitute Prohibited Conduct, the specific type of Prohibited Conduct alleged under the policy, and the date(s), time(s), and location(s) of the alleged incident(s);
4. A list of possible sanctions.
5. A statement that retaliation is prohibited;
7. Expected length of the major stages of the resolution process, as well as any applicable deadlines.
8. The Notice will inform the parties that the investigator will establish and communicate, in writing, all investigation deadlines, including the final deadlines for submitting names of witnesses, evidence, and relevant questions to ask a party or witness. These deadlines may be extended by the Title IX Coordinator for good cause, and any changes will be provided, in writing, to the parties, along with the rationale for the revised deadline(s).
9. The process for raising a challenge to the appointed investigator, hearing officer, Title IX Coordinator, or other individual implementing this Policy, and the deadline for doing so.
10. A statement that the respondent is presumed not responsible for Prohibited Conduct until a determination is made at the conclusion of the resolution process. Prior to such a determination, the parties will have an opportunity to present relevant and directly related evidence to a trained, impartial Decisionmaker;

11. A statement that the parties may have an advisor of their choice who may be a friend, parent, therapist, colleague, or attorney;

12. The parties are entitled to an equal opportunity to access the relevant and directly-related evidence or an investigation report that accurately summarizes this evidence. And;

13. WWC' Code of Conduct and/or Title IX Policy prohibits knowingly making false statements or knowingly submitting false information during grievance procedures, include the following knowingly making false statements or knowingly submitting false information during the grievance procedures. An individual found to have knowingly made a false complaint or report, or to have knowingly given false information during a process under this Policy, may be subject to disciplinary action, up to and including termination of employment or dismissal from the College's academic programs.

14. The date and time of the initial interview with the Investigator, with a minimum of five (5) days' notice.

Individual Interviews

The investigator will hold individual interviews with parties and witnesses to ask relevant questions and follow-up questions, including questions exploring credibility, and to request of the parties the names of relevant witnesses and relevant evidence. Only the investigator and the party or witness may attend each individual interview. A party's advisor may attend these meetings, subject to the rules described in this policy. Additional attendees may be permitted at the discretion of the Title IX Coordinator in connection with an approved disability-related accommodation. All persons present at any time during any part of the investigation or resolution process are expected to maintain the privacy of the proceedings and not discuss or otherwise share any information learned as part of the grievance process, and may be subject to further WWC discipline for failure to do so.

The investigator will then gather from parties, witnesses, and other sources, all relevant and directly-related evidence.

WWC will share expectations of decorum to be observed at all times in any meeting or proceeding under this policy. These expectations are applied equally to all parties and advisors. WWC has the discretion to remove, with or without prior warning, from any meeting or proceeding an involved party, witness, or advisor who does not comply with these expectations and any other applicable WWC rules.

The individual interviews may be conducted with all participants physically present in the same geographic location, or, at WWC' discretion, with all participants joining virtually through a video conferencing option. The investigator will determine, in their sole discretion, whether parties and witnesses are likely to provide relevant information about the allegations, and has the sole discretion to determine which parties and witnesses to call to an interview. The investigator may conduct follow-up interviews as they deem appropriate.

Investigator Determination of Relevance

The investigator will determine whether parties and witnesses are likely to provide relevant information about the allegations, and has the sole discretion to determine which parties and witnesses to call to individual follow-up meetings.

The investigator will review all evidence gathered through the investigation and determine what evidence is relevant, directly-related, or irrelevant. Character evidence is not relevant evidence, and therefore will not be considered.

Evidence Review

At the conclusion of all fact-gathering, the investigator will provide each party and their advisor the opportunity to review all relevant and directly-related evidence gathered. In the event that an audio or audiovisual recording is shared, the recording will only be made available at an in-person and monitored meeting on campus, and will not otherwise be transmitted for review, so as to maintain the privacy of those participating in the process.

The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation, to submit any additional relevant evidence, and the names of any additional witnesses with relevant information. This is the final opportunity to offer evidence or names of witnesses. Evidence not provided during the investigation process will not be considered by the Decisionmaker. Given the sensitive nature of the information provided, WWC will facilitate this review in a secure manner. None of the parties nor their advisors may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. Any student or employee who fails to abide by this may be subject to discipline. Any advisor who fails to abide by this may be subject to discipline and/or may be excluded from further participation in the process.

The parties will have a minimum of 10 days to inspect and review the evidence and submit a written response in writing to the investigator. The Title IX Coordinator shall have the discretion to extend the evidence review period based on the volume and nature of the evidence.

When deemed appropriate by the investigator, the investigator shall then conduct any additional fact-gathering as may be necessary. If new, relevant evidence was submitted as part of evidence review, or is gathered during this second fact-gathering period, the new relevant evidence will be made available for review by the parties and their advisors. The parties shall have 5 days to provide a response to the newly-gathered evidence. No new evidence will be accepted as part of any response, except that the investigator shall have the discretion to accept relevant evidence that was not previously available or known to exist, and that was not previously discoverable with the exercise of reasonable diligence.

The investigator will consider the parties' written responses before finalizing the investigation report.

Investigation Report

The investigator will prepare a written report summarizing all of the relevant evidence gathered and all steps taken during the investigation process. The investigator will also include as an attachment all relevant and directly-related evidence gathered during the investigation, as well as all interview notes.

Conclusion of Investigation, Notice of Hearing

Once the investigation report is final, the report together with all attachments shall be provided to each party and to their advisor, if any, in a secure manner (e.g., by providing digital copies of the materials through a protected, "read-only" web portal). Each party shall have ten (10) days to provide a response. The response, if any, shall be provided to the Hearing Officer.

Following conclusion of the investigation, each party shall be provided with a Notice of Hearing, which shall include information regarding the date of the hearing, the identity of the Hearing Officer, the process to be used at the hearing, deadlines for submission of evidence, names of witnesses, or questions to be reviewed by the Hearing Officer to ensure they are relevant to the allegations. The hearing shall be scheduled no less than ten (10) days from the date of the Notice of Hearing.

Within three (3) days of receipt of the Notice of Hearing, either party may object to the Hearing Officer on the basis of a demonstrated bias or actual conflict of interest. Any objection is to be in writing and sent to the Title IX Coordinator. Should the Title IX Coordinator determine that there is an actual bias or conflict of interest, the Title IX Coordinator shall remove the Hearing Officer and appoint another.

Hearing Procedures

The purpose of a hearing is for a Hearing Officer to determine whether the conduct occurred as alleged, and if so, whether that conduct violates this policy. WWC expects that all individuals who participate in the hearing process do so truthfully and that all who have a responsibility for carrying out one or more aspects of the hearing process do so fairly and without prejudice or bias. Hearings may be conducted in person or via videoconferencing. The Title IX Coordinator may determine that the hearing will continue in the absence of any party or any witness.

WWC will appoint a Hearing Officer (also known as the Decisionmaker) , who will determine whether a violation of WWC policy has occurred. The Hearing Officer shall have the authority to determine the relevance of evidence submitted, and of questions asked, to limit the time allotted to any phase of the hearing, and/or to limit the time allotted to the full hearing. The Hearing Officer shall not draw an inference about the determination regarding responsibility based solely on a party's absence from the hearing or refusal to answer questions posed.

Each hearing shall be recorded by WWC and this recording will be considered the only official recording of the hearing. No other individual is permitted to record while the hearing is taking place. The recording is the property of WWC but shall be available for listening until the conclusion of the appeals process to complainant, respondent, their respective advisors, Hearing Officer, and Appeal Officer by contacting the Title IX Coordinator.

Prior to the Hearing

The parties and the Hearing Officer all have the right to call witnesses. Witnesses participating in the hearing must have information relevant to the allegations. Parties who wish to call witnesses must submit the name of the witness at least five (5) days in advance of the hearing.

Only witnesses who participated in the investigation will be permitted to participate in the hearing, unless the witness was otherwise unknown or not known to have relevant information during the course of the investigation. If the witness did not participate in the investigation, the party must also provide the reason the witness was not interviewed by the investigator, and what information the witness has that is relevant to the allegations. The Hearing Officer will then determine whether the witness has relevant information and if there is sufficient justification for permitting the witness to participate. The Hearing Officer may instead send the case back to the investigator to interview the newly proffered witness prior to the hearing taking place.

A list of witnesses approved by the Hearing Officer will be provided to the parties at least three (3) days prior to the hearing.

Three (3) days prior to the hearing, each party shall submit to the Hearing Officer a preliminary list of questions they wish to pose to the other party, or to a witness. If the Hearing Officer determines that any questions are not relevant, the Hearing Officer shall exclude the question and explain the reason for the exclusion of the question at the hearing. Questions that are unclear or harassing of the party or witness being questioned will not be permitted.

Advisor

Parties are permitted to have an advisor of their choice (parent, guardian, faculty, mentor, friend, attorney) present with them for all meetings and interviews required as part of the procedures. For live hearings to resolve Title IX Covered prohibited contact, each party must have an advisor present for the duration of the live hearing.

The role of the advisor is to assist the party with understanding and navigating the proceedings, and at the direction of the Hearing Officer, pose questions developed by their advisee to the other party or witnesses. The advisor may not advocate for, respond for, or otherwise speak on behalf of, a party during the hearing. In the event that a party does not appear for the Hearing, the advisor for that party may not speak for their advisee, for example, by making statements or answering questions.

An advisor of WWC's choosing shall be provided for any party who does not have an advisor for the hearing. This person may or may not be an attorney.

Hearing Participation Guidelines

The Hearing Officer shall have the authority to maintain order and decorum at the hearing, including responding to disruptive or harassing conduct, and when necessary to adjourn the hearing or exclude the disruptive person. In the event the Hearing Officer removes an advisor, the Hearing Officer will have the discretion to appoint another advisor for the remainder of the hearing. The Hearing Officer also has the authority to determine whether any questions are not relevant, abusive, intimidating, or disrespectful, and will not permit such questions. The Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing.

Statements, Questioning and Presentation of Evidence

During the hearing, each party will be permitted to provide an introductory statement. Following introductory statements, the Hearing Officer will call parties and witnesses for questioning. The order of questioning shall be determined by the Hearing Officer. The Hearing Officer will pose questions to the parties and witnesses and provide each party an opportunity to pose questions to the other party or witnesses through their advisor. If the Hearing Officer determines that any questions are not relevant to the allegations, or seek otherwise impermissible evidence, the Hearing Officer shall not permit a response to the question and explain the reason at the hearing. Questions that are unclear or harassing of the party or witness being questioned will not be permitted.

Following the questioning of parties and witnesses, each party will be permitted to provide a closing statement. An advisor is not permitted to provide a closing statement on behalf of their party.

Hearing Officer's Report

Following the hearing, the Hearing Officer shall prepare a determination report. All findings shall be made by a preponderance of the evidence, meaning more likely than not. To the extent credibility determinations need to be made, such determinations shall not be based on a person's status as complainant, respondent, or witness.

The determination report will include:

- A description of the Prohibited Conduct alleged;
- A reference to the policies and procedures used to evaluate the allegations;
- Description of all procedural steps taken to date;
- The Hearing Officer's evaluation of the relevant evidence along with the finding of facts;
- Determinations for each allegation, with the rationale;
- Sanction determination (if applicable)
- Whether remedies will be provided;
- The procedures for an appeal, including how to challenge participation by the Appeal Panel for bias or conflict of interest, which the Title IX Coordinator will resolve in their sole discretion.

The Hearing Officer's report shall be provided to the Title IX Coordinator. If the Hearing Officer determines that there is no finding of responsibility, the Title IX Coordinator shall communicate the findings to each party, and their advisor should the party wish the advisor to receive it, a written Notice of Outcome along with a copy of the Hearing Officer's report, to the parties, together with procedures for appeal.

If there is a finding of responsibility, the Title IX Coordinator shall contact the appropriate sanctioning officer who will determine the sanction and notify the Title IX Coordinator of the sanctioning determination. The Title IX Coordinator will then provide each party, and their advisor should the party wish the advisor to receive it, a written Notice of Outcome regarding the Hearing Officer's decision, including the Hearing Officer's report. The Title IX Coordinator will also provide written communication to the complainant regarding any appropriate remedies.

Past findings of responsibility relating to this policy or any other WWC policy are admissible in the sanctioning stage only.

Appeals

Dismissals of formal complaints and determinations made in investigation and hearing procedures may be appealed in writing by either party consistent with this Policy. Appeals will be sent to the Title IX Coordinator, who will then send the appeal to the Appeals Panel assigned to conduct a written review of the appeal(s) and to make a final determination. Appeals must be in writing and filed within ten (10) days following the issuance of the outcome letter.

When an appeal is filed, the other party shall be notified and provided with a copy of the filed appeal within one (1) day, and have five (5) days to respond to the appeal in writing. Any party's decision not to submit a reply to an appeal is not evidence that the non-appealing party agreed with the appeal.

Within three (3) days of an Appeal Officer being assigned, either party may provide written objection to the Appeal Officer on the basis of an actual bias or conflict of interest. Any objection is to be sent to the Title IX

Coordinator. Should the Title IX Coordinator determine that there is an actual bias or conflict of interest, the Title IX Coordinator will appoint another Appeal Officer.

Appeals may be filed only on the following three grounds:

1. Procedural Error: A procedural error occurred would change the outcome. A description of the error and its impact on the outcome of the case must be included in the written appeal; or,
2. New Evidence: New evidence or information has arisen that was not available or known to the party during the investigation or hearing, that would change the outcome. Information that was known to the party during the resolution process but which they chose not to present is not considered new information. The new evidence, an explanation as to why the evidence was not previously available or known, and an explanation of its potential impact on the investigation findings must be included in the written appeal; or
3. Actual Conflict of Interest or Demonstrated Bias: The Title IX Coordinator, investigator, or others with a role in the process with an actual conflict of interest or demonstrated bias for or against complainants or respondents generally, or the individual complainant or respondent, that would change the outcome. Any evidence supporting the alleged conflict of interest or demonstrated bias must be included in the written appeal.

The Appeal Officer will make a determination regarding the appeal and communicate that decision, along with a rationale for the decision to the Title IX Coordinator who will communicate the Appeal Officer's decision to the Parties. The decision of the Appeals Panel is final.

Sanctions

One or more of the sanctions or disciplinary steps listed here may be imposed on a respondent who is found responsible for a violation of WWC's policies. Sanctions or disciplinary steps not listed here may be imposed in consultation with the Title IX Coordinator.

The form of sanction or discipline used will depend on the nature of the offense, as well as any prior disciplinary history. Such discipline or sanction will be imposed pursuant to and in accordance with any and all applicable WWC rules, policies, and procedures. Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation.
- An individual's disciplinary history.
- Previous grievances or allegations involving similar conduct.
- The need for sanctions/responsive actions to bring an end the discrimination, harassment, or retaliation.
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, or retaliation.
- The need to remedy the effects of the discrimination, harassment or retaliation on the victim and the campus community.

Student sanctions imposed are implemented when the decision is final (after an appeal, or, if there was no appeal, after the appeals period expires).

Faculty found responsible for violating this policy may be referred to the appropriate academic official for any other applicable processes.

Possible sanctions and disciplinary steps for student respondents include, but are not limited to the following (common sanctions that may be imposed upon students or organizations singly or in combination):

- *Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any WWC policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling:* A mandate to meet with and engage in either WWC-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Probation:* A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension:* Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at WWC, a notation of this suspension is put on their transcript.
- *Expulsion:* Permanent termination of student status and revocation of rights to be on campus for any reason or to attend WWC-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student's official transcript.
- *Withholding Diploma:* WWC may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- *Revocation of Degree:* WWC reserves the right to revoke a degree previously awarded from WWC for fraud, misrepresentation, and/or other violation of WWC policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Organizational Sanctions:* Deactivation, loss of recognition, loss of some or all privileges (including WWC registration) for a specified period of time.
- *Other Actions:* In addition to or in place of the above sanctions, WWC may assign any other sanctions as deemed appropriate.

Possible sanctions and disciplinary steps for staff and faculty respondents include, but are not limited to:

- Warning – Verbal or Written
- Performance Improvement Plan/Management Process
- Enhanced supervision, observation, or review

- Required Counseling
- Required Training or Education
- Probation
- Denial of Pay Increase/Pay Grade
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Transfer
- Reassignment
- Delay of tenure track progress
- Assignment to new supervisor
- Restriction of stipends, research, and/or professional development resources
- Suspension with pay
- Suspension without pay
- Termination
- Other Actions: In addition to or in place of the above sanctions/responsive actions may assign any other responsive actions as deemed appropriate.

Possible sanctions for VAWA Crimes (domestic violence, dating violence, sexual assault and stalking, including (but not limited to):

- College warning (except in cases of sexual assault/violence)
- Suspension/expulsion
- Probation
- Termination of employment
- Other steps to address the impact of harassment or discrimination on the Reporting Party, any witnesses, and the College community

On and Off Campus Resources

The right to be notified of available counseling, mental health, or student services for victims of sexual assault, both on campus and in the community

Helpful Numbers On Campus:

Counseling

Counseling: 828-771-3799

Public Safety

Ogg 104

On-call cell (24/7): 828-230-4592

Title IX Coordinator

Dennis Jackson

Dodge House

djackson@warren-wilson.edu

Phone: 828-771-3748

Off Campus:

Our Voice (for sexual violence)

44 Merrimon Ave. – Suite 1

Asheville, NC 28801

Business Phone: 828-252-0562

24-hour crisis line: 828-255-7576

Helpmate (for relationship violence)

Crisis Line: 828-254-0516

Business Phone: 828-254-2968

Buncombe County Health Center

35 Woodfin Street Asheville, NC 28801

Business Phone: 828-250-5133

Planned Parenthood

603 Biltmore Ave
Asheville, NC 28801
Business Phone: 828-252-7928
Child Abuse Prevention Services, Inc.

50 S. French Broad Ave. Suite 152
Asheville, NC 28801
Business Phone: 828-254-200

Accommodations for Reporting Students

The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the reporting student and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available).

Accommodations may include:

- Change of an on-campus student's housing to a different on-campus location
- Assistance from college support staff in completing the relocation
- Arranging to dissolve a housing contract
- Exam (paper, assignment) rescheduling
- Taking an incomplete in class
- Transferring of classes
- Temporary withdrawal
- Alternative course completion options

Sex Offender Registration

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jeanne Clery Act, this report includes information on locating Registered Sex Offender information in the local area. The act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the state concerning registered sex offenders may be obtained.

To locate sex offender information in North Carolina you can access the North Carolina Sex Offenders and Public Protection Registry at <http://sexoffender.ncdoj.gov/>

The College reserves the right to disclose to the community information about sex offenders that are accepted as members of the Warren Wilson community. Such information that can be shared includes, but is not limited to, the person's name and address, a physical description of the person, the type of vehicle that the person is known to drive, any conditions or restrictions placed upon the person's probation, parole, post-prison supervision or conditional release, a description of the person's method of offense, a current photograph of the person, and the name and telephone number of the person's parole and probation officer.

Geography Definitions

1) On-campus property: Any building or property owned or controlled by the College within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to the College's educational purpose, including any buildings or property that is owned by the College but controlled by another person and which is frequently used by students and supports institutional purposes such as a food or other retail vendor.

2) On-campus Residential.

- 3) Non-campus property: Any building owned or controlled by a student organization that is officially recognized by the College; or any building or property owned or controlled by the College that is used in direct support of, or in relation to the College’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the College.
- 4) 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.

Offenses Reported to Buncombe County Sheriff’s Department that happened in the jurisdiction contiguous and adjacent to campus property:

2022	2023	2024	TOTAL
0	0	0	0



Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Safety
MURDER / NON-NEGLIGENT MANSLAUGHTER	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
NEGLIGENT MANSLAUGHTER	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
RAPE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
STATUTORY RAPE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
INCEST	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
FONDLING	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ROBBERY	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
AGGRAVATED ASSAULT	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Safety
BURGLARY	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
MOTOR VEHICLE THEFT	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ARSON	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2024	42	42	0	0
	2023	38	38	0	0
	2022	47	47	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Safety
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2024	26	12	0	0
	2023	25	10	0	0
	2022	74	24	0	0
HATE CRIMES: Criminal Offenses	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
HATE CRIMES: Destruction/Damage/Vandalism of Property	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
STALKING	2024	0	0	0	0
	2023	0	0	0	0
	2022	1	1	0	0
DATING VIOLENCE	2024	0	0	0	0
	2023	0	0	0	0
	2022	1	1	0	0
DOMESTIC VIOLENCE	2024	2	2	0	0
	2023	0	0	0	0
	2022	0	0	0	0
UNFOUNDED CRIMES	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0

Hate Crimes and Bias Policy from the Student Handbook

Hate Crimes

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the identity (perceived or actual) of the victim including race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and/or disability. Even if the offender was mistaken about the victim's race, religion, sexual orientation, gender, gender identity, ethnicity, national origin,

veteran status, and/or disability, the offense may still be a hate crime as long as the offender was motivated by bias against that group. Having and voicing an opinion is protected by freedom of speech. Warren Wilson College is a place for growth and discussion with a primary focus on the positive exchange of ideas. While this value of openness protects individual thought, it does not protect harassment or expressions of bias or hate aimed at individuals that violate the Code of Student Conduct. It is important to report any incident that you believe may be criminal and may be motivated by hate or bias. You should make these reports by using the Bias Reporting System or by completing the Bias-Related Incident Reporting form. You may also make a report directly to the Department of Public Safety at (828) 230-4592 or for residential students, notifying a member of the Residence Life Staff.

Bias Policy

The Southern Poverty Law Center defines a bias incident as "conduct, speech or expression motivated, in whole or in part, by bias or prejudice. It differs from a hate crime in that no criminal activity is involved." Bias incidents include completed, attempted, or threatened abusive or hostile language and behaviors against persons, property or an institution that involve a target(s) selected on the basis of the target's actual or perceived status (including race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, veteran status, and/or disability) that reasonably is understood to demean, degrade, threaten, or harass. Warren Wilson College will respond to unwelcome, discriminatory conduct that is severe, pervasive, and objectively offensive, and that so undermines and detracts from the target(s) educational experience so that the target(s) is effectively denied equal access to an institution's resources and opportunities. By its very nature, bias will be deemed an aggravating circumstance to any violation of the Code of Student Conduct.

Having and voicing an opinion is protected by freedom of expression. Warren Wilson College is a place for growth and discussion with a primary focus on the positive exchange of ideas. While this value of openness protects individual thought, it does not protect harassment or expressions of bias or hate aimed at individuals that violate the community standards.

- In 2024, there were no reports to campus Authorities of bias or hate crime incidents that met the Clery reporting criteria.

Annual Fire Safety Report

The 2024 Annual Fire Safety Report is provided in compliance with the Higher Education Act, as amended by the Higher Education Opportunity Act, Public Law 110-315, also known as the Clery Disclosure Act. This report informs the campus community about important procedures, policies, crime prevention programs, and campus crime statistics. A notice is mailed annually to students and employees advising them that the report can be accessed online. Hard copies of the report may also be obtained. Prospective students and employees are afforded the same information at the time they obtain an application for admission or employment. Any person may have access to this report.

Compilation of information for this report is accomplished through cooperative efforts with Public Safety, Residence Life, Facilities, and Safety & Risk Management.

Fire Safety information is presented as it relates to the Office of Student Housing & Residence Life.

On-campus Student Housing Fire Safety System

- Sunderland: System smoke sensors in common areas and hallways, supervised sprinkler systems in every room, 9 Volt smoke detectors 1st , 2nd , and 3rd floor bedrooms.
- Vining A, B, C: System smoke sensors in common areas and hallways, 9 Volt smoke detectors in bedrooms Village A, B: Full coverage system smoke sensors and sprinkler system
- Schafer A, B, C: Full coverage system smoke sensors and sprinkler system
- Stephenson: Full coverage systems smoke sensors and sprinkler system.
- Ecodorm: Full coverage system smoke sensors sprinkler systems.
- Shepherd: System smoke sensors in hallways and common areas, 9 Volt smoke detectors in bedrooms Sage: Full coverage system coverage smoke sensors
- Dorland: Full coverage systems smoke sensors and sprinkler system
- ANTC: Full coverage systems smoke sensors.
- Sutton: System smoke sensors in hallways and common areas, 120 Volt smoke detectors in bedrooms.
- Elmslie: System smoke sensors in hallways and common areas, 120 Volt smoke detectors in bedrooms.
- Korevec: System smoke sensors in hallways and common areas, 120 Volt smoke detectors in bedrooms.
- Wellness: System smoke sensors in hallways and common areas, 120 Volt smoke detectors in bedrooms.

2024 Fire Drills

Three fire drills were completed with permission from the local fire marshall in 2024.

Fire Hazard Policy

Policies regarding portable electrical appliances, smoking, and open flames in the campus residence halls are included in the Student Handbook:

7.7.1 Fire Drills

Required fire drills are held each semester. When an alarm sounds, students must leave their room, close the door, and proceed to the nearest safe building exit. Students must go to the designated assembly area and remain there until otherwise instructed by a College official or Fire Department. Residents will be alerted when the building is safe for re-entry. If there is a false alarm, students must still leave their room, close the door, and proceed to the nearest safe building. In the case of a false alarm, the student identified as responsible for setting it off will be expected to attend a conduct meeting about fire safety expectations.

7.7.2 Fire Hazards

- A. Candles, incense, incense holders, string lights, lava lamps, non-regulation halogen lamps, lamps with multiple arms and plastic shades, oil lamps, kerosene heaters, non-approved mini-fridges or microwaves, electrical heaters, space heaters, flammable liquids, fireworks, ammunition, or other flammables are not permitted in the residence halls.
- B. Do not drape or hang material over lampshades, light fixtures, or over windows.
- C. No air conditioners, appliances with open coil elements, or large refrigerators are permitted.
- D. Extension cords are not permitted. (Must be powerstrips that contain a switch/fuse)
- E. Hallways and stairways must be kept clear (no shoes, bikes, furniture, or trash at any time, even during move-in/out).

- F. Do not prop open or block the exit door to a room, fire door, or door to the building exterior.

8.2.3.2 Smoking

- A. Smoking is prohibited inside all campus buildings by order of Buncombe County law.
- B. Smoking is also prohibited within 25 feet of any campus building.
- C. On central campus, smoking is allowed in designated smoking shelters only.
- D. Promotional advertising, sale, or free sampling of tobacco is prohibited on campus.
- E. The sponsorship of any campus event by tobacco-promoting organizations is prohibited.
- F. Smokers are expected to use ashtrays or otherwise properly dispose of their cigarette butts.

On all parts of the Central Campus (including the pedestrian bridge) that are outside of designated smoking areas (DSA's*). The Central Campus is defined as all property and structures between Warren Wilson College Road and the service road that leads to the Farm.

- a. Inside all campus buildings.
- b. Within 25 feet of all campus buildings not on the central campus.
- c. Within 25 feet of all athletic facilities, including the Alpine Tower, soccer fields, bleachers, and tennis courts.
- d. In all College vehicles.

There are three Designated Smoking Areas (DSAs). The number and location of these DSA's may be changed by the President if needed. The covered structures are at the following locations:

- Lower Carson parking lot to the right of the HVAC unit
- Near the gravel parking area on the north end of Bryson Gym
- Behind the art buildings near the Village Residences.

8.2.3.10 Fire Safety

- A. Having a fire without prior permission may be considered a violation of the fire safety policy.

All open fires on College property must be approved in advance by Public Safety in order to assure compliance with campus and local fire regulations, including periodic burn restrictions issued by the fire service. This includes fire rings at the pond, in Sage Circle, the Village, and campfires on college fields. Fires that are present without permission from public safety will usually be extinguished upon discovery. When using grills on-campus students should make sure that a burn ban is not in effect by checking the postings regarding fire conditions in Gladfelter, the Public Safety Office, or the Student Life Office.

8.2.3.10-1 Requirements:

- Permission must be requested a minimum of 24 hours before the fire.
- Weather is one of the main determinants in deciding if a fire can be allowed and therefore permission for a fire can be revoked based on changing weather conditions.
- Proper extinguishment equipment must be available as determined by Public
- Safety and based on the size and location of the fire.

8.2.3.10-2 Restrictions:

- All open flame is prohibited within fifty feet of any structure.
- Fires must not be left unattended.

8.2.3.11 Fire for Dramatic Effect and Special Open Flame:

The open flame used for dramatic effect includes candles, incense, oil lamps, Tiki torches, and any similar devices. The chapel and associated buildings on campus are the only buildings that may use candles and incense without permission. Open flames are never permitted within a residence hall.

8.2.3.12 Fire Related Permits:

For safety reasons and according to North Carolina state law certain open flame activities require a permit from the Campus Fire Marshal. These permits are obtained by contacting Public Safety.

8.2.3.12-1 Requirements: For any special open flames, a completed permit request must be filed a minimum of four (4) business days (Monday through Friday, excluding holidays) before the date of the event. In order to obtain this permit the person filing the permit request must meet the following requirements:

1. Accurately complete a permit request form.
2. Provide a person(s) to serve as designed fire watches.
3. All devices must be approved by appropriate or relevant organizations (i.e. NFPA, UL, etc.).
4. Provide appropriate safety equipment as necessary for the event.
5. Satisfy any additional requirements requested by Public Safety.

8.2.3.13 Special Events and Open Flame - Performance Fire:

Any open flame that is not being used for heat, cooking, or light is considered performance fire. (Bonfires and campfires are not performance fires.) Performance fire includes but is not limited to fire spinning, fire dancing, and fire for dramatic effect (including pyrotechnics).

8.2.3.13-1 Requirements: For any performance fire, a completed permit request must be filed a minimum of four (4) business days (Monday through Friday, excluding holidays) before the date of the event. In order to obtain this permit the person filing the permit request must meet the following requirements:

- Have all required permits from the Buncombe County Fire Marshal.
- Provide a photocopy of the permit with the permit request form.
- Notify an officer at Swannanoa Fire Department of the date of the event.
- Have the fuel that is to be used inspected by Public Safety at least one day prior to the event (For information on fuel storage see regulations regarding flammable liquids on campus).
- Accurately complete a permit request form.
- Provide a person(s) to serve as designed fire watches
- Provide appropriate safety equipment as necessary for the event.
- Satisfy any additional requirements requested by Public Safety.

8.2.3.13-2 Restrictions:

- No permits will be issued for the interior of a campus building or for any space within 50ft of a campus building.
- No permits will be issued to a person who has violated the college fire safety regulations in the past calendar year. Nor can a person that has violated college fire safety regulations in the past calendar year be listed as a performer.
- No performer or designated fire watch may be under the influence of drugs or alcohol, violations of this will result in immediate permit revocation.

- No permits will be issued for an event during a burn ban. If a permit is granted and a burn ban is issued the permit will be revoked.

The following will result in permit revocation and constitute a violation of college fire safety policy:

- Providing false information to Public Safety or any other college official while attempting to secure a permit will result in conduct action.
- Engaging in unauthorized activity that is not expressly covered by the permit issued will result in the cancellation of all future permits.
- Failure to cooperate with personnel from Warren Wilson Public Safety, the OCFM, Swannanoa Fire Department or Buncombe County Sheriff's Office will also result in permit revocation.

8.2.3.14 Other Fire Safety Policies:

Fire Alarm Protocol: Sound Alarm. Evacuate. Call 911. Call Public Safety.

- A. It is prohibited to give a false alarm of fire, or to break the glass key protector, or to pull the slide, arm, or lever of any station or signal box of any fire alarm system, except in case of fire.
- A. It is also unlawful to willfully misuse or damage a portable fire extinguisher, or in any way willfully interfere with, damage, deface, injure or interfere with the function of any part or portion of any fire alarm, fire-detection, smoke-detection, or fire-extinguishing system.
- B. It is prohibited to disable a door closer
- C. Removal of the battery from the smoke detector in a residence hall room is prohibited
- D. Failure to immediately evacuate the building and remain outside the building during a fire alarm is prohibited.
- E. Intentionally or recklessly causing a fire that damages college or personal property, or causes injury will result in conduct action.

Although certain fireworks are now legal in North Carolina, all fireworks are prohibited on campus.

Evacuation in the event of a Fire

In the emergency procedures booklets posted in all buildings the following steps should be taken to evacuate:

- If you see a fire or heavy smoke, pull the fire alarm at the nearest pull station that will activate the fire alarm system. If there is no pull station, call 911 from a safe area.
- If the fire is in the incipient state (beginning) and you have had fire extinguisher training, use the fire extinguisher to put out the fire. Ask someone to assist you.
- Notify the Public Safety Officer on duty that you started the evacuation and called 911. Give details of the fire.

Fire Safety Education and Training

The Director of Public Safety included fire safety training in OSHA orientation, so all incoming students see how to operate a fire extinguisher and when NOT to use a fire extinguisher (i.e., the fire has grown too large or is an oil fire and you do not have the appropriate extinguisher). This training includes showing a video illustrating how quickly a residence fire can grow.

College Employees who receives reports of Fires

The campus community is instructed to notify a person on the list below in the event of a fire:

- Director of Public Safety and Risk Management

- Public Safety Officer
- Associate Vice President of Student Engagement

Improvements to Fire Safety

Continued fire extinguisher inspections and upgrades to fire safety equipment. Resident Assistants were trained on fire extinguisher use and general fire safety practices.

Fire Statistics for on-campus student housing:

The number of fires and cause of each fire – 0

The number of persons with fire-related injuries for each fire – 0

The number of fire-related deaths for each fire – 0

The value of property damage caused by each fire – 0