

NHTI – CONCORD'S COMMUNITY COLLEGE'S 2023 ANNUAL SECURITY REPORT AND FIRE SAFETY REPORT



September 27, 2023

NHTI-Concord's Community College
Campus Safety Department
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Concord, NH 03301
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[Campus Safety - NHTI](#)

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NHTI 2023 Crime Awareness and Campus Security Information Report

This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. Information contained in this report is prepared by the NHTI Campus Safety Department using statistical and other information obtained from the identified NHTI - Concord's Community College Campus Security Authorities, the Concord Police Department and the New Hampshire Department of Safety comprising of the New Hampshire State Police, and the New Hampshire Marine Patrol

Each fall, email notification is made to all enrolled students and employees that provides the website URL to access this report. The URL is also included on the Campus Safety webpage at [Campus Safety - NHTI](#) and on Canvas at <http://canvas.ccsnh.edu>. Paper copies may be obtained by contacting the Campus Safety Department Monday through Friday from 8:00 am to 4:00 pm at (603) 230-4042, or via email at nhticampussafety@ccsnh.edu.

Developing Information for this Report

The NHTI Campus Safety Department identifies and coordinates with the NHTI Campus Security Authorities, or CSA's. NHTI Campus Security Authorities include, but is not limited to the following NHTI Department or personnel:

- Campus Safety Department personnel
- Residence Life Staff - Resident Directors, Resident Assistants, etc.
- Club and Organization Advisors/Co-Advisors
- Coaches and Assistant Coaches for Athletics Teams
- Athletics Department Staff (Director, Clerks, etc.)
- Persons who control access to areas (i.e. Residence Hall Monitors, etc.)
- Title IX Coordinator
- Student Conduct
- Human Resources Staff
- Persons who are identified as "an official of an institution who has significant responsibility for student and campus activities" (i.e. Director of Campus Activities, Health Facility Personnel, Academic Advisors, Director of Student Affairs, Director of Academic Affairs, etc.)

The NHTI Campus Safety Department coordinates and receives reports that identify Clery crimes from all Campus Security Authorities (CSA's) on Clery crimes that occur within the identified NHTI Clery geography.

The NHTI Campus Safety Department contacts appropriate law enforcement agencies which have jurisdiction over both campus and non-campus public properties to collect annual crime statistics. Primarily these will at minimum include the Concord Police Department and the New Hampshire Department of Safety (includes NH State Police, NH Marine Patrol, etc.)

The NHTI Campus Safety Department updates all campus safety and security information, for inclusion in this document and distribution to the college community.

NHTI prepares a daily crime log and fire log describing **all** crimes, timely warnings and fire incidents reported to the Campus Safety Department that occur in the NHTI Clery geographic area. Information contained in these logs can be obtained from the Campus Safety Department at 1 Institute Drive, Concord, NH 03301.

The Campus Safety Department

The NHTI Campus Safety Department commits itself to the highest standards of professionalism in promoting a safe and problem free educational environment for the NHTI community. **Fairness, Integrity and Respect** are the attributes imbued by the Campus Safety Department in the enforcement of federal law, state laws, local laws and ordinances; and the Community College Systems of New Hampshire (CCSNH) and NHTI- Concord's Community College's policies and procedures.

The NHTI Campus Safety Department is an unsworn public safety department assigned within the Business Operations Office. The Director of Campus Safety is responsible for the management of the Campus Safety Department and reports to the Business Operations Officer. Many of the Campus Safety Departments services and response actions are coordinated through partnerships with federal, state and local agencies, as well as, key college stakeholders.

The Campus Safety Department's office is located at 1 Institute Drive Concord, NH 03301 on the second floor. The Campus Safety Department provides 24 hours a day, 7 days a week, year-round coverage to serve the needs of the college community.

The Campus Safety Department is comprised of eight (8) full time officers. All officers are required to have a completed a minimum of one year of either, or a combination of, experience as a certified police officer, security officer, correctional officer and/or active military service, or education in lieu of experience before they can be certified for hire.

All Campus Safety Officers train with a Field Training Officer (FTO) for approximately 200 hours of internal training prior to working independently. This includes, but is not limited to, training on the following: Federal, state local laws and ordinances, CCSNH and NHTI policies, departmental and emergency procedures, campus jurisdiction, legal authority and liability, risk management concepts building layouts, critical infrastructure, emergency equipment, Clery Act Campus Security Authority reporting requirements and incident response. Additionally, within the first 90 days of hire officers are required to complete training in Federal Emergency Management Agency Incident Command System, First Aid/CPR/AED, Driver's, Contact-tracer and Bloodborne Pathogens training. Officers also receive frequent annual or in-service training throughout the year ~~and~~ on a variety of subjects including, but not limited to: De-escalation techniques, Crowd management, suicide prevention and response, etc.

Additionally, the department has four Federal Work Study (FWS) student positions for the academic year 2023-2024.

Officers' frequently and routinely conduct vehicle and foot presence patrols throughout campus grounds and buildings to enforce federal, state, local laws and ordinances, as well as, CCSNH/NHTI policies and regulations. Campus Safety Officers do not have arrest powers, they can act in accordance with State of New Hampshire statutes to enforce protection of individuals and property. The Campus Safety Department coordinates and assists, as needed, with the responding agency of the New Hampshire State Police to investigate alleged criminal offenses that occur on NHTI property. The Campus Safety Department also works closely with the Concord Police Department. Both agencies provide the Campus Safety Department with the crime statistics for on campus areas and for public property areas that border all property owned or controlled by NHTI.

Ten highly visible and conveniently located assistance telephones, referred to as "Code Blue Phones" are installed throughout the campus. These telephones dial directly to the Campus Safety Departments' emergency line when the red button is pushed. You may use these telephones to report a criminal

incident, a fire, other types of emergencies, or to request assistance of any kind from the Campus Safety Department.

Campus Safety Department Jurisdiction/Clery Geography. The NHTI Campus Safety Department jurisdiction is contained within the physical boundaries of the NHTI Campus as identified in the Clery Geography map below. The NHTI Campus Safety Department's jurisdiction may extend to areas off campus, either through temporary or long-term contracts for space usage or through Student Conduct concerns that occur off campus, but that may have a direct impact to the Academic and Educational environment (i.e. online learning platforms used by the college.).

Campus Jurisdiction – Clery Map



Map Legend

- Green Areas – NHTI Campus Boundaries – On Campus Clery Geography
- Yellow Areas – Non-Campus Property
- Red Areas – Public Property

Community Policing. The NHTI Campus Safety Department is committed in engagement with the various communities it serves and engages with while on NHTI property. The NHTI Campus Safety Department, while not a sworn law enforcement entity engages in the principles and community policing definition set forth by the International Association of the Chiefs of Police.

“Community policing is a comprehensive philosophy that guides policy and strategy aimed at achieving more effective and efficient crime control, reduced fear of crime, improved quality of life, and improved... [Safety Department] ... services and [Safety Department] ... legitimacy through a proactive reliance on community resources that seeks to change crime causing conditions. This assumes a need for greater accountability of the [Campus Safety Department, the College Administration] ...and the community in general, along with greater public share in decision-making through the identification of service needs and priorities and a greater concern for civil rights and liberties.”

All emergency calls should be made to 911 from on and off campus telephones. Once a call or text is placed to 911 from on campus notify, or have someone else notify the Campus Safety Department’s emergency phone number at (603) 224-3287. Alerting the Campus Safety Department will aid in the response effort and assist emergency services arriving on campus. The Campus Safety Department has the ability to listen to 911 calls dialed from on campus phones.

Regular non-emergency business calls can be made to the Campus Safety Department at (603) 230-4042 at any time. If you call the Campus Safety Department, please provide the following information.

- Your full name and contact information
- Location and description of the incident you are reporting
- A description of any vehicles and/or suspects/witnesses involved in the incident
- Direction of travel of individuals and/or vehicles

If an officer is not in the office when a non-emergency call is made, a message can be left in the voicemail box and an officer will return your call. Do not leave emergency calls in the voicemail and instead use the emergency number as this will reach officers via their portable radio regardless of their location on/near campus.

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect that a crime is being committed, is about to be committed, or has been committed, call the Campus Safety Department immediately.

On Campus Reporting and Contacting Campus Safety

When members of the College community receive a report from anyone of criminal activity, suspected criminal activity, suspicious activities or persons on campus, they should immediately contact the Campus Safety Department at (603) 224-3287.

Off Campus Reporting

If the criminal activity, suspected criminal activity, suspicious activities or persons takes place at an off-campus location that is leased, rented, controlled or owned by NHTI, community members should contact the local Police Department with jurisdiction. In Concord, contact the Concord Police Department at (603) 225-8600 or the New Hampshire State Police at (603) 271-3636. After notification is made to local law enforcement contact must be made with the NHTI Campus Safety Department to report the incident and to affect an immediate response.

Policy for Monitoring Criminal Activity Off Campus

When an NHTI student or staff member is involved in an off-campus offense, NHTI Campus Safety Officers may assist with the investigation in cooperation with local, state, or federal law enforcement. The NHTI Campus Safety Department works with the New Hampshire State Police regarding the investigation of alleged criminal offenses. Concord Police routinely work and communicate with the NHTI Campus Safety Department on serious incidents occurring on-campus, or in the immediate neighborhoods and downtown areas in Concord that may impact the college.

NHTI does not own or have long-term control of off-campus housing or off-campus student organization facilities, or facilities that are near the core campus which could be considered on-campus facilities. The NHTI Campus Safety Department will in instances where there is a short-term temporary control of property (i.e. Athletics or Student Organization on a short-term non-campus trip and staying overnight in a hotel) requires submission of crime reports from the Campus Security Authority (CSA) on the trip, as well as, request crime statistics from the local law enforcement agency for the period of time that the college is contracted to use the facility.

Building Security

All buildings are secured nightly and are open only during normal business hours, for the duration of when classes are in session for that particular building, or a specific building or buildings may be opened off normal business hours for special events. Entry after normal business hours is granted to only to authorized faculty, staff, contract/vendors and to authorized students, as determined by the appropriate academic or administrative offices. Specific building access times may be modified due to events or activities scheduled to occur in campus facilities.

Buildings are patrolled and checked by Campus Safety Officers frequently. All buildings, with the exception of White Hall, are equipped with fire detection systems directly connected to the Concord Fire Department.

Certain buildings, or areas within buildings are alarmed for the protection of personnel, building infrastructure, property and contents. The alarms are activated when any illegal entry is made, or if a safety condition is triggered (i.e. cooler malfunction, etc.) Immediate response to the alarm activation location is made by Campus Safety Officers.

NHTI Residence Halls are secured 24/7

NHTI has three co-ed residence halls that can provide housing for up to approximately 400 students. During the current academic year only two residence halls will be occupied by NHTI students on a regular basis, Langley Hall and South Hall. The Strout Hall first and second floors is closed to NHTI students and is used by an external youth Hockey program. The Strout Hall third floor will be only used as housing, if needed, as an isolation space for communicable disease when an individual must be isolated from others.

All Residence Halls are equipped with an electronic card access system that allows authorized students and staff to gain access to their building by utilizing their NHTI identification card with a proximity card reader located at designated exterior doors which are secured 24 hours a day.

- NHTI Residence Hall students have access to the Main Entrance of their Residence Hall they reside in 24 hours a day.

- Side door access to South Hall is closed from 8 pm until 6 am daily and students must enter through the main door of their residence hall during these hours.
- Side door access to Langley Hall is closed from 12 am until 6 am daily and students must enter through the main door of their residence hall during these hours.
- Residents are authorized access to other residence halls through their NHTI identification card from 6am to midnight daily.
- Strout Hall can only be accessed by NH Mountain Kings players and staff, NH Campus Safety Officers, and Maintenance Personnel.

Residence Life staff perform regular assigned building checks each evening and, in addition, regular patrol/building checks are made by Campus Safety Officers. Safety and security checks made in the Residence Life Staff are expected to detect damage to doors, windows and safety features, identify fire and life/safety hazard and deter and detect violations of CCSNH/NHTI policy and criminal activity. Any life/safety hazard, suspicious activity, suspicious persons, or crimes in progress should be reported immediately to the Campus Safety Department at (603) 224-3287.

NHTI Academic Building Security

During off hours, access to the academic buildings can be gained either by access card, if authorized, or by contacting the NHTI Campus Safety Department at (603) 224-3287, or (603) 230-4042. Employees must have a current NHTI ID in order to access the facilities. Students must have a current validated NHTI identification card and a completed and signed permission slip from the appropriate academic department to be granted access to a lab or classroom related to their program during non-business hours, access is not provided to exterior doors.

Crime Prevention Resources and Services, Educational Opportunities, Where to Go for Assistance

NHTI-Concord's Community College provides direct service programs to the members of the NHTI 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 are offered to the community at a minimum of once a semester, also upon request and include the following:

| Department | Program | Contact Information |
|--|---|---------------------|
| Campus Safety | Security Audits of Offices & Buildings | 603-230-4042 |
| Campus Safety | Key Audits of Offices & Buildings | 603-230-4042 |
| Campus Safety | Walking/Vehicle Safety Escorts | 603-224-3287 |
| Title IX Coordinator/ Campus Safety | (VAWA) Violence Against Women Act/Title IX Presentations | 603-230-4040 |
| Campus Safety | Alcohol/Drug Policy and Awareness Program | 603-230-4042 |
| Campus Safety | Emergency Response | 603-230-4042 |
| Campus Safety | Active Shooter Response Presentations | 603-230-4042 |
| Campus Safety | Emergency Response Presentations | 603-230-4042 |
| Campus Safety | Theft Prevention Presentations | 603-230-4042 |
| Campus Safety | Criminal incident evaluations and reports to the campus community | 603-224-3287 |
| Campus Safety | Campus lighting checks and survey conducted annually with members of campus community | 603-230-4042 |
| Counseling Services | Professional counseling services, education, information and referral | 603-230-4043 |
| Health Services | Provides primary care, referral, and educational services | 603-230-4043 |
| Residence Life/Campus Activities Board | Student activity and safety programs | 603-230-4044 |

Safety Programs and Awareness effort include:

Safety Escorts: The Campus Safety Department when an identified medical or safety concern exists, provides both walking and vehicle escorts to students, faculty and staff to and from any destination on campus. This free service is offered 24 hours a day by calling the emergency number (603) 224-3287. Due to the high demands of the Campus Safety Department it may take time for an officer to respond.

Emergency/Assistance Telephones

Code Blue Phones: NHTI has ten (10) Code Blue Assistance Phones located throughout campus. If you need assistance of any kind, simply push the red button and the call will be initiated. These phones dial the Campus Safety Department's emergency number directly. The officer receiving the call will know which phone has been activated and will respond to your location.

Yellow 911 Call Boxes: There are eight (8) yellow 911 boxes located on campus in Little Hall (2), Farnum Hall (1), the Goldie Crocker Wellness Center (2), and Sweeney Hall (3). In the event of an emergency simply push the talk button to activate the phone. You will be connected directly 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 by dialing (603) 224-3287.

Elevator Phones: Each elevator on campus has a phone located in it. These phones dial the Campus Safety Department emergency number directly/or through a dispatch service. The officer receiving the call will know which phone has been activated and will respond to your location.

Campus Safety Officers test the Code Blue and elevator phones throughout campus, bi-weekly. The 911 emergency call boxes are tested once each semester.

Lighting and Safety Reviews: The Maintenance Department maintains college buildings and grounds with a concern for safety and security. Maintenance personnel regularly inspect for and repair potential safety and security hazards as well as respond to reports of such potential hazards such as potholes, inoperable lighting, overgrown bushes, etc. Campus Safety Officers are also charged with noting exterior lighting that is inoperable and reporting the location to the Maintenance Department for repair. Once a year, a lighting and safety walk is conducted throughout campus. Student Senate members, Residence Hall and Commuter Students, Plant Maintenance Engineer, Director of Campus Safety, Residence Life and members of the Campus Safety committee walk the grounds of the campus and identify areas that need additional security equipment, lighting and/or may have trip hazards and other safety concerns that need to be addressed. During this walk code blue phones are activated to ensure they are functioning.

Alarm Systems: A computer based electronic system, monitored by an off-campus alarm company, immediately notifies the Campus Safety Department upon activation. These systems are presently located in the three Residence Halls, the Library and Learning Commons, Little Hall, MacRury Hall and Sweeney Hall. Alarm systems are configured to denote duress, intrusion and other types of activations. In the event of a fire alarm activation the Concord Fire Department will be notified immediately through an AES intellinet or Masterbox system.

Video Cameras: NHTI presently has 203 cameras on campus. These cameras are also integrated with our card access system. The Campus Safety Department is continually reviewing areas throughout campus that would warrant video coverage based on safety concerns. These cameras can be viewed by the Campus Safety Department 24/7. The Resident Directors have the ability to view only Residence Hall cameras 24/7. The Wellness Center staff have the ability to view the Fitness Center, Gymnasium and Student Center cameras only. All persons are required to review the video surveillance policy and sign off annually that they have reviewed and understand the policy. For a copy of the complete video surveillance policy you can contact the Campus Safety Department at (603) 230-4042 or email at nhticampussafety@ccsnh.edu

Lockdown Buttons: NHTI utilizes eighteen (18) lockdown buttons throughout campus which when activated during an emergency will lock interior and exterior doors connected through the NHTI card access system. The activation of a lockdown button will secure the affected building and buildings immediately adjacent to it. Emergency notification will follow a lockdown order through the NHTI RAVE Alerts system with available information and instruction on how to respond.

Panic Buttons: Should an emergency or situation arise which doesn't impact the greater campus community, but needs immediate attention NHTI has panic buttons placed in the residence halls and academic buildings which when activated contact the Campus Safety Department directly.

Mutualink 360: Should an emergency arise on or near campus the NHTI Campus Safety Department is connected with other Local and State agencies including the NH Department of Homeland Security and Emergency Management, Law Enforcement Agencies, Fire Departments and other critical incident responders for interoperability on a single platform for effective multi-agency emergency response.

Campus Safety website: NHTI maintains a webpage on the NHTI website at <https://www.nhti.edu/student-life/campus-safety> for quick and current information on the Campus Safety Department and services it provides in addition to crime statistics, crime prevention information, emergency procedures, and online registration for parking permits and online reporting of incidents. This site also provides a link to the registered sexual offender registry for the State of New Hampshire. Special alerts and timely warnings may also posted to this site. NHTI students and employees can access training videos that discuss Stalking Education and Awareness and Sexual Assault through their myNHTI account which can be accessed through Canvas at <http://canvas.ccsnh.edu>. This site also contains the Annual Security and Fire Safety report. Students can access the same information, by accessing their Student Information Systems account (SIS) and Canvas.

New Student Orientations: The NHTI Safety Department, Residence Life, Health Services, Counseling Services, the Athletic Department, Accessibility Services and other departments participate in all new student orientation sessions, meeting new students and their parents, making available to them materials that discuss issues such as, crime prevention measures, campus safety, sexual assault, domestic violence, dating violence, stalking, emotional abuse, alcohol and other drugs, suicide prevention, methods of contacting campus safety or other campus resources, etc.

Crime Prevention Presentations: NHTI Campus Safety works with Residence Life, Counseling Services, the local crisis center and student organizations to present information regarding personal and property safety, crime awareness, emergency procedures, dating violence, domestic violence, sexual assault/rape, using social media safely, active shooter response, emergency response, drug and alcohol policies and Campus Safety Department resources. In addition to hosting presentations, preventative information is also conveyed through bulletin boards, printed crime prevention brochures, posters and flyers relating to various crimes and safety topics students may encounter. These are available and widely distributed throughout campus.

Campus Newsletter: NHTI Campus Safety Department distributes an online newsletter, *Campus Safety Corner*, monthly that identifies Campus Safety related information and safety tips to the campus community. This newsletter includes links to the Campus Safety page on the NHTI website for the number of items/issues that the Department handled throughout the previous month as well as lost and found items at the Safety Department. This information does include the number and type of incident reports generated on campus; more timely information can be obtained by viewing the campus *daily crime log and fire log* at the Campus Safety office, which is located at 1 Institute Drive, Concord, NH 03301.

NHTI Care Action Team (CAT): Is a multi-disciplinary body of stakeholders from across the college who receive referrals pertaining to students who could benefit from additional support efforts. CAT collaborates with campus departments, faculty and staff to identify students in need and develop appropriate strategies to address the concern.

Students presenting issues related to their academic, personal, physical, and emotional well-being should be referred to this network of professionals. CAT is not meant to be the only mechanism of communication and will not take the place of services provided by the Counseling Center, ACE, Student Health, Academic Advising, Campus Safety, or other established student services. Information regarding the CAT can be found online at [Care Action Team \(CAT\) - NHTI](#)

NHTI Behavioral Intervention Team (BIT): The purpose is to serve as a central network focused on preventive and timely intervention before a crisis arises. The BIT is a resource for faculty, staff and students by which they can report student behaviors of concern that may evoke alarm or concern among involved persons. This team's primary mission is to work towards the prevention of campus violence; with the primary goal being to identify behaviors of concern and address them before they manifest themselves into threatening or harmful behaviors. This team provides educational resources to the campus community via brochures and programming. This team also meets when an individual has been identified as a person of concern in which the individual's behaviors are discussed, and where other departments that have had interactions with the individual are consulted. Once input is gathered from all impacted areas, an action plan is developed and implemented. Information regarding the BIT can be found online at [Campus Safety - NHTI](#)

NH Campus Consortium Against Sexual and Interpersonal Violence: NHTI's Campus Safety Department, and Title IX/Equity Coordinator are active participants in this consortium whose mission is to provide a forum where post-secondary institutions and community partners supporting the Consortium's values, can discuss, develop and implement prevention and response strategies to end sexual and interpersonal violence on New Hampshire's campuses.

NAMI NH: NHTI collaborates with NAMI, contracts a NAMI Suicide prevention/postvention coordinator to provide educational programs and resource information related to recognition of suicide warning signs and suicide prevention/postvention

Defensive Driving: Human Resources provides training materials and resources to all staff, faculty and authorized student work-study employees that are required to drive campus vehicles as part of their employment.

Safety Awareness: The key to preventing crime is awareness, which is best achieved through education. At NHTI, Campus Safety Officers, residence life staff, students, and others help community members take responsibility for their own safety.

Potential or actual criminal activity and other emergencies can be reported directly by any student, faculty, staff member or any other community member to the Campus Safety Department. The college encourages reporting directly to the local authorities in situations where the need is obvious, such as an assault in progress, or a situation requiring immediate medical attention, etc.

Notification of College personnel/Campus Safety should take place after the emergency services have been contacted and are responding to campus.

NHTI 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 will not be tolerated. For additional information, refer to the Student Code of Conduct located in the Student Handbook or on NHTI's website at [Student Code of Conduct - NHTI](#)

Disciplinary issues are the responsibility of the colleges' Student Conduct Office and the Judicial Committee. The Coordinator of Student Conduct 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. Any violation of local, state and federal laws on campus must be reported to the Campus Safety Department. Violations of the law may also be reported to the appropriate local, state or federal authorities.

The College is committed to education and outreach to all community members as we increase awareness and seek to end all forms of sexual assault, sexual harassment, relationship abuse, and stalking. This commitment is realized in meetings with residential staff, information dissemination, and programs presented on campus by various offices. Fliers, door hangers, and other methods of passive programming that include relevant safety tips are also passed out each year to members of the College community.

Emergency Response and Notification

CCSNH and NHTI policies guide emergency response and evacuation procedures. These policies and procedures require the Campus Safety Director, or designee, to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, college on site vendors, and other organizations in use of college facilities occurring either on campus or, in some cases, off campus that, in the judgment of the College's Critical Incident Response Team (CIRT), constitute an immediate, imminent, or impending threat to the health or safety of members of the College community.

The Incident Commander and the NHTI Critical Incident Response Team (CIRT) are responsible for emergency determination and response.

The NHTI Critical Incident Response Team (CIRT) uses the Federal Emergency Management (FEMA) Incident Command System Structure (ICS) in carrying out Emergency response function at the college.

Determining of Emergency and Emergency Response

An emergency will be determined by the Incident Commander and based on assessment of the following:

- Nature of the threat or hazard
- Information provided from federal, state or local agencies on the threat
- Mitigation efforts in place for the threat or hazard
- Impact to the health and/or safety of the College community
- Determine specific area(s) and/or population(s) of campus impacted by the emergency situation.

Emergency Notification Statement

The emergency notification statement shall be developed by the Incident Commander and the NHTI CIRT policy group and shall, at minimum, contain the following:

- What the emergency or dangerous situation is, in specific terms
- A statement providing direction as to what actions the receiver of the message should take to ensure their own safety
- A statement where or when additional information may be obtained

Authorization and Distribution of Emergency Notification

The NHTI Critical Incident Response Team (CIRT) with authorization through the College president, or designee is responsible for the deployment of disseminating emergency notification/information.

The NHTI Public Information Officer (PIO) will coordinate any contact and releases of information to the local press for emergencies that that occurs on the NHTI campus.

Emergency notifications and updates may be distributed to the entire campus or segment of campus impacted by the emergency through any one or more of the following mechanisms:

- **NHTI Alerts (RAVE):** a free opt-out service that automatically sends a brief text message, email or phone call alerting the community regarding an emergency situation on the NHTI campus to email accounts or cell phones. NHTI students, faculty, staff, and affiliates can sign on and review contact information at <https://www.getrave.com/login/nhti>

- **Directed Communications/Blast email:** NHTI email system alerting students, faculty, and staff.
- **Fliers:** posted on bulletin boards in academic buildings, residence halls, outdoor boards and kiosks and administrative buildings.
- **NHTI Campus Safety Department webpage:** <https://www.nhti.edu/student-life/campus-safety>.
- **NHTI website:** <https://www.nhti.edu/>.
- Local area radio and television stations and print media.
- Electronic sign at main entrance to Campus.

Emergency Response, Evaluation and Evacuation Procedures

The NHTI Emergency Response Plan includes information about our emergency Critical Incident Response Team (CIRT), evacuation and shelter-in-place guidelines, emergency protocols and continuity of operations plans.

NHTI conducts at least one annual test of sections of the emergency response plan and notification systems on campus. This is accomplished primarily through tabletop exercises. All testing is documented including the date, time and identified areas to sustain or that need improvement.

- July 19, 2022. Active Shooter Response Table Top Exercise (TTX) with NH State Police and College leadership.

Testing results will be kept on file at the Campus Safety office. These tests are designed to assess and evaluate the effectiveness of emergency plans and capabilities of the College. Please visit <https://www.nhti.edu/student-life/campus-safety> for emergency response and evacuation procedures.

Emergency response and evacuation procedures are tested in residence halls on a semester basis and in academic buildings each semester.

- Each fall semester an evacuation drill is conducted in each occupied residence hall. This is an unannounced drill.
- Each spring semester and in summer housing an evacuation drill is conducted in each occupied residence hall. These are unannounced drills. These drills are documented in the Annual Fire Safety Report.

Timely Warnings

In compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (Clery Act), NHTI-Concord's Community College will post timely warnings for the College community to notify members of the community about serious crimes that either occur on campus or, in some cases, off campus that, in the judgement of the College constitutes a serious or continuing threat to the College community. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. Timely warnings will withhold the names and other personally identifying information of victims.

The NHTI Campus Safety Department issues timely warnings for the following incidents:

- Murder and Non-negligent Manslaughter
- Manslaughter by Negligence
- Sex offenses
 - Rape
 - Incest
 - Fondling
 - Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate crimes, specifically any of the following offenses:
 - All crimes previously listed above
 - Larceny/Theft
 - Simple Assault
 - Intimidation
 - Destruction/Damage/Vandalism of Property
- Stalking
- Dating Violence
- Domestic Violence
- All liquor, drug or weapons law violations resulting in an arrest or referral for disciplinary action.
- Other crimes as determined necessary by the Director of Campus Safety, or their designee.

Timely Warning Issuance

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 Director of Campus Safety, or their designee, considering all available facts, whether the crime is considered a serious or continuing threat to students, employees, on site vendors, other organizations in use of college facilities and the possible risk of compromising law enforcement efforts. The Public Information Office and/or the Director of Campus Safety will compose the notification to be sent.

The timely warning will be issued as soon as the pertinent information is available because the intent of the timely warning is to alert the campus community of continuing threats, especially concerning safety, thereby enabling community members to protect themselves.

The timely warning will include all information that would promote safety. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim and to protect themselves.

The NHTI Campus Safety Department does not issue timely warnings for the above listed crimes if:

- The subject(s) apprehended and the threat of imminent danger to the NHTI community has been mitigated by the apprehension.
- If a report was not filed with Campus Safety, or if Campus Safety was not notified by community members in a manner that would allow the department 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 Campus Safety to post a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.
- May not provide Timely Warnings about those crimes reported to a pastoral or professional counselor.

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

- **NHTI Alerts (RAVE):** a free opt-out service that automatically sends a brief text message, email or phone call alerting the community regarding an emergency situation on the NHTI campus to email accounts or cell phones. NHTI students, faculty, staff, and affiliates can sign on and review contact information at <https://www.getrave.com/login/nhti>
- **Directed Communications/Blast email:** NHTI email system alerting students, faculty, and staff.
- NHTI Campus Safety Department webpage: <https://www.nhti.edu/student-life/campus-safety>.
- NHTI website: <https://www.nhti.edu/>
- **Fliers:** posted on bulletin boards in academic buildings, residence halls, outdoor boards and kiosks and administrative buildings.
- Local area radio and television stations and print media.
- Electronic sign at main entrance to Campus.

A copy of the timely warning will be filed with the corresponding incident report and in the yearly Clery file. The College must maintain a record of each *Timely Warning Determination Form* for seven (7) years from the date the form was completed.

All crime reports requiring a decision to issue a Timely Warning shall be documented on a *Timely Notice Determination Form* detailing why the College did or did not issue a Timely Warning.

Safety Alerts/Safety Bulletins

The Campus Safety Department may also issue **"Safety Alerts"** or **"Safety Bulletins"** when necessary, to apprise the NHTI community of safety issues and concerns, both on campus or in the local community. These **"Safety Alerts"** or **"Safety Bulletins"** will include safety tips and recommendations to follow so that the NHTI community can make informed decisions about their personal safety.

Daily Crime Log

The Campus Safety Department maintains a daily crime log that contains **all** crimes, not just Clery Act crimes, reported to the Campus Safety Department for the previous 60 days. Requests for logs pre-dating 60 days may take up to two (2) business days to produce.

Missing Student Policy

Missing Student Notification Policy and Procedures

Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures for those students who live in on campus housing and who have been missing for at least 24 hours. The is required as per 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008)

For purposes of this policy, a student shall be considered missing if a roommate, classmate, faculty member, family member or other campus person has not seen the student in a reasonable amount of time, reports the pertinent facts to the Campus Safety Department and if after investigation the Campus Safety Department determines that the student has been missing for more than 24 hours. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals may be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to an NHTI department other than the NHTI Campus Safety Department, the NHTI employee receiving the report shall contact the Campus Safety Department immediately.

In addition to registering a general emergency contact, students residing on-campus have the option to identify, confidentially, an individual to be contacted by Campus Safety in the event the student is determined to be missing for more than 24 hours.

Procedure: Procedures for designation of emergency contact information

Residence Hall students age 18 and older and emancipated minors living on campus shall be given notice of this policy and designate on the housing application an individual or individuals to be contacted by the college "in case of emergency". They will be provided opportunity during the first seven (7) days after move-in each semester to correct this information. Contact information shall be registered confidentially, shall be accessible only to authorized campus officials, and may only be disclosed to law enforcement personnel in furtherance of a missing person investigation. In the event a student is reported missing, the Campus Safety Department or their designee shall attempt to contact his/her missing person confidential contact designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee shall remain in effect until changed or revoked by the student.

Residence Hall students under the age of 18 living on campus who are not emancipated and are determined to be missing pursuant to the procedures set forth below, the college shall (is required by law to) notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

Official notification procedures for missing persons

Any faculty, staff or student who has information that a residential student may be a missing person must notify the Campus Safety Department as soon as possible and no later than 24 hours after they determine a student may be missing. The Campus Safety Department, or their designee shall also follow up on notification by other individuals such as friends or family members.

The Campus Safety Department shall gather information about the residential student from the reporting person and from the student's acquaintances (including, by way of example, description, clothes last

worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus faculty and/or staff shall be notified to aid in the search for the student.

No later than 24 hours after determining that a residential student is missing, the Campus Safety Department, or their designee shall notify the missing person confidential contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. **Contact is contingent upon the correct missing person confidential contact information being made available by the student.*

No later than 24 hours after determining that a residential student is missing, the Campus Safety Department shall notify the New Hampshire State Police of the determination that the student is missing.

Campus communications about missing students

In all cases when the student is declared missing by the Campus Safety Department after an initial investigation and in consultation with law enforcement agencies as appropriate, the Campus Safety Department will coordinate with the NHTI Public Information Office and the NH State Police to provide information to the media that is designed to obtain public assistance in the search for any missing student. This coordination will insure that investigations are not impeded by the release of information.

Reporting Laws and Policies

NHTI encourages accurate and prompt reporting of all crimes to the Campus Safety Department, and the appropriate law enforcement agency for NHTI, which is the New Hampshire State Police. This includes situations when the victim of such crime elects, or is unable to make such a report, or where reporting is mandatory under New Hampshire state law.

Under NH state law, College officials must report crimes including hazing, child abuse, abuse of vulnerable adults, and treatment given for gunshot wounds. In addition, there is a legal duty on the part of employees at NHTI to report suspected cases of sexual misconduct to the Title IX Coordinator. NHTI officials will also assist victims to report, if asked to do so. Crime statistics are gathered through Campus Security Authorities, via email, campus reporting software or at the Report an Incident to Campus Safety link at [Report an Incident](#)

Any crime report made to a Campus Security Authority must be immediately communicated to the NHTI Campus Safety Department by:

- Dialing (603) 224-3287 from any phone to report an emergency.
- Dialing (603) 230-4042 to report non-emergencies between the hours of 8am-4pm, Mon-Fri.
- Push the red activation button on any Code Blue Phone on campus.
- Go to any office on campus and ask them to contact the Campus Safety Department.
- Use the elevator phones which are monitored by a monitoring company who will contact the Campus Safety Department.
- Access the Campus Safety website and fill out the incident report form online.

If you are the victim/witness 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 Director of Campus Safety or Campus Safety Department 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 occurring on campus to determine where there is a pattern of crime with regard to a particular location, method of assailant and alert the campus community to potential danger. Reports filed in the manner are counted and disclosed in the annual crime statistics for NHTI.

NHTI-Concord's Community College has no general written policy in regards to confidential reporting that allow the victim or witness to remain anonymous, persons wishing to contact NHTI Campus Safety anonymously may call (603) 224--3287, or can fill out an incident report form located at [Report an Incident - NHTI](#). When filling out this report leave blank the areas with personally identifiable information (name, email address, phone number)

Crimes reported to the Campus Safety Department will be investigated by Campus Safety Department officers and, if warranted shall be forwarded to the Student Conduct Office in accordance with the NHTI judicial policy for review, assignment of conduct charges and/or adjudication.

Policy regarding information that is provided to students about voluntary, confidential crime reporting procedures by pastoral and professional counselors

Counseling Services staff follow guidelines that conform to those established by American Psychological Association. However, Counselors at Counseling Services are required to report as responsible employees Title IX violations and as Campus Security Authorities when not working in their capacity as Licensed counselors and are not a confidential resource regarding these reporting requirements. Peer counselors are not licensed counselors and have reporting requirements as Campus Security Authorities. These reports can keep victim information confidential and is for reporting only statistical gathering information.

NHTI Counseling Services provides individual short-term counseling and prevention services to all currently enrolled NHTI students. Counseling services both in office and via telehealth. NHTI Counseling Services provide referral information for students on a variety of issues, which can include how to voluntarily report crimes on a confidential basis. Information on the NHTI Counseling Office can be found at [Health Services - NHTI](#) or by calling (603) 230-4043.

NHTI Health Services also follows applicable professional guidelines and statutes. Please consult with a staff member or visit their website at [Counseling Services - NHTI](#) for more information.

Crisis intervention services are offered during open hours. After-hours crisis coverage is coordinated with community mental health services and Campus Safety. For information on open hours refer to the website at [Counseling Services - NHTI](#)

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 NHTI-Concord's Community College, the State of New Hampshire Department of Safety must promptly notify the Campus Safety Department. Under RSA 651-B:4 (Duty to Report), convicted sex offenders who are working with or without compensation at, or enrolled for classes at NHTI-Concord's Community College, must register with the State of New Hampshire. Failure to register, depending on specific circumstances of the failure to register, are either felony or misdemeanor level offenses. Members of the NHTI community who wish to obtain information regarding registered sex offenders should go in person to the Concord Police Department or the New Hampshire State Police Headquarters.

To review the registry online of persons registered in the State of New Hampshire visit the New Hampshire Registration of Sexual Offenders website at <http://business.nh.gov/NSOR/>

To review the registry online of persons registered anywhere in the United States, including Washington D.C., U.S territories and Native American reservations, nations or tribes visit the [United States Department of Justice National Sex Offender Public Website \(nsopw.gov\)](#)

Campus Security Authorities

NHTI wants the campus community to report criminal incidents to law enforcement, however, we know that this doesn't always happen. A victim of a crime may be more inclined to report it to someone other than law enforcement, or even the Campus Safety Department. The Clery Act requires all institutions to collect crime reports from a variety of identified individuals, departments and organizations that are considered to be "campus security authorities". The function of a campus security authority is to report to Campus Safety Department, in an ongoing basis, to collect crime report information, those allegations of Clery Act crimes that were made in good faith.

A Campus Security Authority (CSA) is any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or campus security department. This includes officials of the College who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or licensed or certified professional counselor, the official is not considered a campus security authority when acting in that capacity.

The following departments/positions have been identified as Campus Security Authorities (CSA's):

| | |
|---|-------------------------|
| Coordinator of Student Conduct | (603) 230-4000 x4356 |
| Campus Safety Department | (603) 230-4042/224-3287 |
| Campus Activities | (603) 230-4000 x4244 |
| Residence Life Staff | (603) 230-4044 |
| Athletic Director/Coaches | (603) 230-4041 |
| Wellness Center Personnel | (603) 230-4000 x4314 |
| Advisors (Faculty/Staff) to Student Organizations | (603) 230-4000 x4297 |
| Judicial Advisor | (603) 230-4000 x4308 |
| Title IX Coordinator | (603) 230-3595 |
| NHTI Human Resources Officer | (603) 230-4000x4122 |
| Health Services | (603) 230-4000x4043 |
| Counseling Services | (603) 230-4000x4043 |
| Employees of Camps hosted or sponsored by NHTI | |
| NHTI Mountain Kings on Campus Staff | |
| MSG Early Learning Center Staff | |

Individuals and offices that are identified as Campus Security Authorities (CSA's) are notified, in writing, yearly, upon hire or assuming a role that requires them to be a CSA that they are CSA's and what is required of them in that role. This letter also includes a list of all Clery Act crimes and geographic locations, 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** to investigate the allegation to determine its validity, but are to simply document the information received and provide it to the Campus Safety Department for follow up. A report form can be located on the NHTI Campus Safety webpage at [Report an Incident - NHTI](#). CSA's are also provided training by the Campus Safety Department, at the beginning of each academic year, or upon assumption of a position that requires them to be a CSA to ensure they understand their role and requirements as a CSA.

Crime Definitions

In addition to the statistical profile presented at the web address and in this document, a list of definitions is included and provides basic information about each crime category.

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.

Arson: Any 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, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. The UCR Program classifies offenses locally known as burglary (any degree), unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safe-cracking, and all attempts at these offenses as burglary.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- *Note: Dating Violence is not defined under New Hampshire State Law, and meets the definitions covered under State of New Hampshire Domestic Violence Law. Incidents that are defined as Dating Violence under Federal law will be counted as Domestic Violence in all reporting and statistical information.*

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with, or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, transportation, furnishing, possessing of intoxicating liquor; underage possession, maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate 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 (except where person under 21 years old violate NH RSA 179:10 with internal possession) and driving under the influence are not included in this definition.

Manslaughter by Negligence: The killing of another person through gross negligence. As a general rule, any death caused by the gross negligence of another is classified as Criminal Homicide—Manslaughter by Negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify 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)

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. As a general rule, any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as Murder and Non-Negligent Manslaughter.

Rape: Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.

Robbery: The taking or attempting to take anything of value from 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.

Sexual Assault (Sex Offenses): Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.

- A course of conduct: Is two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person: Is a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress: Is significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Statutory Rape: Sexual intercourse with a person who is under the age of consent. Age of consent in NH is 16 except in any of the circumstances noted below.

- When the actor engages in sexual penetration the victim is 13 years of age or older and under 18 years of age and the actor is in a position of authority over the victim and is more than 4 years older than the victim, or

- Engages in sexual penetration with a person who is 13 years of age or older and under 16 years of age where the age difference between the actor and the other person is 4 years or more; or
- Engages in sexual contact with a person: Who is under 13 years of age, or thirteen years of age or older and under 18 years of age when the actor is in a position of authority over the victim and is more than 4 years older than the victim

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. This classification encompasses weapons offenses that are regulatory in nature. Manufacture, sale, or possession of deadly weapons, carrying deadly weapons, concealed or openly, using, manufacturing, etc. silencers, furnishing deadly weapons to minors, aliens' possession deadly weapons. This type of violation also applies to weapons used in a deadly manner, for example, in violation of state and local laws.

Hate Crimes

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, gender, gender identity, ethnicity, or national origin.

Hate crimes include any of the following offenses that are motivated by bias: murder/non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny - theft, destruction/damage/vandalism of property, intimidation, and simple assault.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A bias-related (hate) crime is not a separate, distinct crime, but it is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc. the assault is then classified as a hate crime.

Intimidation: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

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

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.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Campus Crime Statistics Report

The following is a list of location definitions to provide for better understanding of how crime statistics are counted and categorized:

On Campus: Any building or property owned or controlled by an institution within 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 this 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).

On Campus Student Housing Facility: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonable contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This is a subset of the on-campus category.

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.

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.

Unfounded Crimes: A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. A reported crime cannot be designated "unfounded" if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation.

The statistical report for last three calendar years is shown below and is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, Residence Life, Student Affairs and all Campus Security Authorities.

Reported NHTI Crime Statistics 2020-2022

| Offense | Geographic Location | | | | | | | | | | | | | | | | | |
|---|---------------------|------|------|--|------|------|---------------------|------|------|-----------------|------|------|------------------|------|------|-------|------|------|
| | On Campus Property | | | **On Campus Student Housing Facilities | | | Non-Campus Property | | | Public Property | | | Unfounded Crimes | | | Total | | |
| | 2022 | 2021 | 2020 | 2022 | 2021 | 2020 | 2022 | 2021 | 2020 | 2022 | 2021 | 2020 | 2022 | 2021 | 2020 | 2022 | 2021 | 2020 |
| Murder/Non-negligent Manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rape | 3 | 1 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 1 | 1 |
| Fondling | 2 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| Aggravated Assault | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Burglary | 6 | 1 | 1 | 4 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 1 | 1 |
| Motor Vehicle Theft | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Arson | 2 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 1 |
| Arrests: Liquor Law Violations | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| Referred for Disciplinary Action: Liquor Law Violations | 35 | 4 | 8 | 30 | 2 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 35 | 4 | 8 |
| Arrests: Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Referred for Disciplinary Action: Drug Abuse Violations | 6 | 8 | 5 | 4 | 7 | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 8 | 5 |
| Arrests: Weapons: Carrying, Possession, etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Referred for Disciplinary Action: Weapons: Carrying, possessing, etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 1 | 2 | 2 | 1 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 2 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Crimes reported in the Residential Facilities column are also included in the On Campus Category

Hate Crimes

2022: One (1) On-Campus Vandalism incident characterized by Religion bias.

2021: Three (3) On-Campus Residential Housing Intimidation incidents characterized by Race bias.

One (1) On-Campus Simple Assault incident characterized by Sexual Orientation bias.

2020: No Hate Crimes reported

Notes on 2020 - 2022 Statistics:

- 2020-2021 had a significant reduction in crime reports due campus classes/activities being either hybrid, remote and reduced residential housing population due to the COVID-19 pandemic.
- Possession of $\frac{3}{4}$ of an ounce or less of marijuana is a civil violation in the state of New Hampshire, not a criminal offense and therefore tickets issued for possession of marijuana are not classified as "arrests," as per Clery Act Regulations.

- In accordance with the comments to the final regulations for Violence Against Women Act (VAWA) (34 CFR Part 668, 2014), crimes committed between roommates or former roommates are not counted in "Domestic Violence," the relationship between the perpetrator and the victim must be more than two people cohabitating together based on New Hampshire State Domestic Violence laws.
- The State of New Hampshire does not recognize dating violence as a separate offense. The conduct falls under the category of Domestic Violence. Therefore, there will not be any dating violence statistics.

The NHTI Campus Safety Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at: [Campus Safety - NHTI](#)

A hard copy can be obtained by contacting the Campus Safety Office at (603) 230-4042.

For more information about safety on the NHTI campus, you are encouraged to contact the Campus Safety Department at (603) 230-4042. A Campus Safety Officer will be glad to discuss your questions and concerns.

TITLE IX/New Hampshire RSA 188-H

Title IX states that

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Two policies address sexual misconduct at NHTI:

- 730.04 Policy: CCSNH Title IX/RSA Sexual Misconduct Policy & Grievance Procedure (Students)
- CCS 323.02/COL NHTI: Title IX/RSA 188-H Sexual Misconduct Policy & Grievance Procedure (Employees)

Scope of Policy and Jurisdiction

CCSNH and its Colleges prohibit sexual misconduct/sexual harassment against any person participating in or attempting to participate in education programs and activities of CCSNH/Colleges. The policy applies to all college programs and activities including all locations within the United States, events, or circumstances over which the college exercises substantial control over both, the respondent and the context in which the sexual harassment occurs, whether such programs or activities occur on-campus or off-campus.

NHTI Title IX Coordinator

Ann-Marie Hartshorn, Title IX Coordinator
NHTI – Concord's Community College
31 College Drive
Concord, NH 03301
ahartshorn@ccsnh.edu
603-230-3595

Reporting Information

Title IX reports can be sent to the following:

To the Title IX Coordinator at:

NHTItitleix@ccsnh.edu

To NHTI Campus Safety at:

NHTIcampussafety@ccsnh.edu

603-230-4042 (Daytime)

603-224-3287 (Nights/weekends/emergencies)

Definitions for Formal Grievance Procedures

Sexual Harassment defined under Title IX

Under the federal Title IX regulations, sexual harassment includes the following conduct on the basis of sex which takes place within the context of a CCSNH/College education program and activity (on campus or any other location within the United States):

- **Quid pro quo sexual harassment:** by a CCSNH/College employee: Conditioning a CCSNH/College aid, benefit or service (such as a promotion or favorable evaluation, or a better grade in a course) on an individual's participation in unwelcome sexual conduct
- **Hostile environment sexual harassment:** Unwelcome conduct based on sex that a reasonable person would determine is so severe, pervasive and objectively offensive that it effectively denies an individual's equal access to CCSNH/College education programs and activities
- Sexual assault, dating violence, domestic violence and stalking, as defined in the Clery Act and Violence Against Women Act

Sexual harassment which does not meet one of the specific definitions above, or which occurs outside a CCSNH/College education program and activity may be covered under the sections below.

Sexual Harassment Under the New Hampshire Law Against Discrimination

Sexual harassment is defined differently under New Hampshire's discrimination law and regulations. These laws define sexual harassment as:

- Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitutes sexual harassment when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational benefits or employment
 - Submission to or rejection of such conduct by an individual is used as the basis for decisions regarding educational benefits or employment affecting such individual
 - Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or an individual's work performance, or creating an intimidating, hostile, or offensive environment. The term "consent" as defined on page 23 of this document shall also apply, to the extent relevant, to allegations in this section.

Sexual Misconduct Under NH RSA 188-H

Sexual misconduct under RSA 188-H is a broadly defined term that includes:

- All forms of sexual harassment under Title IX, Title VII or State law as described above; and any other incident of sexual violence, gender-based violence, or violence based on sexual orientation or gender identity or expression. The term "consent" as defined on page 23 of this document shall also apply, to the extent relevant, to allegations in this section.

General Definitions as Related to Title IX

Advisor: A person who is available to a complainant or respondent to advise a complainant or respondent throughout the grievance process. An advisor may also provide information or referrals to on-campus and off-campus resources. An advisor may be an employee of CCSNH or another person chosen by the complainant or respondent.

Appeal Officer: The person designated by the college to review and decide appeals of the determination made by the hearing officer (or panel) and/or disciplinary officer.

Confidential Resource: An individual affiliated with a recognized crisis center, who is available to confidentially support or provide information to those who have experienced domestic violence, sexual assault, or sexual harassment. Free and confidential support services are available across the state to anyone that has been impacted by domestic and sexual violence or stalking. Services are open and affirming to all, and a person does not need to be in crisis to call.

Consent: For purposes of Title IX/NH RSA 188-H means: 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 so long as those words or actions may be reasonably understood to give permission regarding sexual activity. Individuals cannot give consent if they are incapacitated due to alcohol or legal or illegal drugs, or under the age of 16 (and exceptions as outlined on page 23 of this document).

Formal complaint: A written complaint filed by a complainant, or otherwise reported by a complainant to and signed by the Title IX Coordinator, alleging sexual harassment against a respondent, in which the complainant requests that the college investigate the report of sexual harassment.

Healthcare Providers: Includes any campus-based healthcare provider or tele-mental health provider, or any physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity.

Hearing Officer: The person (or persons where a college utilizes a panel of hearing officers) designated by the college to conduct live hearings on formal complaints following completion of an investigation report to determine whether it is more likely than not that the respondent is responsible for alleged conduct which constitutes a violation of this policy.

Investigator: The person(s) designated by the college to conduct investigations of formal complaints of sexual harassment as defined by this policy. The investigation shall be limited to the allegations set forth in the formal complaint. The investigator is responsible for preparing an investigation report which fairly summarizes all relevant information and the sources of such information gathered during the investigation.

Retaliation: Any adverse action related to participation in an education program taken against a person because a person has filed a report or participated in any in the formal complaint, investigation or

hearing process related to sexual harassment. Charging an individual with a code of conduct violation for making a materially false statement in bad faith during a grievance proceeding does not constitute retaliation prohibited by this policy. A determination regarding responsibility, alone, however, is not sufficient to conclude that any party made a materially false statement in bad faith. CCSNH also prohibits retaliation against anyone who is involved in the making or reporting of a complaint, or in the investigation or hearing of a formal complaint of sexual harassment. Incidents of retaliation will be addressed under Policy 730.06 (Student Code of Conduct) for alleged retaliation by students.

Supportive measures: Are actions taken by the college to restore or preserve equal access to education programs without unreasonably burdening any individual or the college, including measures designed to protect the safety of all parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar measures.

Title IX Coordinator: The employee designated by the college to coordinate its efforts to comply with Title IX responsibilities.

How to Report Sexual Harassment – General Provisions

All persons are encouraged to report incidents of sexual misconduct/sexual harassment involving students, and reports may be made without regard to whether the person reporting is the person alleged to be the victim of alleged sexual misconduct/sexual harassment.

All CCSNH/College employees with supervisory or management responsibilities, and individuals designated as either Responsible employees under Title IX, or as Campus Security Authorities under the Clery Act, who receive information about possible sexual misconduct/harassment of students are required to make a report.

Reports of sexual misconduct/sexual harassment should be directed to the Title IX Coordinator and can be made in person, by email or by calling:

Ann-Marie Hartshorn, Title IX Coordinator
NHTI – Concord's Community College
31 College Drive
Concord, NH 03301
ahartshorn@ccsnh.edu
603-230-3595
NHTItitleix@ccsnh.edu

A report of sexual misconduct/sexual harassment may also be made to the Campus Safety Department.

To NHTI Campus Safety at:

NHTIcampussafety@ccsnh.edu
603-230-4042 (Daytime)
603-224-3287 (Nights/weekends/emergencies)

How to Report Sexual Violence/Crimes – Specific Provisions

A report of sexual misconduct, which also constitutes sexual violence/crimes must be submitted to the Title IX Coordinator. They may also be reported to the Campus Safety Department and/or to the local law enforcement jurisdiction where the crime occurred.

- The responding agency for crimes that occur on the Main NHTI Campus is the New Hampshire State Police.
- The responding agency for any other off-campus activities/event will be the local jurisdiction where the activity/event is held.

When a report of sexual violence is received by the Title IX coordinator, the reporting party will be given written information about college processes, supportive measures and support services and will also be informed of the right to file a formal complaint with the Title IX coordinator and a criminal complaint with the police.

All college employees and Campus Security Authorities (except for healthcare providers acting in their professional capacity as a healthcare provider) who receive reports of sexual violence are required to notify the college's Title IX coordinator of the report.

Other Reporting Resources – Confidential Resource External to NHTI

Confidential Resources Victims of sexual misconduct/sexual harassment may pursue assistance and/or support confidentially by contacting a New Hampshire Domestic and Sexual Violence Crisis Center:

Crisis Center of Central New Hampshire
603-225-7376
Non-Emergency Contact 1-866-841-6229
Emergency Contact info@cccnh.org <https://cccnh.org/>

Confidential support services are available to anyone who has been impacted by sexual misconduct, sexual harassment, domestic violence, dating violence or stalking. Services are open and affirming to all, and an individual need not be in crisis to call.

Immediate, confidential help is also available by calling:

- New Hampshire 24-hour Domestic Violence Helpline: 1-866-644-3574
- New Hampshire 24-hour Sexual Assault Hotline: 1-800-277-5570
- National 24-hour Sexual Assault Hotline: 1-800-656-4673

Conversations with crisis center and crisis line volunteers and advisors (who are also confidential resources) are protected under New Hampshire's confidentiality statute (NH RSA 173-C).

Confidential resources can assist with information and referrals to medical and counseling resources and provide additional assistance as appropriate, such as referral to medical facilities where an individual may request that a medical forensic exam be administered by a trained sexual violence forensic health care provider, including information on transportation options and information on reimbursement of travel costs, if any.

The above-listed confidential resources can provide emotional support and information or referrals to on-campus and off-campus resources. They can also accompany a reporting party to meetings with the

Title IX Coordinator, investigation interviews, discipline meetings or hearings. Confidential resources are not employees of CCSNH.

The only exception to confidentiality is in the case of abuse of a child or abuse of a vulnerable adult.

- The confidential resource will assist with information and referrals to medical and counseling resources and provide additional assistance as appropriate such as the name and location of the nearest medical facility where an individual may request that a medical forensic exam be administered by a trained sexual violence forensic health care provider, including information on transportation options and information on reimbursement of travel costs, if any.
- The confidential resource is not an employee of the Community College System of New Hampshire but provided through the New Hampshire Coalition Against Domestic and Sexual Violence, the primary provider of crisis intervention services for survivors of domestic violence and sexual assault.
- The confidential resource is someone who can receive reports confidentially and unless asked by the person seeking assistance, the confidential resource will not report anything to the po Title IX Coordinator, NHTI Campus Safety or law enforcement.
- The confidential resource can provide emotional support and information or referrals to on-campus and off-campus resources. They can also accompany a reporting party to meetings with Title IX Coordinator, investigation interviews, discipline processes, or hearings.
- The college will never request access to records made or maintained by a confidential resource or records of a healthcare provider, which are made and maintained in connection with the provision of treatment to the party, unless the college obtains the patient's voluntary, written consent to do so for the grievance process under this policy.

Anonymous Reports

Anonymous/Online reporting is also available at NHTI; however, this may limit the College's ability to investigate and address the report. Online reporting is available [Report an Incident - NHTI](#) or through the NHTI Campus Safety webpage.

Amnesty Provision

To encourage reporting of sexual violence and remove barriers to making a report, an individual who makes a good faith report of sexual violence 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 violence report or investigation, unless the college 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 clubs and organizations making a report of sexual violence.

Sexual Assault, Domestic Violence, Dating Violence and Stalking

Because of the serious criminal nature of these activities, NHTI will refer reports of such activities to the civil authorities where and when appropriate and when required by law.

Definitions

Sexual Assault as defined in the Clery Act includes 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 because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes Sexual Assault regardless of gender.

There are four types of sex offenses: Rape, Fondling, Incest and Statutory Rape.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

Rape: Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.

Statutory Rape: Sexual intercourse with a person who is under the age of consent. Age of consent in NH is 16 except in any of the circumstances noted below.

- When the actor engages in sexual penetration the victim is 13 years of age or older and under 18 years of age and the actor is in a position of authority over the victim and is more than 4 years older than the victim, or
- Engages in sexual penetration with a person who is 13 years of age or older and under 16 years of age where the age difference between the actor and the other person is 4 years or more; or
- Engages in sexual contact with a person: Who is under 13 years of age, or thirteen years of age or older and under 18 years of age when the actor is in a position of authority over the victim and is more than 4 years older than the victim

Violence Against Women Act (VAWA) Crimes: There are three types of Violence Against Woman Act crimes: Domestic violence, dating violence and stalking.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Note: Dating Violence is not defined under New Hampshire State Law, and meets the definitions covered under State of New Hampshire Domestic Violence Law. Incidents that are defined as Dating Violence under Federal law will be counted as Domestic Violence in all reporting and statistical information.

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with, or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.

- A course of conduct: Is two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person: Is a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress: Is significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Policy and Procedures on Sexual Offenses, Dating Violence, Domestic Violence and Stalking Violations

Because of the criminal nature of these activities, NHTI will refer reports of such activities to the law enforcement authorities where and when appropriate and when required by law. The Complainant will be made aware that they have the right to file a criminal complaint at any time during the process. Where such activities are in violation of Title IX, NH RSA 188-H and the NHTI Student Code of Conduct, these cases shall be referred to the Title IX Coordinator.

In situations where the accused person (Respondent) is a student, the case may be adjudicated through the student conduct process. The conduct process provides due process protections for both the accuser (Complainant) and the accused (Respondent).

Judicial policies and the Student Code of Conduct are detailed in the Student Handbook. These policies can be accessed on the NHTI web site at [Student Code of Conduct - NHTI](#)

Response to Reports of Sexual Misconduct or Sexual Harassment

After a report is made after a report of sexual misconduct/ sexual harassment, is made, the Title IX Coordinator will meet with the complainant (alleged victim), if they are identified in the report, to discuss and implement any needed supportive measures.

Such measures will remain confidential to the extent possible in the particular circumstances. Supportive measures are individualized services offered to a complainant following a report of sexual misconduct/sexual harassment.

Supportive measures may also be provided as appropriate to respondents after a formal complaint is filed. Supportive measures are designed to facilitate a party's ability to access education programs and activities, without overly burdening the other party (prior to a finding of responsibility).

Examples of supportive measures include, but are not limited to no contact orders, referrals for services, changes in schedules, etc.

The Title IX Coordinator will explain the process(es) that apply to the allegations raised, including the process for filing a formal Title IX complaint if the conduct may constitute sexual harassment under Title IX.

Investigation and Resolution

All reports and complaints of prohibited conduct under this policy will be investigated as expeditiously as possible, with appropriate thoroughness and care to preserve confidentiality to the extent possible.

Formal complaints of allegations involving Title IX sexual misconduct will be addressed as outlined below.

- Reports of sexual misconduct by employees that do not constitute sexual harassment under Title IX will be addressed under Workplace Conduct policies.
- Reports of sexual misconduct by students that do not constitute sexual harassment under Title IX will be addressed under the Student Code of Conduct.

Title IX Formal Grievance Procedures: Formal Complaint, Notice, Investigation, Hearing, and Appeal Process

The following grievance process shall be followed when there is a formal report of alleged conduct that meets the definition of sexual harassment under the Title IX regulations.

How to Make a Formal Complaint

No investigation will occur unless a formal complaint is filed with the Title IX Coordinator by the complainant, or the Title IX Coordinator decides to file a formal complaint. The formal complaint must be in writing and include the following:

- Basic information about the possible violation(s) of sexual harassment (such as date, time, location, type of incident, name(s) of individuals involved).
- A request that CCSNH/College investigate the allegation(s).

The Title IX Coordinator may determine that specific circumstances warrant pursuing a formal complaint (such as when the alleged respondent has previously been found responsible for serious sexual misconduct or there may be a safety threat to the CCSNH/College community), even when the complainant does not file a formal complaint. In such cases, the complainant will receive advance notice as well as notices of activities at various points in the procedure, but is not a party to the case. Likewise, the Title IX Coordinator is not a party, for purposes of this procedure, if they file a formal complaint on behalf of CCSNH/College.

The Title IX Coordinator may consolidate formal complaints where circumstances warrant.

Dismissal of Formal Complaints

Under the Title IX regulations, the Title IX Coordinator must dismiss a formal complaint:

- If the conduct alleged in the formal complaint does not constitute sexual harassment under the Title IX regulations (and as defined in Section II.A of this policy); or

- If the conduct alleged did not occur within the scope of the College's education programs and activities, or did not occur in the United States. However, if the conduct alleged is otherwise covered by another CCSNH/College policy, the conduct may be addressed under the applicable policy, depending on the circumstances.
- The Title IX Coordinator may also dismiss a formal complaint if a complainant withdraws the formal complaint, or withdraws particular allegations within the complaint; if the respondent is no longer enrolled in CCSNH/College; or if there are specific circumstances that prevent CCSNH/College from gathering evidence sufficient to reach a determination regarding the formal complaint.
- If a formal complaint is dismissed for any reason, the Title IX Coordinator will promptly and simultaneously send written notice to the parties explaining the reasons. Parties have the opportunity to appeal dismissals of this procedure.

Steps in the Process

A formal complaint initiates the Title IX Grievance Procedure. The Title IX Coordinator has general responsibility for implementing this procedure. This section outlines the significant steps in the process in summary form.

General Obligations of CCSNH/College and Timeline. The CCSNH/College will:

- Treat complainants and respondents equitably;
- Not presume a respondent is responsible until and unless such a determination is made following a hearing as provided in this policy;
- Objectively evaluate all relevant evidence;
- Ensure that any individuals involved in the procedure have appropriate training, and do not have conflicts of interest or bias;
- Follow reasonably prompt timelines for conclusion of the procedure and provide reasons for delay;
- Provide all required notices of meetings and hearings;
- Provide opportunities for parties to review and respond to relevant evidence, both favorable and unfavorable;
- Provide parties with the opportunity to be accompanied to any meetings or hearings by an advisor of their choice;
- Provide parties with the opportunity to present witnesses, as well as other relevant evidence;
- Not restrict the parties from speaking about the case for their own emotional support and to prepare their case;
- Assume the burden of gathering evidence and of proof (rather than such burdens resting with the parties); and
- Comply with all applicable confidentiality and privacy laws and regulations during the procedure.

In general, CCSNH/College will attempt to complete the procedure within 90 calendar days. However, there may be circumstances when the process will take longer due to the absence of individuals important to the process, difficulties in obtaining evidence and other reasonable considerations.

Parties may make requests for short extensions of deadlines imposed on them in this grievance procedure for good cause (illness, unavoidable absence of advisor, etc.). Any such request must be

made to the Title IX Coordinator in writing and must explain the reason an extension is requested. The Title IX Coordinator shall treat requests from parties for extensions equitably, and shall notify the parties of any extensions that are granted or denied.

Notice

Notice to Parties and Initial Steps

The Title IX Coordinator will provide written notice of the formal complaint and allegations of sexual harassment potentially constituting prohibited conduct under this policy. The notice will include:

- Notice regarding the procedure and the availability of an informal resolution process;
- Sufficient details known at the time (including identities of parties, if known; the conduct alleged; and the date and location of the alleged incident, if known), with sufficient time to prepare before any initial interview (no less than five calendar days).
- As required by the Title IX regulations, a statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility will be made at the conclusion of the grievance process;
- Notice that the parties may have an advisor of their choice, who may be an attorney;
- Notice that the parties may inspect and review evidence;
- Notice of provisions in the conduct processes applicable to students, faculty or staff that prohibits making false reports or providing materially false information in bad faith during the grievance process;
- Notice that the parties may discuss their case. However, parties should avoid statements that are defamatory; or that disclose other conduct which could be viewed objectively as constituting intimidation or retaliation; or that may impair the integrity of the investigation or procedure;
- Notice that CCSNH/College, not either party, has the burden of proof;
- Notice of the name of the investigator, with sufficient time (no less than five calendar days) to raise then-known reasonable concerns of conflict of interest or bias, and the basis for those concerns, to the Title IX Coordinator; and
- Notice that the parties can raise reasonable concerns regarding the Title IX Coordinator to:
 - If additional allegations become known at a later time, the original notice to the parties will be supplemented. Misconduct which subsequently becomes known but is not covered by this policy may be addressed pursuant to other applicable CCSNH/College policies, as appropriate.
 - The Title IX Coordinator will discuss supportive measures with each party and implement such measures as appropriate.
 - Prior to a hearing, claims of conflicts of interest, bias or other concerns regarding CCSNH/College officials involved in the procedure will be resolved by the Title IX Coordinator. At the hearing, such claims may be raised with the decision maker.

Informal Resolution Process

After a formal complaint has been filed, and if the Title IX Coordinator believes the circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process to resolve the complaint without completing the investigation and hearing process. An informal resolution process can be started at any time during the grievance procedure. However, an

informal resolution process cannot be used to resolve a formal complaint when a student is the complainant and the respondent is an employee.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, facilitated discussions between the parties; restorative justice; acknowledgment of responsibility by a respondent; apologies; agreed upon sanctions against a respondent or requirements to engage in specific services; or supportive measures. Parties must voluntarily agree in writing to participate in an informal resolution process, and either party can withdraw from the process at any time.

Any terms in an informal resolution that include involvement by CCSNH/College must be approved by the Title IX Coordinator. If an informal resolution agreement is reached, it must be signed by the parties and CCSNH/College. Once signed, the agreement is final and binding according to its terms.

If an informal resolution process does not resolve the formal complaint, nothing from the informal resolution process may be considered as evidence in the procedure.

Emergency Leave

CCSNH/College, in consultation with the Title IX Coordinator, may place a respondent on emergency leave at any point after a formal complaint is filed:

Students

- If there is a determination (following an individualized safety and risk analysis) that there is an immediate threat to the physical health or safety of a student or other individual arising from the allegations of sexual harassment.
- The respondent will be provided notice of the emergency leave, and will be provided an opportunity to challenge the decision following the removal.
- Any such decision to place a student on emergency leave shall be made in compliance with any applicable disability laws, including the Americans with Disabilities Act and the New Hampshire Law Against Discrimination.

Employees

- CCSNH/College, in consultation with the Title IX Coordinator, may place an employee respondent on administrative leave at any point after a formal complaint is filed in accordance with existing procedures.
- Any such decision to place an employee on administrative leave shall be made in compliance with any applicable disability laws, including the Americans with Disabilities Act and the New Hampshire Law Against Discrimination.

Investigation Process

The Title IX Coordinator will appoint an investigator to investigate the formal complaint. The investigator will:

- Meet with the parties after they have received appropriate notice of any meeting and its purpose, with sufficient time to prepare.
- Allow parties to have their advisor at all meetings (advisors may not speak for the party).

- Allow parties to identify witnesses and submit favorable and unfavorable evidence.
- Interview witnesses and conduct such other activities that will assist in ascertaining facts. The investigator shall prepare written summaries of all interviews.
- Consider evidence that is relevant and directly related to the allegations in the formal complaint.
- Prior to completing the investigation report, provide the parties and their advisors with an equal opportunity to inspect and review any evidence that is obtained in the investigation that is directly related to the allegations in the formal complaint.
- This includes all directly-related evidence, whether the Investigator intends to rely upon it or not in the investigation report, as well as evidence favorable and unfavorable to the parties.
- The parties will be provided 10 calendar days to submit a written response. The investigator shall consider the parties' written responses prior to completing the investigation report.
- Create an investigation report that fairly summarizes relevant evidence and submit it to the Title IX Coordinator. The investigator may, at their discretion, comment on the credibility of a party, witness, or documentary evidence.

In turn, the Title IX Coordinator shall:

- Provide a hard or electronic copy of the investigation report to the parties and advisors (if any) at least 10 calendar days prior to the scheduled hearing, for their review and written responses. The parties and advisors must acknowledge that they will not further disseminate the investigation report to any person, but may use it to prepare for the hearing. Responses to the investigation report must be provided to the Title IX Coordinator within five days of receipt of the report. The Title IX Coordinator shall provide each party with all responses.
- In their responses, parties must identify any claims of procedural error in the procedure followed including any claim of conflict of interest or bias by the investigator. The Title IX Coordinator, in consultation with other CCSNH/College officials, will evaluate any claim of procedural error and remedy any error as appropriate, including but not limited to requiring the investigator to interview other witnesses or consider additional evidence.
- Appoint a decision maker, notify the parties of the identity of the decision maker, and provide not less than five calendar days for a written response from the parties raising any concerns regarding a conflict of interest or bias on the part of the decision maker.
- Forward the investigation report and the parties' responses to the decision maker in advance of the hearing.

Live Hearing

CCSNH/College shall conduct a live hearing through which a decision maker will consider the evidence, make determinations of responsibility, and impose remedies including, if warranted, disciplinary sanctions.

The Title IX Coordinator shall be responsible for scheduling the live hearing (no less than ten calendar days after receiving the written responses to the investigative report) and notifying persons who need to be present at the hearing. Witnesses will be requested to provide testimony at the hearing. Some important features of hearings include the following:

- Under Title IX, CCSNH/College has no authority to compel parties, witnesses or advisors to be present for a hearing.
- At the request of a party, the parties will be in separate rooms with technology to allow the parties and decision maker to see and hear parties/witnesses answering questions.
- The decision maker, not the investigator, makes the final determination of responsibility and impose remedies, including disciplinary sanctions where warranted. The decision maker will not be the Title IX Coordinator or the investigator.
- The decision maker may impose reasonable time limits on opening/closing statements, cross-examination, and comments by the parties and their advisors during the hearing, and shall generally preside over the hearing and enforce the rules of decorum.
- The decision maker may ask questions of the parties, their advisors and any witnesses.\
- The decision maker shall rule on the relevance of evidence offered or of any question asked of a party or witness prior to the question being answered, especially during cross-examination.
- The decision maker may request input from CCSNH/College officials concerning possible sanctions, either during the live hearing or during the period between the close of the hearing and the issuance of the decision maker's written determination.
- CCSNH counsel may attend the hearing and may provide advice to the decision maker or guidance to the participants during the hearing as needed.
- Parties must have an advisor at the hearing. If a party does not have an advisor at this stage of the process, CCSNH/College will appoint one for the party at no cost to the party.
- The Title IX regulations require that advisors (and not the parties) may question parties and witnesses, following rules of decorum.
- A video or audio recording or transcript shall be made of the hearing, and made available to the parties for inspection and review.

Standard of Proof and Determination of Responsibility

CCSNH/College uses a preponderance of the evidence standard ("more likely than not") in making determinations of responsibility. The decision maker shall issue a written determination, which shall include the following:

- Identification of all the allegations potentially constituting sexual harassment as defined in the Title IX regulations and this policy.
- A description of the procedural steps taken from receipt of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
- Findings of fact supporting the determination.
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, and any disciplinary sanctions CCSNH/College imposes on the respondent.
- A statement as to whether remedies designed to restore or preserve equal access to CCSNH/College education programs and activities will be provided to the complainant;

however, the decision maker shall not identify such remedies. The Title IX Coordinator shall work with the complainant to design remedies consistent with the decision maker's findings.

- The procedure and permissible basis for the complainant and respondent to appeal the determination (or dismissal).

The written determination shall be provided to the parties simultaneously. The determination concerning responsibility becomes final either on the date that CCSNH/College provides the parties with the written determination of the results of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which the appeal period expires. A complaint filed with an external agency is not an appeal for purposes of determining when a finding of responsibility becomes final.

Remedies

"Remedies" are measures used to ensure that the complainant has equal access to the College's education programs and activities following a decision maker's determination. Such remedies may include supportive measures and depend upon the determination and the needs of the complainant. The Title IX Coordinator is responsible for implementing remedies and providing any needed assistance to the complainant.

Supportive Measures

The Title IX Coordinator may continue and/or adjust supportive measures for the complainant following the conclusion of the procedure, based on the complainant's needs at that time.

Sanctions

Students

Upon determining that a student respondent committed the alleged conduct and thereby violated this policy, the decision maker may impose one or more of the following sanctions:

- **WARNING** - a notice in writing to the student that the student is violating or has violated institutional policy;
- **PROBATION** - a written reprimand for violation of specified policies. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations;
- **LOSS OF PRIVILEGES** – denial of specified privileges for a designated period of time (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, persona non grata designation);
- **NO CONTACT** – restriction prohibiting an individual from approaching or contacting a specified individual;
- **FINES** – previously established and published fines may be imposed;
- **RESTITUTION** - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement;

- RESIDENCE HALL/CAMPUS HOUSING SUSPENSION – separation from the residence halls/campus housing for a definite period of time, with conditions for readmission (if appropriate);
- RESIDENCE HALL/CAMPUS HOUSING EXPULSION – permanent separation from the residence halls/campus housing;
- CLASS/ COLLEGE SUSPENSION – separation from class(es) or the College for a definite period of time, with conditions for readmission (if appropriate);
- COLLEGE DISMISSAL/EXPULSION – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.
- EDUCATIONAL OR SERVICE SANCTIONS – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to: work assignments, service to the college, written letter of apology, and mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).

Employees

Sanctions against employee respondents, who are found to have committed the alleged conduct and thereby violated this policy, will be based on the circumstances and seriousness of the offense. Sanctions against CCSNH faculty and staff will be handled in accordance with employment policies or collective bargaining agreements governing discipline and dismissal. Sanctions may include, but are not limited to, mandated training, position reassignment, imposed workplace conditions, written warning, disciplinary suspension without pay, demotion, or dismissal.

Appeals

Parties have the opportunity to appeal a determination regarding responsibility, and from dismissals of formal complaints. Appeals are allowed on the following grounds:

Procedural errors that affected the outcome of the matter;

- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator wrongfully concluded that the formal complaint did not constitute sexual harassment under this procedure and dismissed the formal complaint;
- The Title IX Coordinator, investigator or decision maker had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; or v.
- sanction imposed was improper in light of mitigating or extenuating circumstances not known at the time that a Party was provided an opportunity to comment on sanctions, if any, or was not properly considered by the decision maker.

An appeal must be filed in writing within 10 calendar days of receiving the determination, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Unless granted an extension for good cause by the Title IX Coordinator before the expiration of the appeal period, appeals submitted after this deadline are not timely and shall not be considered.

Appeals must be filed by email with the Title IX Coordinator, who shall refer it to the appropriate appeals officer.

The Title IX Coordinator shall provide a copy of the appeal to all other parties.

The other parties shall have seven (7) calendar days to submit a written statement addressing the appeal.

The officer considering the appeal shall conduct an impartial review of the appeal, including consideration of the record of the matter, and may consult with other CCSNH/College officials and/or CCSNH counsel in making their decision.

The appeals officer shall issue a written decision describing the result of the appeal and rationale for the result, and provide it simultaneously to the parties. The officer may:

- deny the appeal;
- grant the appeal and send back the matter to the decision maker for further consideration;
- grant the appeal and send back the matter for a new live hearing before a new decision maker;
- grant the appeal by revising the sanction; or
- grant the appeal of a dismissal of a formal complaint and order that an investigation be conducted

Reports to Law Enforcement

By law, criminal justice records become public once a case is concluded. In the conduct process, all student records are protected by FERPA (Family Educational Rights and Privacy Act of 1974). The Title IX Coordinator, Student Conduct Officer or the Campus Safety Department redacts names, dates of birth, and other personally identifying information to comply with FERPA in the Conduct process and where applicable. During the criminal justice process, or upon receipt of a court order this information shall be provided to the law enforcement agency, or to comply with a court order as unredacted.

Prevention of Retaliation

Retaliation against any person involved in any investigation related to Title IX for Sexual Assault, Dating Violence, Domestic Violence, Stalking and/or other Sexual/Gender/Gender Identity base Harassment will not be tolerated and will subject those alleged to have committed retaliation to investigation and adjudication under Title IX and the NHTI Student Code of Conduct.

Sexual Assault Victims and Trauma

Sexual assault victims experience profound emotional trauma. Although victims react in different ways, common responses include feelings of shock and disbelief; intense fears about personal safety; preoccupation with recurrent intrusive thoughts about the assault; sleep disturbances; anxiety and impaired concentration; mood swings; depression; and feelings of anger, shame and self-blame. These reactions are called "post-traumatic stress disorder" or "rape trauma syndrome".

Victims of acquaintance rape often experience intense feelings of shame and self-blame. Many also feel betrayed because they have been violated by someone they may have initially trusted. Some victims lose confidence in their own judgment and find it hard to learn to trust again.

The most prevalent form of Sexual Assault/Rape on college campuses is acquaintance rape. The acquaintance may be a date or an intimate partner of the victim, or someone the victim knows only casually from his/her residence hall, a class, or through mutual friends.

Regardless of the relationship between them, if one person engages in any type of sexual contact or behavior where consent is not obtained from the other person it is defined as a sexual assault. This includes but is not limited to lack of consent obtained through force, coercion, physical or mental incapacitation and/or by age. The same criminal laws and penalties apply in cases of rape regardless if the perpetrator is known to the victim or not.

How to Get Help If You Have Been Accused of Sexual Violence

A respondent accused of sexual violence may seek support by contacting campus tele-mental health provider or campus mental healthcare provider.

The college will never request access to records made or maintained by a healthcare provider acting or assisting in that capacity and which are made and maintained in connection with the provision of treatment to the party, unless the college obtains that party's voluntary, written consent to do so for the grievance process under this policy.

Responsible Employees

In accordance with the US Department of Education, Office of Civil Rights guidelines, "responsible employees" who learn of an incident involving a member of the NHTI community must report incidents of sexual violence to either NHTI Title IX Coordinator or the Campus Safety Department.

A "responsible employee" is obligated to report incidents of sexual violence. A "responsible employee" is defined by the Office of Civil Rights as an employee who has the authority to take action to redress sexual violence, who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee, or to whom a student could reasonably believe has the authority or duty." Campus Sexual Violence Elimination Act of 2013.

The Community College System of New Hampshire (CCSNH) **has designated that "responsible employees" are persons who are supervisor or Campus Safety Authorities (CSA)** and are mandated to report instances of sexual assault, domestic violence, dating violence, stalking and other sexual/gender based harassment to the NHTI Title IX Coordinator, or the NHTI Campus Safety Department.

Prevention of Retaliation by College Employees

No officer, employee, or agent of NHTI shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under the Campus SaVE Act. Retaliation against anyone who is involved in the making of a complaint and reporting or investigation of discrimination or sexual misconduct is prohibited. Title IX already prohibits such retaliation.

See <https://www2.ed.gov/about/offices/list/ocr/frontpage/faq/rr/policyguidance/index.html> for complete texts of all policy guidance related to Title IX through The US Department of Education, Office of Civil Rights.

Employee Guidance when Receiving a Report

Employees who come in contact with an individual that states they are a victim of sexual misconduct/harassment, should take the following steps:

Provide support for the victim. The guidelines that follow are for providing emotional support to a rape/sexual assault victim;

- Bring victim to a safe location.
- Advise victim you are required to report to the NHTI Title IX Coordinator what they tell them.
- Support and listen carefully to the victim.
- Realize that the wide variety of behaviors displayed is not necessarily indicative of how the victim is dealing with the assault.
- Avoid making decisions and doing "for" them.
- Do not "victim blame" or place blame for the assault.
- Avoid pressuring the student into pursuing any of the options presented to them.
- Offer to assist them in gaining access to the resources they need.

Provide information and guidance to the victim. The collection of evidence does not obligate the victim to prosecute. If the student wishes to leave open the opportunity to prosecute, follow the procedures below:

- Notify the Title IX Coordinator by contacting via email at ahartshorn@ccsnh.edu
- or phone at 603-230-3595 during normal business hours.
- Call Campus Safety, (603) 224-3287, who will contact the appropriate agencies as requested and document the incident. Campus Safety will also provide the victim with a VAWA/Sexual Assault/Sexual Violence Victim Informational letter outlining their rights throughout the process.
- Advise victim and at their request call the Crisis Center of Central New Hampshire through the Confidential Crisis Line at 1-866-841-6229.
- Advise individual if a victim of Sexual Assault (if just occurred) not wash, douche, change or wash clothes. Anything handled by the attacker should not be touched to preserve evidence.
- Advise the individual does not delete any voicemail, electronic or other social media communications which may be preserved as evidence.
- Advise victim of NHTI Counseling resources at (603) 230-4043 to advise them of the situation, recommend victim follow up with counseling and they can also provide other resources.
- Recommend that the victim they should have at a minimum medical exam for treatment and/or collection of physical evidence (if the sexual assault recently occurred). Seeking medical attention after a sexual assault does not obligate a victim to report the crime, however prompt treatment can aid in prevention of Sexually Transmitted Infections and prevention, etc. Sexual Assault exams can be done on an anonymous basis. However, if the victim is under age 18, the assault will be reported to the police.

The Title IX Coordinator, or the Campus Safety Department must be notified of all cases of rape or sexual assault, whether the individual wishes to press charges or not.

Guidance for Sexual Assault, Dating, Domestic Violence, and/or Stalking Victims

Sexual assault, domestic violence, dating violence, and stalking are a violation of law and the NHTI Student Code of Conduct, and are prohibited at NHTI. Students who learn of an incident involving a member of the NHTI community are encouraged to report all cases of sexual assault, domestic violence, dating violence and stalking to the following:

At any time 24 hours a day/ 7 days a week for immediate response:

Reporting Information

Title IX reports can be sent to the following:

To the Title IX Coordinator at:

NHTItitleix@ccsnh.edu

To NHTI Campus Safety at:

NHTIcampussafety@ccsnh.edu

603-230-4042 (Daytime)

603-224-3287 (Nights/weekends/emergencies)

The following suggestions are steps you may wish to take if you are the victim Sexual Assault, Dating/Domestic Violence or Stalking:

- Go to a safe place.
- Seek out support
- Anyone who is a victim of sexual assault or dating, domestic violence or stalking should report the incident to one of the following individuals:

| | |
|-----------------------------|---------------------|
| Campus Safety | (603) 224-3287 |
| Director of Health Services | (603) 230-4043 |
| Director of Counseling | (603) 230-4043 |
| Resident Director | |
| • Langley Hall | (603) 271-6484x4378 |
| • South Hall | (603) 271-6484x4382 |

Contact **Confidential** support resources:

Crisis Center of Central NH through the Confidential Crisis Line, 1-866-841-6229.

- Call 911. Once a victim reports the crime, police will begin an investigation.
- Seek medical attention immediately. Emergency Departments throughout NH can examine and treat any injuries you may have received. Emergency rooms can also prescribe emergency antibiotics to prevent the spread of some STIs as well as emergency

contraceptives to prevent unwanted pregnancy; the effectiveness of some of the treatments/antibiotics diminish within 24-72 hours of assault.

- Complete a Sexual Assault Forensic Examination Kit. This kit, provided by the NH Attorney General's Office free of charge to the victim, collects evidence that could be helpful if you decide to report the assault to the police. Kits can be completed in any NH Emergency Department even if the victim chooses not to proceed legally. If you are thinking about completing a kit, please note the following:

Most NH hospitals employ specially trained Sexual Assault Nurse Examiners (SANE). Some SANEs need to be called in to the hospital, so it may be helpful for victims (or advocates) to call ahead to notify the hospital that a victim will be arriving.

Evidence diminishes over time. Time, washing, changing one's clothes or "cleaning up" after the assault will all increase the likelihood that valuable evidence will be destroyed. However, anyone reporting a sexual assault to emergency department personnel should be offered the option of completing a Sexual Assault exam up to five (5) days after the assault. It's important to bring a complete change of clothing if at all possible. Clothing worn at the time of the assault may contain evidence and will, in all likelihood, be taken as part of the Sexual Assault Evidence Kit. If you have changed out of the clothing that was worn during the sexual assault, place the clothing in a paper bag and bring to hospital with you.

Victims may choose to complete the Sexual Assault Evidence Kit anonymously. The kit will be referenced with an identification number and stored by the State for 60 days. At any time during this period, the victim can report the crime and the kit will be brought forward to the NH Crime Lab for analysis.

N.H. hospitals are required to immediately call an advocate from the local crisis center whenever someone seeks services for sexual assault. It is your choice whether or not to speak with she/he at that time.

Receive testing for date rape drugs. If you believe that you may have been drugged as part of the assault, you can ask emergency department staff to test for the presence of drugs in your system. Because date rape drugs decompose quickly within your system, blood tests must be done within 48 hours of ingesting the substance. A urine test may contain evidence up to 72 hours after ingestion; Results of these tests will not be made available to a victim unless a police report is filed.

Receive follow-up testing and care for pregnancy and/or STI's.

Reporting sexual violence incidents gives NHTI the opportunity to take action. In doing so, some disclosures have to be made in order to allow NHTI to assure the safety of the campus community and students and therefore, reporting the incident may necessitate a police investigation, NHTI investigation, and/or Student Conduct proceedings.

You may request that no investigation or disciplinary action be pursued which will be carefully considered by NHTI. Honoring such request may limit NHTI's ability to respond fully to the incident and still, there are situations in which NHTI must override your request for confidentiality in order to maintain a safe community. You can learn more about NHTI policies and procedures for addressing complaints

about Sexual Violence on the NHTI sexual assault/sexual violence link and the NHTI Civil Rights Equity Policy at [Student Code of Conduct - NHTI](#)

The Community College System of New Hampshire has designated that all NHTI employees are “responsible employees” and therefore are required to report all instances of sexual assault, domestic violence, dating violence and stalking to the NHTI Title IX Coordinator, or the NHTI Campus Safety Department.

Students who wish to make a report to a “responsible employee” may request to be accompanied by an advocate from one of the nearby crisis centers.

Employees and students may choose to be assisted by campus authorities (RA, RD, coach, etc.) in notifying the Campus Safety Department or Title IX Coordinator. In addition, victims may decline to notify the Campus Safety Department, however, the Title IX Coordinator, by law, must be notified.

Employees and students may contact the Campus Safety Department or the NHTI Title IX if they wish to discuss the process of obtaining a civil no contact order, restraining order, or similar order that may be issued by the local court. Advocates are available to accompany victims to the appropriate courthouse.

Employees and students may also request assistance from the Campus Safety Department for safety escorts on campus.

The Campus Safety Department is available to work with employees and students on safety planning and the importance of preserving evidence for proof of criminal domestic violence, dating violence, sexual assault, stalking, or obtaining a protective order.

Upon request, the Director of Residence Life will work with the student of an alleged violation of the NHTI Student Code of Conduct or criminal violation to provide alternative on campus housing accommodations if they are available.

Students may also contact Counseling Services and/or the Title IX Coordinator for assistance in adjusting academic requirements such as extra time for completing coursework or opening up dialogue with faculty to discuss deadlines, make up test dates or extra credit, or changing class section locations if this option is possible.

Just because a victim reports to the police doesn’t mean a criminal prosecution will start. The police will investigate and may move forward with a criminal prosecution. It is the victims’ decision to participate/cooperate with the prosecution. Choosing not to do so will result in a prosecution not going forward. If the perpetrator is known the police will interview him or her. In all cases information will be sent to the Title IX Coordinator and the Campus Safety Department for follow up. As well, survivors do not have to report an incident to the police in order to receive the accommodations noted above.

Additional information about sexual assault on college campuses can be found with the NHTI Title IX Coordinator, the Director of Counseling, the Director of Health Services, the Campus Safety Department, Residence Hall Directors and through local community resources.

The procedures that NHTI will follow once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported mirror those already covered in this publication. A student or employee who reports to NHTI that s/he has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether it occurred on or off-campus, will be provided with a written explanation of his or her rights and options as outlined in this publication. In addition, the NHTI and CCSNH Title IX

Coordinators will be informed of any and all reports and will coordinate, as appropriate, with police, Campus Safety and other campus staff only on a need-to-know basis.

Health and Counseling Services staff generally operate under policies and procedures that comply with Federal and New Hampshire state laws regarding confidentiality. However, there are specific instances under the Clery Act and Title IX in which these Departments are required to report information to the NHTI Campus Safety Department and/or Title IX Coordinator and under as Campus Security Authorities and/or a "responsible employee" as they are not working in a capacity under their license. Please check with each of these offices to learn more about limits on confidentiality.

In addition, victims are encouraged to speak with the NHTI Title IX Coordinator or the Director of Campus Safety to discuss their guidelines on confidentiality.

Emergency Removal

In certain circumstances, a college President, or a designee, may issue an order for emergency removal of a student from campus prior to a hearing. Emergency removal may be imposed only:

- To ensure the safety and well-being of an individual related to the allegations of sexual harassment; or
- To ensure the normal operations of the college. Notification of the imposition of emergency removal must be communicated to the respondent and the Title IX Coordinator as soon as is practical. The respondent shall have an opportunity to challenge the decision immediately by filing a request for a video hearing before a hearing officer. The respondent shall comply with the emergency removal order until the order is vacated or otherwise lifted.

Sexual Assault, Dating Violence, Domestic Violence and Stalking Prevention and Awareness Programming

The Title IX Coordinator, NHTI Counseling Services, the NHTI Residence Life and Campus Safety Departments provide educational programming throughout the Fall and Spring semesters to employees and new and returning students.

During April Sexual Assault Awareness Month, the NHTI Campus Community presented the following programming and awareness campaigns online due to the COVID-19 pandemic.

The Campus Safety and Counseling Services Departments offers sexual assault, domestic violence, dating violence and stalking education and information to campus students and employees upon request. Literature on sexual assault, domestic violence, dating violence and stalking is provided to all incoming students during new student orientations.

During summer and fall student orientations all incoming students, attending families and new employees upon hire will be informed about primary prevention and awareness programs and learn that NHTI prohibits domestic and dating violence, sexual assault, and stalking. The definitions of these violations are covered earlier in this publication.

Off-Campus Resources

- Rape and Incest National Network (RAINN) Website: www.rainn.org
- The Joyful Heart Foundation Website: www.joyfulheartfoundation.org
- No More Website: www.nomore.org
- It Happened to Alexa Website: www.ithappenedtoalexa.org
- Peace over Violence Website: www.peaceoverviolence.org
- Military Rape Crisis Center Website: www.stopmilitaryrape.org
- Love is Respect Website: www.loveisrespect.org
- National Network to End Domestic Violence Website: www.nnedv.org
- National Center on Domestic and Sexual Violence Website: www.ncdsv.org
- The Battered Women's Justice Project Website: www.bwjp.org
- National Online Resource Center on Violence Against Women (VAWNet) Website: vawnet.org
- National Resource Center for Young Adult/Teen Dating Violence Awareness Month Website: nrcdv.org/dvam/tdvam
- Break the Cycle Website: www.breakthecycle.org
- The National Sexual Violence Resource Center Website: www.nsvrc.org
- National Violence against Women Prevention Research Center Website: <https://mainweb-v.musc.edu/vawprevention>
- Concord Hospital Emergency Department
- New Hampshire State Police

Campus-Focused

- Students Active for Ending Rape (SAFER) Website: www.safercampus.org
- Clery Center for Security on Campus, Inc. Website: www.clerycenter.org
- Campus Outreach Services Website: campusoutreachservices.com

Male-Focused

- Male Survivor Website: www.malesurvivor.org
- The White Ribbon Campaign Website: www.whiteribbon.ca
- Men Can Stop Rape Website: www.mencanstoprape.org
- Men Stopping Violence Website: menstoppingviolence.org
- 1in6 Website: 1in6.org

LGBTQA-Focused

- The GLBT National Help Center Website: www.glbthotline.org
- The Network/ La Red (English and Spanish)
Website: www.tnlr.org
Hotline: 1(800) 832-1901
- Forge Website: www.forge-forward.org/

Confidential Resources

- New Hampshire Coalition Against Domestic and Sexual Violence: www.nhcadv.org
 - 24 hour Domestic Violence Hotline: 1-866-644-3574
 - 24 hour Sexual Assault Hotline: 1-800-277-5570
- The Crisis Center of Central New Hampshire Website: cccnh.org
 - 24 hour Crisis Line: 1-866-841-6229

On-Campus Resources

Support Services:

- NHTI Counseling Services
- NHTI Health Services

Reporting Resources:

Report an incident to Campus Safety at [Report an Incident - NHTI](#)

Offices and Departments to report to:

- NHTI Title IX Coordinator
- NHTI Campus Safety Department
- NHTI Residence Life Office
- Office of Cross-Cultural Education & English for Speakers of Other Languages (ESOL)
- NHTI Veterans Certifying Official/Club Advisor
- All NHTI Club Advisors

Tips on Being an Effective Bystander

Sexual assault and relationship abuse impact many people on college campuses. Nationally, it's estimated that one in four women and one in six males will be sexually assaulted or abused in their lifetimes and that they are most vulnerable between the ages of 16 and 24. College aged men and women also experience relationship abuse at high rates.

Most people don't commit sexual assault or hurt their partners. Celebrating that is one part of the solution. Another important part is learning to recognize the signs when someone is in danger and stepping in to prevent it. This is called being an active bystander. Active bystanders learn how to recognize and safely intervene in potentially dangerous situations. Sometimes this means distracting someone who appears to be targeting someone who is too drunk to consent. Other times, it means reaching out to NHTI staff or the police for assistance. As a bystander, you may wonder what you can do to help.

Some simple steps to becoming an Active Bystander:

- Notice the situation: Be aware of your surroundings.
 - Interpret it as a problem: Do I recognize that someone needs help?
 - Feel responsible to act: See yourself as being part of the solution to help.
 - Know what to do: Educate yourself on what to do.
- Intervene safely: Take action but be sure to keep yourself safe.

How to Intervene Safely:

- Tell another person. Being with others is a good idea when a situation looks dangerous.
- Ask a victim if he/she is okay. Provide options and a listening ear.
- Ask the person if he/she wants to leave. Make sure that he/she gets home safely.
- Call the police (911) or someone else in authority or yell for help.
- Or call the National Sexual Assault Hotline at 1 (800) 656-HOPE (4674)

What can my friends and I do to be safe? Acting as a community helps NHTI be a safe place. Remember these tips when you are out...

- Have a plan.
 - Talk with your friends about your plans for the night BEFORE you go out. Do you feel like drinking? Are you interested in hooking up? Where do you want to go? Having a clear plan ahead of time helps friends look after one another.
- Go out together.
 - Go out as a group and come home as a group; never separate and never leave your friend(s) behind.
- Watch out for others.
 - If you are walking at night with friends and notice a woman walking by herself in the same direction, ask her to join you so she doesn't have to walk alone.
- Diffuse situations.
 - If you see a friend coming on too strong to someone who may be too drunk to make a consensual decision, interrupt, distract, or redirect the situation. If you are too embarrassed or shy to speak out, get someone else to step in.
- Trust your instincts.
 - If a situation or person doesn't seem "right" to you, trust your gut and remove yourself, if possible, from the situation

Alcohol and Illegal Drugs

Enforcement of Alcohol and Drug Laws

NHTI-Concord's Community College is committed through both CCSNH and NHTI policy and when warranted the involvement of law enforcement authorities in the enforcement of all state alcohol related laws. This includes, but is not limited to, the illegal manufacture, sales, distribution, facilitation of "alcohol house parties" with minors present, providing alcohol to person under twenty-one and the possession (both physical and internal) of alcohol by persons under twenty-one.

NHTI-Concord's Community College is committed through both CCSNH and NHTI policy and when warranted the involvement of law enforcement authorities in the enforcement of all federal and state drug related laws. This includes, but is not limited to, the illegal manufacture, sale, distribution, use of both illegal drugs, misuse of legally prescribed drugs and legal instruments determined to be used as drug paraphernalia, misuse of other substances, including over the counter medications and/or household chemicals for intoxicating effect.

NHTI Alcohol and Other Drug Policy

NHTI-Concord's Community College is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol. For many years, the College has had in place a policy to assist those with substance abuse, and a list of agencies available to support faculty, staff, and students is provided in various NHTI publications. The Drug-Free Schools and Communities Act Amendments of 1989 require that NHTI-Concord's Community College, as a recipient of federal funds, including federally provided student financial aid, notify its students and employees annually that the unlawful possession, use, or distribution of illicit drugs and alcohol on College property is prohibited.

This policy is intended to provide the NHTI community with information about alcohol and other drugs, and is distributed as part of the college's compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (PL101226) and the Drug-Free Workplace Act of 1988.

1. All NHTI students and guests are expected to comply with all NHTI policies including the NHTI Alcohol and Other Drug Policy.
2. This policy applies to all NHTI sponsored events (social, cultural, athletic, and academic, etc.), whether on or off campus, including overnight trips.
3. The following policy pertains to alcohol consumption at NHTI.
 - Alcoholic beverages may be consumed by students of legal drinking age who are (a) living in the residence halls, (b) at off-campus NHTI sponsored events or activities, or (c) at on-campus events or activities as designated by Presidential waiver.
 - For health, sanitation, and security reasons, residence hall students of legal drinking age can only consume beer and wine in their assigned residence hall room with the door closed.
 - A. The following behaviors pertaining to alcohol consumption are prohibited at NHTI:
 - Purchasing, possessing, consuming, transporting, or being under the influence of alcoholic beverages under 21 years of age.
 - Serving, distributing, furnishing or otherwise providing alcohol to individuals under 21 years of age.

- Possessing, consuming or manufacturing alcoholic beverages in areas on campus other than where expressly permitted by College policy, including in the room of an underage student, in the public or similar common areas of residence halls and other college buildings, outdoors on campus, etc. Residence hall students of legal drinking age can only consume beer and wine in their assigned residence hall room with the door closed.
 - Any level of intoxication that represents a danger to personal health or safety.
 - Possession of excessive amounts of alcohol. "Excessive" is defined as amounts more than 72 ounces of beer or wine per resident of the room that is of legal drinking age. Hard liquor is not permitted.
 - Serving or consuming alcohol from common-source containers (e.g. kegs, barrels, pails, punch bowls, etc.), except when expressly authorized by the College.
 - Hosting, facilitating or otherwise participating in drinking games.
 - Using devices or engaging in physical activities/actions designed for the rapid consumption of alcohol (e.g. funnels, beer bongs, etc.).
 - Improper disposal of alcohol containers.
 - Displaying full or empty alcohol containers in Residence Hall room.
- B. Students who know or should know that they are in the presence of an alcohol or other drug violation may also be found in violation of the Alcohol and Other Drug Policy.
- C. NHTI shall not be responsible for treatment or medical expenses for any student or guest who is discovered to be in need of medical attention and/or transported to the hospital via ambulance.
- D. No NHTI Student Organization funds are to be used to purchase alcoholic beverages.
- E. Alcohol, alcohol containers, etc. that are in violation of this policy may be confiscated and disposed of by an appropriate authority of NHTI, to include but not limited to, Campus Safety, Residence Directors, Residence Assistants, Coaches, etc.
4. The following has been established pertaining to drug use/misuse at NHTI.
- A. Illegal drugs as defined by State or Federal Laws are prohibited on campus and at any NHTI sponsored off campus activity.
- B. Any student having illegal drugs or paraphernalia in their possession may be referred to civil authorities and face sanctioning pursuant to the Student Code of Conduct and Judicial Process.
- C. The following behaviors pertaining to drug use/misuse are prohibited at NHTI:
- Illicit drug use, possession, manufacturing, or distribution is prohibited on campus and at any NHTI sponsored off campus activity. Illicit drug use is defined as the use or abuse of illegal drugs and the misuse of prescription medications, synthetic drugs, household or other mind-altering substances.
 - Misuse, alterations to, or the redistribution of medications and substances which have been prescribed by a licensed prescriber. Medications and substances which have been prescribed by a licensed prescriber may be utilized only as prescribed.
 - Marijuana, regardless of whether it is legally possessed for therapeutic use is not permitted and may not be used on NHTI property.

- Over-the-counter medication may be utilized in the manner intended by the manufacturer. Using prescribed and/or over-the-counter medications for any purpose other than those intended by the prescriber or manufacturer is prohibited.
 - Possession of drug paraphernalia including but not limited to, bong, hookahs, bowls, etc.
- D. Confiscated drugs and paraphernalia will be turned over to the Campus Safety Department for proper disposal following protocols established by NHTI.
5. Staff, Faculty, Coaches, and Resident Assistants are not permitted to transport students in need of medical attention or under the influence of alcohol or other drugs to off campus medical treatment facilities. Campus Safety or 911 should be called immediately for assistance.
 6. Students shall not transport students who are experiencing a medical condition related to alcohol or other drugs due to the serious nature of these types of incident which require the attention of a medical professional. NHTI will not be held liable if a student transports another student experiencing a medical emergency.
 7. NHTI Employees - NHTI employees should refer to CCSNH Policies Section 300 – Human Resources – Drug Free Workplace Policy# CCS 382.1 for information related to alcohol and drugs use.
 8. Presidential Approval for Alcohol Distribution and Sales
 - A. The President may approve alcoholic beverages for appropriate functions on campus. The rules and regulations to be followed are:
 - Alcoholic beverages will be permitted in segregated areas which provide for controlled checking of driver's licenses or other approved identification card. Such areas will be available only to individuals of legal drinking age, and alcoholic beverages will be consumed only in these areas.
 - The sale or raffle of alcoholic beverages on campus is prohibited. Exceptions to this policy may be made by the President in accordance with New Hampshire State Law.
 9. Alcohol and Other Drug Sanctions
 - Fines
The following fine structure applies to all NHTI Students.
 - First Violation - \$50.00
 - Second Violation - \$100.00
 - Third Violation - \$200.00
 - Failure to pay the fine will result in the student being placed on College Probation. If the fine is not paid, the student will be removed from the residence halls and will be banned from all Residence Halls and placed on the Persona Non Grata list until the fine is paid in full. Fines are subject to change.
 - A. General Sanctions
 - The student will meet with/contact the appropriate staff member as indicated on the Incident Report Form.
 - A Letter of Notice may be sent to the parent/guardian of students who are under the age of 21 indicating the student has violated college policy.

- Substance Abuse Education – The student will be required to participate in the appropriate number of education sessions provided through the NHTI Substance Abuse Education Program.
 - **First violation** – minimum 1 educational session, unless more are recommended by a college official.
 - **Second violation** – minimum 2 educational sessions.
 - **Third violation** – minimum 4 educational sessions.
- Failure to participate in sessions will result in removal from the residence halls, placement on the Persona Non Grata list, and being placed on College Probation until this requirement is fulfilled.
- At the discretion of college officials, students may be required to fulfill additional alcohol/drug education, restorative justice programming and/or seek further evaluation by a community-based professional which will be at the student’s expense. If such evaluation is required, students will also be required to provide the NHTI Counseling Office with a signed release of information to facilitate verification that this requirement is fulfilled.
- Residence Hall Students
 - **Third violation** – Residence Hall students will be removed from the residence halls and placed on the Persona Non Grata List. If the third violation occurs on or before the posted mid-semester warning due date, the student will be removed from the residence halls and placed on the Persona Non Grata list until the end of the current semester. If the third violation occurs after the posted mid-semester warning due date, the student will be removed from the residence halls until the end of the following semester. In either case, the student may apply for consideration for readmission to housing for the semester following the end of this sanction. The summer semester is excluded from the process of consideration for readmission.
 - **Fourth violation** – If the fourth violation of the Alcohol and Other Drug Policy occurs on or before the posted mid-semester warning due date, the student will be removed from NHTI until the end of the current semester. If the fourth violation occurs after the posted mid-semester warning due date, the student will be removed from NHTI until the end of the following semester. In either case, the student may apply for consideration for readmission to the NHTI for the semester following the end of this sanction. The summer semester is excluded from the process for consideration for readmission.
- A. Non-NHTI Individuals - Individuals not enrolled at NHTI who are found to be in violation of the college’s policy will be banned from campus and placed on the Persona Non Grata list. NH State Police may be contacted if the ban is violated.

10. Medical Amnesty

NHTI encourages its students to seek and/or call for assistance for themselves or others when someone is in need of medical assistance due to alcohol and/or drug use. Amnesty is available

to the student calling as well as the student needing assistance. A call for assistance should be made promptly because the health, safety and well-being of the student who is potentially in danger is paramount. A call for assistance may be directed to NHTI Campus Safety, Residence Life staff (Residence Director or Residence Assistant), or a local police officer or agency by calling 911.

Students involved in an incident, in which a call for assistance was made, will not be subject to official sanctions and conduct record under the Student Conduct process, however they will still need to meet with a member of the Student Affairs staff, as well as NHTI Health Services and Counseling.

11. Important Information Regarding Amnesty

- A. This policy applies only to those students seeking emergency medical assistance in connection with an alcohol or drug related medical emergency and does not apply to individuals experiencing an alcohol or drug related medical emergency who are found by College employees (e.g. Campus Safety, faculty, administrative staff, residence hall staff including RA's).
- B. If a student is repeatedly the subject of calls for assistance, there may be additional consequences as a result of the College's increased concern for that student, including additional counseling sessions, educational follow up with College administrators and/or a full behavioral assessment which may lead to a mandated leave of absence.
- C. Failure to complete appointments or follow-up as prescribed could result in the revocation of amnesty for the student and possible sanctions.
- D. Medical Amnesty is a NHTI policy and does not prevent the filing of criminal charges by external law enforcement.
- E. Medical Amnesty may not apply to a student who refuses to cooperate with medical, law enforcement or College personnel at the time of initial contact.
Students may be held responsible for additional violations to the Student Code of Conduct beyond the alcohol or drug violation.

Violations of the rules concerning use of alcohol and other drugs, as set forth in the NHTI Alcohol and Other Drug Policy located in the Student Handbook, may result in referral to the civil authorities and/or sanctioning through the NHTI judicial process. Any person wishing to request an appeal should refer to the current Student Handbook [Student Code of Conduct - NHTI](#)

Sanctions are cumulative during an individual's enrollment at NHTI. Students will be removed from Residence Life if it is determined he/she is selling and/or supplying drugs to any person and/or, supplying and/or selling alcohol to minors. The student will be brought before the Institute Judicial Committee to determine if they should be removed from NHTI.

Individuals not enrolled at NHTI who are found to be in violation of the college's policy will be placed on the Persona Non Grata list.

For a complete list of sanctions for violating the NHTI Drug and Alcohol Policy refer to the Student Handbook which can be accessed via https://www.nhti.edu/wp-content/uploads/2020/09/ONLINE_AlcoholAndOtherDrugsPolicy_0920.pdf

Any student in need of assistance with a personal problem with substance abuse may obtain assistance from the Counseling Services office, Health Services and any Residence Life staff member. These people are informed, interested in your welfare and will maintain confidentiality.

Federal Drug Laws

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of Federal penalties for first and subsequent convictions. All penalties are doubled for any subsequent drug conviction.

Denial of Federal Benefits 21 U.S.C. 862

A Federal or State drug conviction may result in the loss of Federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal Drug Trafficking convictions may result in denial of Federal Benefits for up to 5 years for a first conviction, 10 years for a second conviction, and permanent denial of Federal benefits for a third conviction. Federal or State drug convictions for possession may result in denial of Federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions.

Forfeiture of Personal Property and Real Estate 21 U.S.C. 853

Any person convicted of a Federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties 21 U.S.C. 841

Penalties for Federal Drug Trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces up to a mandatory life sentence and fines ranging up to \$10 million.

Persons convicted on Federal charges of drug trafficking within 1,000 feet of a University (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

Federal Drug Possession Penalties 21 U.S.C. 844

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000.

New Hampshire State Drug Penalties

Violating the State Controlled Drug Act can result in a misdemeanor or felony conviction, which carries a fine and/or incarceration. See [N.H. RSA 318-B:26](#) for the various penalties.

New Hampshire State Alcohol Laws

The legal drinking age in New Hampshire is 21. If you are under 21, it is illegal to:

- Have in your personal possession physically any alcoholic beverages.
- Who is intoxicated by consumption of an alcohol beverage with a blood alcohol concentration of .02 or higher
- Misrepresent your age for purpose of obtaining alcoholic beverages.
- Drive in a car having alcoholic beverages except when accompanied by a parent, guardian, and spouse 21 years of age.
- Be in an area where alcoholic beverages are served unless accompanied by person 21 years of age.

It is illegal for anyone to:

- Sell, give away or procure alcoholic beverage to a minor or individual who is intoxicated.
- Charge for alcoholic beverages without a license.
- Manufacture, sell, possess or use a falsified ID.
- To lend a driver's license to be used for unlawful purpose. Penalty: fine and/or jail sentences.
- Facilitate a drug or underage alcohol house party.

Unlawful Possession of Alcohol

Any person under 21 years of age who has in their possession any alcoholic beverages is guilty of a violation. A minor that is intoxicated with a BAC level of .02 or more (internal possession of alcohol) is guilty of a violation.

Individuals found in violation of Unlawful Possession will be fined a minimum of \$300. Any second and/or subsequent offenses will be fined at least \$600.

Additionally, if you are under the age of 21 and are found guilty of any offense involving sale, possession or abuse of alcohol or of a controlled drug you may have your driver's license revoked or denied for a minimum of 90 days up to 1 year for a first offense, and a minimum of 6 months up to 2 years for a subsequent finding or conviction.

(DWI) Driving While Intoxicated and Driving Under the Influence (DUI)

You may be found guilty of DWI if you drive a vehicle while you have a 0.08% blood alcohol concentration if 21 years of age or 0.02% if under the age of 21.

Facilitating a Drug/Underage Alcohol House Party

RSA 644:18 prohibit a person who owns or has control of a building or property to knowingly commit an overt act in furtherance of such the drug or underage alcohol house party. A drug or underage alcohol house party is defined as "a gathering of 5 or more people under the age of 21 at any occupied structure, dwelling, or curtilage, who are unrelated to the person who owns such occupied structure, dwelling, or curtilage or has control thereof, where at least one person under the age of 21 unlawfully possesses or consumes an alcoholic beverage or controlled drug." **A Residence Hall room meets the definition of this law.**

NHTI Policy Governing Alcohol and Controlled Substances Use of Alcohol and Controlled Substances during Work Hours

NHTI is committed to ensuring a drug-free workplace. Legal Requirements: In accordance with the Drug Free Workplace Act of 1988 (Pub. L. No. 100-690, Title V, Subtitle D) employees are prohibited from the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance in the workplace. Chemical dependency can and does affect work performance and attendance.

Requirements: As a condition of employment employees are:

- Prohibited from the use, possession, distribution, dispensation, or unlawful manufacture of any controlled substance while on the property of the CCSNH or its colleges, during work hours, or while attending any CCSNH or college sponsored activity or function;
- Prohibited from consuming alcohol while on duty or in the workplace and from reporting to work while under the influence of alcoholic beverages or controlled substances (drugs);
- Driving any CCSNH or college owned vehicle, or driving a personal vehicle while on business for the CCSNH or its colleges, while under the influence of alcoholic beverages or controlled substances (drugs);
- Required to report in writing to the College or CCSNH Human Resources Office any criminal conviction based on the unlawful use, possession, distribution, dispensation or manufacture of a controlled substance where the violation occurred on CCSNH or its college premises or that occurs in the workplace. The reporting of such incidents must occur within five (5) calendar days from entry of the trial court's decision, regardless of whether an appeal is taken.

Sanctions:

- Conviction of a drug-related crime shall be a basis for disciplinary action, up to and including termination.
- A notice of the drug conviction shall be placed in the employee's personnel file in accordance with normal disciplinary procedures.
- Conviction of a drug-related crime shall require the employee to utilize the services of the CCSNH's employee assistance program and successfully complete an approved drug abuse assistance or rehabilitation program recommended by the EAP as a condition of continued employment.

Programs:

The CCSNH and its colleges shall initiate a drug-free awareness program which informs CCSNH employees of the dangers of drug abuse in the workplace; the CCSNH rules and policies requiring a drug-free workplace; or the availability of employee assistance programs; and of the penalties that may be imposed for abuse violations occurring in the workplace.

Alcoholism and Drug Addiction

- NHTI-Concord's Community College views alcoholism and drug addiction as highly complex diseases which, once they have been recognized, can be halted by appropriate treatment, and for which the same consideration is given to faculty and staff as in the case of other

illnesses. The Employee Assistance Program is available to any seeking help in dealing with this illness.

- Supervisors who have documentation of a faculty or staff member's deficient or deteriorating performance which they believe may be related to use of alcohol or drugs must discuss options for handling the problem with the Human Resource Director or other official designated by the college. Supervisors shall not engage in diagnosis or establishing treatment plans for employees. The employee must then be confronted and asked to seek medical assistance. The decision to undertake treatment through qualified sources is the responsibility of the individual faculty or staff member.
- The individual's employment status will in no way be affected by the decision to seek treatment. He or she will continue to be covered by applicable personnel policies. If cooperation in obtaining treatment does not occur and work performance continues to be deficient, or if treatment does not result in evident improvement of performance within a reasonable period, a performance review will be conducted to allow for appropriate determination concerning the individual's future employment status, within the framework of existing policy. In cases where such action is taken, it will be based on evidence of poor job performance, such as frequent absences and neglect of duties and responsibilities, drastically altered moods, physical or verbal abuse, and deterioration of working relationships.

NHTI Policy on Drug-Free Workplace

NHTI-Concord's Community College as an employer strives to maintain a workplace free from illegal use of controlled substances. Unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by NHTI employees on College premises or off our premises while conducting College business is prohibited. Violation of this policy will result in disciplinary action, up to and including termination and may have further legal consequences.

- The College recognizes controlled substances dependency as an illness and a major health as well as potential safety or security problem. Employees are encouraged to seek assistance by contacting the CCSNH contracted Employee Assistance Program KGM the program does have 24/7 support, or by utilizing health insurance and appropriate leave of absence plans.
- To contact KGA
 - 1-800-648-9557
 - [KGA Inc.](#)

Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record.

Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a drug criminal statute. A report of a conviction must be made to the immediate supervisor within five (5) working days after the conviction. If the employee is covered by a grant or contract, the College must notify the contracting agency within ten (10) days after receiving a notice of conviction. (These requirements are mandated by the Drug-Free Workplace Act of 1988.)

Description of Health Risks

Serious health and personal risks are associated with the use of illegal drugs, prescription drugs and abuse of alcohol. Most people take prescription medication responsibly. When misused or abused, prescription drugs can be as dangerous as illegal drugs. They may include temporary or permanent physical or mental impairment, and injury or death.

Use and abuse of such substances may also give rise to conduct which causes injury, death or damage to the user/abuser or to the person or property of others, resulting in criminal or civil prosecution and liability.

Use and abuse of such substances may also lead to unsafe and/or nonconsensual sex, unwanted pregnancy, and may cause defects, injury or death in unborn children. Consequences may also include temporary or permanent loss of educational or employment opportunities.

Assistance Services

NHTI-Concord's Community College is concerned about the use of and addiction to alcohol and other drugs. In order to assist individuals who struggle with this issue the following services are available:

- **For Employees:** Human Resources. (603) 230-4000 x4122, can provide assistance in area of policy clarification and options available, as well as information on benefits.
- **For Students:** NHTI Health & Counseling Services (603) 230-4043, can assist by providing referral information on in-patient and out-patient treatment, and support groups, to individuals concerned about their own alcohol or other drug use or that of a family member. A resource library is also available for information.

Efforts to Address Alcohol and Other Drug Use by NHTI Students

Substance Abuse Education Programs

NHTI-Concord's Community College Health & Counseling Services offers a number of educational programs on wellness issues including alcohol, tobacco and other drugs (including prescription drug use/abuse). These are active programs, events and passive efforts (including tabling and use of traditional and social media) that are implemented by professional staff and students involved in peer education. In addition, the residence hall staff also provides active and passive programming in this area for their students.

The College addresses the use and abuse of alcohol, tobacco, and other drugs (ATOD) through a comprehensive effort that includes educational efforts, environmental management, counseling and support services. None of these efforts alone can address the complex issue of high-risk use of alcohol and other drug use/abuse and its impact on this campus community. It is the nationally accepted best practice to use multiple prevention strategies to impact the alcohol and other drug issues within the campus community.

- **Orientation**
 - Spring and fall orientation (tables and campus administration speaks to parents).
 - Brochures to encourage parents to talk with their students about alcohol, tobacco, and other drug (ATOD) use.

- Orientation leaders trained on ATOD policies, campus programs/services, reality of ATOD use on campus, etc.
- Residence Hall staff, at first floor meetings of the year, discuss ATOD policies.
- **Starters Programs for Athletes** - Presentations done for all incoming athletes on life skills, college environment and leadership.
- **Residence Halls** - Residential Life has educational focus areas which encourages students to seek out and maintain healthy living habits including use of ATOD. They provide education on ATOD, invite others staff into speak on these topics, sponsor alcohol/other drug fee activities.
- **Alcohol/Other Drug-Free Activities** - Sponsored by various campus departments, and student groups.
- **Caring for Students Requiring Medical Attention** - Students who require medical attention due to alcohol and/or other drug ingestion or incapacitation, are transported to the local hospital. These students are contacted by Counseling Services for intervention meeting education and referral to community resources as appropriate.
- **Mandatory ATOD Assessment and Education for Students Violating Alcohol/Drug Policies/Laws**
 - **First offense** - Assessment of sanction based on severity, IE: hospital transport, black out, etc. if high risk violation then Counselor refers to appropriate program which may include: referral to NHTI Counseling Services, , referral to community based LADC for assessment and/or community based treatment program - such as the FAST (First Time Alcohol and Substance Training Program) program offered by the Merrimack County Court system, or substance misuse programs through Riverbend Community Mental Health or Concord Hospital.
 - **Second-offense** - Assessment of sanction based on severity, IE: hospital transport, black-out, etc. if high risk violation then Counselor refers to appropriate program which may include: referral to NHTI Counseling Services, referral to community based LADC for assessment and/or community based treatment program - such as the FAST (First Time Alcohol and Substance Training Program) program offered by the Merrimack County Court system, or substance misuse programs through Riverbend Community Mental Health or Concord Hospital. In addition to completing the college required Substance Abuse Awareness Program. Minimum of Intake Session and two face—to-face counseling sessions with custom feedback worksheets.
 - **Third offense** - Assessment of sanction based on severity, IE: hospital transport, black-out, etc. if high risk violation then Counselor refers to appropriate program which may include: referral to NHTI Counseling Services, referral to community based LADC for assessment and/or community based treatment program - such as the FAST (First Time Alcohol and Substance Training Program) program offered by the Merrimack County Court system, or substance misuse programs through Riverbend Community Mental Health or Concord Hospital. In addition to completing the college required Substance

Abuse Awareness Program. Minimum of four face-to-face counseling sessions with custom feedback worksheets and/or Alcohol 101+ computer program completion.

- **Academic Courses** - Various academic departments on campus offer courses that provide an opportunity for students to learn more about alcohol and other drugs and their impact.
- **Resource Library** - Health & Counseling Services contain a resource library that provides books, pamphlets, articles, and videos about ATOD issues.
- **Passive Education** - Educational information is available to students through brochures, articles, education tables, bulletin boards, various newsletter, advertisements, social media including Facebook, etc. The Health & Counseling Services Web site is a resource for the campus community for ATOD information that community members access for personal and academic reasons.

Policies and Enforcement

NHTI has a zero tolerance in the area of illegal alcohol sales, possession, and use and other drug use. Intervention efforts include:

- Campus Safety conducts vehicle patrols in conjunction with City of Concord Police Department, and the New Hampshire State Police who periodically patrol the NHTI Campus
- Campus Safety conduct high visibility foot patrols in all buildings and campus grounds
- Residential Life staff conducts training and enforcement of campus alcohol and other drug policies within the residence halls. Campus Safety responds when called to residence halls.

Alcohol, Tobacco, and Other Drug Committees

NHTI is committed to providing an environment that encourages individual responsibility for one's own health and that promotes healthy, low-risk choices for students, faculty, staff, and the community-at-large. As such, we offer all on-campus activities as substance free and smoking is allowed in designated areas only. Free smoking cessation assistance is available through the NHTI Health Services Office for NHTI students, faculty, and staff.

NHTI is a participating member of the New Hampshire Higher Education Alcohol and Other Drug (NHHEAOD) Committee, subscribing to social norms theory. NHTI also has an on-campus Alcohol, Tobacco and Other Drug (ATOD) Coalition.

Social Norms theory is based upon the premise that students over-perceive harmful behaviors and under-perceive protective behaviors among their peers. These misperceptions have an impact on decisions to use substances. The aim of a social norms approach is to reduce misperceptions of substance use with a resulting decrease in use and consequences. More information regarding social norms theory may be obtained from The National Social Norms Resource Center at <http://socialnorms.org/>

Counseling and Support Services

- **Counseling** - Students can receive short-term alcohol and/or other drug counseling from Health & Counseling Services. Students in need of long-term or in-patient care are referred to off-campus agencies.
- **Support to the Recovery Community** – Chemical free living option in the residence halls, Recovery Programs (peer support), support group information and referral.

Coronavirus (COVID-19) and Other Infectious Disease Safety Protocols

NHTI is committed to providing the College community with enhanced public health and safety protocols for Coronavirus (COVID-19) and other infectious disease has undertaken many safety protocols and programs to ensure the health and safety of the College Community.

NHTI Coronavirus (COVID-19) and other infectious disease process and procedures to ensure compliance with current and recommended guidance from State of New Hampshire Executive Orders, the NH Department of Health and Humans Services (NHDHHS), the Center for Disease Control and Prevention (CDC), the Occupational Health and Safety Administration (OSHA), the Environmental Protections Agency (EPA), and other industry guidance as applicable.

Protocols are put into place at the discretion of the College President.

For information on College COVID-19 and other infectious disease policies and procedures, please refer to [Important Announcements – NHTI](#)

FIRE SAFETY REPORT



Concord Fire Department

24 Horseshoe Pond Lane
Concord, NH 03301
(603) 225-8650

The Concord Fire Department is a full-time, professional, full-service fire department, on duty 24 hours per day, 365 days per year. The department responds to all types of fire, medical and hazardous material emergencies in the City of Concord and on the NHTI campus. The department provides EMS first response from EMT-Intermediate level up to the EMT-Paramedic level. Concord Fire Department has four fire stations located throughout the City on Concord.

Fire Safety Systems

Residence Halls

The NHTI residence halls are completely covered by integrated automatic sprinkler and fire alarm systems which are monitored 24 hours a day seven days a week by the Concord Fire Department and has redundant notification through Minuteman Security. The buildings are equipped with emergency lighting which are designed to automatically activate whenever there is a power outage. Backup power supplies support life safety detection systems, as well as lighting and exit signage, for a limited period during an outage of approximately 90 minutes which will, if the outage is prolonged, require building evacuation.

Academic and Academic Support Buildings

Academic and Academic Support buildings (except White Hall) have coverage with integrated automatic sprinkler and/ or fire alarm systems which are monitored 24 hours a day seven days a week by the Concord Fire Department. The buildings are equipped with emergency lighting which are designed to automatically activate whenever there is a power outage. Backup power supplies support life safety detection systems, as well as lighting and exit signage, for a limited period of approximately 90 minutes during an outage which will, if the outage is prolonged, require building evacuation. Little Hall is the only building currently with a backup generator.

Fire Safety Training

Basic fire safety instruction is provided to all students by multiple means. Each residence hall room is provided with an instructional sign located on the wall inside the doorway entrance that contains information on what to do during an emergency. Resident students also receive fire drills at least once per semester to ensure they understand the proper building evacuation procedures during an

emergency. Additionally, Resident Assistants receive specific training during their orientation on their responsibilities during both fire and medical emergencies.

The Campus Safety Department conducts a hands on fire extinguisher operations training live fire exercise for all Resident Directors and Resident Assistants at the beginning of each fall semester. This training is also extended to other campus staff members who would like to attend.

Residence Hall Fire Safety at NHTI

Before you start making your room "your new home," take a moment to consider the NHTI and state fire regulations. Each year thousands of people are hurt or killed in fires. Most of the deaths and injuries are needless because most fires are preventable. The best way to avoid fires is to avoid the hazards, which create them.

Appliances and Cooking

- Any appliance used in your room must be listed or recognized to a UL standard by a national recognized testing laboratory. This includes clocks, radios, stereos, computers, etc. A label on the device will indicate that it has met UL standards.
- Appliances that are strictly prohibited in residence hall rooms include any item with a heating coil. I.e. toasters and toaster ovens, hotplates, electric fry pans and electric heaters.
- Appliances that may be used in your room but CANNOT be plugged in unattended include: curling irons and irons. These items have heated exposed surfaces that have caused fires in the past.
- Extension cords may not be used for microwaves and refrigerators. Microwaves and refrigerators need to be plugged directly into an outlet it must be of construction-grade quality (generally the same size or larger than the units' own cord). If an adapter is used for a power strip or an extension cord, the ground lead must be connected.
- When cooking in Residence halls kitchen areas you are required to be present at all times when cooking, use range vents, ensure that you turn off stoves and other equipment and report any cooking fires that may occur.

Decorations

- If you use wall or door posters or hangings, they should be used sparingly. No more than 50% of the surface of any wall or door may be covered (this does not include furniture). This precaution eliminates excess combustible material which could cause fires to spread.
- State fire code preclude the use of overhead hangings of any kind including items hung from the ceiling, walls or pipes running horizontally with the ceiling are strictly prohibited. If an item is hung from a wall, the item must be completely touching that wall. This precaution prevents the possibility of materials falling down during a fire.
- Candles, tarts, incense and other items with a wick (such as kerosene lamps) and other objects that create and hold a flame are prohibited. No exceptions will be made for cut wicks or removed wicks. Candles have caused many serious rooms fires in the past and are one of the easiest ways for a fire to start.

Electrical

- Multiple outlet adapters (splitters or cube taps) with a fuse or circuit breaker are acceptable. Power strips with a circuit breaker or a fuse are recommended.
- When using an extension cord, it must match the same size and type cord supplied with the appliance. Use only Underwriters Laboratories (U.L.) listed cord sets.
- Any style lamp using a halogen type bulb is strictly prohibited. The intense heat generated by these lamps can cause a fire. All residence halls are provided with forced hot water heat (Langley, South and Strout Halls). No less than six inches is required between any furniture and the heater unit. While it may seem unlikely, a number of room fires have started due to items too close to a room heater. The following electrical appliances are not permitted in resident rooms; air conditioners, heating units (unless provided by the college), sun lamps, halogen and lava lamps, toasters, grills, coffee pots and, heating coils, microwaves, hot plates and electric blankets.
- No wires may be run underneath a rug except low voltage wires such as telephone cords, speaker wire or cable wire.
- Decorative lights (i.e. holiday lights) are designated as temporary lights and can only be used for a 90-day period. (45 days before and after the holiday period). Additionally, no more than **three sets** of lights can be strung together.

Pathways and Exits

- All pathways to exterior exit doors, room doors and windows must be kept clear at all times. This includes outside building as exits cannot be blocking clear path from building to nearest sidewalk, road or parking area.
- An item hanging to enclose or decorate a sleeping space is not permitted.
- Room doors must open at least 90 degrees.
- Entrances, hallways and stairs must be kept clear at all times.
 - In academic buildings displays, furniture or other items should not protrude more than 12 inches into a hallway or egress path, and is dependent on the width of the hallway. All hallway widths are calculated to manage the occupancy limits of building for fire egress.
 - Bicycles, longboard, skateboards, or other items are not permitted in the hallways, entrances or stairwells.

Smoking/Vape Devices

- Smoking/vaping in any form is prohibited in all campus buildings and Residence Halls. Smoking is only allowed in the two designated smoking gazebos, or in an individual's privately owned vehicle. There are smoking gazebos located outside of Langley Hall and behind Little Hall.

Electric Bikes/Scooters

- Only purchase and use devices, batteries, and charging equipment that are listed by

- a nationally recognized testing lab and labeled accordingly.
- Always follow the instructions from the manufacturer.
- Only use the battery and the charger that were designed for, and came with, the device.
- Do not keep charging the device or device battery after it is fully charged.
- Only charge one device or device battery at a time to prevent overloading the circuit.
- Keep batteries at room temperature when possible. Do not charge them at temperatures below 32°F (0°C) or above 105°F (40°C).
- Do not store batteries in direct sunlight or inside hot vehicles, and keep them away from children and liquids.
- Store e-bikes, e-scooters, and batteries away from exit doors and anything that can get hot or catch fire.
- Only have device repairs performed by a qualified professional.
- Do not put lithium-ion batteries in the trash. Recycling is always the best option. Take the batteries to a battery recycling location or contact your local waste department for disposal instructions.
- Stop using the e-bike or e-scooter if you notice any of these problems with the battery: unusual odor, change in color, too much heat, change in shape, leaking, smoking, or not keeping a charge.

Other Regulations

- The building of structures in resident rooms (i.e. lofts) is prohibited.
- Open flames, candles, incense, are not allowed in any area of the residence halls and are strictly prohibited.
- Flammable items such as: stain, flammable cleaning solvents, butane, propane torches, gasoline, camping or cooking fuels, oil lamps, oil candles and kerosene lamps are all strictly prohibited in residence halls and academic buildings. Any of these items for use as part of campus operations must be properly secured and stored.
- Empty trash frequently and into outside dumpsters to avoid it accumulating and becoming a fire hazard.
- In residence halls placing room trash in bathrooms, hallways or other common areas is prohibited as it creates a fire hazard.

Building/Room Inspections

- Safety inspections of student rooms for fire hazards and violations will be conducted several times per semester. (This inspection is held in conjunction with fire devices/smoke/CO2 detector testing, which is required by state law.) Room inspections are designed to point out hazards and violations that have been overlooked. As a result, if any of these conditions exist in your room you will be asked to address them, and may also be fined for the violation.
- Residence Life, Campus Safety and the Maintenance Department are among the departments that may inspect rooms for health and safety. Any questions about the fire

safety room checks or policies may be directed to your Residence Hall Director, Director of Residence Life or the Director of Campus Safety.

These guidelines and regulations are in place for your safety and the safety of your neighbors. Fire Safety is everyone's responsibility; please do your part to help make the college community a safe place to attend class, work and live.

If a fire is discovered on campus or in any campus building.

In all buildings, except White Hall, the fire alarm system and area sprinkler systems should activate.

If the fire is small you may attempt to use a fire extinguisher to put out the fire. If you are unsure or there is a lot of smoke, immediately evacuate the area.

Immediately call 911, then call Campus Safety (603) 224-3287.

Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on campus student housing. These are fires for which you are unsure whether the NHTI Campus Safety Department may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

- NHTI Campus Safety (603) 230-4042
- Director of Residence Life (603) 230-4044

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Fire Safety Equipment in the Residence Halls

Sprinkler, Fire Detection and Alarm Systems

| NHTI Residential Facilities | Fire Alarm Monitoring Done on Site (by Concord FD) | Partial 1 Sprinkler System | Full 2 Sprinkler System | CO/Smoke Detection | Fire Extinguisher Devices | Evacuation plans/Placards | Number of Evacuation (Fire) Drills Each Academic Year |
|------------------------------------|---|-----------------------------------|--------------------------------|---------------------------|----------------------------------|----------------------------------|--|
| Langley Hall | X | X | X | X | X | X | 3 |
| South Hall | X | X | X | X | X | X | 3 |
| Strout Hall | X | X | X | X | X | X | 3 |

1. Partial Sprinkler System is defined as having sprinklers in the common areas only.

2. Full Sprinkler System is defined as having sprinklers in both the common areas and the individual rooms.

Each residence hall is protected by an automatic fire detection system that is connected directly to the Concord Fire Department. Upon receipt of an alarm activation, the Fire Department immediately responds to the residence hall. The fire protection system is comprised of smoke and heat detectors, sprinklers, and hallway manual pull stations. All boiler and resident rooms are equipped with Carbon Monoxide detectors. All rooms have a sprinkler and a local-sounding smoke detector. A charge of \$100 plus cost for any damages is assessed to the occupant(s) of a room for tampering with a smoke detector. If you suspect a smoke detector is malfunctioning contact your Resident Assistant immediately.

Malicious False Alarm

Anyone activating a fire alarm without cause by pulling a pull station or tampering with any of the automatic fire detection devices is responsible for a malicious false alarm. This is a serious offense. By initiating such a false alarm, one exposes both residents and firefighters to unnecessary risk. A charge of \$350 is assessed to any person who initiates a false fire alarm. Additionally, those caught causing a malicious false alarm may be arrested and prosecuted to the full extent of the law, violations of college policies and may be held accountable for any injuries or damage which occurs during a fire evacuation. Do not put up with anyone who “fools around” with fire or false alarms!

Fire Extinguishers

Fire extinguishers are found in hallways and common areas. These are the first line of defense in case of a fire and could save lives. Do Not Tamper with Fire Extinguishers. Eviction from the residence hall is a possible consequence for tampering with a fire extinguisher. There is a \$100 charge for resetting a fire extinguisher that has been misused.

NHTI Fire Safety Rules

Fire Prevention/Alarms/Equipment

Employees and students are expected to notify the Campus Safety Department of any fire and safety hazards and to report a fire promptly. All employees and students are expected to observe all fire safety procedures established for their building including participating in fire alarm/evacuation drills. All employees and students must leave the building during fire drills or be subject to disciplinary action. Fire extinguishers and alarm systems shall not be tampered with or tested by unauthorized persons nor should anything cover, be attached to, or hung from detector, devices, conduit, or sprinkler heads. Employees and students are expected to help prevent false alarms and should report any tampering with fire safety equipment to the appropriate staff person. Students are financially responsible for charges assessed as of result of tampering with fire safety equipment.

Fire/Emergency Evacuation Drills

Residence Halls

The Campus Safety Department in conjunction with the Residence Life staff will conduct a minimum of three (3) fire drills in each occupied hall, annually. Once students have evacuated their hall they are instructed by Residence Life staff where they are to congregate in a designated area (a minimum of 150-200 yards away from building) to await further instructions.

Residence Hall Emergency Evacuation Drills Conducted 2022

| Building | Date |
|--|----------------------------------|
| Langley Hall | March 22, 2022 |
| South Hall | March 24, 2022 |
| Strout Hall | March 3, 2022 |
| South Hall (Summer – Only Occupied Hall) | July 20, 2022 |
| Langley Hall | September 29, 2022 |
| South Hall | September 28, 2022 |
| Strout Hall | Not tested – Building unoccupied |

Academic Buildings

The Campus Safety Department will conduct periodic fire drills of academic buildings. Once employees and students have evacuated their respective building they are to congregate in a designated area (a minimum of 150-200 yards away from building) to await further instructions.

NHTI Administrative Policies and Regulations

Faculty, staff and students are expected to abide by the following Administrative policies, violation of those policies may result in disciplinary action, fines, etc.

False Fire Alarms

Making, causing or aiding in a false fire alarms, false reports of fires is prohibited per RSA 644:3-a. Offenders/violators will be prosecuted to the fullest extent of the law.

False Fire Alarms Resulting in Injury or Death

Making or causing to be made false fire alarms, false reports of fires that results in bodily injury or death is a felony violation of RSA 644:3-b. Offenders/violators will be prosecuted to the fullest extent of the law.

Fire Safety Equipment

Nothing shall obstruct any fire sprinkler head, or be hung from piping supplying sprinkler heads. Tampering, interfering with or impairs fire safety equipment or unauthorized removal of such equipment is prohibited per RSA 644:3-c.

The playing of hall sports, where objects are thrown, in residence halls is prohibited to protect fire safety equipment.

Evacuation

Failure to evacuate in the event of a fire alarm, hazardous, serious condition, or at the request of a College or fire official is prohibited.

Failure to Report

Failure to report serious or hazardous incidents including, but not limited to fire, accident, or illness is prohibited.

Failure to Obey Directives

Failure to obey directives or interference with the response of College officials and/or Emergency Response Personnel to emergency calls or in the carrying out of their regular responsibilities is prohibited.

Fire Hazards

Creating fire hazards or endangering the safety of persons or property, or improper use of electrical appliances or possession of hazardous flammable substances but not limited to gasoline, benzene, naphtha, and cleaning fluids is prohibited.

External Doors and Internal Fire Doors

Opening a clearly marked external emergency exit or security door, or deliberately propping open a door that is intended to be locked is prohibited. Students are also prohibited from obstructing or blocking openings of any interior fire door/stairwell door. Using wood or plastic door holders, chairs or other objects to prop open doors is prohibited.

NHTI Residential Facilities Fire Reports

2022 Annual Fire Safety Statistics in Student Housing

| Category | Residence Hall | | |
|---|----------------|-----------------------------|------------|
| | Langley Hall | Strout Hall | South Hall |
| Total Fires in ea. Bldg. | 0 | 1 | 0 |
| Fire # | 0 | 1 | 0 |
| Cause of Fire | N/A | Intentional Fire - Arson | N/A |
| # of injuries that required treatment at a medical facility | 0 | 0 | 0 |
| # of deaths related to a fire | 0 | 0 | 0 |
| Value of property damage caused by fire | 0 | \$3.95 | 0 |

2021 Annual Fire Safety Statistics in Student Housing

| Category | Residence Hall | | |
|---|----------------|-------------|------------|
| | Langley Hall | Strout Hall | South Hall |
| Total Fires in ea. Bldg. | 0 | 0 | 0 |
| Fire # | 0 | 0 | 0 |
| Cause of Fire | N/A | N/A | N/A |
| # of injuries that required treatment at a medical facility | 0 | 0 | 0 |
| # of deaths related to a fire | 0 | 0 | 0 |
| Value of property damage caused by fire | 0 | 0 | 0 |

2020 Annual Fire Safety Statistics in Student Housing

| Category | Residence Hall | | |
|---|----------------|-------------|------------|
| | Langley Hall | Strout Hall | South Hall |
| Total Fires in each building | 0 | 0 | 0 |
| Fire # | 0 | 0 | 0 |
| Cause of Fire | N/A | N/A | N/A |
| # of injuries that required treatment at a medical facility | 0 | 0 | 0 |
| # of deaths related to a fire | 0 | 0 | 0 |
| Value of property damage caused by fire | 0 | 0 | 0 |

A Fire Log is maintained by the NHTI Campus Safety Department located at 1 Institute Drive, Concord, NH, 03301. The log contains the following information;

- Incident Report Number(s)
- Reported Date and Time
- Occurred Date and Time
- Summary of the Fire Incident
- The Nature of the Fire
- General location of the fire

The Fire Log is available for review by anyone, whether or not they are associated with NHTI, during normal business hours, Monday-Friday between the hours of 8:00 am and 4:00 pm. Campus Safety maintains the Fire Logs for a period of seven years.