



White
Mountains
Community College

Annual Security Report September 30, 2023

Main Campus – 2020 Riverside Drive, Berlin, NH 03570

Littleton Academic Center – 646 Union Street, Suite 300, Littleton, NH 03561

North Conway Academic Center – 2541 White Mtn. Highway, North Conway, NH 03860

www.wmcc.edu

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CRIME AWARENESS & COLLEGE SECURITY INFORMATION REPORT

The information provided herein meets the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. It has been prepared by the Campus Security Office, the Vice President of Student Affairs, and the Human Resources Officer using statistical data and other information supplied by Campus Security and police departments from the communities of Berlin, Conway, and Littleton, New Hampshire. This report is updated annually.

This report provides readers with important information about the college's safety and security policies and procedures and includes statistics about incidents of crime at White Mountains Community College (WMCC). When you review the statistics, you will note that WMCC is a safe institution. The safety you experience at the main campus in Berlin and at the Academic Centers in Littleton and North Conway is due in part to the combined efforts of many individuals and departments, and the close working relationship with local law enforcement. We believe safety at WMCC is a shared responsibility and we rely on every member of the college community to contribute to security on campus by reporting suspicious activities and using common sense when going about their daily activities.

Maintaining a safe environment at WMCC is a collaborative effort of college administration, campus security, and the safety committee, who are jointly responsible for developing services, programs, and strategies with the intent of keeping students, employees, and guests safe. In order to meet this goal, the college focuses on three important functions:

- 1. A strong partnership with the civil authorities and community groups in the greater Berlin, Littleton, and North Conway communities.*
- 2. A focus on emergency management requiring a comprehensive approach to preventing, preparing for, responding to, and recovering from emergency situations. The college strives to be proactive when planning for and handling emergency events. These efforts are shared by college administration and the WMCC safety committee.*
- 3. Utilizing systems that allow us to enhance safety through contemporary building entry doors, office and classroom locking systems, and regularly scheduled practice drills.*

It is our hope that you find this report informative and helpful, and that your time at WMCC is enjoyable and safe. If you have questions or would like additional information about safety and security at the college, please visit us at <https://www.wmcc.edu/about/campus-security/> or contact James Astuto, Safety and Security Supervisor, at jastuto@ccsnh.edu or 603-342-3022, or Dr. Mark Desmarais, Vice President of Student Affairs, at mdesmarais@ccsnh.edu or 603-342-3009.

The Campus Security Act – Legal Requirements

The federal Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1, which contains three years of campus crime statistics and certain campus security policy statements, including a summary of the college’s emergency response policies and evacuation procedures.
- Disclose crime statistics for the college including public areas immediately adjacent to the main campus or academic centers, and certain non-campus facilities or remote classrooms. The statistics are gathered from local law enforcement, the Office of Student Affairs, Campus Security, and other college officials who have significant responsibility for student and campus activities.
- Provide “timely warning” notices of those crimes that have occurred and post notices for any ongoing threat to students and employees.
- Disclose all incidents of crime in a Public Crime Log.

The Office of Student Affairs and CCSNH Risk Management is responsible for preparing and distributing this report. The Campus Security Supervisor works with departments throughout the college, the Chancellor’s office, and local law enforcement in Berlin, Littleton, and North Conway to compile the information herein.

Each September and January, information that provides web access to this report is emailed to all enrolled students and WMCC employees. This report is also available on the college website so that it may be accessed by prospective students and employees.

Paper copies of the report may be obtained by contacting James Astuto, Safety & Security Supervisor, at jastuto@ccsnh.edu or at 603-342-3022, or by visiting the Welcome Center at the Littleton Academic Center.

Campus Security Authorities

In 2022, WMCC employed a part-time security force. Campus officials continue to have significant responsibility for students and campus activities, and are considered to be Campus Security Authorities (CSAs), including members of the College Leadership Team, the Safety & Security Supervisor, the Facilities Manager, and directors of student convening centers, including the Library and Student Success Center, and student organization advisors, including Student Senate and Phi Theta Kappa Honor Society. CSAs are not expected to investigate a crime to determine its validity, but rather to simply document the incident and provide the information to campus officials for follow-up.

Campus Security Authorities include the following WMCC employees:

President	603-342-3004	Student Success Center Svc Coord	603-342-3060
VP Student Affairs	603-342-3009	Director of Onboarding/Student Success	603-342-3030
VP Academic Affairs	603-342-3002	Accessibility Services Coordinator	603-342-3059
Safety/Security Supervisor	603-342-3022	Littleton Ac Ctr Enrollment Specialist	603-342-3099
Human Resources Officer	603-342-3003	Director of Academic Centers	603-342-3093
Facilities Manager	603-342-3075	Director of Library Services	603-342-3086
Student Senate Advisors	603-342-3060/603-342-3048 603-342-3016/603-342-3099	Honor Society Advisors	603-342-3087/603-342-3023

Confidential Crime Reporting

Because of the negotiated rulemaking process which followed the signing into law the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be Campus Security Authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors,” when acting as such, are not considered a Campus Security Authority, and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

CARES (Campus Assessment Response Education and Support) Team

The Campus Assessment Response and Education (CAREs) Team’s purpose is to prevent crises before they occur through the provision of outreach and educational programming, consultation, appropriate assessment, and referrals; to ensure that students whose behavior is of concern are contacted through follow-up processes and have access to appropriate services so that they have the opportunity to improve their welfare; and to have a proactive approach to manage the complexities involved with threats (to self or others), violence, and general behavioral or emotional challenges. Team members are extremely sensitive to the concerns (and privacy of all involved) and adhere to the highest standards of confidentiality. Employees and students have the ability to report the concerning behavior of a student to the CARES Team via an online report at [CARES Incident Report](#).

Facility Security and Access

During business hours, the college is open to students, employees, and members of the community at large. At 6:00 PM, all entrances to the building lock but for the main entrance, next to which the safety and security office is located. During non-business hours, access to all college facilities is by key, if issued, and by badge access or by admittance via Campus Security and/or Facilities. In the case of periods of extended closing, the college will admit only those with prior approval by a member of the college leadership team to all facilities.

Some departments, such as the library and the bistro, may operate during hours that vary outside of regular business hours of the college at times throughout the year. In these cases, specific building locations will be secured (in collaboration with security and/or facilities staff) according to the schedules developed by the responsible department.

Emergencies may necessitate changes or alterations to any posted schedules. All facilities have security surveys conducted of them. Administrators, along with individuals from Campus Security, Risk Management, and other concerned areas review these results and recommend or implement improvements. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the safety committee meets regularly to discuss issues of pressing concern.

WMCC and Local Law Enforcement

WMCC administration, security, and facilities staff maintain a working relationship with the City of Berlin and Towns of Littleton and Conway police and fire departments, as well as the county sheriff departments. Memorandums of Understanding exist between WMCC and the Berlin, Littleton, and Conway police departments, and describe the working relationship between the college and local law enforcement. Berlin, Littleton, and Conway police departments provide WMCC with crime statistics in support of the Annual Security Report.

Campus Law Enforcement Authority

The Campus Security Office at WMCC maintains a highly professional working relationship with the local police

departments. All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security and the appropriate police agency. Prompt reporting will assure the issuance of timely warning notices on campus and timely disclosure of crime statistics.

The college recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the college. All persons on the campus are subject to these laws and rules at all times. The college is public property, and law enforcement officers may enter the campus to conduct business as needed. Additionally, the officers are invited to patrol the campus to assist the college in deterring crime.

The Safety and Security Supervisor has no arrest authority beyond that of an ordinary citizen. When they occur, criminal incidents are referred to the local police who have jurisdiction on the campus. The Safety and Security Supervisor may make an arrest in the event a felony is committed in his or her presence; however, as a matter of course, serious crimes are the responsibility of the local police. The Safety and Security Supervisor is expected to render all possible assistance provided such assistance could be given without significantly endangering the officer or others not involved in the crime.

The Safety and Security Supervisor and college administration have the authority to ask persons for identification and to determine whether individuals have lawful business at WMCC. The Safety and Security Supervisor has the authority to issue parking tickets, which are billed to the financial accounts of students, faculty, and staff.

As noted in the introduction and the emergency policies, Campus Security is notified of all crimes on campus. The college relies on the telephone to contact emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to Campus Security where appropriate under the MOU.

Annually, the Campus Security Office is provided with a summary of all crimes occurring in a Clery geographical location (on campus; in a non-campus building or on property owned, leased, or controlled by the college or an officially recognized student organization that is not within the contiguous geographic area of the campus; or on public property immediately adjacent to and accessible from the campus) by local law enforcement agencies. Periodic meetings with local law enforcement allow for exchanges of routine information on a timely basis. Additionally, special needs are communicated between agencies as they occur. Crimes committed at off campus facilities under the control of WMCC will be disclosed in these statistics if they come to the attention of Campus Security.

Security Awareness Programs for Students and Employees

Information about campus safety and security are presented at orientations for new WMCC new employees. Materials dealing with crime prevention measures, campus safety, sexual assault, domestic violence, emotional abuse, etc., are available in the Student Handbook online via the college website, and occasionally posted on social media. Students and employees are made aware of crime on campus and in surrounding neighborhoods. Crime prevention programs and sexual assault prevention programs are offered on a continual basis both in-person and online. In addition, information is disseminated to students and employees through handouts, posters, displays, videos, and articles in the Community College System of New Hampshire (CCSNH) Risk Management and Compliance newsletter.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the college community through Rave emergency alerts, notices sent via the college's electronic mail system and text messages.

Crime Prevention Programs, Resources, and Services for Students and Employees

Campus Security and college administration at WMCC is committed to the safety and well-being of all members of the campus community. Of course, a truly safe campus can only be accomplished through the cooperation of the entire college community, which includes students, faculty, staff, and visitors.

WMCC expects students to be mature, honest, and responsible members of the college community. Any behavior that infringes upon the rights, safety, property, and privileges of another person or which impedes the educational process is unacceptable. Any behavior or activity that violates state, local, or federal law is unacceptable and will not be tolerated. For further information, refer to the Student Code of Conduct policy located in the [Student Handbook](#).

Disciplinary issues are the responsibility of the Vice President of Student Affairs in conjunction with the Vice President of Academic Affairs, and the Judicial Committee of the college. The Vice President of Student Affairs, or designee, may take administrative disciplinary action when necessary to ensure the safety of students, faculty, and staff, and to ensure the continuation of the educational process.

In 2022 the Campus Security Office generally operated Monday through Thursday from 3:00 - 9:00 pm and Fridays 12:00 - 4:00 pm. Patrols are conducted on campus regularly. Daily crime logs are maintained and available to the public within two days of an event.

Members of the college community must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common-sense precautions. For example, any student may feel more comfortable contacting college personnel for an escort to their vehicle. Also, consider using the "buddy system" to walk to the parking lot. Vehicles should always be locked, with valuables stored out of sight. Any suspicious individuals or activity should be reported immediately.

The college encourages reporting directly to local authorities by dialing 911 in situations where the need is obvious, such as a theft you see taking place or a situation requiring immediate medical attention. Notifying college personnel should take place *after* emergency personnel are en route.

Further information regarding safety and security is provided to students and employees through the WMCC website, posters, brochures, and meetings. Some of the programs that may be provided throughout the year include: defensive driving training, CPR/AED training, Title IX training, alcohol and drug awareness, and other educational programming.

WMCC provides direct service programs to members of the college community. These programs are dedicated to the prevention of crime on campus and vary in scope and content, with the emphasis on community involvement. Specific programs dealing with campus safety and security services include the following:

- Security audits of buildings
- Escort service to parking lot
- Campus lighting checks and surveys
- Alcohol assistance programs
- Sexual Harassment and Rape Prevention Program – coordinated through local crisis centers

Counseling

The college has a part-time counselor on staff to assist students with issues that may interfere with their success as

students. There is no psychiatric professional on staff, but rather, the college has referral options available for students in need of professional counseling. Students can participate in groups to discuss career, and/or academic concerns. Program directors, faculty, and staff are available to provide additional one-on-one consultation and dialogue. Community agencies in the area are available for assistance in finding solutions to individual concerns.

Additionally, BetterMynd is an online therapy platform that offers students access to free one-on-one teletherapy counseling sessions over Zoom from a diverse network of licensed mental health counselors. Beyond teletherapy sessions, BetterMynd provides workshops and resources which are important to understanding and improving mental health. Students can access these services via their student portal or online at <https://www.bettermynd.com/> and using their student email and password to register.

Employees can access KGA, their Employee Assistance Program (EAP), for free and confidential counseling services and referrals, 24 hours per day, seven days per week by calling 1-800-648-9557 or going online to info@kgreer.com (company code: CCSNH).

College Safety Initiatives

Escort Assistance: Campus security or other college personnel are available to escort students, faculty, and staff to and from the building to their vehicles. This service can be accessed by email (jastuto@ccsnh.edu), by phone (603-342-3022 or extension 3022), or in-person by visiting the Campus Security Office.

The Littleton and North Conway Academic Centers do not offer escort assistance, but encourage individuals to buddy-up, particularly if they are among the last to leave the building at night.

Telephones: All offices, classrooms, labs, the library and the bistro on the main campus are equipped with telephones to access 911. All offices, classrooms, and labs at the Academic Centers in Littleton and North Conway are equipped with phones. These telephones may be used in the event of an emergency. Emergency instructions and phone number listings are posted at every telephone.

Alarm Systems: A computer-based electronic system, monitored by an off-campus alarm company, immediately notifies designated college staff (on- and off-campus) upon activation. These systems are located around the main campus in Berlin and at the Academic Center in Littleton. Alarm systems are configured to denote duress and other types of activations. In the event of a fire alarm activation, the Berlin and Littleton fire departments will be notified immediately through a Master Box system. Silent alarms that can be discreetly activated by employees to alert local police departments are located at the front desk at the North Conway Academic Center, and the front desk and the Allied Health wing in the Littleton Academic Center.

Emergency Call Boxes: An emergency call box is located on the main campus in Berlin on the first floor across from the elevator and connects directly to 911 when activated. An emergency phone is located in the elevator and connects directly to the Berlin Police Department. Two emergency call boxes are located in the parking lot in Berlin and connect directly to 911 when activated.

Lockdown Buttons: Lockdown buttons are located in the Welcome Center, Human Resources Office, Academic Affairs Office, and the Business Office Supervisor's office, all on the main campus in Berlin. When pressed, the buttons will lock all of the automatic doors and will notify the local police department, and an email notification will immediately be sent to the college leadership team and designees for each member, the Safety and Security Supervisor, the facilities manager, and IT manager.

WMCC Alerts: WMCC alerts originate from a free emergency notification system that will help ensure rapid and reliable mass communication to students, faculty, and staff. WMCC Alerts is designed to communicate with cell

phones (text and voice messages), landlines, and e-mail systems, should a crisis, emergency or weather closure/delay occur on the WMCC campus.

College Website: Emergency events and notices for closings are posted on the college website. Additionally, the current and the past two years' crime statistics are available at: <https://www.wmcc.edu/about/campus-security/>.

Students, faculty, and staff can access and confidentially report a crime or incident using the online [Campus Incident Report Form](#).

NH Violence Against Women Campus Consortium: WMCC is a participant in this statewide consortium whose mission is to provide a forum where post-secondary institutions in the Granite State can discuss, develop and implement strategies to end violence against women (and men) on their respective campuses.

NAMI NH: WMCC continues to collaborate with NAMI (National Alliance on Mental Illness) in the area of training and resource information related to suicide warning signs and suicide prevention.

Two-way Radios: All facilities personnel, the Library, Welcome Center, and other key locations on the campus are equipped with two-way radios for immediate contact with Campus Security in the event of an emergency. Lockdown buttons have also been installed in the Welcome Center, Human Resources Office, Academic Affairs Office, and the Business Office Supervisor's office.

WMCC CARES Team: The Campus Assessment Response and Education (CAREs) Team's purpose is to prevent crises before they occur through the provision of outreach and educational programming, consultation, appropriate assessment, and referrals; to ensure that students whose behavior is of concern are contacted through follow-up processes and have access to appropriate services so that they have the opportunity to improve their welfare; and to have a proactive approach to manage the complexities involved with threats (to self or others), violence, and general behavioral or emotional challenges. Team members are extremely sensitive to the concerns (and privacy of all involved) and adhere to the highest standards of confidentiality.

WMCC Safety Committee: The WMCC Safety Committee develops programs of safety education and training, health protection, and reasonable standards for compliance by all employees in order to maintain a safe environment for the entire WMCC community. This committee, which is made up of staff and faculty with equal representation of management and non-management, meets at least quarterly, and meeting notes are taken and shared with the college community.

How to Report Crimes at WMCC

College administration strongly encourages prompt and accurate reporting of all criminal matters or incidents that occur at WMCC. Persons who are victims of a crime and do not want to pursue action within the college or criminal justice system are encouraged to consider making a confidential report. This can be done via the on-line Campus Incident Report Form, or with permission from the alleged victim, the Vice President of Student Affairs can file a report of the incident without revealing identities. The purpose of this confidential report is to comply with the wishes of the victim while taking steps to ensure the future safety of the college community is maintained.

All WMCC faculty, staff, students and visitors can report a crime by:

- Dialing 911 on any telephone at any location for an emergency.
- Contacting the Safety and Security Supervisor (jastuto@ccsnh.edu, extension 3022 / 603-342-3022)
- Contacting any member of the college leadership team.
- Accessing the telephone located in the elevator on the main campus, which will connect directly to the

- Berlin Police Department when the receiver is picked up.
- Accessing one of the two emergency call boxes located in the parking lot in Berlin, which connect directly to 911 when activated.
- Accessing the yellow call box located near the elevator on the first floor, or the yellow call box located in the hallway on the second floor of the main campus, which connects to 911 when activated.
- Accessing the college website to complete a [Campus Incident Report Form](#).

WMCC's Emergency Management Plan Summary

The purpose of WMCC's Emergency Management Plan is to establish and document policies, procedures, and an organizational structure for response to emergencies that occur at the college. The Emergency Management Plan contains clear strategies and roles played by the college's Emergency Management Team during the initial response and throughout the emergency. The plan also outlines the responsibilities of the safety committee, whose membership includes representatives from multiple areas of the institution. Members of the Emergency Management Team include the college President, Vice Presidents, Human Resources Officer, Director of Academic Centers, Facilities Manager, Safety and Security Supervisor, and IT Director.

Nothing in the plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan. WMCC and any emergency planning shall be subordinate to state and federal plans during a disaster declaration by said authorities.

The goals of the Emergency Management Plan include:

- Providing for the protection of persons and property in the event of a natural, technological, or human imposed emergency or disaster.
- Establishing procedures for alerting police, fire, ambulance, administrators, faculty, staff and students.
- Defining roles and responsibilities of WMCC officials and staff.
- Securing coordinated and cooperative response with municipal and county government and emergency services.

What follows in this report are three features of the WMCC Emergency Management Plan: Emergency Notification and Timely Warning Procedure, Drill Schedule, and Fire Evacuation Procedures.

Emergency Notification and Timely Warning Procedures

WMCC policies guide emergency response and evacuation procedures, including the use of the college's Emergency Notification System – WMCC Alerts. These policies and procedures require a member of the college administration or designee to immediately notify the college community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and/or employees occurring on college property, unless issuing a notification will compromise efforts to mitigate the emergency. Emergency messages may also be reported to police departments or emergency responders of the City of Berlin and/or Towns of Littleton or North Conway. Emergency messages will include information on what has occurred and instructions on what to do next.

Warnings and updates may be distributed to the campus through any one or more of the following mechanisms:

- WMCC Alerts is a free service that automatically sends a brief text message, email or phone message alerting the college community of an emergency on the Berlin campus and/or academic centers in Littleton or North Conway. WMCC students can enroll in this free service by visiting: <https://getrave.com/login/wmcc>.

- Blast Email – All White Mountains Users email to all employees; All WMCC Student email to all registered students.
- College Website – www.wmcc.edu.
- Alarm System – Evacuation alarm (fire alarm) and/or a voice alert system on the college paging system will be used when there is imminent danger to the community. This system is designed to not only alert the campus community when there is imminent danger but also, when appropriate, follows-up with voice instructions.
- Local Media – when appropriate, local area radio, television stations, and print media will be notified to assist with notification efforts.
- Fliers posted on bulletin boards.

When issued, a copy of a Timely Warning notice will be filed in the corresponding case file. Emergency response and evacuation procedures are tested on a semi-annual basis.

Timely Warning Procedures

The decision to issue a timely warning shall be made on a case-by-case basis in compliance with the Clery Act. The decision is made by college administration or designees, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees, and the possible risk of compromising law enforcement efforts.

WMCC issues timely warnings for the following incidents:

- Criminal homicide
- Sex offenses
- Hate crimes
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft
- Major incidents of arson
- Other crimes as determined necessary by college administration, or designee, or the Chief of Police at Berlin, Littleton, or North Conway police departments. WMCC will not issue timely warnings for the above listed crimes if:
 - The subject(s) apprehended and the threat of imminent danger to the WMCC community has been mitigated by the apprehension.
 - A report was not filed with WMCC administration or if WMCC was not notified by Campus Security Authorities in a manner that would allow the college to post a “timely” warning to the community. Unless there are extenuating circumstances, a report that is filed more than five days after the date of the alleged incident may not allow WMCC to post a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.

Emergency response and evacuation procedures are tested on a semi-annual basis.

Drill Schedule

Announced and unannounced drills of the fire alarm/evacuation system, college voice paging system, and WMCC Alerts emergency notification system are held semi-annually, as planned by the safety committee. Appropriate follow-through activities to assess and evaluate emergency plan capabilities are conducted, and recommendations

for improvement are made and implemented where appropriate.

- Fire drills are held each fall and spring semester. One drill each semester will be held during the daytime hours and the other drill will be held during the evening hours.
- Active shooter drills are held each fall and spring semester with employees and students. One drill each semester will be held during the daytime hours and the other drill will be held during the evening hours.
- Testing of the WMCC Alerts emergency notification system will take place once per semester: in October and in February.
- The voice paging system is tested during college break periods or times when classes are not in session.

Emergency Response and Evacuation Procedures

If there is an immediate threat to the health or safety of students or employees occurring on campus, WMCC will follow its Emergency Notification Procedures. In this instance, WMCC is not required to issue a timely warning based on the same circumstances; however, WMCC will provide adequate follow-up information to the college community as needed.

WMCC will, without delay and taking into account the safety of the college community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Fire Evacuation Procedure

A fire may be detected and reported automatically by the automatic fire detection system or manually by an employee, student, or visitor. *Before a fire occurs, all employees should know:*

1. Where all exits are located and the evacuation route to the closest exit. Evacuation routes are as follows:

Main Campus – Berlin:

South end of the building: Evacuate through the nearest exit and make your way onto the athletic field, away from the building.

Middle of the building: Evacuate through the main entrance and walk across the front parking lot to the grassy area adjacent to Route 16.

North end of the building: Evacuate through the nearest exit and proceed to the furthest area of the north parking lot (near the basketball court).

Kitchen/Bistro/Student Wellness Center: Evacuate through the nearest exit and go to the gazebo.

Littleton Academic Center:

Evacuate through the nearest exit and go to the garden area, by the CDT driving range.

2. The sound of the fire alarm. Immediate response to the sound of the fire alarm system is required by all members of the college community and is vital for a quick and orderly evacuation.
3. The locations of fire extinguishers. They are only to be used if they are considered fully safe to do so and the employee is properly trained. Improper use could result in the spread of the fire.

Small Fires - Using a Fire Extinguisher

1. If the fire is small and you know how to use a fire extinguisher and it is safe to do so, you may, but you are not required to attempt to use a fire extinguisher to put out a fire. Do not attempt to extinguish a fire if hazardous or toxic materials are involved, the fire is very smoky, or if the fire is spreading rapidly. In those situations, follow the directions below for *'All Other Fires.'*
2. Alert all persons in the area and grab the nearest fire extinguisher. All fire extinguishers on campus can be used on wood, paper, liquid, and electrical fires. At other locations, check the fire extinguisher label to determine whether it can be used on the fire.
3. While keeping an exit available behind you, bring the extinguisher within six feet of the fire.
4. Follow the PASS procedure to activate the extinguisher.
 - Pull the pin located in the extinguisher's handle.
 - Aim the nozzle, horn, or hose at the base of the fire.
 - Squeeze or press the handles together.
 - Sweep from side to side at the base of the fire until it is out.
5. After the fire has been completely extinguished, contact the campus security supervisor or facilities staff and advise of your location. Be certain to explain that the fire has been extinguished.

All Other Fires

1. Immediately activate the nearest fire alarm pull station (located near exterior doors).
2. Alert people in the immediate area and evacuate the building using the nearest safe exit.
3. Use stairs, do not use elevators.
4. Control and order are of prime importance; speed is secondary. Evacuate the building without stopping to gather personal belongings. Talk should be kept to a minimum and cell phones should not be used while exiting the building.
5. Do not walk through or stand in a smoke cloud. If you must pass through a smoky area to reach a safe location, crawl under the smoke and, if available, use a wet cloth to cover your face.
6. Close, but do not lock, doors as you leave to confine the fire. If time and safety permit, close windows and turn off lights.
7. Evacuate in a calm, orderly fashion to pre-determined area.
8. Faculty will ensure students in their class evacuate the building or wait in designated area for handicapped evacuation. Faculty should bring class rosters outside and ask students to check in at the designated evacuation area.
9. If safe to do so, facilities staff will do a sweep of the building in order to ensure everyone has exited as they exit themselves and will assist with the evacuation of handicapped individuals in the case of immediate crisis.

10. Faculty and staff must do their best to ensure that all individuals move away from the building and do not block entrances or driveways that may be used by emergency vehicles and personnel. Evacuees must be careful of emergency vehicles entering the property.
11. Do not leave campus, as doing so will block roadways.
12. Once the building is evacuated, no re-entrance may occur until authorized by the Incident Commander. The Incident Commander will notify each evacuation assembly area when it is safe to return to the building.

Evacuation for Those in Wheelchairs, who are Mobility Impaired, or with Limitations Which Hinder Evacuation:

1. Handicapped individuals on the first floor will evacuate with everyone else.
2. Stairwell landings are a staging area for persons who use wheelchairs, are mobility impaired, or have other limitations which may hinder their evacuation from buildings. These areas are checked by the Emergency Management Team or emergency workers as directed by the Emergency Management Team.
3. Faculty and staff are requested to assist handicapped persons in their area to exit the building (first floor) or to the nearest accessible stairwell when evacuation is underway and to notify the Emergency Management Team or emergency workers that there is someone awaiting assistance.
4. If the Fire Department has not arrived and danger is imminent, the faculty or staff person in the area will make and implement the decision with the handicapped individual regarding whether and how to transport out of the building.

If You Cannot Evacuate:

Move as far away from the situation as possible, stay in the office/classroom/lab and always close doors between you and the fire. Use whatever material available, such as clothing to stuff around cracks near the door to reduce smoke penetration. If a phone is available, dial 911 and give them your location in the building. If no phone is available, but you are near a window, place something white on an outside window. This will alert firefighters to your location. Remember to stay low in smoky areas.

Daily Crime Log

The college keeps a Daily Crime Log containing all crimes that occur in Clery geographic locations. The Daily Crime Log is available for public inspection in Berlin in the Campus Security Office, as well as at both the Littleton and North Conway Academic Centers. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the college, as well as the disposition of the complaint, if this information is known at the time the log is created.

The Safety and Security Supervisor, or designee, posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident and reserves the right to exclude reports from the log in certain circumstances.

WMCC Procedures for Responding to Sexual Assault

This section outlines the procedures each campus follows in responding to reports of domestic violence, dating

violence, sexual assault, or stalking. It assumes that the incident occurred on or near campus (at an official college function or on college property). However, many of the procedures and services described here also apply if the incident happens off-campus or if the individual reporting the assault is not a student.

When an incident is reported to any WMCC employee, the person to whom the report is made shall notify campus security and/or the college President or designee, who will then inform the student of her or his option to notify local law enforcement authorities. The student shall also be informed of the importance of preserving evidence required for proof of possible criminal activity, and of the availability of the institutional personnel to assist the student in notifying the authorities of the incident, upon the student's request. Finally, the student shall also be informed of the existing on- and off-campus counseling, mental health, and other student services.

If the student is willing to report the incident to campus security, she or he is informed that physical evidence can be collected at the same time as medical care is provided, but that medical evidence for a criminal prosecution cannot be collected without a report being made to the police.

Although the student is not required to notify any law enforcement authority regarding the incident, the person to whom the report is made shall contact campus security to inform them that an incident of domestic violence, dating violence, sexual assault, or stalking may have occurred. Campus security in turn shall notify the college Title IX Coordinator, who is responsible for coordinating the campus' response to the incident. Licensed mental health workers, who learn about sexual assault as part of their professional roles, are required to maintain confidentiality. Hence, only anonymous summary statistical information will be reported. The college Title IX Coordinator will act as liaison to the System Title IX Coordinator to assist in system-wide tracking and monitoring of incidents of sex discrimination and sexual misconduct.

Upon being notified of an incident, the Safety and Security Supervisor or designee will take the report. The student may request a male or female individual to take the report, and this request will be accommodated whenever possible.

If the student is unwilling to report the matter to the police or to be transported to the hospital by the police, s/he is then urged to seek assistance immediately for coordination of medical care and assistance, counseling, and other available support alternatives.

The student may request changes in her or his academic schedule, or in that of an alleged assailant, after the student has made a report of an assault, and the campus shall grant any reasonable request for such change.

When a student reports being a victim of domestic violence, dating violence, sexual assault, or stalking by another student, the college will conduct an investigation and determine if college policies were violated. Depending on the circumstances, the college may impose interim protections and remedies (e.g., an interim suspension) according to the Student Code of Conduct during the college's investigation of the domestic violence, dating violence, sexual assault, or stalking allegations.

At the conclusion of its investigation, the investigator will forward findings to the Judicial Committee. After receiving the results of the investigation, the Judicial Committee will determine whether to charge the responding student with a potential violation of the Student Code of Conduct and communicate that decision in writing.

WMCC Procedures for Campus Disciplinary Action in Cases of an Alleged Sex Offense

When student conduct charges are brought against a student by the college, the case shall be resolved according to the CCSNH Student Code of Conduct and Judicial Process.

All incidents reported regarding domestic violence, dating violence, sexual assault, or stalking are forwarded to the WMCC and CCSNH Title IX Coordinators who will identify the appropriate investigator to complete the investigation. The conduct process is suspended until the conclusion of the investigation.

A prompt, fair, impartial investigation and resolution will be provided and the CCSNH incident resolution process must be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The responding individual is entitled to due process and will be given notice and a full opportunity to respond to the allegation made against her or him. Both the reporting student and responding student can have an advisor of choice to assist them throughout the process and is entitled to information about campus policies and procedures that will be followed to address the issues.

In cases involving allegations of domestic violence, dating violence, sexual assault, or stalking, both the reporting student and responding student will receive simultaneous written notice of the outcome of the CCSNH resolution process.

In cases involving allegations of domestic violence, dating violence, sexual assault, or stalking, both the reporting student and the responding student have the right to appeal an administrative decision or formal hearing outcome.

When a student who reports being sexually assaulted files charges with the local police department, the criminal investigation and the campus administrative investigation are coordinated but independently conducted on a case-by-case basis.

Please note that all incidents reported regarding domestic violence, dating violence, sexual assault, or stalking are forwarded to the Vice President of Student Affairs for investigation and the conduct process is suspended until the conclusion of the investigation.

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

In cases involving allegations of domestic violence, dating violence, sexual assault, or stalking, both the reporting student and responding student will receive simultaneous written notice of the outcome of the CCSNH resolution process.

In cases involving allegations of domestic violence, dating violence, sexual assault, or stalking, the reporting student and the responding student have the right to appeal an administrative decision or formal hearing outcome.

When a student who reports being sexually assaulted files charges with the local police department, the criminal investigation and the campus administrative investigation are coordinated but independently conducted, on a case-by-case basis.

Campus Sex Crime Prevention Act and Duty to Report

Under the federal Campus Sex Crimes Prevention Act, sex offenders who are otherwise required to register in a state must notify the state of each institution of higher education at which the offender is employed, enrolled as a student, or carries on a vocation. If a registered sex offender is employed, enrolled, or carries on a vocation at the college, the State of New Hampshire must promptly notify the college and local police departments. Members of the college community who wish to obtain information regarding registered sex offenders should come in person to either the Campus Security Office or review the online registry.

Megan's Law information can be found at the following site: <https://business.nh.gov/nsor>. This is the N.H. Registration of Criminal Offenders, formerly known as the Registered Offenders Against Children, an official N.H. government website.

Campus Support for Victims of a Sex Offense

WMCC is acutely aware of the concerns of students, faculty, and staff regarding the sudden and dramatic increase in the number of victims seeking help who have been sexually harassed, assaulted, or raped, experienced dating violence or stalking on college campuses. It is the policy of the CCSNH that all employees and students of the state's community colleges work/study/attend classes and activities in an environment that is safe, and free of discrimination and harassment. Where such activities are in violation of the WMCC Student Code of Conduct, these activities may be referred to the WMCC Judicial Committee, and/or college administration for adjudication.

In the event of a claim of rape or sexual assault, the alleged victim will be:

- Supported and brought to a safe location at the main campus or at the academic center.
- Assisted in gaining access to the resources they need.
- Treated with respect, with no blame placed upon him/her for the assault. No pressure will be used to force the alleged victim to make decisions.
- Put in contact with local police authorities.
- Asked to keep the evidence intact by assuring that the alleged victim does not wash, douche, change or wash clothes. Anything handled by the attacker should not be touched.
- Given contact information for agencies that can assist: RESPONSE to Sexual and Domestic Violence (Berlin area), 1-866-662-4220; Starting Point (Conway area) 1-800-336-3795. These services are confidential and free and available 24-hours per day, 365 days per year.
- Put in contact with Mark Desmarais, Vice President of Student Affairs and Title IX Coordinator, at mdesmarais@ccsnh.edu or 603-342-3009.
- Offered counseling services.

If the alleged victim is reluctant to notify police and does not want medical assistance, encourage them to contact one of the agencies listed above. The Vice President of Student Affairs must be notified in all cases of rape or sexual assault, whether or not the individual wishes to press charges.

If you have been raped or sexually assaulted:

- Go to a safe place. Call a friend and/or a rape crisis volunteer: RESPONSE to Sexual and Domestic Violence Support Center (Berlin area), 1-866-662-4220; Starting Point (Conway area) 1-800-336-3795; Support Center at Burch House (Littleton area), 1-800-774-0544. A trained volunteer can provide you with immediate support and information.
- Do not wash, bathe, douche or change your clothing before going for help.
- Receive medical attention for treating injuries sustained during an assault, testing for pregnancy, and sexually transmitted diseases, and collecting evidence should you choose to press charges.
- Report the crime to police.
- In the event the assault has taken place on college property, or during a college activity or event (off campus), it is important to notify the Vice President of Student Affairs/Title IX Coordinator, Mark Desmarais, at mdesmarais@ccsnh.edu or 603-342-3009.

Additional important information can be obtained via the *Title IX/RSA 188-H Sexual Misconduct Policy*

& *Grievance Procedures for Students and Employees* [here](#).

Missing Student Notification Policy and Procedures

If a member of the WMCC college community has reason to believe that a student is missing, all possible resources and efforts will be made to immediately locate the student within WMCC jurisdiction to determine his or her state of health and well-being.

The Higher Education Opportunity Act of 2008 (HEOA) requires institutions participating in a Title IV federal student financial aid program and maintaining on campus housing facilities to establish effective missing student notification policy and procedures. Although WMCC is non-residential, within legal limitations, this protocol may also be applied to WMCC within the boundaries of the campus community.

While the campus security department and college administration do not have the primary responsibility to investigate a missing student incident involving a student living off-campus, college staff and campus security will assist local authorities in their investigation of an off-campus missing WMCC student.

For purposes of this policy, a student is defined as missing once college security and/or administration are notified and initiate a formal internal missing person investigation. It is the policy of WMCC to actively investigate any report submitted that describes a missing student incident within the WMCC community. The college defines a student to be any person enrolled in any class or program of the college, full- or part-time.

WMCC Drug & Alcohol Policy

The possession, sale, or the furnishing of alcohol on the WMCC campus is governed by CCSNH Alcohol Policy and New Hampshire state law. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by WMCC. Violators are subject to college disciplinary action, criminal prosecution, and fines. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the CCSNH Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus not specifically allowed by CCSNH policy.

Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the college. In addition, CCSNH and its colleges have an interest in off-premises events held in their names. If alcohol is used illegally or inappropriately at such events, CCSNH or the college may take steps to protect its interests including, but not limited to, instituting disciplinary action against an employee or student.

Employment policies are available in Human Resources (main campus) and via the employee one-stop on Canvas: [WMCC Employee One Stop - Canvas](#), and [Student Code of Conduct Policies](#) can be found on the CCSNH website and in the [Student Handbook](#).

Crime Definitions

A list of definitions is included below and provides basic information about each crime category.

Arson: To unlawfully and intentionally damage or attempt to damage any real or personal property by fire or incendiary device.

Assault, Aggravated (Assault 1st & 2nd): The unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily

injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Assault, Sexual: Any sexual act directed against another person, forcible and/or against that person's will; or, where the victim is incapable of giving consent.

Assault, Simple: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Criminal Mischief: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it.

Dating/Domestic Violence: "Abuse" means the commission or attempted commission of Assault, Criminal Threatening, Sexual Assault, Interference with Custody, Destruction of Property, Unauthorized Entry and/or Harassment by a family or household member or current or former sexual or intimate partner and where such conduct constitutes a credible threat to the victim's safety.

Disorderly Conduct: Any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.

Drug/Narcotic Violations: The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.

Larceny/Theft Offences: The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

Motor Vehicle Theft: The theft of a motor vehicle.

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Robbery: The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Trespass of Real Property: To unlawfully enter land, a dwelling, or other real property.

Weapon Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Campus Crime Statistics Table

Below are the crime statistics reported for the WMCC main campus in Berlin, and the Littleton and North Conway Academic Centers for the 2020, 2021, and 2022 calendar years.

Berlin

Incident Type	On Campus			Non Campus			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests									
Weapons, Carrying	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	1	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Hate Crimes									
Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism Property	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests Referred for Disciplinary Action									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0

Littleton

Incident Type	On Campus			Non Campus			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests									
Weapons, Carrying	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	1	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Hate Crimes									
Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism Property	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests Referred for Disciplinary Action									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0

North Conway

Incident Type	On Campus			Non Campus			Public Property		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrests									
Weapons, Carrying	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	1	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Hate Crimes									
Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism Property	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests Referred for Disciplinary Action									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0

A paper copy of the annual crime statistics report that was sent electronically to the Department of Education can be obtained in the Campus Security Office. The crime rate is calculated by dividing the number of incidents reported by the campus population. For definitions of the above crimes and other information, please visit [the Clery Center](#).

Clery Location Definitions

Per the Clery Act, Institutions of Higher Education must disclose statistics for reported Clery Act crimes that occur (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that your institution owns or controls. The definitions for these geographic categories are Clery Act-specific and are the same for every institution regardless of its physical size or configuration.

On Campus - Any building or property owned or controlled by an institution with the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of the definition, that is owned by the institution and controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).

Residential Facilities – 'Dormitories or other residential facilities for students on campus' is a subset of the on-campus category. WMCC does not have dormitories or other residential facilities for student housing.

Non-Campus Building or Property - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

On 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.

In 2022, WMCC provided educational opportunities at its main campus in Berlin, NH, an Academic Center in Littleton, NH, and Academic Center, in North Conway, NH, and a Diesel Heavy Equipment Technology Lab on Perry Street in Berlin, NH. Overhead images of each Clery-specific geographic location are presented on pages 24 through 27. The perimeter of each geographic location is highlighted in yellow.

Main Campus - 2020 Riverside Drive, Berlin, NH 03570



Diesel Heavy Equipment Technology Lab - Perry Street, Berlin, NH 03570



Littleton Academic Center - 646 Union Street, Littleton, NH 03561



North Conway Academic Center - 2541 White Mt Highway, NH 03860

