WESTERN PIEDMONT COMMUNITY COLLEGE  
SECTION 7: BUILDING AND GROUNDS  
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(BUILDING AND GROUNDS, Table of Contents revised July 21, 2003, on October 4, 2003, on February 7, 2005 and on April 17, 2007.)
7.1

VISITORS

Western Piedmont Community College prides itself on being an open door institution. The open door, while important to the College Mission, applies to the admissions process. To protect the safety of students, faculty, staff, and others on the campus, the College welcomes visitors and guests identified with a specific college purpose or function during normal operating hours. Only registered students are permitted to attend College classes and laboratories and utilize certain College support services. Persons who are not conducting business or purposely engaged in a sanctioned activity of Western Piedmont Community College may be asked to leave the premises. Visitors on campus are subject to the same code of conduct required of students.

(VISITORS, approved by Trustees on July 21, 2003.)

FIRING RANGE REGULATIONS

The campus firing range is for the use of authorized personnel and approved agencies only. The range must be requested in advance and, if approval is granted, scheduled for use during specified hours. Anyone using or responsible for the use of the Firing Range must abide by the following safety rules:

1. Prior to firing any weapon, the lower gate must be locked in the closed position and remain locked for the duration of firing;
2. Anytime the range is vacated, the gate must be locked in the open position; and
3. The gate should never be left in the locked, closed position when the range is not in use.

Strict adherence to these rules should provide the safety margin necessary to permit use of the firing range and other College facilities without endangering anyone.

The range must be formally opened and closed, supervised, and adhere to the following procedures:

A. Written request must be approved by the Director of Law Enforcement Training;
B. A State certified Firearms Instructor must be present during all range use to provide instruction and to insure proper safety procedures. To receive approval as a Range Instructor, an individual must possess a certificate from the State of North Carolina Department of Justice as a Firearms Instructor. This certificate must be on file with the Law Enforcement Training Center;
C. Prior to receiving authorization for range use, requesting agencies must submit for approval the courses and types of weapons to be used. Any modifications must likewise receive prior approval;

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D. Prior to going to the range, the approved Range Instructor must contact the Law Enforcement Training Center to obtain the range keys. After range use is completed, the keys must be returned to the Law Enforcement Training Center within 24 hours;

E. Prior to leaving the range, the Range Instructor must insure that the range is properly cleared of all trash, target backings removed, and properly closed as specified above.

F. All users must abide by the rules posted at the range and by the published “Range Safety Procedures.” Copies are available in the Law Enforcement Training Center.
7.2

POSTING OF LITERATURE

The College provides bulletin boards for posting of official messages and announcements by students, faculty, staff and campus organizations. All material should be attached in such a way that College facilities are not damaged. The College reserves the right to remove any material improperly posted, no longer current, and/or advertisements for a commercial enterprise. Off-campus groups must obtain prior permission from the Vice President for Administrative Services or appropriate Division Dean. Political campaign materials may be displayed only in the College cafeteria on a table provided for that purpose.

MARQUEE INFORMATION

The lighted information sign, located near the entrance to the campus, may be reserved to display notices concerning College-related events. Written requests for displaying notices must be submitted to the Office of Institutional Advancement at least two weeks in advance of the desired display date. The Office of Student Development will screen all requests, determine the appropriate wording, and give final approval for display dates. The College has authority to reject requests that are deemed to be inappropriate for display and to make final selection when more than one request has been made for the same display date.

COLLEGE LAKE

The College Lake is open to the public and all College employees. The following fishing restrictions apply:

a. Fishing only with hook and line. Nets and fish traps are prohibited.
b. Bluegill-no size or number limit.

The following lake rules and regulations apply at all times:
1. Park in tennis court lot and regular parking areas;
2. No alcoholic beverages allowed at any time;
3. Responsibility for clean-up rests with the user;
4. Damages are the financial responsibility of the user;
5. Minors must be accompanied by an adult at all times and constant supervision of children is the responsibility of the user;
6. No swimming, wading, or throwing of objects into the lake;
7. No boats allowed on the lake;
8. Premises must be vacated by dark; and
9. No walking on ice when lake is frozen.

The College assumes no liability for any harm, damage, or loss suffered by those using such facilities.

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7.3

TENNIS COURTS

College tennis courts are open to employees of the College, students, and the general public, subject only to restrictions such as the use of proper shoes and care of the courts. Such restrictions are posted at the courts.

FITNESS TRAIL

The College’s fitness trail or Fit Trek, is open to employees of the College, students, and the general public. In connection with the use of the fitness trail, or any College facilities, whether by groups or individuals, the College assumes no liability for any harm, damage or loss suffered by those using such facilities. The use of such facilities constitutes acceptance of this limitation of liability.

USE OF FACILITIES BEYOND NORMAL HOURS

Under normal conditions, classes at Western Piedmont Community College are conducted during the hours of 8:00 a.m. to 10:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday. Classes during evening hours should be promptly dismissed at 10:00 p.m. so that the campus can be secured. However, it is recognized that on occasion unusual circumstances may prevent dismissal by 10:00 p.m. In this case, the class instructor is to inform Security 30 minutes prior to dismissal time. Security will coordinate the use and security of facilities for any other activities beyond normal hours.

Entry of Buildings After Normal Hours: All buildings on campus are equipped with a burglar alarm system. This alarm system is activated at the close of each day’s activities and during all hours that the institution is closed. In the event any employee finds it necessary to enter any building during closed hours, he/she must first contact the Vice President for Administrative Services for instructions. If buildings are entered during closed hours without following correct procedures, the Morganton Department of Public Safety will necessarily assume that a burglary or attempted burglary is in progress and will act accordingly.
7.4

PUBLIC USE OF CAMPUS FACILITIES

Campus facilities are available to external groups when determined to be beneficial to the citizens of Burke County and when the use will not be detrimental to the regular operation of the College. College facilities are not available for individual private use. This policy does not cover the use of the Firing Range, or recreational areas where other policies apply.

Any group using campus facilities shall hold the Trustees, the individual members thereof, and all Western Piedmont Community College employees, free and without harm, from any loss or damage, liability, or expenses that may arise during, or be caused in any way by such occupancy or use of the College’s property. In the event damage to College property is incurred as a result of the facility use, the responsible group will be assessed an amount that covers the damages and related costs.

Future use of College buildings and facilities by any group is contingent upon the group taking proper steps to protect the institution’s property and to ensure complete safety of the participants. The misuse of this privilege shall result in prohibition from future use of College property. Alcoholic beverages and tobacco use are not permitted at any time on campus. These rules shall be interpreted and implemented by the President or by designated administrative personnel.

(PUBLIC USE OF CAMPUS FACILITIES amended by Trustees on May 11, 2009.)
EXHIBITS HELD ON CAMPUS

All approved exhibitors must obtain and sign a liability release form provided by the Vice President for Administrative Services. This form requires the listing of each item and an estimated fair market value by the exhibitor. The exhibitor will be informed and advised that participation in an exhibit may involve risks due to loss by fire, theft or other occurrences. Notwithstanding such potential losses, the exhibitor may participate in this exhibit, but agrees to release the College from any and all damages that may result in excess of the limits of liability insurance currently carried by the College. This agreement applies to the exhibitor, all heirs, and executors or administrators. The College is released from any and all claims, demands and damages, present or future, known or unknown, which exceed the limits of liability insurance currently carried by the College in any manner arising out of or caused by participation in the exhibit. The exhibitor specifically absolves and releases the College from any and all damage for loss caused or resulting while engaged or participating in such exhibit.

Should a person or organization wish to place suitable materials with the College, either on permanent or short-term loan, the following conditions shall apply:

1. The College reserves the right to determine the suitability and usage of the loaned materials;

2. College form “Release/Arts and/or Crafts Exhibit” shall apply to all loans. The lender must declare the fair value of the items. The College does not insure sentimental value, only real value of the items. A copy of the form may be obtained from the Vice President for Administrative Services;

3. No loaned materials, whether on or off the campus of the College, will be covered by College insurance until all parts of the “Released/Arts and/or Crafts Exhibit” agreement have been completed by the exhibitor and the Vice President for Administrative Services; and

4. The lender retains property rights to the materials.
7.6  

CAMPUS SECURITY

Campus Security is a department of the College charged with the responsibility of providing security for College functions and enforcing the Regulations Governing Traffic and Parking and other appropriate policies contained in this manual and reports to the Vice President for Administrative Services.

Western Piedmont Community College Security Officers are not armed but do have the power of arrest. They are uniformed officers employed, trained and charged with the task of carrying out the duties and responsibilities of campus security. These officers should be notified in the event of any and all emergencies. They should be kept informed of all campus activities and events in order to provide appropriate assistance.

TRAFFIC AND PARKING

These regulations are intended only to supplement the statewide motor vehicle laws, all provisions of which, under the terms of NCGS 115D-14, apply to the campus of Western Piedmont Community College at Morganton. From the date of filing a copy of these regulations in the Office of the Secretary of State (January, 1991), and providing the appropriate signs, they apply to and effect the streets, roads, alleys, sidewalks, walkways, parking spaces, parking areas, parking lots, and all other parts of the campus of Western Piedmont Community College. A complete copy of these regulations is available in the Office of the Vice President for Administrative Services.

The provisions of these regulations shall apply to the operators of all vehicles whether public or private, and they shall be in force twenty-four hours a day except as herein provided. It shall be unlawful for any operator to violate any of the provisions of these regulations, except as otherwise permitted in the General Statutes of North Carolina. The operator of any vehicle shall obey the lawful instruction of any security officer and of any official traffic sign or control device applicable thereto placed in accordance with the provisions of these regulations unless otherwise directed by a security officer.

The Morganton Department of Public Safety, in acting pursuant to the authority vested in it by these and other regulations, shall exercise its discretion and authority in such a manner as to insure the proper utilization of the parking slots designated for the handicapped. Operation of any motor vehicle with loud or improper muffler and disturbances from starting and stopping a motor vehicle will constitute a violation for the operator of the vehicle. The College is not responsible for any motor vehicle or its contents parked on campus. The operator assumes all risk of accident and expressly agrees that the College shall not be liable under any circumstances for injury to person, or loss or damage to property. All accidents or thefts involving motor vehicles or their contents occurring on the College campus must be immediately reported to Campus Security who will in turn report to the Morganton Department of Public Safety, if deemed appropriate. Vehicles, other than service vehicles with authorization, are prohibited from driving at locations other than established roadways or parking areas.
Major roadways on campus are defined below as follows:

A. College Drive: extending east from the point of intersection with highway 64 and dead-ending north of C-Building. College Drive shall be the primary roadway in the campus and shall have the right of way over all adjacent roadways.

B. Technology Drive: extending north from the point of intersection with College Drive along the parking area adjacent to Phifer Learning Resources Center and Carr Hall.

C. Parkway Lane: extending from the point of intersection with College Drive, west of Hildebrand Hall, past the parking area to the point of intersection with College Drive north of C-Building.

D. Maintenance Drive: extending from Parkway Lane to Maintenance Building.

E. Campus Connector: extending from Parkway Lane on the main campus to the Firing Range and then proceeding to the Jim A. Richardson Campus.

Parking for Handicapped: Vehicles properly displaying handicapped placards issued by the North Carolina Division of Motor Vehicles may utilize the parking slots designated for handicapped parking. Campus Security, in cooperation with the Morganton Department of Public Safety, will patrol the handicapped parking facilities and will issue tickets with a maximum penalty of $250 to violators.

Parking Regulations: In order to permit the proper conduct of the necessary business of the College, and in order to effectively utilize and control the available parking spaces and facilities on the campus of the College for the benefit and maximum convenience of visitors, students, and faculty, the following regulations governing parking on the campus of the College are hereby established:

1. No person shall stop, stand or park any vehicle in any street or roadway except for the purpose of parking or stopping as established in these regulations; unless such stop is made necessary by the approach of an emergency vehicle, by the approach of any procession which is given the right-of-way, by the stopping of a public conveyance, by the giving of traffic signals, by the passing of some other vehicle or pedestrian, or by some emergency; and in any case covered by these exceptions, obstruct any crosswalk, walkway, or intersection.

2. No person shall park a vehicle at any time on the campus except in spaces marked or designated for parking. When signs are placed, erected, or installed, giving notice thereof, or the curbing or street has been painted in such manner as to give notice in lieu of signs, such areas are designated as no parking areas, and no person shall park in these designated areas or places unless authorized to do so by proper authority, and no person shall park except in spaces marked or designated for parking. Parking regulations are in effect twenty-four hours per day unless otherwise directed by the Vice President for Administrative Services.

3. When a particular angle or manner of parking is indicated in a parking area or parking lot by signs or markings, no person shall park a vehicle except at the angle or in the

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manner so indicated, and no vehicle shall be parked in such a manner as to occupy more than the space indicated with lines, signs, or markings for one vehicle. Parking in the following places is hereby prohibited:

A. On sidewalks or walkways, except by permission of the Vice President for Administrative Services;
B. On grass or lawns;
C. In front of a public driveway;
D. Within an intersection or crosswalk;
E. Double parking in the roadway beside any vehicle, whether the vehicle is parked parallel or horizontal, unless zoned for legal parking;
F. In driving lanes of parking areas, when such lanes are clearly indicated or on the grass or landscaped areas;
G. In the approaches or other portion of a parking area which are not clearly marked for parking; or
H. Service entrances or trash receptacle areas.

4. No person shall stand or park a vehicle upon any street, parking space, parking lot, parking area, roadway, alley, or driveway for the principal purpose of:
A. Displaying the vehicle for sale;
B. Washing, servicing, or repairing the vehicle except in the case of repairs necessitated by an emergency;
C. Storage which is not incident to the bona fide use and operation of the vehicle; or
D. Storage of any detached trailer or semi-trailer when the towing unit has been disconnected, except when permission is granted by the Vice President for Administrative Services.

Penalties Non-Handicapped Areas: All parking violations except handicapped areas are $5.00 per ticket. Six violations will result in further disciplinary action. Unpaid fines will result in the inability of students to register for subsequent semesters or the non-issuance of transcripts. Appeals forms can be picked up at the Switchboard.

Towing Vehicles at Owner’s Expense: The Vice President for Administrative Services shall have the authority to impound or remove to a place of storage at the owner’s expense any vehicle stopped or parked in such a manner as to be blocking the normal movement of traffic, creating a safety hazard, endangering life and property, parking in an area reserved for a special event; any event using an authorized or unauthorized parking place for dormant storage; any unauthorized vehicle parked in reserved or visitor parking; any vehicle whose operation and parking privileges

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have been suspended from the campus; and any vehicle illegally parking in areas designated by signs and/or painted lines as “No Parking” areas.

The VP for Administrative Services shall be responsible for the enforcement of these regulations and is herewith authorized to delegate the enforcement of these regulations, subject to the approval of the College President. Nothing in these traffic rules and regulations shall be deemed to prohibit service vehicles, or their agents or any utility company from making their stops for the establishment and maintenance of streets, grounds, water supply, and utility lines.

**Appeals Procedure:** With the exception of handicapped parking violations, appeals may be made to any ticketing or towing by submitting a written appeal to the Director of Security within ten calendar school days of the date recorded on the warning ticket, or within ten calendar school days of the date the vehicle was towed. If the person filing the appeal does not agree with the decision of the Director of Security, further appeal can be made to the Vice President for Administrative Services whose decision will be final.

**Operation of Vehicles:** Speed limit(s) on campus shall be determined and fixed by Trustees pursuant to N.C.G.S. 115D-14. Signs indicating the speed limit(s) will be displayed in places where they may be easily seen. Speed in excess of 35 miles per hour is determined to be excessive at any place on the campus; therefore, the maximum speed on the campus shall be 35 miles per hour. Speed limit(s) may be established at less than 35 miles per hour on certain streets, alleys, driveways, and parking lots as deemed necessary.

When “Yield” signs are erected upon streets, parking lots, roadways, or alleys of the campus, every driver of a vehicle shall yield the right of way to the opposing traffic before entering the street or intersection, except when directed to proceed by a Security Officer or traffic control signals. When “Stop” signs or signals are erected upon parking lots, streets, roadways, or alleys of the campus, every driver of a vehicle shall stop at every sign or signal or at a clearly marked pedestrian crossing stop line, before entering the street or intersection, except when directed to proceed by a Security Officer. The penalty for violation of any of the regulations prescribed in this policy shall be a criminal penalty as provided by North Carolina General Statutes Chapter 20.

**Prohibited Uses:** No person, firm, or corporation shall use the streets, roadways, alleys, driveways, sidewalks, parking lots, parking areas, or lawns of the campus of the College for the purpose of advertising any article, commodity, service, or event by sign, poster, drawing, or photograph, by crying out the same, or by using any loudspeaker, musical instrument or noise-making device; provided, however, that the Vice President for Administrative Services may issue a temporary permit when approved by the College President for the broadcasting of musical or educational programs or for the playing of musical instruments on the streets, roadways, alleys, driveways, sidewalks, parking lots, parking areas, or lawns of the campus. The Vice President for Administrative Services is hereby authorized to issue temporary permits to students and student organizations, and also to issue temporary permits to individuals or non-student organizations, for broadcasting musical or educational programs or for the playing of musical instruments on the streets, roadways, alleys, driveways, sidewalks, parking lots, parking areas, or lawns of the campus.
No person, firm, or corporation shall use the streets, roadways, alleys, driveways, sidewalks, parking lots, parking areas, or lawns on the campus of the College for the purpose of selling or offering for sale any article, commodity, or service; provided, however, that this section shall not be deemed to prohibit the selling or delivery of goods to duly authorized selling agencies of the College; provided further that the Vice President for Administrative Services may authorize the selling of articles, commodities, or services by student organizations sanctioned by the Student Government Association of the College.

The Vice President for Administrative Services shall have the authority to cause the closing of any street, roadway, alley, driveway, parking lot, parking area, or any portion thereof, on the campus of the College when it shall appear necessary, for the purpose of construction or maintenance work and/or the protection of pedestrians. When such closing has been caused and when proper signs, barriers, or obstructions have been erected, no person shall drive into or upon such street, roadway, alley, driveway, parking lot, parking area, or portion thereof.

Any person that is not a student, faculty, or staff member will not be permitted to loiter in any street, roadway, alley, driveway, sidewalk, parking lot, parking area, or lawn on the campus of the College.

No person, firm, or corporation shall throw, dump, or place in any manner any paper, glass, trash, garbage, dirt, rubbish, filth, wood, boxes, or any other articles or substances on the College campus or on any place where such matter may be blown, washed, or fall upon any part of the College campus, provided that this section shall not be deemed to prohibit any construction or maintenance work.

**Pedestrian Regulations:** No person shall walk or remain in any street, roadway, alley, driveway, parking lot, or parking area in such a careless, negligent, or willful manner as to endanger his/her safety or to constitute an unreasonable impediment to lawful vehicular traffic.

EMERGENCY PROCEDURES

In the event of an emergency situation on campus, the execution of pre-determined plans and procedures for the orderly and expeditious evacuation of buildings and/or grounds will be implemented to assist in the protection of property and, most importantly, the protection of lives. Among such emergency situations are (1) fires, (2) acts of nature, (3) power failure, (4) civil disorders, and (5) bomb threats, (6) Emergency Closings of the College. Additional information is contained in the publication “Emergency Action Plan” distributed to all campus offices.

Emergency Closing of the College: Occasionally the College will be closed because of weather conditions or emergencies beyond the control of College officials. In the event of closing, please use the resources listed in Policy 2.24, “Emergency Closing of the College,” for announcements from the College. The quickest way to check for announcements is to call the College’s main phone number: 828-438-6000.

Power Failure: An emergency lighting system is installed in all building hallways. This source of power will automatically activate in the event of power failure. This equipment has a limited life, once activated. As a result, all personnel should exit the buildings as soon as possible.

Security Rules: No person is authorized to possess a Western Piedmont Community College key without proper prior authorization from the Vice President for Administrative Services. No person is authorized to duplicate, loan, give away, or destroy any College key without prior authorization from the Vice President for Administrative Services. No person is authorized to use any Western Piedmont Community College automobile, machinery, equipment, tools, materials or space for non-official purposes without prior authorization of the Vice President for Administrative Services or a designated representative. No person is authorized to make any news or press releases concerning any sanctioned or unsanctioned activity that is connected with Western Piedmont Community College without prior authorization of the President or a duly appointed representative.

Civil Disorder: Civil Disorder is any action on the part of any individual or group that causes disruption of the routine or scheduled activities of the College. Peaceful dissent on the part of any group or individual is not considered “civil disorder.” However, in the event of peaceful dissent, certain restrictions are necessary in order to comply with local and state laws.

The Morganton City Code requires a written permit to be issued by the Morganton Department of Public Safety for a gathering on public property. Requests for such permits require a 24-hour notice on the part of those wishing to stage an assembly. This regulation is applicable to the right-of-way of Highway 64 (Burkemont Avenue) adjoining the campus. Any individual or group desiring to use campus grounds or facilities for purposes of assembly must also have written approval from the College President or a designated representative. Such requests should be submitted at least 24 hours in advance of the proposed assembly.

In the event any gathering becomes disorderly, or disrupts the routine or scheduled activities of Western Piedmont Community College, the President or a designated representative will comply...
with the provisions of the Governor’s Memorandum on Campus Disturbances. Local in-state authorities will be called, and are authorized by General Statutes to use whatever means they deem necessary and advisable at that time to bring about a peaceful situation. In the event local or state officials are called, the faculty, staff, and student body will be advised at that time by the President, or designated representative, or the local or state law enforcement officials as to all procedures at that time.

The campuses of North Carolina institutions of higher education are not places of refuge or asylum. All persons on campus are subject to the laws of the State. Law enforcement officers do not have to secure permission from administrative authorities of state institutions before entering the campus for the enforcement of the criminal laws. College administrative officers and Campus Security will cooperate with appropriate authorities in the enforcement of the laws of the State.

In the event of riots, unlawful assemblies, or other demonstrations on campus which “impair or prevent the accomplishment of any lawful mission, process, or function of an educational institution,” College administrative officials will follow the rules set forth below:

1. The Western Piedmont Community College President, or a designated representative must advise the Governor, the President of the North Carolina Community College System, and local law enforcement authorities;

2. The chief of police or the sheriff of the county, or their designated representatives should immediately confer with administrative officials and Campus Security concerning the situation;

3. The Western Piedmont Community College administrative official in charge or the chief Campus Security Officer, along with such other law enforcement officers as are present, upon finding that there is a riot or other unlawful assembly or disturbance, should first advise all persons participating in such unlawful activity to leave the campus;

4. Upon refusal or failure to comply, the law enforcement officers after consultation with College officials should proceed with arrest, recording the name of each person taken into custody; and

5. Those arrested should be promptly advised of their rights by law enforcement agency officers. The arresting officer, Campus Security, deputy sheriff, College official or, for that matter, any citizen, may swear to the warrant.

**Negotiations Under Duress:** Neither the President, nor any member of the administration of Western Piedmont Community College, shall have the authority to negotiate in the event of being placed under duress. Duress being interpreted as the occupancy of buildings by protesters, the holding of administrative officials as hostages, or unwanted, forced entry into offices.

**Bomb Threat:** The following procedure should be followed by any person receiving a threat to “bomb” a campus facility:

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1. Keep the caller on line as long as possible. Ask who is calling and have the caller repeat the message. Write every word spoken by the person making the call. Concentrate on listening to background noises for possible clues as to the location of the caller;

2. If the caller does not indicate the location of the bomb or the time of possible detonation, the person receiving the call should ask that caller to provide this information;

3. It is advisable to inform the caller that the building is occupied and the bomb could result in death or serious injury to innocent people;

4. Listen closely to the voice (male-female), voice quality, accents, speech impediments, and other characteristics; and

5. Immediately after the caller hangs up, report the bomb threat to College administrative officials and be prepared to give as much information as possible. The administrator in charge will order the evacuation of the area and take whatever action deemed necessary to protect lives and property.

In Case of Fire: In case of fire, anyone may activate the fire alarm system by pulling the handle of a “pull-station” in the vicinity of the fire. After the alarm has been activated, all personnel will evacuate the buildings where the alarm is sounding. Each instructor will be responsible for seeing that all of their students are out of the building. Doors are to be closed, but not locked. Lights are to be left on. All persons should remain at a safe distance away from the buildings until a signal is given to return. Students and College personnel should not leave the campus, since this may hinder the approach of firefighting and emergency equipment. Fire extinguishers may be used to contain small fires until the fire department arrives. Smoke detectors are located in all buildings and will alarm automatically. In the case of a fire or false alarm, notify the switchboard operator who will in turn notify Campus Security and College administration.

(EMERGENCY PROCEDURES, amended by the Trustees on June 2, 2003.)
7.8

CHILDREN ON CAMPUS

To avoid disruptive behavior and to insure the safety of young visitors, all children on campus must be under the direct supervision of an adult. Western Piedmont cannot assume responsibility for these children. Appropriate action will be taken to remove unattended and/or disruptive children from the campus. Contact the Vice President for Administrative Services or a College employee for implementation of this rule.

(CHILDREN ON CAMPUS, amended by Trustees on March 1, 2004.)

MASTER CAMPUS PLAN

The long-range planning system at Western Piedmont Community College seeks to identify campus wide priorities and to coordinate programs development with facilities, grounds, and equipment so as to achieve the best allocation of limited fiscal resources. Faculty, staff, and students participate in the development and review of a Master Campus Plan in relation to the College’s stated Mission and Goals. Both the N.C. Administrative Code and the Southern Association of Colleges and Schools require a current written Plan that provides for the future orderly development of the campus. The Master Campus Plan relates space management, buildings, grounds, and equipment maintenance, safety and security to the overall development of programs and services. A copy is available in the Office of the Vice President for Administrative Services for review.

TOBACCO USE ON CAMPUS

Western Piedmont Community College is committed to providing its employees and students with a safe and healthy working and learning environment. (G.S. 115D-20.1).

Western Piedmont Community College recognizes that the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors.

Western Piedmont Community College also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S.115D-20.1 and G.S. 143-599.

Therefore, beginning August 1, 2014 Western Piedmont Community College will implement the following policy:

1. Smoking and use of other tobacco products is prohibited by students, staff, faculty, or visitors:
   - In all campus buildings, facilities or property owned, leased or operated by Western Piedmont Community College, including outside areas;
   - On campus grounds, facilities or vehicles that are the property of the Community College.
   - At lectures, conferences, meetings, and social/cultural events held on college property or campus grounds.

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2. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component part or accessory of a tobacco product, including but not limited to cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; ne-cut and other chewing tobacco; shorts; refuse scraps, clippings, cutting and sweepings of tobacco, e-cigarettes, hookah; and other kinds and forms of tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. The sale or free distribution of tobacco products, including merchandise, is prohibited on campus or at school events.

3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:
   a. Parties sponsored by tobacco companies or allowing tobacco companies to distribute free, reduced-price, or fully-priced tobacco products (t-shirts, hats, etc.) on campus.
   b. All tobacco advertising, such as billboards and signs owned and used by Western Piedmont Community College.
   c. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or used by Western Piedmont Community College.
   d. Smoking and the use of tobacco products are prohibited on grounds of Western Piedmont Community College being used for private events. Through existing health plans, Employee Assistance Program and community sponsors, Western Piedmont Community College will consult with appropriate health organizations to provide students and employees with information and access to QuitlineNC at 1-800-QUIT-NOW, support systems, programs and services to encourage abstinence from the use of tobacco products, including publicizing free, accessible tobacco cessation classes, seminars, and support groups on or off campus.

4. Promotional materials for Quitline NC and cessation classes, seminars, and support groups shall appear regularly in student and staff publications. They shall be posted in buildings, through Student Services and through other appropriate means.

**Implementation and Compliance:**

1. The health and wellness or appropriate committee shall develop a plan for communicating the policy to students, staff, faculty, and visitors. The administration will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at institutionally-sponsored or related events, and appropriate signage in buildings and around campus.

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2. Each curriculum and continuing education instructor shall explain the College’s tobacco-free policy at the beginning of the term of each class.

3. Coaches of intercollegiate athletic teams will explain the policy at the beginning of each sport’s season and shall communicate the policy to the coaches of visiting teams.

4. The college will provide appropriate signage and other physical indicators of our policy.

5. Signs will be posted in a manner and location to adequately notify students, staff, faculty, visitors and contractors of the policy.

6. Signs will state that smoking and the use of tobacco products are prohibited, and will include the universal “No Smoking and Use of Tobacco Products Prohibited” symbol.

7. Smoking waste management products such as ashtrays shall be removed.

**Compliance for Students:**

Consequences for students engaging in the prohibited behavior will be provided in accordance with the institution’s student behavior management plan. Students who violate the tobacco-use policy will be processed through established disciplinary protocol. Student violators will be provided with access to up-to-date information on the many consequences of tobacco use, offered techniques that students can use to stop tobacco use, and provided referrals to local youth tobacco cessation programs. Parents/guardians of minors will be notified of all violations and actions taken by the institution. Suspension will only be used after a student has three or more prior violations or refused to participate in other outlined measures.

**Compliance for staff and visitors:**

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies of Western Piedmont Community College and may include verbal warning, written reprimand or termination. Visitors using tobacco products will be asked to refrain while on Western Piedmont Community College property or leave the premises. Community College law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

It is the responsibility of each faculty and staff member to promote compliance with the tobacco-free policy. Instructors should use tact and good judgment in dealing with possible violations.

*(TOBACCO USE ON CAMPUS, amended by Trustees on April 16, 2007, February 2, 2009, August 4, 2014.)*
ALCOHOL AND DRUG USE

Western Piedmont Community College does not permit or condone the possession, use, distribution, or sale of alcohol, narcotics, or similar substances on campus. The College will cooperate fully in criminal investigations that involve violations of federal, state or local laws, and appropriate disciplinary action, including the possibility of suspension or expulsion, may result from serious offenses.

The College encourages and supports a variety of alcohol and drug abuse awareness activities among students, faculty and staff in an attempt to avoid problems associated with the use and abuse of alcohol and drugs. Individuals experiencing problems should consult a supervisor or counselor about preventative measures or referral services.

State law prohibits the sale, use, or possession of alcoholic beverages in any manner on College property. College sponsored organizations or groups that plan to hold a social event off campus at which alcoholic beverages will be served must obtain approval from the Vice President for Administrative Services at least 48 hours before the event. In addition, the following guidelines will be followed:

1. All state ABC Board rules and regulations will be strictly enforced;
2. At no time will persons under the legal drinking age be served alcoholic beverages;
3. Student fees shall not be used to purchase alcoholic beverages;
4. A significant amount of non-alcoholic beverages and variety of foods will be served; and
5. Advertising will not promote the event as an alcoholic “party” e.g., wine/cheese party or keg party.

The College expects that individuals consuming alcohol at any off campus event sponsored by any group or organization affiliated with the College will do so legally, responsibly, and at their own risk. The College is not liable for any claims for damage, personal injury or other loss resulting from consumption of alcohol at any such event.
7.10

LOST AND FOUND

All lost and found items must be turned in to a Campus Security Officer. Students and employees should contact the College Switchboard and request that the item be picked up. Campus Security will take appropriate action to locate the owner, including publication in the weekly Update.

ALPINE TOWER AND UNIVERSAL ROPE COURSE PROCEDURES

The Alpine Tower and the Universal Ropes course are a special training facility designed to provide group and individual problem solving experiences as well as intense partnering activities. These carefully developed events promote teamwork, cooperation, trust, communication, and self-esteem. Within this context, the following uses are permitted:

Curriculum: Classes will be offered through an appropriate curriculum division. All classes must have prior approval of the Coordinator of the Therapeutic Recreation Assistant program.

Continuing Education: Classes may be offered to agencies, businesses, industries and organized groups. Each participant must complete a waiver-medical form. All classes must have prior approval of the Coordinator of Therapeutic Recreation.

College Sponsored Groups: Activities may be offered to students, faculty, and staff. All classes must have prior approval of the Coordinator of Therapeutic Recreation.

Special Groups: Groups with which the College has reciprocal agreements (e.g., J. Iverson Riddle Development Center and Broughton Hospital) may make arrangements to offer sessions through the Coordinator of Therapeutic Recreation.

All Alpine Tower Instructors must satisfactorily complete 16 hours of initial training on the tower and develop competencies in initiative games, equipment usage and care, knots, belaying signals and techniques, practice in belaying as well as climbing various routes and systems of rescue. Universal Ropes Course Instructors must complete 8 additional hours of training focusing on zip line set up, swing set up and rescue procedures. Lead Instructors must teach or assist with at least one six-hour class during each calendar year in order to remain approved by the College. Instructor competencies must be documented on a skills check-off sheet.

Instructor to Student Ratios:

1 Lead Instructor to 6-8 students
1 Lead Instructor and 1 Assistant Instructor to 9-16 students
1 Lead Instructor and 2 Assistant Instructors to 17-18 students

(PED and TRE curriculum courses that have a major emphasis on belaying techniques are exempt from the above ratios.)

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Arrangements for scheduling, keys, and equipment must be made with the Coordinator of Therapeutic Recreation. The Alpine Tower Manual, Universal Facilitation Training Manual, and supporting documentation will serve as guides for instruction, safety, and supervision.
7.11

WEAPONS ON CAMPUS

It is unlawful for any individual, aside from law enforcement, from carrying a "weapon", with or without a concealed permit, onto a community college campus. A "weapon" includes firearms, explosives, BB guns, stun guns, air rifles or pistols and certain types of knives or other sharp instruments. This does not apply to "weapons" used solely for instructional or College sanctioned ceremonial purposes, in any College building or vehicle, on any College grounds, recreational area, athletic field, or other property owned, used or operated by the Trustees of Western Piedmont Community College.

N.C.G.S. 14-269.2 permits a person to bring a handgun onto a community college campus under the following limited circumstances:

1. The firearm is a handgun; AND
2. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND
3. The handgun remains in either: a closed compartment or container within the individual with the permit's locked vehicle; or a locked container securely affixed to the individual with the permit's locked vehicle; AND
4. The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
5. The handgun remains in the closed compartment at all times.

Unless otherwise provided by law, no individual aside from law enforcement may have any weapons on campus and individuals with a concealed carry permit can only have a handgun on a community college campus as expressly outlined in the limited situation above. Failure to follow these rules could result in the violation of North Carolina laws and criminal prosecution.

This law does not apply to a weapon used solely for educational or College sanctioned ceremonial purposes, or used in a College approved program conducted under the supervision of an adult whose supervision is approved by the proper College authority.

Furthermore, this law does not apply to armed forces personnel, officers, and soldiers of the militia and National Guard, law enforcement personnel, any private police employed by the College, when acting in the discharge of their official duties.

(WEAPONS ON CAMPUS, amended by Trustees on August 4, 2014.)

ANIMALS ON CAMPUS

Western Piedmont Community College prohibits animals in College buildings and in College sponsored outdoor courses and activities, except for those animals that are specifically exempted by this policy. Exempted animals include: service animals while performing their duties (i.e. guide dog, signal dog, or other animal individually trained to do work or perform tasks for the

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benefit of an individual with a documented disability); clinical and teaching animals used directly in support of the College’s instructional mission; and animals-in-training while participating in approved College programs and activities. At all times, owners of dogs otherwise permitted on the campus must abide by the City of Morganton’s leash ordinance #8-2022, Section C that requires all dogs to be on a leash while on public property within the Morganton city limits.

*(ANIMALS ON CAMPUS, approved by Trustees on October 4, 2003.)*
7.12

SOLICITATION POLICY

No employee, person, agency, firm or corporation shall use College owned or controlled facilities and property for the purpose of selling or offering for sale any article, commodity, or service; provided however, that this policy shall not be construed to prohibit the selling or delivery of goods to or from duly authorized agents or agencies of the College; and, furthermore that the Vice President for Administrative Services may authorize the selling of articles, commodities, or services by student organizations, College committees, and other persons, agencies, firms, or corporations provided such authorization is determined to be in keeping with the College’s mission and with Volume 11 of N.C. General Statutes 56-58, otherwise known as the “Umstead Act.”

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