Dear Students and Colleagues,

Thank you for taking the time to read the MCC Campus Safety Handbook. The Campus Safety Department is committed to maintaining a safe and secure learning environment that is consistent with the mission, values, and ethics of the college. This year we have made several improvements to the physical aspects of the MCC security system as well as taking part in training programs that will assist us, and the campus community, with making the campus safer. Below are some of the improvements made in the last year.

**Mission, Vision, Core Values, Diversity**

We are a dynamic, student-centered and accessible community college that promotes and fosters the intellectual, cultural and economic vibrancy of our region. Our vision is to be a college that empowers our students and inspires their success through innovative education.

We firmly believe that certain fundamental values characterize who we are and guide us in the accomplishment of our mission and goals. As a college community we value:

- Student and community success
- Lifelong learning
- Community service
- Scholarship
- Open, honest and respectful communication and behavior
- Code of Ethics

Our college decisions, policies, actions and procedures are based on the following ethical principles: Responsibility, Mutual Respect, Fairness, Integrity and Honesty. Recognizing the inherent value and dignity of each person, MCC is committed to valuing, promoting and supporting diversity within the college and the community it serves.

**Behavioral Intervention Team training:** In 2019, the MCC campus safety department coordinating and hosted behavioral intervention certification training through the National Behavioral Intervention Team Association (NaBITA). Administrators, campus safety personnel, and BIT members from all CCSNH campuses attended the training. Also attending were BIT members from colleges throughout the country.

**Campus Safety Officer Training:** During 2019 campus safety officers attended training on Bomb Threat Management and completed FEMA training such as, Incident Command System, ICS-100. Additionally, campus safety officer attended CPR training.

**Bleeding Control Kits and First Aid:** Bleeding Control kits have been wall-mounted in two new locations. In addition to the Student Center and Anytime Café, bleeding control kits can now be found in the Advanced Technology Building and Automotive Technology Building.

**Communications:** In 2018 Motorola radios were purchased for routine and emergency communications and distributed to staff throughout campus. The radios have been successful used for both routine and emergency purposes. We have also issued radios to faculty and staff who work in remote parts of the campus allowing them a more immediate form of communication.

**Window Numbering:** Most of the classrooms now have their room number posted on the window, making it easier for First Responders to locate the rooms.

**Door Numbering:** All of the exterior doors of the main campus building have been numbered, making It easier for first responders to identify entry points.

**Emergency Operations Plans:** The final draft of the Emergency Operations Plan has been completed and it is awaiting approval.
Active Shooter Training: Staff and faculty can now attend Civilian Response to Active Shooter training hosted by NH Homeland Security. Monthly training takes place at the NH Fire Academy.

Parking Lot Safety: One of our driver safety awareness initiatives during the past year was to add pedestrian crosswalks, crosswalk signs, and parking lot markings.

Standard Response Protocol: In 2019 the college adopted the Standard Response Protocol (SRP) created by the “I Love You Guys” Foundation with significant input from first responders and schools. SRP is a method for responding to various forms of emergencies. Recently, there has been a change to the standard response protocol. The responses are now:

1. HOLD, “In your room, clear the halls”: Used when hallways need to be kept clear of students and staff
2. SECURE, “Secure the perimeter”: Return to buildings or stay inside, secure doors and go about normal business.
3. LOCKDOWN: “Locks, Lights, Out of Sight”: Students and staff are instructed to secure individual rooms and keep quiet, out of sight, and in place.
4. EVACUATION, “To another location”, Used to move students and staff from one location to a different location in or out of the building.
5. SHELTER, For hazard using a safety strategy: each type and method is unique, and is the protocol for group and self-protection.

More information can be found on the I Love You Guys Foundation website.

Again, thank you for taking the time to read this handbook, participating in emergency management training, and offering suggestions when you identify a deficiency regarding safety or security issues.

Sincerely,

Ron Peddle
Ron Peddle
Director of Campus Safety
Manchester Community College
INTRODUCTION


The Clery Act requires all colleges and universities that participate in federal financial aid programs to:

- Publish an annual security report by October 1st that documents three calendar years of campus crime and fire statistics and certain campus security policy statements;
- Collect, count, and disclose crime statistics and information about crime on and around their campuses;
- Maintain a public daily crime log that records all criminal incidents and alleged criminal incidents reported to Safety and Security;
- Maintain a publicly accessible fire log of all fires that occurred in on-campus residential facilities;
- Disclose missing student notification procedures for students who reside in on-campus residential facilities;
- Issue “timely warning” notices to the campus community for any Clery crime that “represents an ongoing or continuing threat to the safety of students or employees”;
- Issue an emergency notification “when a significant emergency or dangerous situation involves an immediate threat to the health or safety of students or employees on campus.”

The Annual Security Report is available October 1st of each year. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by the Manchester Community College and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes College policies concerning campus security, such as sexual assault and other matters. You can obtain a copy of this report by contacting Manchester Community College’s Campus Safety Department or by accessing the following website: http://www.mccnh.edu/services/campus-safety
SECTION 1: HOW TO REPORT CRIMES

The Campus Safety Department encourages prompt reporting of all criminal matters. If you are a victim of a crime and do not want to pursue action within the college or criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Safety Director or a designee can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wishes to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the college. These anonymous reports can be filed either in the Campus Safety Office or by completing the online form at: http://www.mccnh.edu/services/campus-safety/report-an-incident

Emergencies and crimes in progress can be reported using the following methods:

- Dial 9-1-1 to contact Emergency Services directly
- Push the button on any Emergency Call Box to contact Emergency Services directly
- If possible, notify campus safety at 603-703-8487

To report a past crime or incident:

- Call the campus safety mobile phone 603-703-8487 or Manchester Police at 668-8711.
- To report non-emergencies, call 603-206-8222 from any phone.
- Go to any office on campus and ask them to contact the Campus Safety Department.
- Access the Campus Safety website and fill out the incident report form.

Emergency Call Boxes

Manchester Community College has 911 Emergency Call Boxes located throughout the college campus, both internally and also on the exterior of the building. In the event of an emergency, simply push the talk button to activate. You will be connected with a 911 dispatcher, advise them of your emergency and location. The campus safety department must be notified after a 911 call has been completed.

Emergency Notifications and Timely Warnings

The Human Resources Office and the Campus Safety Department are responsible for issuing Campus Safety Alerts when a crime is reported to, or brought to the attention of that office, and the crime represents a threat to the safety of members of the campus community. Additionally, an emergency notification is triggered by an event that is currently occurring on or imminently threatening the campus. Emergency notification procedures may be initiated for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees, such as developing situations related to COVID 19 or other communicable diseases.

RAVE Mobile is the platform used for Campus Safety Alerts. Alerts are provided to give students, faculty, and staff timely notification of incidents that may present a threat to the campus community and to heighten safety awareness. The institution will immediately notify the campus community upon confirmation of an emergency or dangerous situation unless issuing will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Emergency phones are located throughout campus.
An emergency notification is triggered by an event that is currently occurring on or imminently threatening the campus. Initiate emergency notification procedures for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees.

Alerts are sent via voice, text, and email messages to the subscriber in case of emergency. Stakeholders will be made aware of any ongoing situations on campus, and advise them how to react to the situation. Students can sign up for MCC RAVE ALERTS at the following link:  
https://www.mccnh.edu/accounts/alerts?highlight=WyJnZXQiLCJyYXZlIl0=

All communication systems are subject to failure, as such, you should strive to maintain SITUATIONAL AWARENESS. Situational Awareness is the ability to identify, process, and comprehend information about how to survive in an emergency situation. More simply, it’s knowing what is going on around you.

Two-Way Radio System

In 2018 the college improved emergency communications by distributing 18 two-way radios to key employees located throughout the campus. In the event of an emergency or conditions that reduce the effectiveness of cell phones and the network telephones, campus safety personnel can communicate with other employees throughout campus. The following offices have radios that can be used during routine and emergency situations.

Campus Safety, Reception, Bursars Office, President’s Office,  
Vice President of Academic Affairs, Vice President of Student Affairs, Learning Commons/Library, Business Affairs Office,  
Facilities Department, Automotive Building, Advanced Technology Building, Accessibility Coordinator’s Office

Campus Security Authorities

Crime statistics are collected by the Campus Safety Department throughout the year for all crimes that occur on campus. The data is collected from incident reports and Campus Security Authorities. Crimes that occur on public property are requested from the Manchester, New Hampshire Police Department and provided by the Crime Analysis Unit. Once the information is collated the results are published in the Annual Security Report by the Campus Safety Department.

Campus officials that have a significant responsibility for students and campus activities are considered to be campus security authorities. The campus security authority’s primary responsibility is to report allegations made in good faith to the reporting structure established by the institution. Individuals and offices that are identified as campus security authorities (CSA) are notified yearly, in writing that they are CSA’s and what is required of them. This letter also includes a list of all Clery Act crimes and geographical location, as well as an explanation of the types of arrests and referrals for disciplinary action that apply to the Clery Act. CSA’s are not expected to investigate the crime to determine its validity, simply to document the information and provide it to campus safety for follow up.

The following have been identified as campus security authorities:

| Campus Safety          | 603-206-8222 |
| Title IX Coordinator   | 603-206-8177 |
| VP Academic Affairs    | 603-206-8011 |
| VP Student Services    | 603-206-8005 |
| Accessibility Counselor| 603-206-8142 |
| Student Life           | 603-206-8175 |
| President's Office     | 603-206-8002 |
SECTION 2: PHYSICAL SECURITY OF CAMPUS FACILITIES

Fire Alarm System

The fire alarm system monitors fire, heat, and smoke conditions twenty-four hours a day. In the event a fire alarm is activated, audible and visual (strobe) warning signals will be activated. In the event the college loses power, an emergency backup lighting system will be activated. The Manchester Fire Department responds to all activated fire alarms.

Intrusion Detection System

During times when the school is closed, and employees are not present, the intrusion detection system will monitor the physical security of the campus. An audible signal will be heard in the event of a security breach. When the system is armed it is monitored by a monitoring service which will alert the police department. The Manchester Police Department will then respond. The alarm company will also notify the college officials of all alarms. Additionally, Manchester Community College has several emergency doors which are alarmed. These alarms are monitored by the staff.

Surveillance and Video Management System

The College has numerous surveillance cameras located throughout the campus both on the interior and exterior of the building. Video data is captured and stored on a digital server for thirty (30) days. The cameras are used for both real time monitoring and after action investigations via the recorded footage. The system is monitored and managed by the Campus Safety Department.

Access Control System and Identification Cards

The College has an access control system in place for the exterior doors as well as the high value interior lab rooms. Staff and faculty are required to have and display their card access badges at all times when on college property. Access is given to high value labs through card access badges. The system is monitored and managed by the Campus Safety Department.

Staff and faculty identification cards can be obtained at the campus safety office in room 277.

Student identification cards can be obtained in the learning commons located in room 268.

Safety and Security Maintenance

Campus Safety Officers and the Facilities Maintenance Department routinely inspect the campus for unsafe conditions. Employees can request maintenance repairs by visiting https://www.mccnh.edu/faculty-and-staff-resources. If a student or visitor discovers an unsafe condition they should report it to a member of faculty, staff, or campus safety.
SECTION 3: CAMPUS SAFETY AND SECURITY

The Campus Safety Department operates during the normal operating hours of the college and employs six part-time officers who have considerable experience in law enforcement and security. Campus Safety Officers promote lawful behavior and protect the welfare of students, faculty and staff as a uniformed presence on campus. Campus Safety Officers perform foot and vehicle patrols of the college campus to monitor behavior, secure buildings and property, investigate disturbances, maintain order during events, and enforce college regulations.

In emergency situations, Campus Safety Officers respond to the scene, provide first aid, and alert police or EMS personnel as appropriate. They maintain radio communication with other safety personnel and officers on campus, helping to coordinate emergency plans. They also write and submit incident reports as appropriate. Although campus safety officers do not have arrest powers, the campus safety department maintains a working relationship with the Manchester Police Department and New Hampshire Homeland Security. Additionally, a Memorandum of Understanding has been implemented between Manchester Community College and the Manchester Police Department to effectively address alleged crimes of violence.

FIRST AID

AED’s and first aid kits are located throughout the campus. Additionally, Bleeding Control Kits are located in the Student Center and on the first floor near room 120.

Frequently Asked Questions

Q: A student reported that he cut his arm in the lab. He wants to go to the emergency room. Will a Campus Safety Officer drive him there?

A: No. College employees are not authorized to transport anyone to the emergency room for treatment. Faculty should call 911 and ask EMS to respond. You should also notify Campus Safety and/or your Department Chair. After EMS evaluates the student they can either agree to further medical services or refuse medical services. EMS will keep treatment refusal documentation. Campus Safety will document the incident in an incident report.

Q: A student reported that she is having an allergic reaction and difficulty breathing after conducting a lab experiment. What should I do?

A: Call 911 and follow the first aid protocol associated with your lab experiment. Notify the Campus Safety Department and your Department Chair.

Q: A student is having a seizure, what should I do?

A: Call 911.

Q: I have a headache. Does Campus Safety have any pain relievers?

A: No. Employees are not authorized to distribute over-the-counter medication.
Q: If I have a minor cut can I get a bandage from Campus Safety?

A: Yes. The Campus Safety Department maintains first aid supplies for minor injuries. Additionally, first aid boxes are located in all labs and shop areas.

**Behavioral Intervention Team (BIT)**

Manchester Community College supports all of its students including those who may be experiencing difficulties in school or at home. If you’re a student, or you know a student who needs tutoring assistance, a stress management plan or are experiencing emotional distress don’t hesitate to contact the Behavioral Intervention Team through the Vice President of Student Affairs, Campus Safety, the Accommodation Counselor, or the President’s Office. If you’re a member of faculty and are aware of a student who is having difficulty adjusting to college life contact the BIT.

**What to Report:** In general, any behavior that disrupts the mission or learning environment of the college or causes concern for a student’s well-being should be reported. This includes but is not limited to:

- Suspected violations of college policies.
- Repeated absences.
- Incidents of academic dishonesty resulting in the lowering of a course grade, failure in a course, or dismissal from a course.
- Concerns about a student’s well-being.
- Self-injurious behavior/ suicidal ideation or attempt.
- Erratic behavior (including online activities) that disrupts the mission and/or normal proceedings of College students, faculty, staff, or community.
- Threats of a weapon on campus.
- Hospital transport for alcohol and drug use/abuse.
- Behavior which appears to be dangerous or threatening to others.
- Other behavior that is inappropriate or disruptive.

BIT will act quickly to respond to reports; however, BIT team may not be able to provide an immediate response to a concern.

*Any campus community member can, and should, call 911 or Campus Security if they feel threatened or an immediate response is needed.*

**How to Report a Concern to the Behavioral Intervention Team**

1. Use Behavioral Reporting Form
2. Contact Campus Student Affairs Office and/or BIT Team Contact
3. Contact your department chair or direct supervisor

**What Happens to a Behavioral Report Form:**

1) The report reviewed and is entered into secure database
2) Notification is sent to the Office of Student Affairs and/or BIT designated report Receiver
3) Report is reviewed by Student Affairs/BIT
4) Reporter may be contacted for further information

**Potential Outcomes of Reports:** Depending upon the level of risk the behavior creates, the BIT may:

- Recommend no action, pending further observation;
- Assist faculty or staff in developing a plan of action;
- Refer student to existing on-campus support resources;
- Refer student to appropriate community resources;
- Make recommendations consistent with college policies and procedures.

**Confidentiality:** The work of the BIT and any outcomes are confidential. BIT members, management, and incident reporters must limit access to and dissemination of information on a need to know basis. Access to information should be granted only to those individuals for whom the information is necessary for a legitimate purpose.
PARKING AREAS

PARKING TIPS

- If possible, park near your class.
- Lots C and E always have available parking spaces. These spaces are probably closer to your class!
- Only park in a designated parking space.
- Unless authorized, don’t park in spaces designated for handicap, fire, loading, motorcycle, or visitor.
SECTION 4: CRIME AWARENESS

Members of the college community should take 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 Campus Safety 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 to Campus Safety immediately.

Manchester Community College expects students to be mature, honest and responsible members of the College community. Any behavior which 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 local, state or federal law is unacceptable. For further information, refer to the Student Code of Conduct located in the Student Handbook.

Any violation of these rules or local, state and federal laws on campus should be reported to the Campus Safety Department. Violations of the law will be reported to the appropriate local, state or federal authorities.

Disciplinary issues are the responsibility of the Student Affairs Office. The Vice President of Student Affairs, or her 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.

Campus Safety will provide a brief informational presentation at all new student orientation sessions. The presentation will include information on student ID’s, vehicle registration, proper parking areas, and safety awareness.

Parking Lot Safety

- Park in well-lit lots or structures with regular security patrols and cameras. Avoid parking in dark, secluded spots or in corners of structures that may provide natural hiding places.
- Avoid parking next to large trucks or vans that have sliding doors that can allow assailants to quickly pull people inside.
- Scan the parking lot for anything or anyone suspicious both as you park your car and when you return. If you see suspicious activity, return immediately to a building and call the police.
- Before entering your vehicle, visually scan it to make sure no one is hiding inside or underneath. Consider carrying a small flashlight on your keychain to help you see.
- Lock your doors and roll up your windows.
- Do not leave valuables in plain sight inside your vehicle. Put items in the trunk or hide them in the car.
- Choose parking spots near security cameras which act as a deterrent.
Standard Response Protocol: In 2019 the college adopted the Standard Response Protocol (SRP) created by the “I Love You Guys” Foundation with significant input from first responders and schools. SRP is a method for responding to various forms of emergencies. Recently, there has been a change to the standard response protocol. The responses are now;

1. HOLD, “In your room, clear the halls”: Used when hallways need to be kept clear of students and staff
2. SECURE, “Secure the perimeter”: Return to buildings or stay inside, secure doors and go about normal business.
3. LOCKDOWN: “Locks, Lights, Out of Sight”: Students and staff are instructed to secure individual rooms and keep quiet, out of sight, and in place.
4. EVACUATION, “To another location”, Used to move students and staff from one location to a different location in or out of the building.
5. SHELTER, For hazard using a safety strategy: each type and method is unique, and is the protocol for group and self-protection.

More information can be found on the I Love You Guys Foundation website.

Ideally, you will be notified via the RAVE ALERT communication system when an unsafe situation happens on or near campus, however, all communication systems are subject to failure. You should strive to maintain SITUATIONAL AWARENESS. Situational Awareness is the ability to identify, process, and comprehend information about how to survive in an emergency situation. More simply, it’s knowing what is going on around you.
Internet/Email Fraud

Internet fraud is the use of Internet services or software with Internet access to defraud victims or to otherwise take advantage of them. Internet crime schemes steal millions of dollars each year from victims and continue to plague the Internet through various methods. Several high-profile methods include the following:

- **Business E-Mail Compromise (BEC):** A sophisticated scam targeting businesses working with foreign suppliers and companies that regularly perform wire transfer payments. The scam is carried out by compromising legitimate business e-mail accounts through social engineering or computer intrusion techniques to conduct unauthorized transfers of funds.
- **Data Breach:** A leak or spill of data which is released from a secure location to an untrusted environment. Data breaches can occur at the personal and corporate levels and involve sensitive, protected, or confidential information that is copied, transmitted, viewed, stolen, or used by an individual unauthorized to do so.
- **Denial of Service:** An interruption of an authorized user's access to any system or network, typically one caused with malicious intent.
- **E-Mail Account Compromise (EAC):** Similar to BEC, this scam targets the general public and professionals associated with, but not limited to, financial and lending institutions, real estate companies, and law firms. Perpetrators of EAC use compromised e-mails to request payments to fraudulent locations.
- **Malware/Scareware:** Malicious software that is intended to damage or disable computers and computer systems. Sometimes scare tactics are used by the perpetrators to solicit funds from victims.
- **Phishing/Spoofing:** Both terms deal with forged or faked electronic documents. Spoofing generally refers to the dissemination of e-mail which is forged to appear as though it was sent by someone other than the actual source. Phishing, also referred to as vishing, smishing, or pharming, is often used in conjunction with a spoofed e-mail. It is the act of sending an e-mail falsely claiming to be an established legitimate business in an attempt to deceive the unsuspecting recipient into divulging personal, sensitive information such as passwords, credit card numbers, and bank account information after directing the user to visit a specified website. The website, however, is not genuine and was set up only as an attempt to steal the user's information.
- **Ransomware:** A form of malware targeting both human and technical weaknesses in organizations and individual networks in an effort to deny the availability of critical data and/or systems. Ransomware is frequently delivered through spear phishing emails to end users, resulting in the rapid encryption of sensitive files on a corporate network. When the victim organization determines they are no longer able to access their data, the cyber perpetrator demands the payment of a ransom, typically in virtual currency such as Bitcoin, at which time the actor will purportedly provide an avenue to the victim to regain access to their data.

SOURCE: FBI

Employees of MCC have been victimized by phishing scams. If you have questions or concerns, contact the IT Department.

SECTION 5: HEALTH AND SAFETY PROGRAMS

**Pandemics:** Due to COVID-19 MCC has instituted numerous protocols and procedures designed to prevent or mitigate the spread of communicable diseases. Until further guidance from the Center for Disease Control, and the State of New Hampshire most college courses will be conducted online with the exception of courses requiring labs such as nursing, robotics, welding, automotive, and HVAC. All students and visitors who enter an MCC building must be cleared through the health screening station and have their temperature taken.

Below is a sample of an Individual Program Framework (IPF) that have been developed for each instructional program with students and faculty physically on campus during the 2020-2021 academic year.

I. Statement of Need for On-site Instruction

The purpose of this document is to develop the parameters of a plan to engage in on-site instruction in a very limited manner in order to serve the face-to-face instructional needs of the Health Fitness Professional Program.

II. Basic Principles

1. Protocols developed for safety and well-being of students, faculty and staff are based on current CDC, OSHA and NH DHHS and Re-Opening Task Force guidance.
2. Completion of the program has been established as an educational priority for the students served and the region's economic development.
3. Adequate measures are in place to ensure workforce readiness to deliver the program in a safe and uninterrupted manner.

III. Building Access and Flow Control
1. Prescreening – Students, faculty and staff must be screened daily prior to entry. The screening information collected shall be used only for the purpose of maintaining healthy business operations and shall be maintained as confidential. Prior to entry, each individual shall provide the following:
   a. An attestation that they have taken and recorded their temperature prior to arriving at work and that the temperature did not exceed 100.0 degrees Fahrenheit. Alternatively, the temperatures of individuals will be screened at the entrance by an appropriately protected employee (mask, safety glasses and gloves).
   b. An attestation that they have reviewed and answered “no” to each of the following questions:
      i. Have you been in close contact with a confirmed case of COVID-19?
      ii. Have you had a fever or felt feverish in the last 72 hours?
      iii. Are you experiencing any respiratory symptoms including a running nose, sore throat, cough, or shortness of breath?
      iv. Are you experiencing any new muscle aches or chills?
      v. Have you experienced any new change in your sense of taste or smell?
   c. Any person who answers “yes” to any of the questions (except in the circumstance of the affirmative answer being affiliated with a known, non-contagious, condition, such as a runny nose due to allergies) or has a temperature that exceeds 100.0 degrees Fahrenheit shall be required to leave the premises and re-evaluated in no less than 24 hours.
2. Building Access – HFP classes will be conducted in Room 243/adjacent lab and the fitness center and adjacent Yoga Room, all of these spaces are all large enough to allow for appropriate social distancing (6 ft.), while sitting and performing movement for the maximum number of students which is 12.
3. Instructors and students whose classes are in Room 243 will be entering and exiting the building through the back door (closest to Room 243) only and using restrooms closest to Room 243.
4. Students and Instructors who have classes that are in the Fitness Center/Yoga Room will be entering and exiting through the main entrance only and utilizing the locker room restrooms only.
5. Once in the building program students, faculty and staff will proceed to designated classroom/lab and stay within the lab and exit the same way they entered.
6. All program students, faculty and staff will use the bathrooms closest to Room 243 and the locker room bathrooms outside of the Fitness Center. The bathrooms will include signage that emphasizes handwashing protocols. The bathrooms will also include cleaning product to wipe down handles and other high-touch areas. Finally, bathrooms will be limited to one person at a time, with a low-touch means provided outside the bathroom for indicating if it is occupied.

IV. Building Cleaning Practices
1. At the end of each class, program instructors will lead students in cleaning all surfaces used by students using disinfectant spray and wipes supplied in the classroom. All hazardous waste (masks and gloves) must be disposed of in the Hazardous Waste bins only.
2. At the end of each day, building service workers using appropriate PPE will clean and disinfect areas used by program participants focusing especially on frequently touched surfaces. Facilities staff will be responsible for cleaning the commonly used areas such as door handles, restrooms, and handrails in the hallways. As well as the instruction tables, sink areas, and other building specific areas within the labs.
3. In the event of a positive case, building service workers will clean and disinfect all affected areas following CDC guidance. More specifically, the cleaning process will include:
   a. Closing off areas visited by the ill person. Opening outside doors and windows and using ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
   b. Cleaning staff will then clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the ill person, focusing especially on frequently touched surfaces.

V. Instructional/Classroom Model
- HFP classes will be conducted in Room 243/adjacent lab and the fitness center and adjacent Yoga Room. All of these spaces are all large enough to allow for appropriate social distancing (6 ft.), while sitting and performing movement for the maximum number of students which is 12.
- Instructors and students whose classes are in Room 243 will be entering and exiting the building through the back door (closest to Room 243) only, and using bathrooms closest to Room 243.
- Students and Instructors who have classes in the Fitness Center/Yoga Room will be entering and exiting through the main entrance only and utilizing the locker room bathrooms only.
- Students and Instructors are required to wear masks at all times.
- Cloth masks may be worn during instruction, at desks with social distancing (6 ft. or greater). Surgical masks must be worn when instructors and students need to be closer than 6 ft. and when students are performing exercise.
- Students will remain socially distanced with the exception of the labs that require students to work with a partner. Partners will remain the same throughout the entirety of the course.
- When instructors need to be closer than 6 ft. to students to demonstrate something, they will wear surgical masks and limit these demonstrations to 10 minutes or less.
Instructors and students must wash hands prior to and after close contact with each other.
Instructors may not remove masks to ascertain if a student is unable to hear or understand. However, microphones can be provided to the instructor for this purpose.
During exercise, students must wear surgical masks at all times, and shields will be provided for additional protection, but not mandatory.
In the event a student displays or communicates an adverse response to wearing a mask, specifically during exercise, they shall be allowed to briefly re-position masks to just below the nose until they are able to go outside to remove mask.
Students should change masks after each exercise session.
Equipment for exercise sessions will be stored in Fitness Center/Yoga area. Students will one at a time or with their partners only, be allowed to collect the equipment that they will be utilizing that day. The equipment they pick must remain with them for the entire class and not be shared with another group or individuals.
Students will then be assigned a room and/or area to work in for that day and should remain in that area when conducting their exercise session.
Students will be responsible for cleaning all equipment they utilized during and after exercise sessions.
Students will be given breaks as needed for hydration, food or rest.
Students should plan appropriately for the class and plan to bring enough water/drink for both normal hydration and exercise needs.
Instructors and students are not required to wear gloves, however they should wash hands upon entering and leaving class for breaks, after working closely with partners/students and after touching equipment.
If students and instructors are unable to wash hands during an exercise session in which they are constantly touching equipment or in close contact with each other, they should use hand sanitizer periodically during the session.
When leaving the building for a break, students and instructors should wash hands and not remove PPE until outside of the building and social distancing (6 ft. or greater) can occur.
When on a break students and instructors shall eat and drink outside with social distancing (6 ft. or greater). They may go to their cars or leave campus for meals. No on-campus food/beverage offerings will be available with the exception of emergency supplies provided by the College for the classrooms/labs.
Before returning to an instructional activity students and instructors must put on masks before entering the building and wash hands upon entering the classroom.
During off campus visits, students and instructors must adhere to the policies of the site they are visiting and masks must be worn at all times. Students should not enter the facility and should remain socially distanced outside the facility until instructed to enter.

VI. Schedule
1. The college will develop a master schedule clearly designating the times that rooms will be used for instruction.
2. The schedule will allow sufficient time between instructional activities to allow for cleaning and for students to clear the building before the next class enters.
3. The schedule may allow for concurrent classes so long as sufficient spacing protocols are respected including with respect to use of common hallways and bathrooms.

VII. Individual Hygiene and Safety Protocols
1. Safety and well-being are shared responsibilities between administration, faculty, staff and students.
2. Each person participating in on-site activities shall review and sign an acknowledgement of safety measures and protocols that have been implemented and will be enforced on a day-to-day basis.
3. Before beginning instruction on the first day of on-campus classes, instructors shall review personal hygiene and safety protocols including hand hygiene, use and disposal of personal protective equipment, maintaining physical distance, and cleaning.
4. Each person participating will be encouraged to provide feedback with the respect to effectiveness of safety protocols, including an anonymous reporting option.
5. Upon receiving a report that a program participant is a known or suspected case of COVID-19, the college will determine the group of students, faculty and staff who may have had close contact with the participant. Close contact is being within approximately 6 feet of a known or suspected COVID-19 case for a prolonged period of time, i.e., longer than 10 minutes and would include persons who shared the same work space for a prolonged period of time even if not at the same time. This would include, for example, a program participant who came in the afternoon and worked at the same computer set up that the ill participant used in the morning. Notice of the COVID-19 case will be provided only to this group of individuals that may have been exposed to the virus. In providing notice, the college will not provide any more information than necessary about the ill person. Those who are determined to be close contacts will be advised that they should remain home and quarantine for 14 days since the last date of potential exposure and monitor their own health and report any symptoms to the college and their health care provider.
6. If any of persons who are deemed close contacts report symptoms, they will be instructed to contact their health care provider and to stay home and not participate in program activities on-site until they are free of fever, and any other symptoms for at least 72 hours, without using a fever-reducing or other symptom altering medication (e.g. Tylenol, cough suppressants). A fever is defined as a temperature of 100.4 degrees Fahrenheit or 38 degrees Celsius taken by an oral thermometer.
7. Any persons receiving positive diagnoses will need to submit a note from a doctor when they have tested negative and are cleared to return.

VIII. Equity and Opportunity
1. Students who due to personal health circumstances have been advised by a physician to remain in quarantine and therefore are unable to complete the program may request an incomplete grade consistent with college academic policies.
2. Students who are unable to return to complete the labs associated with their courses may be granted a W for the course. Student should be in contact with their faculty and department chair to discuss their situation. Faculty will work with Academic Affairs to assist the student.

CCSNH COVID-19 Student Social Compact: This Social Compact is part of the Student Code of Conduct adopted for the 2020-21 academic year.

As members of this campus community, we face a serious public health situation that requires a new level of awareness and caution in our daily lives. As a caring community, we understand that our health and safety depend on how well we take care of ourselves and each other. As a member of this community I promise to responsibly protect my health and the health of others. I make these efforts to help prevent the spread of COVID-19 and other risks to our community’s health and to best preserve the learning opportunities available to me as a student at this college.

The virus that causes COVID-19 is highly contagious. It is possible to develop and contract COVID-19, even when individuals follow all of the safety precautions recommended by the Centers for Disease Control (CDC), the State of New Hampshire, and the College. NH’s community colleges are following coronavirus guidelines issued by the CDC, the NH Department of Health and Human Services (DHHS), and other reliable resources to reduce the spread of infection. However, by engaging in on- or off-campus activities, students, faculty and staff can never be completely shielded from all risks of exposure or illness caused by COVID-19 or other infections.

Maintaining college instructional and service activities is dependent upon how well ALL members of our college community adhere to public health recommendations and expectations. Significant changes in the trajectory of the virus may result in changes to instructional and campus operational plans. It is in all of our best interests to do our part to mitigate the spread of COVID-19. To protect myself and others, and preserve the opportunity of learning in this campus setting, I understand that as a member of the CCSNH community I will be expected to:

**PROTECT MYSELF**

1. Monitor for the symptoms of COVID-19 and report as directed by the college and to a medical professional if I experience fever, cough, shortness of breath or other symptoms identified by public health authorities
2. Wash my hands often with soap and water or use effective hand sanitizer
3. Maintain appropriate physical distancing, especially in indoor settings
4. Protect myself from viral respiratory infections by means that may include obtaining a flu shot as recommended by NH public health authorities
5. Follow all other recommendations of public health officials in the State of New Hampshire

**PROTECT OTHERS**

1. Stay home if feeling ill, or after exposure to someone who is ill or is suspected or confirmed positive for COVID-19
2. Wear an appropriate face covering and other protective gear as directed by the college
3. Be positive, sensitive and helpful to anyone around me who may be troubled or struggling
4. Recognize that others may have health conditions or relevant family circumstances that are private and respect their needs for personal and community precautions
5. Understand that individuals can have COVID-19 yet be asymptomatic and therefore an unknown carrier of the virus

**PROTECT MY COLLEGE COMMUNITY**

1. Keep clothing, belongings, personal spaces and shared common spaces clean
2. Carefully observe instructional signs and follow directions
3. Inform the designated COVID-19 Contact Person at my college if I have a positive test or am experiencing symptoms associated with COVID-19

4. Participate as requested in testing and contact tracing to preserve the wellness of the community

5. Recognize that COVID-19 does not stop at campus boundaries and be aware that my behavior outside campus can create risks for my on-campus community

6. Behave with compassion and understand that we are all doing the best we can in unprecedented circumstances – share concerns rather than anger or blame

**PROTECT MY SURROUNDING COMMUNITY**

1. Complete required precautions prior to arrival on campus, or if I have had to leave the state

2. Self-isolate in accordance with NH DHHS guidelines if I test positive for COVID19

3. Quarantine in accordance with NH DHHS guidelines if I am identified as having been in close contact of a suspected or confirmed case for COVID-19 or fall under the travel restrictions for COVID-19

4. Practice safe physical distancing when participating in the community outside of the campus

5. Pay attention to and observe local and state directives

6. Remember that not everyone is affected equally by COVID-19 and by complying with COVID-19 health guidelines, I will help those who are most vulnerable to stay safe

7. This virus does not discriminate, and neither will I – no person or group of people is responsible for this virus and I will not blame the presence of COVID-19 on anyone in my community

**Crime Prevention Presentations:** The Manchester Community College will provide students with a safety awareness presentation at the beginning of each school year. In addition to presentations, preventative information is also conveyed through bulletin boards located throughout the campus. Printed crime prevention brochures, posters and flyers relating to various crimes students may encounter are available and widely distributed throughout campus.

**Other Programs**

The New Hampshire Non-Residential and Community College Sexual Assault Policy and Prevention Initiative (CSAPPNH) is a project organized by Prevention Innovations Research Center and funded by the Office on Women’s Health, U.S. Department of Health and Human Services. CSAPPNH involves the collaboration of Prevention Innovations staff, a task force of experts from across New Hampshire, and faculty, staff, and students from eight nonresidential post-secondary schools, to institute policies, practices, and prevention strategies that prevent sexual assault from occurring. Other programs include ‘Bringing in the Bystander’ and USAFE.

**Parking Lot Escort:** The Campus Safety Department extends walking escorts to students, faculty and staff to and from any destination on campus. This free service is offered by calling the Campus Safety Officer on duty.

**Campus Safety Website:** Manchester Community College maintains a website at [http://www.mccnh.edu/services/campus-safety](http://www.mccnh.edu/services/campus-safety). For quick and up to date information on the campus safety department and services it provides in addition to crime statistics, crime prevention information, and emergency procedures. This site also has a link to a list of registered sexual offenders for the State of New Hampshire.
SECTION 6. NONCAMPUS ORGANIZATION LOCATIONS

The college does not have any officially recognized student organizations with noncampus locations.

SECTION 7: ALCOHOL AND DRUG POLICY

Community College System of New Hampshire (CCSNH): 730.02 ALCOHOL POLICY - STUDENTS (See Facilities Section 562.02 – Alcohol Policy: College Facilities)

1. The CCSNH supports the Drug Free Schools and Communities Act Amendment of 1989, P.L. 101-226, and complies with this and all Federal, State and local laws pertaining to controlled substances, including alcohol.

2. The CCSNH recognizes alcohol abuse as a deterrent to the mission of the Colleges. The abuse of alcohol imposes consequences on the individual, the members of the College community and the community as a whole. To address alcohol consumption at the CCSNH, all Colleges in the CCSNH shall provide educational programs on the abuse of alcohol and other drugs and provide referral for assistance for students who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service regions.

3. Alcohol is not permitted on CCSNH property, including any of the Colleges, academic centers, leased facilities except as specifically allowed by CCSNH policy and laws governing the acquisition, distribution, possession or consumption of alcohol. The sale or distribution of alcoholic beverages is regulated by the laws of the State of New Hampshire, and local or county ordinances. The acquisition, distribution, possession or consumption of alcohol by members of the CCSNH community must be in compliance with all local, state and federal laws.

4. Except as prohibited by law, and provided that all conditions of any Federal, State and/or local law, regulation or code are met, students over the age of 21 and not otherwise lawfully barred from the use of alcohol, may possess or consume beer or wine only within the privacy of their residential housing unit provided no persons under the legal drinking age are present and students conform to the Student Code of Conduct. Open containers of alcohol are prohibited in any common areas in and around residential housing. Students of legal drinking age on a College sponsored trip may consume alcohol subject to the rules regarding intoxication in the Student Code of Conduct.
5. Students should be aware that the ability to possess and consume alcohol on CCSNH property is a privilege and that alcohol must be used responsibly. Primary responsibility for knowing and abiding by the provisions of components of the CCSNH Alcohol Policy and all relevant laws rests with each individual. Failure to abide by the terms of this Alcohol Policy and/or all provisions of the Student Code of Conduct, including rules regarding intoxication, may result in disciplinary action under CCSNH and College Judicial Policy. Guests of legal drinking age who consume alcohol on CCSNH property are the responsibility of the College resident inviting them and the guest's behavior or violations will become those of the resident and subject to the Student Code of Conduct. Guests may be subject to removal from campus if intoxicated or if behaving in a manner that would constitute a disruption. At any time, as determined by the amount of noise, numbers of people and traffic patterns, the CCSNH Colleges reserve the right to suspend the ability to possess or consume alcohol within any given area.

6. No person may sell, furnish or give alcohol to any person under the legal drinking age or to anyone who is visibly intoxicated, even if that person is over the age of 21.

7. Alcoholic beverages will not be permitted at student organization sponsored events without approval from the President. Requests for approval must be made in writing at least 45 days prior to the event. Those who grant approval for alcohol consumption must keep a written record of all such approval.

8. Food and non-alcoholic drinks must be available at all functions involving the distribution of alcoholic beverages.

9. No purchase of alcoholic beverages is allowed from any student funds under the jurisdiction of the CCSNH Board of Trustees. All events at which alcohol is served must comply with the CCSNH Alcohol Policy: College Facilities, including but not limited to the requirement that a third party licensed vendor be retained for serving alcohol.

SECTION 8: DRUGS AND NARCOTICS

CCSNH POLICY: 730.03 DRUGS AND NARCOTICS The use, possession or distribution of unprescribed drugs and narcotics, including marijuana, by students is not allowed on campus and will result in suspension or dismissal from the college. Any college student trafficking in drugs shall be subject to civil action. The policy of the college will be to cooperate fully with law enforcement officials in the proper exercise of their duty. This policy is based on Federal and State of New Hampshire laws pertaining to the use of drugs.

SECTION 9: SUBSTANCE ABUSE EDUCATION

The physical and mental dangers associated with the use and abuse of drugs and alcohol are numerous. Heavy drinking over a period of time can cause physiological damage, physical problems, and serious nervous or mental disorders. Addiction to drugs or alcohol not only impacts upon the abuser, it places profound stress upon family members, relationships, and friendships. The college is concerned about abusers utilizing tools and equipment, which can be harmful to the individuals as well as to others nearby. Once again, the use of alcohol and/or drugs is strictly forbidden on campus.

The College realizes that circumstances place individuals into situations that may lead to dependence upon drugs and/or alcohol. Recognizing its responsibility to be concerned with the total well-being of its students, the college provides referral service to those in need of counseling or medical support. Individuals are urged to seek assistance from a counselor and to secure the proper treatment they may need. Below is a resource for a substance abuse and treatment center.

Alcohol Treatment Center (24 Hour Help Line) 1-800-711-6402

SECTION 10: SEXUAL ASSAULT POLICY

Manchester Community College 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 on college campuses. It is the policy of the Community College System of New Hampshire (CCSNH) that all individuals associated with CCSNH should be able to work and study in an environment that is free of discrimination and sexual assault/harassment.

CCSNH Student Code of Conduct Sexual Misconduct Policy

I. Policy Statement

CCSNH and its Colleges are committed to maintaining an environment that reduces the threat of sexual misconduct, and prohibits all forms of sexual misconduct, including but not limited to, sexual assault, sexual harassment, sexual exploitation, relationship violence, stalking, and all forms of discrimination relating to one’s sex, sexual orientation, or gender identity or expression (hereinafter referred to in this Policy as “prohibited conduct” or “sexual misconduct”). These behaviors undermine CCSNH’s commitment to creating and maintaining a positive and productive learning environment for students, a professional setting for its employees, and a community
Atmosphere grounded in mutual respect, dignity, and integrity. Accordingly, acts of sexual misconduct, as defined in section IV of this Policy, will not be tolerated at CCSNH or any of its Colleges.

II. Scope of Policy

This policy applies equally to all CCSNH community members, regardless of the sex, sexual orientation, gender identity or expression. CCSNH community members include students, employees, independent contractors, visitors to CCSNH property, or any person registered, accepted or enrolled in any course or program offered by any CCSNH College including those who are not officially enrolled for a particular term but who have a continuing relationship with the Colleges. CCSNH property includes all campuses of the seven community Colleges in the system: Great Bay Community College, Lakes Region Community College, Manchester Community College, Nashua Community College, NHTI – Concord’s Community College, River Valley Community College, and White Mountains Community College.

CCSNH and its Colleges will address reports received from any individual, whether or not affiliated with CCSNH or one of its Colleges, that a College community member has violated this policy. CCSNH and its Colleges will provide resource options and respond promptly and equitably to all reports of prohibited conduct involving a CCSNH community member. In addressing reports, CCSNH and its Colleges are committed to maintaining fairness for all parties and balancing the needs and interests of individuals with the safety of the community.

This policy applies to on-campus conduct and may also apply to off-campus conduct where such conduct adversely affects the College community and/or the pursuit of its objectives. This policy may also apply to behavior conducted online, including via e-mail, blogs, web page entries, social media sites, and other similar online postings.

III. Definitions

A. Sexual Misconduct encompasses a range of violating behaviors, including sexual assault, sexual harassment, relationship violence, stalking, and any other conduct of a sexual nature that is nonconsensual, or has the effect of threatening, intimidating, or coercing a person at whom such conduct is directed. All of these behaviors are prohibited conduct.

B. “Complainant” is the term used to refer to the person bringing forward a complaint of sexual misconduct against another individual.

C. “Respondent” is the term used to refer to the person who has a sexual misconduct complaint brought against them.

- Sexual misconduct can be perpetrated by:
  - Current or former intimate partners
  - Family members
  - Persons in a position of power or trust
  - Friends/acquaintances
  - Non-strangers
  - Strangers
  - Anyone of any sex

D. Consent is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely, willingly, and actively by all parties. Consent is knowing and voluntary. Consent is active, not passive. Accordingly, silence or absence of resistance cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions may be reasonably understood to give permission regarding sexual activity.

Conduct will be considered “without consent” if no clear consent, verbal or nonverbal, is given. It is important not to make assumptions; if confusion or ambiguity on the issue of consent arises anytime during a sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue. Individuals cannot give consent if they are incapacitated due to alcohol or legal or illegal drugs, or under the age of 16.

Individuals are not giving consent if they are:

- saying “no” or “stop”
- crying
- moving away
- pushing the other(s) away
- completely still/unengaged
- incapacitated by drugs or alcohol
- asleep
- passed out
- physically or psychologically pressured or forced
- intimidated
- coerced
- manipulated
- mentally or physically impaired
- beaten
- threatened
- confined

Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Past consent does not imply future consent. Coercion, force, or threat of force invalidates consent. Being intoxicated does not diminish one’s responsibility to obtain consent, although it impairs the ability to provide it. Consent to sexual activity may be withdrawn at any time. If consent is withdrawn, all sexual activity must cease.

E. **Incapacitation** means that a person lacks the capacity to give consent to sexual activity because the person is using alcohol or drugs, asleep, unconscious, mentally and/or physically helpless, or otherwise unaware that sexual activity is occurring. **Intentional Incapacitation** means providing alcohol or other drugs to a person with the intent to render the person incapacitated.

F. **Coercion** involves unreasonable and unwanted pressure to engage in sexual activity. Engaging in sexual activity should be the result of a freely given choice. Persons should engage in sexual activity because they want to do so, and not because someone has pressured them into it. Threatening,-cajoling, and pressuring someone until they finally agree does not mean an individual has given consent.

G. **Sexual Assault** is any type of sexual contact or behavior that occurs without the explicit consent of the other person. Falling under the definition of sexual assault are sexual activities such as forced sexual penetration (rape), forcible sodomy, child molestation, incest, fondling, and attempted rape. Sexual assault can occur even when the victim knows their perpetrator, when the victim and perpetrator are married or in an intimate relationship, or when the victim and perpetrator are the same gender. Sexual assault includes, but is not limited to the following acts:

1. **Sexual Offense** is any sexual act that is committed without the consent of the victim. A sexual offense shall include but not be limited to situations where the victim is unable to provide consent because he or she is less than 16, physically helpless, mentally incapacitated, mentally impaired or unconscious due to alcohol or drug consumption, whether or not the consumption was with the victim’s consent.
2. **Rape** is nonconsensual sexual penetration perpetrated by coercion, intimidation, threat or physical force, either threatened or actual. Rape also occurs when the victim is incapable of giving legal consent because the victim is less than 16 years of age, mentally incapacitated or incompetent, physically helpless, including when unconscious due to drug or alcohol consumption or asleep.
3. **Acquaintance Rape**, also known as “date rape,” is defined as sexual penetration undertaken by a person known to the victim without consent. Acquaintance/Date Rape includes sexual penetration that occurs through force, as a result of threats, physical restraint or physical violence with or without consent.

H. **Relationship Violence**, also known as dating violence, domestic violence or intimate partner violence, is any act committed by a person in an intimate relationship against the other member of the intimate relationship to exert power and control over the other partner. Relationship violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone. Relationship violence can happen to anyone regardless of race, sexual orientation, socio-economic status, education, age, religion, etc. Relationship violence can occur between current or former intimate partners who have dated, lived together, have a child together, currently reside together on or off campus, or who are otherwise connected through a past or existing relationship.

I. **Stalking** is when one person engages in a course of conduct which is directed at a specific person and that course of conduct causes that person to be in fear of harm to themselves, their safety, their property, a member of their immediate family, or an acquaintance. **Cyberstalking**, also known as tech-facilitated stalking, is a form of stalking which can include, but is not limited to, phone, text, or social media platforms. Stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals who are not known to one another.

J. **Sexual Exploitation** occurs when an individual takes nonconsensual, unjust or abusive sexual advantage of another; for their own advantage or benefit; or to benefit or advantage anyone other than the one being exploited; and that behavior does not otherwise constitute non-consensual sexual contact, non-consensual sexual intercourse or sexual harassment.

K. **Sexual Harassment** is sex-based verbal or physical conduct that is severe pervasive and objectively offensive such that it unreasonably interferes with or deprives someone of educational access, benefits or opportunities.

Sexual harassment falls into two categories of behaviors or conditions:

1. **Hostile Environment Sexual Harassment** includes any situation in which there is harassing conduct that is severe, pervasive, and objectively offensive such that it alters the conditions of education or employment, from both a subjective (the alleged survivor’s) and an objective (reasonable person’s) viewpoint.
2. **Quid Pro Quo Sexual Harassment** exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment action.
L. Retaliation is any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct. Retaliation against anyone who is involved in the making of a complaint and reporting or investigation of discrimination or sexual misconduct is prohibited.

M. Intimidation is an implied threat that menaces or causes reasonable fear in another person.

IV. Privacy and Confidentiality

CCSNH and its Colleges are committed to protecting the privacy of all involved in the response to a report of sexual misconduct in accordance with applicable law, and will take steps to limit disclosure of related information only to those individuals who have a need to know in order to assess the report and to take steps to eliminate conduct that violates this policy, prevent its recurrence, and remedy its effects. All proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act, Title IX, and state and federal law. No information shall be released from the proceedings except as required by law or permitted by law and CCSNH policy.

To ensure all members of the community understand how CCSNH protects the privacy of individuals, please be aware that privacy and confidentiality as used in this policy have distinct meanings:

Privacy means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those who “need to know” in order to assist in the active review, investigation, or resolution of the report, including the issuance of interim measures. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

Confidentiality means that information shared with designated professionals cannot be revealed to any other individual without the express permission of the individual. These designated professionals include mental health providers, ordained clergy, and trained rape crisis center advocates, all of whom have legally protected confidentiality.

Limits on Confidentiality

Unless a CCSNH employee is deemed a “confidential professional,” as described above, all other employees at CCSNH and its Colleges are considered responsible employees/mandatory reporters, and are required to disclose to the Title IX Coordinator any information concerning sexual misconduct of which they become aware of, including identifying information about the parties involved. A report to a responsible employee is a report to CCSNH, which may result in CCSNH initiating an investigation of the reported incident and taking appropriate steps to address the situation, even if the individual making the report requests that no action be taken. An individual’s request regarding the confidentiality of reports of sexual misconduct will be considered in determining an appropriate response. Such requests, however, will be evaluated in the dual contexts of CCSNH’s interest in promoting a working and learning environment free from sexual misconduct and protecting the due process rights of the accused to be informed of the allegations and their source, including the name of the person filing the complaint.

Some level of disclosure may be necessary to ensure a complete and fair investigation, although CCSNH will respect requests to treat information as confidential to the extent possible. The Title IX Coordinator at each CCSNH affiliated school will be responsible for evaluating requests for confidentiality.

V. Victim Resources

Each CCSNH College will maintain a list of resources available to victims of sexual assault, relationship violence, stalking, or another form of sexual misconduct, including contact information for designated professionals whose communications are entitled to legally protected confidentiality.

Remedies and Accommodations for Survivors

To ensure the safety and well-being of a complainant pending investigation of sexual misconduct and the survivor in the aftermath of founded sexual misconduct, CCSNH and its Colleges will consider appropriate accommodations, such as moving to another residence halls (if living on campus), changing work schedules (if working on campus), altering academic schedules, withdrawing from/re-taking a class without penalty, and accessing academic support (e.g., tutoring). If the survivor chooses to file an institutional complaint prompting an investigation, interim accommodations can be put in place while an investigation is pending, including issuing no contact orders and changing the complainant’s or respondent’s living arrangements or course schedule.

Interim measures and accommodations may be available regardless of whether an individual chooses to report an incident to campus security or local law enforcement or pursue a complaint with the College. The CCSNH Title IX Coordinator or College Title IX Coordinator will determine whether interim measures and accommodations are reasonable and should be implemented, and, if so, will work to ensure that these measures and accommodations are implemented as soon as possible. To seek an interim measure or accommodation, students should contact their College Title IX Coordinator.

If an outside agency or court of law has put in place an order of protection, the order should be provided to the College Title IX Coordinator so that CCSNH may take appropriate measures consistent with the order.

VI. Reporting Sexual Misconduct
After an incident of sexual misconduct, the first priority for any individual should be personal safety and well-being. CCSNH encourages all individuals who have experienced sexual misconduct to seek appropriate assistance by contacting CCSNH or College Title IX Coordinator, campus security, calling 911, contacting local law enforcement, and/or visiting a medical facility immediately after an incident of sexual misconduct. The following information is provided to help CCSNH community members make informed choices about where to turn if they or someone else experiences sexual misconduct. CCSNH encourages survivors to talk about what happened so they can receive the care and support they may need, and so the College can take prompt action to respond to the issue. Reporting an incident of sexual misconduct to a CCSNH College does not obligate the individual to pursue campus judicial proceedings or criminal prosecution.

An individual who has experienced sexual misconduct at CCSNH is not required, but is encouraged, to report the incident to campus authorities. To file a complaint of sexual misconduct, the individual should contact the College or system Title IX Coordinator, or other designated administrator. CCSNH encourages timely reporting of sexual misconduct, however there is no time limit for reporting, and the College will respond to a report regardless of when or where the incident occurred. A third party or witness to sexual misconduct can also report. Students who know or suspect sexual misconduct has occurred against another student are not required to report these incidents unless they have positions/jobs on campus that make them mandatory reporters.

Criminal Complaint
Sexual misconduct that may be criminal in nature can be reported to local law enforcement. If an individual reports sexual misconduct at their College, the College will inform the individual about the option to pursue criminal action for incidents of sexual misconduct that may also be crimes under New Hampshire law. If requested, the College will assist the individual in making a criminal report and cooperate with law enforcement agencies to the extent permitted by law.

Anonymous Reporting
Any individual may make an anonymous report concerning an act of sexual misconduct, without disclosing their name, identifying the perpetrator, or requesting any action. Depending on the extent of information available about the incident or the individuals involved, however, CCSNH’s ability to respond to an anonymous report may be limited. To anonymously report an incident of sexual misconduct, please send a written statement to the College or system Title IX Coordinator. The Title IX Coordinator will receive the anonymous report and will determine any appropriate steps, including individual or community remedies as appropriate.

Drug and Alcohol Amnesty Policy
CCSNH encourages reporting of sexual misconduct and seeks to remove any barriers to making a report. CCSNH recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for their own conduct. To encourage reporting, an individual who makes a good faith report of sexual misconduct that was directed at them or another person will not be subject to disciplinary action for a conduct or policy violation that is related to and revealed in the sexual misconduct report or investigation, unless CCSNH determines that the violation was serious and/or placed the health or safety of others at risk. Amnesty does not preclude or prevent action by police or other legal authorities. This amnesty provision shall also apply to student groups making a report of sexual misconduct.

VII. College Procedures for Responding to Sexual Misconduct

When an incident is reported to any CCSNH employee, the person to whom the report is made shall communicate the report to campus security and/or the Title IX Coordinator or designee who will then inform the individual of their option to notify local law enforcement authorities. The individual shall also be informed of the importance of preserving evidence required for proof of possible criminal activity, and of the availability of the College personnel to assist the student in notifying the authorities of the incident, upon the student’s request. 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 the campus security, she or he is informed that physical evidence can be collected at the same time as medical care is provided. The survivor should be informed about where and how to access evidence collection kit and a medical/forensic examination by a Sexual Assault Nurse Examiner (SANE) and the option to do so anonymously where the student is 18 years old or older.

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 the CCSNH and/or College Title IX Coordinator, who are responsible for coordinating the College’s response to the incident. The student may request changes in her or his academic or campus living situation, after the student has made a report of an assault, and the College shall grant any reasonable request for such change.

VIII. Disciplinary Procedures and Resolution Process for Complaints of Sexual Misconduct

Filing a Written Complaint
Any individual (“Complainant”) who believes that they have been subjected to sexual misconduct may file a written complaint describing the particular details of the alleged behavior. If the complaint is not submitted in writing, the Title IX Coordinator may document the Complainant’s statements. Where the Respondent is a CCSNH employee or student, the Respondent will be notified of the complaint in writing prior to initiation of an investigation.
If a student has questions about the adjudication or grievance process, they may contact the CCSNH and/or College Title IX Coordinator.

Institutional Investigation
When a student reports being a victim of sexual misconduct by another student, the College will conduct an investigation and determine if CCSNH policies were violated. The sexual misconduct complaint is forwarded to the CCSNH Title IX Coordinator and the College Title IX Coordinator, who will identify an appropriate person to complete an investigation (“Investigator). Depending on the circumstances, the College may impose interim protections and remedies (e.g. interim suspension, no contact order) during the College’s investigation of the sexual misconduct complaint.

At the conclusion of its investigation, the Investigator will forward findings to the CCSNH Title IX Coordinator and College Title IX Coordinator and the Judicial Body. After receiving the results of the investigation, the Judicial Body will determine whether or not the findings implicate a violation of the Student Code of Conduct or Sexual Misconduct Policy, and communicate that decision in writing. If the Judicial Body determines that the facts as found by the investigator demonstrate that the student committed a violation of the Student Code of Conduct or the Sexual Misconduct Policy, the Judicial Body will schedule a sanctions hearing as set forth in the Student Judicial Process Investigation and Resolution. **It is important to note that mediation is never appropriate in sexual misconduct cases.**

Acceptance of Responsibility
At any point in the Investigation or Resolution process, the Respondent may accept responsibility for the conduct alleged in the complaint. In such cases, the process will immediately move to the Judicial Body for a decision regarding sanctioning.

SECTION 11: Emergency Response and Evacuation Procedures

An emergency is an unforeseen event or condition requiring prompt action. Emergencies at Manchester Community College can be generally classified as medical emergencies, fire/fire alarm emergencies, and public safety emergencies & environmental emergencies. Emergency conditions either affect an individual, a small group or the entire college. In the case they affect the entire College they typically involve the evacuation of the campuses.

1. Collect all personal belongings including book bags, jackets, brief cases, etc. Why? Because you can’t count on returning to the building and in the case of a bomb threat such items would be considered suspicious and handled as a possible “device”. Quickly peek into the hall to ensure that an active shooter isn’t using the fire alarm as a diversion.
2. Immediately leave the building following any verbal instructions and follow the evacuation route posted adjacent to the primary classroom exit door or in the hallway.
3. Faculty should assign someone to provide assistance in assuring students with disabilities are directed to the evacuation point.
4. Faculty should turn off all gas and electrical appliances. The lights should be left on, the corridor door closed and left unlocked.
5. Upon exiting the building move well away from the building. This will prevent a “log jam” of people at the entranceway and allow the fire department swift access.
6. Re-entry: The College officials will notify you when it is safe to return to the building.

We recommend that faculty review the evacuation procedure with their class at the beginning of each semester. Students should also take time to review the evacuation route posted next to the primary classroom exit door or in the corridor.

We recommend that students with disabilities identify themselves to a faculty member if they feel they may require assistance during an evacuation. Together they can formulate an evacuation plan. Under no circumstances are the elevators to be used when a fire alarm is sounding.

SECTION 12: ANNUAL CRIME STATISTICS

How we compile our statistics:
The Clery Act requires colleges and universities to annually compile and publish crime statistics for their campuses and certain off campus locations. It also requires that “campus security authorities” report crime statistics for inclusion in the college's Annual Security Report. If you are listed below in the distribution list, then you are a “campus security authority” as that term has been defined by the United States Department of Education. “Campus security authorities” are defined by position as “an official of the institution that has significant responsibility for student and campus activity, and any individual or organization specified in the statement of campus security policy as one to which students and employees should report criminal offenses”. This includes advisors to student organizations, athletic team coaches, members of campus safety, and offices within Student and Academic Affairs, with the exception of health and counseling services.

Because of the law’s complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows. As per our normal process, you should continue to immediately report any crime or violation of the Manchester Community College Code of Conduct to the MCC Campus Safety Department. If you become aware of any crime listed below, or if any person reveals to you that he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, and this crime has not been
reported to anyone else, report the crime using the Campus Safety Incident Report Form and contact the Campus Safety Department immediately.

The following list of crimes (and their definitions) are those which are required to be reported to the United States Department of Education (crime definitions from the Uniform Crime Reporting Handbook).

**Hate Crimes Involving Bodily Injury:** a hate crime is any crime manifesting evidence that the victim was selected because of the victim’s actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.

**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Negligent Manslaughter:** the killing of another person through gross negligence.

**Robbery:** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned -including joy riding).

**Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

**Weapons Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone’s); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intertemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.) Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

**Sex Offenses -Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Sex Offenses-Non-forcible: Unlawful, non-forcible sexual intercourse.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. Age of consent in NH - (under the age of 16, unless that person is the other person's legal spouse -NH RSA 632-A:3). Relationships which constitute incest (ancestor, descendant, brother or sister, of the whole or half blood, or an uncle, aunt, nephew or niece; The relationships referred to herein include blood relationships without regard to legitimacy, stepchildren, and relationships of parent and child by adoption NH RSA 639-A:2).

Additionally, we compile statistics related to Violence Against Women, Hate Crimes, and arrests made on campus.
### Clery Crime Statistics

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