

Annual Security Report 2019



# Annual Security Report

## 2019

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

**Academic Center – No. Conway, 2541 White Mtn. Highway, North Conway, NH 03860**

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## 2019 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 Safety and Security Office and the Vice President for Student Affairs using statistical data and other information supplied by Campus Security, the College Safety Committee and the Behavioral Intervention Team (BIT), and police departments from the cities of Berlin, Conway and Littleton, New Hampshire. The Report is updated annually.*

*This report provides readers 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 College member 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 jointly are responsible for developing services, programs and strategies with the intent of keeping students, employees and guests safe at the main campus and the academic centers. 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 the college administration and the Campus Safety Committee and,*
- 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 White Mountains Community College is enjoyable and safe. If you have questions or would like additional information about safety and security at the College, please visit us at [www.wmcc.edu](http://www.wmcc.edu) or PJ Cyr, Campus Safety and Security Supervisor at [pcyr@ccsnh.edu](mailto:pcyr@ccsnh.edu) or 603-342-3022 or contact Mark Demarais, Vice President of Student Affairs at [mdeanmarais@ccsnh.edu](mailto:mdeanmarais@ccsnh.edu) or 603-342-3005.*

## **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 Services & Community Affairs, Campus Facilities Services, 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 Services & CCSNH Risk Management is responsible for preparing and distributing this report. The Vice President of Student Affairs works with departments throughout the College, 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 website access to this report is emailed to all enrolled students and WMCC employees. The URL and direct link is included on the web pages of Prospective Students, Current Students, and HR & Employment Information so as to inform prospective students and employees.

Paper copies of the report may be obtained by contacting Mark Desmarais, Vice President of Student Affairs in Room 120 or at [mdesmarais@ccsnh.edu](mailto:mdesmarais@ccsnh.edu) or 603-342-3005. Paper copies are also distributed to the Fortier Library, the Safety and Security Office, and Human Resources, in Berlin, and to the Director of the Academic Centers, who ensures hard copies are available at the Academic Centers.

## **College Security Authorities**

The telephone number for all emergency calls at any phone on campus or at the Academic Centers is 911.

College Security Authorities include WMCC employees staffed in:

Facilities	342-3075	Academic Center contacts	
VP Student Affairs	342-3005	(Littleton)	444-1326/342-3093
VP Academic Affairs	342-3002	(North Conway)	356-7926/342-3400
Security Officer	752-1113 x0	College Reception	752-1113 x0
Student Senate Advisor	342-3020/342-3092	Honor Society Advisor	342-3023/342-3049
Coord. Disability Serv.	342-3059	Teacher Assistant ASC	342-3060
		Library Director	342-3086

In 2019, 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, including the Vice President for Student Affairs, the Vice President for Academic Affairs, College Facilities management, and directors of student-convening centers including the Library and Academic Success Center. CSAs are not expected to investigate the crime to determine its validity, but to simply document the incident and provide the information to campus officials for follow-up.

The Behavioral Intervention Team's (BIT) purpose is to prevent crises before they occur through the provision of outreach and educational programming, consultation, appropriate assessment and referrals; ensure that students whose behavior is of concern are contacted through follow-up processes and have access to the appropriate services so that they have the opportunity to improve their welfare. BIT membership is made up of staff and administration.

Members of Campus Security Authorities, including the Campus Safety Committee and BIT members, as well as other interested individuals, are trained annually in CPR, AED and First Aid.

All facilities personnel, the Library, Welcome Center at the Main Campus, and other key locations on the campus are equipped with two-way radios for immediate contact with College officials in the event of an emergency. Lockdown buttons have also been installed in the Welcome Center, President's Office, the Academic Affairs Office and the Chief Business Affairs Office.

### **Facility Security and Access**

During business hours, the College will be open to students, employees, and members of the community at large. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the Department of Campus Safety and/or Facilities. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Library, Food Service and Student Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. All facilities have security surveys conducted of them. Administrators along with individuals from Campus Safety, 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 College Safety Committee meets monthly to discuss issues of pressing concern.

### **WMCC & Local Law Enforcement**

WMCC administration and facilities staff maintain a working relationship with the City of Berlin, Town of Littleton, and Town of Conway police departments, fire departments, as well as county sheriff's departments. A Memorandum of Understanding exists between WMCC and the City of Berlin, the Town of Littleton, and Town of Conway police departments, respectively, and describes

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 Campus Security Report.

### **Campus Law Enforcement Authority**

White Mountains Community College Safety and Security officer and College administration have the authority to ask persons for identification and to determine whether individuals have lawful business at WMCC. The WMCC Security officer has the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. The Safety and Security officer does not possess arrest power. When they occur, criminal incidents are referred to the local police who have jurisdiction on the campus.

The Safety and 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 Safety and Security Office and the appropriate police agency. Prompt reporting will assure 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 Campus Safety and Security Officer has no arrest authority beyond that of an ordinary citizen. The safety officer 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. Safety officers are expected to render all possible assistance provided such assistance could be given without significantly endangering the officer or others not involved in the crime.

As noted in the introduction and the emergency policies, WMCC Security is notified of all serious crime on campus, and is immediately notified of major crimes via the telephone or two-way radio. 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 WMCC Security where appropriate under the MOU.

Annually, the Campus Security Office is provided with a summary of all crime occurring on campus. Periodic meetings or telephone conversations 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 Safety.

### **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.

### **Security Awareness Programs for Students and Employees**

Sessions for All Employees & Students: Information about campus safety and security are presented at all orientations for new WMCC students and new employees. Additionally, all printed materials dealing with crime prevention measures, campus safety, sexual assault, domestic violence, emotional abuse, etc., are shared at orientations and are available in the Student Handbook, New Employee Orientation Manual, online at the College website, and occasionally posted on social media. The College Safety Committee presents general information at the beginning of each academic semester to all employees at All-College Meetings. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis both in-person and online.

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. 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.

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

### **Crime Prevention Programs for Students and Employees**

The Campus Safety Staff 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.

The Campus Safety Department operates Monday through Friday 7 a.m. to 9 p.m. and Friday 7 a.m. to 2 p.m. Vehicle and foot patrols are conducted on campus. The Campus Safety officer and College administration do not make arrests, however Campus Safety and College administration do work closely with local law enforcement. Daily activity logs are maintained and available to the public within two days of an event.

WMCC strongly encourages the reporting of crimes, accidents, incidents and emergencies. To contact Campus Safety, dial 3022, from any campus phone. In addition, direct access to the local police department can be made by using the yellow call boxes located near the elevator on the first floor, and in the hallway on the second floor of the main campus. The Littleton Academic Center has a silent alarm at the main desk that goes directly to the police department. The North Conway

Academic Center reaches out to the police via dialing 911.

Online incident reporting is available via the [Campus Incident Report Form](#).

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, although the campus is well lit, any student may feel more comfortable calling 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 and 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, etc. Notification of College personnel should take place after the emergency authorities are en route.

Further information on safety and security is provided to students and employees through the WMCC website, posters, brochures and meetings. These are some of the programs that will be provided throughout the year: defensive driving, CPR AED, alcohol and drug awareness, and other educational programming.

### **Crime Prevention Resources and Services**

WMCC provides direct service programs to the members of the College community. These programs are dedicated to the prevention of crime on campus; they 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
- 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 those 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.



## **College Safety Initiatives**

**Escort Assistance:** Campus security or facilities personnel offer walking escorts to students, faculty and staff to and from the building to their vehicles. This is a free service offered when the College is open. Students, faculty and staff can access this assistance by requests in writing or email, by phone, extension 3022, from any college phone in Berlin, or in-person requests to the Wellness Center or the Campus Safety and 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. Use these telephones 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 campus facilities staff (on campus 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, respectively, will be notified immediately through a Master Box system. The North Conway Academic Center is also equipped with an alarm system.

**Emergency Call Boxes:** Emergency call boxes are located on the main campus in Berlin on the first floor across from the elevator, and on the second floor in the middle of the hallway. Two additional call boxes have been installed in two areas of the parking lot. All of the call boxes connect directly to a 911 operator when activated. The Littleton Academic Center has a silent alarm that connects directly to the Littleton Police Department. The North Conway Academic Center must dial 911 directly.

**Lockdown Buttons:** These buttons are located in the Welcome Center, President's Office, Academic Affairs and the Chief Business Affairs 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.

**WMCC Alerts:** These 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 available on the College website. Additionally, the current and the past two years' crime statistics are available on the [College website](#).

Students, faculty and staff can access and confidentially report a crime or incident on campus or at

the Academic Center using the online [Crime/Incident Report form](#).

CPR/First Aid/AED training for WMCC faculty and staff is conducted annually in the fall or spring.

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 in the area of training and resource information related to suicide warning signs and suicide prevention.

Campus Safety Committee and BIT are composed of members of faculty and staff. These groups meet regularly and notes are taken. (Note: BIT notes are taken and maintained. Due to the nature of some of the discussions, some notes may be vague.)

### **How to Report Crimes at WMCC**

All faculty, staff, students and visitors to WMCC's main campus in Berlin or the Academic Centers in Littleton and North Conway can report an emergency by:

- Dialing 911 on any telephone at any location.
- The telephone located in the elevator on the main campus will be connected to the Berlin Police Department – pick up the receiver and the call will be made instantly.
- Go to any office or classroom to ask a faculty, staff or administrator for assistance.
- Contact a WMCC Security Officer, a member of College Administration, the Safety Committee or BIT.
- Access the College website to complete a [Crime/Incident Report form](#).

College administration encourages prompt and accurate reporting of all criminal matters or incidents that happen at the main campus or the Academic Centers in Littleton and North Conway. 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. Use the on-line Crime/Incident Report form, or with permission from the alleged victim, the Vice President for Student Services can file a report on the details 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.

## **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 at the main campus in Berlin and Academic Centers in Littleton and North Conway. The Emergency Management Plan contains clear strategies and roles played by the College's Crisis Emergency Management Team during the initial response and throughout the emergency. The Plan will also outline the responsibilities of the Safety Committee whose membership includes representatives from all areas of the institution. Members of the Emergency Management Team include the College President, Vice Presidents, the CFO/Director of Facilities, Plant Maintenance Engineer, Safety and Security Supervisor and members of the Safety Committee.

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:

- Provide for the protection of persons and property in the event of a natural, technological, or human imposed emergency or disaster.
- Establish procedures for alerting police, fire, ambulance, administrators, faculty, staff and students.
- Define roles and responsibilities of WMCC officials and staff.
- Secure 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 & Timely Warning Procedure, Drill Schedule, and Evacuation Procedures.

### **Emergency Notification & Timely Warning Procedures**

#### **Emergency Notification**

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 or employees occurring on the main campus in Berlin or Academic Centers in Littleton and North Conway, 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, or Towns of Littleton or North Conway. Emergency messages will include information on what has occurred and instructions on what to do next.

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

- Blast Email – All White Mountains Users email to all employees; All WMCC Student email to all registered students.
- Fliers posted on bulletin boards.
- College Website – [www.wmcc.edu](http://www.wmcc.edu)
- 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 or Academic Centers in Littleton or North Conway. WMCC Students can enroll in this free service by visiting: <https://getrave.com/login/wmcc>
- 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 when applicable.
- Local Media – when appropriate, local area radio, television stations and print media will be notified to assist with notification efforts.

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 decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the 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.
- If 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. Appropriate follow-through activities to assess and evaluate emergency plans capabilities are conducted; recommendations for improvement are made and implemented where appropriate.

- Facility Fire Drills are held each of the fall and spring semesters. One drill each semester will be held during the day hours (between 8 a.m. and 3 p.m.); the other drill will be held during the evening/night hours (3:00 p.m. and 9 p.m.)
- WMCC Alerts emergency notification system testing will be held once per semester: In October & February.
- Voice Paging System is tested during college break periods or times when classes are not in session.

### **Emergency Response & 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.

1. The first person aware of a fire will immediately activate the fire alarm if it is nearby (or send someone to do it) and, if it is safe to do so, send someone to the Main Reception

desk to report the location and size of the fire while directing evacuation of the immediate area. As soon as reasonable, a Crime/Incident Report should be completed.

2. Faculty will ensure the students in their class evacuate the building or wait in the designated areas for handicapped evacuation. Elevators must not be used. Doors should be closed and left unlocked after exiting, including classrooms and hallways. Faculty are asked to bring class rosters outside and ask students to check in with the instructor at the Emergency Assembly Area.
3. Facilities staff will do a sweep of the building if it is safe to do so in order to ensure everyone is out of the building as they exit themselves, and will assist with the evacuation of handicapped individuals in the case of immediate crisis. See: Evacuation Plan for Handicapped Students and Staff below.
4. 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 entering emergency vehicles.
5. Do not leave campus, doing so will block roadways.
6. Evacuees should gather at the following designated Emergency Assembly Areas:  
Main Campus – Berlin:  
South end of the building: Evacuate through the nearest exit and make their way onto the athletic field, away from the building.  
  
Middle of the building: Exit through Main Entry and walk across the front parking lot to the grassy area adjacent to Route 16.  
  
North end of the building: Exit through the nearest entrance and proceed to the furthest area of the north parking lot.  
  
Academic Center – Littleton:  
Evacuate through the nearest exit and go to the parking lot on the east side of the building.  
Academic Center – North Conway:  
Evacuate through the nearest exit and go to the parking lot on the south side of the building.
7. Control and order are of prime importance. Speed is secondary. Individuals should evacuate the building without stopping to gather books or other personal belongings. Talk should be kept to a minimum and cell phones should not be used while exiting the building.
8. If an exit is blocked, a faculty or staff member shall instruct the group to proceed to the appropriate alternate route.

9. Once the building is evacuated, no re-entrance may occur until authorized by the Incident Command Post. The Incident Commander will notify each Emergency Assembly Area that it is safe to return to the building.
  
10. Evacuation Plan for Handicapped Students, Staff and Visitors:  
Handicapped individuals on the first floor should evacuate with everyone else.
  - a. To avoid injuries, a handicapped person should be evacuated after all others when possible.
  - b. Elevators must not be used as a means of exit.

Staff/Faculty 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 notify the Incident Commander that there is someone awaiting assistance.

Fire Department personnel will be responsible for checking these areas and assist with evacuation as deemed appropriate by them. 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.

### **Safety Alerts & Tips**

At the beginning of each semester, WMCC Safety Alerts and Tips information is distributed electronically to all students and employees. In the event of inclement weather or other events, WMCC may also issue "Safety Alerts" to apprise the College community of safety issues and concerns. Safety Alerts will include safety tips and recommendations to follow so that the College community can make informed decisions about personal safety.

- ALWAYS EXIT THE BUILDING WHEN AN ALARM SOUNDS, unless specifically told otherwise by a College official.
- Familiarize yourself with the building and its exits
- Know where fire pull alarms and extinguishers are located.
- Review safety/evacuation procedures.
- Slip precautions (icy/snowy weather)/Serious influenza outbreaks (National CDC warnings)
- Pair-up with someone in your class so you can watch out for one another during an evacuation; if you are unable to use the stairs, speak with someone in each of your classes who may act as a "buddy" for you in the event of an emergency.

### **Daily Crime Log**

The College keeps a record of the incidents of crime in a Daily Crime Log. The Crime Log contains records by the date that the incident was reported and includes information on all crimes and other serious incidents that occur on campus, in a non-campus building or property, or on public property adjacent to the main campus or Academic Center in Littleton.

The Daily Crime Log is available for public inspection in Berlin in the Safety and Security Office and in the Office of the Chief Financial Officer (CFO). 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 Security Officer, 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.

### **How WMCC Prevents Crimes**

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, although the campus is well lit, any student, faculty or staff member can contact a member of the College Facilities staff to escort them to their vehicles. We also encourage use of the “buddy system” to walk to the parking lot. Vehicles should be locked and valuables stored out of sight. Any suspicious individuals or activity should be reported to a campus security officer, the VP of Student Affairs, the Chief Financial Officer or a member of Administration.

Potential or actual criminal activity and other emergencies can be reported by anyone on the main campus or at the Academic Centers. The College encourages reporting directly to the local authorities in situations where the need is obvious, such as a theft or a situation requiring immediate medical attention. College personnel will be notified after emergency services are on their way to the campus.

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. In addition, 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.



## **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 System Title IX Coordinator to assist in system-wide tracking and monitoring of incidents of sex discrimination and sexual misconduct.

After campus security is contacted, a security officer or designee will be dispatched to 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, she or 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 and 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 Crime**

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

#### **Definitions**

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

*Aggravated Assault (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.

*Simple Assault*—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.

*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.

*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.

*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.

*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.

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

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

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

*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.

*Motor Vehicle Theft*—The theft of a motor vehicle.

### **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 Safety office or review the online registry.

The 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 Community College System of New Hampshire that all employees and students of the state's community colleges work/study/attend classes & activities in an environment that is safe, 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; placing no blame 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, or the Burch House (Littleton) 1-800-774-0544.** These services are confidential and free and available 24-hours per day, 365 days per year.
- Put in contact with the Vice President of Student Affairs 342-3005, and 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 (Berlin area), 1-866-662-4220; Starting Point (Conway area) 1-800-336-3795, or the Burch House (Littleton) 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 one of the following College authorities: Vice President of Student Affairs, at 342-3005; or Associate Vice President of Academic Affairs, at 342-3002 or the Title IX Coordinator, at 342-3086.

**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 maintain on campus housing facilities, to establish effective missing student notification policy and procedures. Although HEOA requires this policy be established for residential campuses and 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**

### **Alcoholic Beverages and Controlled Substances**

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-premise 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 [Students Code of Conduct Policies](#) and in the [Student Handbook](#).

## **Domestic Violence in the Workplace Policy**

In conjunction with all public agencies and institutions in New Hampshire, WMCC abides by the *Domestic Violence in the Workplace Policy*. This policy addresses acts of domestic violence perpetrated by or against any employee while in state offices, facilities, work sites, vehicles or while conducting state business and specifically, that these acts will not be tolerated. This includes the display of any violent or threatening behavior by a perpetrator (verbal or physical) that is likely to result in physical or emotional injury or otherwise places a victim's safety or productivity at risk. This policy addresses the particular concerns of domestic violence and its impact on the workplace.

Any employee, student or vendor who on WMCC property threatens, harasses, or abuses someone at the workplace, or from the workplace, using state resources such as work time, workplace phones, fax machines, mail or other means is subject to corrective or disciplinary action, up to and including dismissal. This policy shall be interpreted consistently with the policy prohibiting sexual harassment.

All employees need to take seriously the problem of domestic violence and its effects in the workplace. WMCC will take all reasonable measures to foster a safe working environment for all employees. Any employee can disclose that he or she is a victim or perpetrator of domestic

violence to the State of New Hampshire Employee Assistance Program at 1-800-852-3345, extension 4336 or 271-8916. The Domestic Violence in the Workplace policy, in its entirety, can be found at the [here](#).

**Campus Crime Statistics Table**

The crime statistics reported below include the WMCC Main Campus in Berlin, and the Academic Centers in Littleton and North Conway, for the 2017, 2018 and 2019 calendar years.

Incident Type	On Campus			Non Campus			Public Property		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
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	1	0
Arson									
<b>Arrests</b>									
Weapons, Carrying	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	1
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>									
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
<b>VAWA Offenses</b>									
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
<b>Arrests Referred for Disciplinary Action</b>									
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 at the WMCC Student Services office. The crime rate is calculated by dividing the number of incidents reported by the campus population. For definitions of 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. White Mountains Community College does not have dormitories or other residential facilities for student housing.

**A 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.

White Mountains Community College provides educational opportunities at the Main Campus in Berlin, the Littleton Academic Center, the Conway Academic Center and the "Perry Street" Diesel Lab in Berlin. Over-head images of each Clery-specific Geographic Location are presented on pages 26 through 29. The perimeter of each geographic location is highlighted in yellow.

**Berlin - Main Campus**  
**2020 Riverside Drive**  
**Berlin, New Hampshire 03570**



**Berlin - Perry Street Diesel Lab**  
**Perry Street**  
**Berlin, New Hampshire 03570**





**Littleton Academic Center  
646 Union Street  
Littleton, New Hampshire 03561**



**North Conway Academic Center**  
**2541 White Mountain Highway – Rt. 16**  
**North Conway, New Hampshire 03860**

