



2023-2024 Undergraduate Student Handbook

STUDENT RESOURCES

Security, Safety, and Emergency Procedures

Security: A Shared Responsibility.....	2
Access to Apartments.....	2
Access to Residence Halls.....	2
Building Hours.....	2
Campus Closing Hours.....	3
Campus Gates.....	3
Entering Campus After Closing Hours.....	3
Campus Emergency Procedures.....	4
Emergency Notification Systems.....	4
Emergency Notification through Voicemail, Email, and Text Messaging.....	4
MC Alert Opt-In for Accessibility Barriers.....	5
Campus Alarm Warning System.....	5
Emergency Medical Procedures.....	5
Fire Emergency Procedures.....	6
In Case of Fire.....	6
During a Fire Alarm.....	6
Fire Alarm/Fire Drill Responsible Roles.....	6
Fire Alarm System Policies.....	7
Fire Drill Policy.....	7
Missing Student Notification Policy.....	7
Personal Property.....	9
Shelter-in-Place Procedures.....	9
Weather Emergencies.....	10
Hurricane Safety.....	10
Snowstorm / Ice Safety.....	11
Tornado Emergency Procedures.....	11
Wildlife.....	12

Security: A Shared Responsibility

Safety and security is a top priority at Meredith College. It is a shared responsibility of each student, faculty, and staff member to be diligent about the safety and security of themselves and of others in the community. To increase personal safety and security, students are advised to take the following precautions:

- Be aware of your surroundings. Avoid dark areas and non-populated areas. Be vigilant. Look for and immediately report suspicious activity to Campus Police.
- Avoid walking alone to and from the outer parking lots after dark. Call for a Campus Police escort, when appropriate.
- Travel with a companion whenever possible.
- Resident students should keep their doors locked while not in their rooms.
- Lock doors to cars, residence hall rooms, etc. Close and lock ground level windows. Do not leave the outer doors to residence halls or apartments propped open.
- If you decide to go out alone with a casual acquaintance, make sure to know that person's identity. You should also tell a friend where you are going, who will be accompanying you and when you are expected to return.
- Avoid parties where drugs or excessive use of alcohol is obvious.
- Set limits and communicate them clearly. Understand your right to say "No!" at any time and have that decision respected and maintained.

Access to Apartments

The Oaks apartment building main doors will be open for resident and guest access. Exterior doors and interior hall doors will be locked 24-hours a day and can be accessed by an apartment resident using a CamCard. CamCards must not be given to another person for use.

Access to Residence Halls

In an effort to provide as secure a living environment as possible, all residence halls are locked 24 hours a day. Students access the building through specially-equipped doors using their CamCards. Students must exercise utmost care to protect their CamCards and immediately report any lost or stolen card to the CamCard office. Students pulling on doors in order to gain entry and breaking the lock will be subject to judicial action. Check the College calendar for special lockup times related to holidays. CamCards must not be given to another person for use.

Building Hours

Residence halls are locked 24 hours daily. Access is by Meredith CamCard at specified doors. Students may only enter via doors with CamCard readers. They may exit through any building door. Check the College calendar for special lockup times related to holidays.

All campus classroom buildings are normally opened at 7:00 a.m. and locked at 11:00 p.m., during school sessions. Students may remain in classroom buildings after 11:00 p.m. only if:

- The student has a Meredith ID in her/his possession;
- Reports her/his specific location to Campus Police, 919-760-8888 (or extension 8888 from a campus phone); and
- Is accompanied by another Meredith student (with ID), who is within sight at all times. All students are encouraged to work with a partner anytime they are in a classroom building after dark.
- It is the student's responsibility to ensure that any door that is exited locks behind the student.

This schedule applies only during the regular academic calendar (holidays excluded) and does not include the library. Check at those locations for current hours.

Johnson Hall is open by 7:00 a.m. and locked most evenings at 6:00 p.m.

Campus Closing Hours

Campus closing hours are 1:00 a.m. Sunday through Thursday, and 2:00 a.m. Friday and Saturday. As an additional security measure, Meredith is closed to the public at 11:00 p.m. daily. After 11:00 p.m., all cars entering campus must stop at the gatehouse on Main Campus Drive. All persons, including residents of The Oaks apartments, must be acknowledged by the officer before proceeding. Only persons with justifiable reasons may continue onto campus.

Campus Gates

The Campus Police gatehouse is equipped with electronic gate arms and a license plate reader camera. The gate arms allow Campus Police staff to control all inbound and outbound traffic in and out of campus as well as shut down all vehicle traffic in times of emergencies. A license plate reader camera records license plates of all vehicles entering campus 24/7.

The Faircloth Street gate is locked nightly at 11:00 p.m. and opened at 6:00 a.m. During holidays and other specified times, the Faircloth Gate may be locked earlier in the day or remain locked all day

The Wade pedestrian gate is locked at 10:00 p.m. and opened at 5:30 a.m. During holidays and other specified times, the Wade Gate may be locked earlier in the day or remain locked all day.

The Greenway Gates are open from dawn to dusk. When the Greenway Gates are locked, the Greenway is officially closed. All patrons must exit immediately.

Entering Campus After Closing Hours

Student who live on campus and commuters entering campus after 11:00 p.m. must check in at the gatehouse on Main Campus Drive:

- Meredith students must present Meredith ID, driver's license, or other proper identification to security at the gate house. Students are encouraged to never leave

campus without their Meredith ID. Any student returning to campus after hours without a Meredith ID will be fined \$10.

- Persons other than Meredith students must present a drivers' license or other proper identification, which will be retained by campus police when they leave campus. No one will be allowed to enter campus without proper identification.
- Cars should proceed to the appropriate designated campus location. If uncertain, ask the Campus Police/Security officer at the gatehouse.
 - If the driver is a Meredith student, the student proceeds to a designated student parking lot.
 - Drivers who are not Meredith students, and are dropping off a Meredith student, proceed to the nearest drop-off point for the residence of the Meredith student(s); drop off passenger(s); return immediately to the gatehouse to reclaim ID; and exit campus.
- Meredith student(s) then proceed(s) to the entry door of the residence hall. Students are encouraged not to linger outdoors alone after 11:00 p.m.

Note: Any student returning to campus after hours without a Meredith ID will be fined \$10. A student will have 72 hours in which to appeal the fine with Campus Police before the charge is forwarded to the Accounting Office.

Campus Emergency Procedures

Campus emergency plans are posted on the emergency planning website at <https://www.meredith.edu/emergency-planning/emergency-procedures/> and campus police website at http://www.meredith.edu/on_campus_services/campus_police The College's Incident Management Team annually reviews campus emergency plans and procedures.

Emergency Notification Systems

Meredith College has several methods of notifying students, faculty and staff in the event of an emergency.

Note: Any notifications related to COVID-19 or other medical epidemic or pandemic situations impacting day-to-day operations on campus will be posted on the College's Staying Strong web site.

Emergency Notification through Voicemail, Email, and Text Messaging

MC Alert allows Meredith to quickly convey time-sensitive information. MC Alert messages will be sent out for campus emergencies as well as college closings and delays. With MC Alert, Meredith can schedule, send, and track voicemail, email, and text messages for all members of the campus community who have registered with MC Alert. Students are strongly encouraged to register for MC Alert: http://www.meredith.edu/about_meredith/emergency_planning/mc_alert

These messages are sent via four different modes of communication:

- Voice messages to home, work and/or cell phones

- Text messages to cell phones and other text-based devices
- Written messages to email accounts
- Messages to receiving devices for the hearing impaired.

MC Alert Opt-In for Accessibility Barriers

To improve communication about campus accessibility, we are expanding the use of [MC Alert, our Emergency Notification System](#), to send text and voice messages to subscribers during business hours about known accessibility barriers.

You can opt-in to the accessibility notifications when you sign up for MC Alert or add this new list if you have already registered in the past.

Go to <https://mcis.meredith.edu> and complete the following steps:

1. Log in using your net ID and password
2. In the left-hand menu, click on MC
3. Scroll down and click on MCAAlert
4. Check the accessibility opt-in notifications box
5. Hit submit

Campus Alarm Warning System

Meredith has a siren warning system that allows the College to issue 60-second audible warnings for incidents involving safety and security issues. This system has both alarm and voice warning capability. When the campus siren is activated, individuals should move to the closest safe and secure location. Please refer to the Shelter in Place Procedures section or http://www.meredith.edu/about_meredith/emergency_planning/emergency_procedures/lockdown_procedures/ for more information.

Emergency Medical Procedures

In the event of an on-campus medical emergency, the campus community should contact Wake EMS by dialing 9-911 from a campus phone or 911 from any other phone and then contact Campus Police by dialing 8888 from a campus phone or 919-760-8888 from any other phone.

In the event of any other on-campus emergency, the campus community should contact Campus Police by dialing 8888 from a campus phone or 919-760-8888 from any other phone.

Resident students should also call the Resident Director (RD) on Duty at 919-612-6350.

Meredith College will follow the recommendations of EMS in decisions about transporting students to the hospital. The person receiving the services of EMS will be responsible for all fees charged for EMS services not covered by insurance.

Fire Emergency Procedures

In Case of Fire

If YOU discover a fire:

- Activate the nearest alarm.
- Get out of the building immediately if fire is threatening.
- Call 911.
- Alert Campus Police at 919-760-8888 or 8888 from a campus phone. Also alert the residence director for a residence hall fire or apartment manager for an apartment fire.
- If it is a small fire, use a fire extinguisher.
- If it is a large fire, exit the building.
- Before leaving a room, check the doorknob to see if it is hot. If hot, do not open; go to the window and wait for the firefighters to rescue. Do not try to jump or climb down. (With the door closed, you are not in immediate danger).
- If smoke is beginning to fill the hallway as you evacuate, grab something to help filter the smoke. If you get caught in heavy smoke, crawl to the nearest exit. If fire blocks your nearest exit, go immediately to the next closest exit.
- If evacuating a residence hall, meet the resident assistant at the evacuation meeting point; if evacuating the apartment building, meet a staff person outside the building at the designated meeting point.

Note: It is against the law to activate a fire alarm when there is no fire. Do not activate the fire alarm without reasonable cause to do so. Pranks and jokes will not be tolerated.

During a Fire Alarm

All students must:

- Treat every alarm as if it is a real fire
- Turn off all lights except overhead.
- Close the door if last one out.
- Walk rapidly (do not run) out of the building. The first person to reach the door should hold it open for others.
- When evacuating a residence hall, meet the RA at the designated evacuation meeting place. If evacuating the apartment building, meet a staff person outside the building at the designated meeting point.
- Wait to return for the “all-clear signal” from a person in authority to return.

Fire Alarm/Fire Drill Responsible Roles

Individuals with responsibility for the safety of students and buildings follow specific procedures during fire drills and fire alarm actuation. Residence students should avoid interfering with these procedures.

Apartment Residents

- Students residing in on-campus apartments will receive specific fire safety information from The Oaks staff.

Resident Assistants:

- Move quickly to the evacuation meeting point.

- Receive reports from fire marshals and account for all students on the hall using hall roster.
- Report to the residence director evacuation times and problems (in real fire, i.e., the possibility of students still in building, etc.).
- Remain at the assigned position until instructed to return to the residence hall.

Residents Housing Association:

- Coordinates checking of fire alarm equipment with the director of residence life, campus police, and facilities services during the first week of school.
- Designates the date and time for the drill and announces it at the regular meeting of the RHA Executive Board.
- Informs security and RD on duty prior to the fire drill.
- Informs the director of residence life of the fire drill.
- Coordinate with Disability Services to alert students or ESAs in advance.
- Designates outside evacuation meeting places for each hall to line up in single-file line.

Fire Marshal:

- Check rooms to make sure all students are out and make note of any locked doors.
- Knock on locked doors or closed doors.
- Close windows and turn off overhead lights in each room.
- Close doors to each room.
- Go directly to the resident assistant and report when all rooms are clear.

Chief Fire Marshal:

- Records the time of each residence hall's departure.
- Receives reports from the residence hall presidents regarding evacuation after the fire drill.
- Keeps careful records of all fire drills and forwards copies of these records to the director of residence life.

Fire Alarm System Policies

Students should be aware that it is against the law to activate a fire alarm when there is no fire. It is also against the law to tamper with fire safety equipment, including automatic door closure hardware.

Fire Drill Policy

Fire drills are held once per semester for the safety of all students. Any student who does not leave the residence hall or apartment during a fire drill will be subject to a maximum penalty of \$50. Repeated failure to cooperate in the fire drill procedures will result in judicial action. All students must evacuate in three (3) minutes or less for the drill to be successful. The Oaks on-campus apartments must evacuate within five (5) minutes.

Missing Student Notification Policy

Meredith College takes student safety very seriously. If a member of the College community has reason to believe that a Meredith student who resides in on-campus housing is missing, he or she should immediately notify Meredith College Campus Police at 919-760- 8888 (extension

8888 from a campus phone). Campus Police, in conjunction with College Programs staff (Residence Life staff, Dean of Students, etc.), will initiate an investigation including the following:

- Conduct a welfare check in the student's on-campus residence.
- Attempt to contact the missing student via phone numbers on file in the Office of Residence Life and/or the Office of the Registrar.
- Call or speak in person with known contacts such as roommate, suitemates, apartment mates, and friends.
- Contact student employer, if known.
- Contact the student's professors to gather information about the student's recent class attendance.
- If the student has a vehicle, Campus Police will attempt to locate the vehicle on campus.

In the event a student under 18 years of age and not emancipated, Meredith College must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, Meredith College will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If the student cannot be located after reasonable efforts, the Dean of Students or the Chief of Campus Police will then contact the student's missing person contacts no later than 24 hours after the student has been determined to be missing. If a confidential missing person contact has been listed by the student and the student is over the age of 18, that person will be contacted. If the missing student is under the age of 18 and is not an emancipated individual, the Dean of Students or the Chief of Campus Police will notify the student's parents or legal guardians, in addition to notifying any additional contact person designated by the student. If the investigation indicates that a student is missing, Campus Police will file a Missing Person's Report with the Raleigh Police Department.

In addition to registering an emergency contact with the Office of Residence Life, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Meredith College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact may do so through adding the name and contact information on the emergency contact form completed by the student when moving into the on-campus residence, or by contacting the Office of Residence Life at 919-760- 8633. A student's confidential contact information will be registered confidentially and this information will be accessible only by authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation as appropriate.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Meredith College will inform the Raleigh Police Department that the student is missing within 24 hours.

Personal Property

Students who experience theft or loss of personal property should alert campus police as soon as possible. Meredith is not responsible for damage, loss or theft of personal property of students. Students and their families are encouraged to make sure that all insurance policies are current, including those that cover vehicles or residence hall/apartment property. If a student has evidence that another student is responsible for theft or damage to another's personal property, the student should alert campus police and the solicitor general of the Honor Council.

Shelter-in-Place Procedures

The purpose of an emergency shelter-in-place alert on campus is to limit human exposure to an apparent life-threatening, hostile or hazardous situation. A shelter-in-place alert is necessary in situations where there is reason to believe that exiting a sheltered area will expose individuals to greater danger than remaining in place.

The primary authority to initiate a shelter-in-place order will be Campus Police. Should the situation warrant it, all faculty and staff have the authority to initiate an emergency shelter-in-place alert.

Situations where an emergency shelter-in-place order may be warranted include but are not limited to:

- Observing an armed intruder or shooter,
- A serious crime being committed in close proximity to campus, or
- Any situation where exposure to outside hazards may endanger staff, faculty, students and/or visitors.

Anyone observing any one of these situations should immediately call Campus Police at 919-760-8888 (extension 8888, from any campus phone) and be prepared to answer detailed questions to describe the location and description of the perpetrator or event. (See Initial Action/Reporting Procedures below.)

The Meredith Campus Community will be notified through [MC Alert](#), our campus emergency notification system. In addition, individuals may be told by Campus Police personnel and/or Staff to go into lockdown, and encounter security personnel making their "lockdown rounds." However, Campus Police personnel will be performing critical duties, locking buildings and communicating with other law enforcement agencies during the lockdown and may not be able to stop and provide individual directions. Therefore, it is important to know and follow the steps listed below. Should circumstances prevent the "Lockdown" of a particular building, the Campus Police personnel will take appropriate steps to secure the building.

If an intruder on campus is actively causing deadly harm or the threat of imminent deadly harm to people, you must immediately seek cover and call or contact Meredith College Campus

Police at 919-760-8888 (extension 8888, from any campus phone). Give as many details as possible relative to location, number of assailants, means of aggression, and other pertinent information.

General instructions for individuals on campus during an emergency lockdown:

- Remain calm.
- Silence phones/devices. Be alert to MC Alert text messages.
- Do not sound the fire alarm to evacuate the building. People may be placed in harm's way if they are attempting to evacuate the building. **If a fire alarm does go off during a lockdown, do not evacuate unless you detect smoke.**
- Do not gather in open areas or hallways. These ARE NOT areas of shelter.
- Stay away from windows and doors.
- Do not leave until police or security contact you to confirm it is safe; follow instructions from police or security.

Specific instructions will be based upon the crime or incident that is or has recently occurred. Individuals should follow instructions given by Campus Police or through MC Alert. Every person facing a dangerous situation must be prepared to take direct responsibility for his or her own personal safety and security. Students are encouraged to review actions to take in situations involving an active shooter: [What to do in case an active shooter or other violent situation occurs](#).

Hazardous Materials Incident: In case of a hazardous waste spill, the campus community may be asked to shelter-in-place. Specific instructions or containment procedures are to be given via MC Alert based upon the specific hazardous materials-related incident that has occurred or is actively occurring.

Weather Emergencies

Hurricane Safety

Damage from hurricanes is not unheard of in central North Carolina. High winds can result in unsecured objects becoming potentially dangerous missiles and falling limbs can cause power outages. Excessive rain can cause flooding in low-lying areas. Unlike a tornado, a hurricane usually allows warning, and you can adequately prepare to evacuate or to take shelter and secure belongings. It is important that students:

- Keep cell phones and other devices charged; install an app for timely weather notifications. It's helpful to have a battery-operated radio available to listen to information regarding the storm in the event cell phone reception and power is interrupted..
- Unless otherwise instructed, stay inside the residence hall or apartment.
- Keep windows and doors closed during wind and rain events.
- Seek out residence hall staff for further instructions if conditions appear dangerous.
- Be prepared to move to upper or lower floors as directed.
- Cooperate with staff and Campus Police.

Snowstorm / Ice Safety

Use common sense when enjoying a snowfall, and consider your own safety and that of others.

- Stay away from windows and doors in the event of high winds and falling limbs.
- Do not attempt to drive to, away from, or on campus.
- Listen to the radio or TV or consult on-line media sources regarding the closing of classes. College delays and closings will also be communicated through the MC Alert notification system.
- In case of power failure, see your residence life or apartment staff for instructions.

Tornado Emergency Procedures

Campus police have weather alert radios that emit an audible signal if the national weather bureau has issued a warning for our immediate area. Staff members will sound the emergency siren for an alert. When the siren is activated, individuals should move indoors immediately. A tornado watch means tornados are possible. A tornado warning means that a tornado has been sighted in the warning area.

If a tornado watch is issued, prepare to protect yourself:

- Keep the radio or TV or online sources tuned to weather announcements and register with a local TV station to receive local weather alerts on your smart phone or other device.
- Keep a flashlight nearby in case the power goes out.
- Be alert for changes in the weather.
- Be prepared to move to a safe shelter.
- See your residence hall staff for further instructions.

If a tornado warning is issued, or if you see or hear a tornado coming, **DO NOT WAIT:**

- Proceed quickly and quietly to a first floor hallway, a safe area. **THEN STAY INSIDE!**
- Make sure all first floor doors are closed for safety.
- When in a safe area, crouch on your knees, head down, and cover your head with your arms.
- If unable to move to a hallway, move as far away from windows and outside doors as possible. Take shelter under a desk or any heavy furniture available.
- Stay away from windows and large glassed areas.
- Cooperate and accept direction from staff and campus police.
- See your residence hall staff for further instructions.

Know these tornado danger signs:

- Severe thunderstorm: thunder, lightning, hard rain, strong winds.
- Hail: bullets of ice from a dark, cloudy sky.
- Funnel: a dark, spinning rope or column from the sky to the ground.

Wildlife

If you live on campus, please keep your windows closed so that wildlife are not able to enter the building. Call Campus Police at 919-760-8888 (extension 8888, from any campus phone) if you see any wild animal inside a campus building. Do not approach the animal; Campus Police staff will take appropriate action.