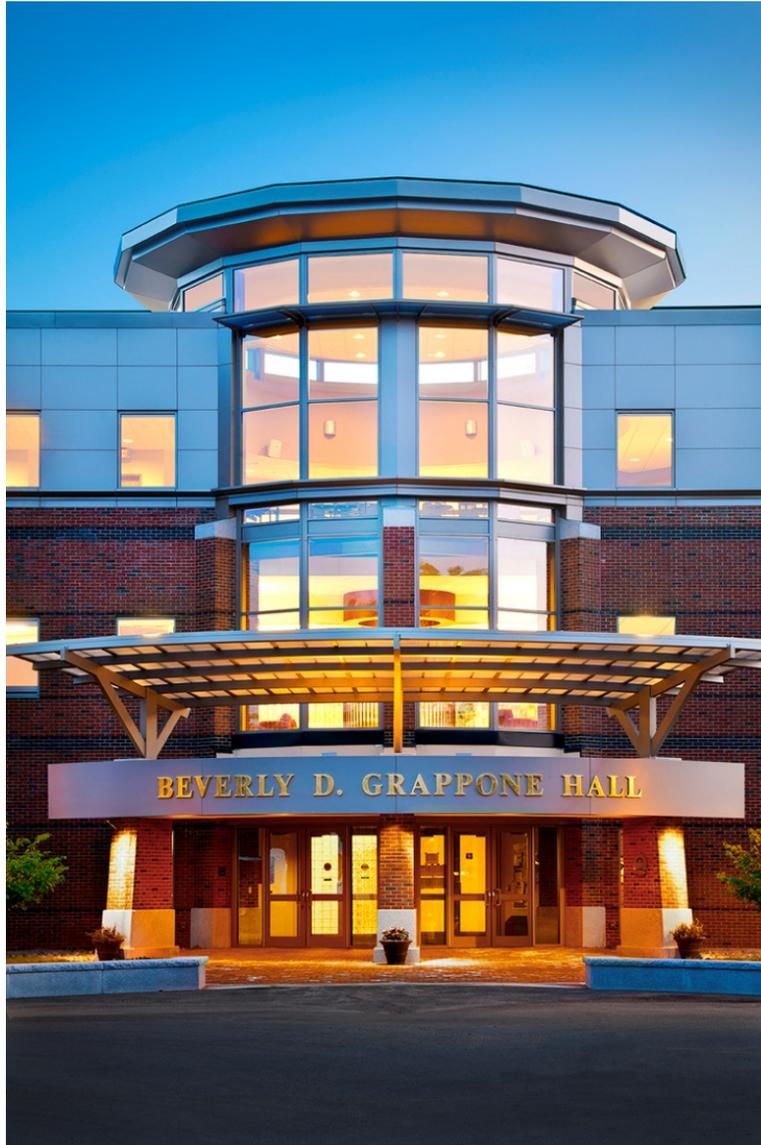


NHTI
Concord's Community College
2019
Annual Security Report and Fire Safety Report



September 20, 2019
Updated: January 29, 2020

NHTI-Concord's Community College
Campus Safety Department
1 Institute Drive
Concord, NH 03301
603-230-4042
<https://www.nhti.edu/student-life/campus-safety>

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2019 CRIME AWARENESS AND CAMPUS SECURITY INFORMATION REPORT FOR NHTI CONCORD'S COMMUNITY COLLEGE

This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by the NHTI Campus Safety Department using statistical and other information supplied by NHTI - Concord's Community College, the Concord Police Department and the New Hampshire State Police.

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 www.nhti.edu and on Canvas at <http://canvas.ccsnh.edu> to inform students and employees, respectively. Paper copies may be obtained by contacting the Campus Safety Department Monday through Friday from 8:00 am to 4:00 pm at (603) 224-4042.

Developing Information for This Report

The preparation of crime statistics on an annual basis involve coordination among Campus Safety, the Residence Life staff, the NHTI Counseling Center, the Athletics Department, Club Advisors, NHTI Human Resources and the Concord Police and New Hampshire State Police. This coordination also occurs in statistical gathering of data from persons designated with "significant responsibilities for students and campus activities". NHTI updates all campus safety and security information, for submission to the NHTI Student Rights, Rules, and Responsibilities as well as the campus crime brochure. NHTI Campus Safety also contacts appropriate law enforcement agencies which have jurisdiction over non-campus public properties to collect annual statistics.

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

NHTI Campus Safety Department and Security Information

The NHTI Campus Safety Department commits itself to the highest standards of quality in promoting a safe and problem free educational environment for the NHTI community. **Fairness, Integrity and Respect** are the attributes we emulate in the enforcement of the NHTI policies and procedures, Federal and state laws and local ordinances.

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, however, all campus safety services are coordinated with other key college, Federal, state and local officials.

The Campus Safety Department is located at 1 Institute Drive Concord, NH 03301 on the second floor of the building and provides 24 hours a day, 7 days a week year-round coverage to serve the needs of the campus community. The department is comprised of eight (8) full time officers,

one (1) part-time officer, three (3) per diem officers and one (1) administrative secretary. 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 experience training with a training officer for approximately 160 hours of in-house training before they are to work independently. This training encompasses learning the campus boundaries, building layouts, critical infrastructure, policies and procedures and the handling of emergency situations.

Officers' conduct vehicle and foot patrols throughout campus on a regular basis and are charged with the enforcement of federal, state and local laws, as well as, CCSNH/NHTI policies and regulations. Although Campus Safety Officers do not have arrest powers, the Campus Safety Department has a written Memorandum of Understanding (MOU) with the New Hampshire State Police to investigate alleged criminal offenses. Campus Safety also works closely with the Concord Police Department. Both agencies provide us with the crime statistics for public property areas that border all property owned or controlled by NHTI.

A number of very well marked and conveniently located assistance telephones are installed throughout the campus, referred to as "Code Blue Phones". 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.

All Emergency calls should be made to 911 from on and off campus telephones. Once a call is placed to 911 from on campus notify the Campus Safety Department at (603) 224-3287. Alerting the Campus Safety Department will aid in the response effort and assist emergency services arriving on campus.

Regular business calls of a non-emergency nature 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
- Location and description of the incident you are reporting
- A description of any vehicles and/or suspects/witnesses involved in the incident

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 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 of criminal activity on campus, they should immediately contact the Campus Safety Department at (603) 224-3287.

Off Campus Reporting

If the criminal activity 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, please contact the Concord Police Department at (603) 225-8600 or the NHSP at (603) 271-3636. After notification is made to local law enforcement contact must be made with the NHTI Campus Safety Department to advise of the incident.

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 has a signed Memorandum of Understanding (MOU) with the NH 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 control off-campus housing or off-campus student organization facilities.

Building Security

All buildings are secured each night and are open only during normal business hours. Entry after normal hours is granted to only to authorized faculty, staff, contract/vendors and to authorized students, as determined by the appropriate academic or administrative offices.

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

Certain buildings are alarmed for the protection of contents and personnel and the alarms are activated when any illegal entry is made. Immediate response to the alarm location is made by Campus Safety Officers.

All NHTI residence halls are secured 24/7.

NHTI has three co-ed residence halls providing housing for approximately 370 students. All residence halls are equipped with an electronic card access system that allows authorized students and staff to gain access to a building by utilizing their NHTI identification card with a proximity card reader located at designated exterior doors which are secured 24 hours a day. Residence Hall students have access to all three residence halls between the hours of 10 a.m. and 1 a.m. and are not required to sign in as guests. Access will be to all Residence Hall doors from 10 a.m. until 10:30 p.m. From 10:30 p.m. until 1 a.m. access will be through the main entrance only. Non-Residence Hall students and persons not affiliated with NHTI may only gain access to a Resident Hall by being a guest of a resident of their building. NHTI has established maximum hours during which visitation hours may be scheduled. Visitation will be within the following hours: 10 a.m. – midnight, 7 days a week. Per fire code each resident is allowed to have three

persons (not including the resident) in his/her room at any one time, for a total of up to eight persons in the room. The resident must sign their guest(s) in at the front desk between 7 p.m. and midnight. The guest is required to leave identification at the front desk. guests must leave the Residence Hall at the end of visitation hours. The front desk is staffed by an attendant to oversee the guest policy. NHTI does not extend guest privileges to minors (persons under 18) after 7 p.m. on any night. Residents must notify the Resident Assistant on duty by 11 p.m. of any guest staying with them overnight and obtain permission from the appropriate Residence Director to complete the appropriate form, otherwise guests must leave by 12 midnight.

Residence Life staff perform regular assigned building checks each evening and, in addition, regular patrol/building checks are made by Campus Safety Officers of the Campus Safety Department. Safety and security checks made in the residence halls are expected to detect damage to doors, windows and safety features. Any suspicious activity, suspicious person, or crimes in progress should be reported immediately to the Campus Safety Department at (603) 224-3287.

All NHTI Academic Buildings/Smokestack Complex

During off hours, access to the academic buildings can be gained either by an NHTI identification card with assigned clearance, if authorized by the appropriate Department Head, or by contacting the NHTI Campus Safety Department at (603) 224-3287 or (603) 230-4042. Faculty and Staff must have a current NHTI identification in order to access the facilities. Students must have a current validated NHTI identification card and a permission slip from the appropriate academic department in order to be granted access to the Smokestack Complex or a classroom/lab during off hours.

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	Walking/Vehicle Escort Service	603-224-3287
Title IX Coordinator	(VAWA) Violence Against Women Act/Title IX Presentations	603-230-4040
Campus Safety	Alcohol/Drug Policy and Awareness Program	603-230-4042
Campus Safety	Active Shooter Response Presentations	603-230-4042
Campus Safety	Emergency Response Presentations	603-230-4042
Campus Safety	Theft 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	Student activity and safety programs	603-230-4044

Safety Programs and Awareness Effort Details Include:

Safety Escorts: The Campus Safety Department extends 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.

Emergency Telephones:

Code Blue Phones: NHTI has ten (10) Code Blue Emergency 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 NHTI Safety Department 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 nine (9) yellow 911 boxes located in Little Hall, Farnum Hall, the Crocker Wellness Center, Sweeney Hall and at the Visual Arts Center at the Smokestack Center. In the event of an emergency simply push the talk button to activate the phone. You will be connected with a 911 dispatcher, advise them of your emergency and location. The NHTI 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 NHTI 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 9-1-1 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 our Maintenance Department for repair. Once a year, a lighting and safety walk is conducted throughout campus. Student Senate members, Residence Hall and Commuter Students, along with the VP of Student Affairs, Plant Maintenance Engineer, Director of Campus Safety, Director of Residence Life and members of the Campus Safety committee walk the grounds of the campus and identify areas that need additional lighting and/or may have trip hazards and other safety concerns that need to be addressed. During this walk all the 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 Campus Safety upon activation. These systems are presently located in the Residence Halls, the Library, 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 a Master Box system.

Video Cameras: NHTI presently has 182 cameras on campus. These cameras are also integrated with our card access system. Campus Safety 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 Director of Residence Life and the Resident Directors have the ability to view Residence Hall cameras 24/7. The Wellness Center staff have the ability to view the Fitness Center, Gymnasium and Student Center cameras. The Chartwell's Director, Assistant Director and the Bistro Manager have the ability to view cameras in the Capitol Commons and Bistro areas 24/7. For a copy of the complete video monitoring policy you can contact Campus Safety at (603) 230-4042 or visit the Campus Safety office at 1 Institute Drive, Concord, NH 03301.

Lockdown Buttons: NHTI utilizes lock down 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 lock down button will secure the affected building and buildings immediately around it. Emergency notification will follow through the NHTI Alerts system with available information and instruction on how to proceed.

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.

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 are also posted to this site. Information on how to respond in an active shooter situation, including the Run, Hide, Fight video courtesy of the City of Houston, TX are posted to this site. NHTI students and employees can access training videos that discuss Stalking Education and Awareness and Sexual Assault, Speak Out & Stand Up, through their my NHTI account which can be accessed through Canvas at <http://canvas.ccsnh.edu>. This site also contains the Annual Security and Fire Safety report and the CSA training PowerPoint and test. Students can access the same information, with the exception of the CSA training, by accessing their Student Information Systems account (SIS) and canvas.

New Student Orientations: The NHTI Safety Department, Residence Life, Health Services, and Counseling Services participate in all new student orientation sessions, addressing and meeting new students and their parents, making available to them printed 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, etc.

Crime Prevention Presentations: NHTI Campus Safety works with Residence Life, Counseling, the NHTI Student Care and Action Network (SCAN), Behavioral Intervention Team, 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 students may encounter are available and widely distributed throughout campus.

Campus Newsletter: NHTI distributes an online newsletter, *NHTI Links*, weekly. The Safety Department submits a column that identifies Campus Safety related information and safety tips to the campus community. This column includes links to the Campus Safety page on the NHTI website for the number of items/issues that the Department handled throughout the previous week as well as lost and found items at the Safety Department. This information does not include the number and type of incident reports generated on campus; that information can be obtained by viewing the campus *crime log* at the Campus Safety office, which is located at 1 Institute Drive, Concord, NH 03301.

NHTI Student Care and Action Network (SCAN): Is a multi-disciplinary body of stakeholders from across the college who receive referrals pertaining to students who could benefit from additional support efforts. SCAN 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. SCAN 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 SCAN, its members, and report form, can be found online at <https://www.nhti.edu/student-life/health-and-counseling-services/student-care-and-action-network-scan>

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, its members, and report form, can be found online at <https://www.nhti.edu/student-life/campus-safety/behavioral-intervention>

NH Campus Consortium Against Sexual and Interpersonal Violence: NHTI's Campus Safety Department, Title IX/Equity Coordinator and Counseling Services 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.

NH Higher Education Alcohol and Other Drug Committee: NHTI Counseling is an active participant on this committee whose mission is to bring together representatives from public and private colleges and universities who are committed to addressing alcohol and other drug issues. The committee strives to assist, support and strengthen representatives in their campus efforts to develop "low risk" environments through consultation, resource sharing and collaboration. NHTI Since 2000 NHHEAOD has administered and also participates in the biennial survey conducted by this committee to assess students' attitudes, behaviors and perceptions of use regarding ATOD uses. This statewide survey allows individual schools and the NHHEAOD Committee to track and evaluate data consistently, to monitor trends and to provide assistance in the development of ATOD programs and services. This data assists NHTI in its development of educational programs and our social norms campaign. NHTI utilizes the BASICS and CHOICES program as the educational component of the college's alcohol and other drug policy.

Alcohol, Tobacco and Other Drug Coalition: The purpose of this team is to examine the use of alcohol, tobacco and other drugs on the NHTI campus; to create, implement, monitor and/or evaluate ongoing policy development, educational programming, prevention strategies, and social norms campaign.

NAMI NH: NHTI collaborates with NAMI to provide educational programs and resource information related to recognition of suicide warning signs and suicide prevention.

CPR and First Aid Training: Campus Safety has a certified Instructor on staff that offers classes to faculty, staff and students at NHTI.

Defensive Driving: Campus Safety has two certified instructors on staff that provide classes to all staff, faculty and student interns 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 occurring in front of you or a situation requiring immediate medical attention, etc.

Notification of College personnel/Campus Safety should take place after the emergency services are on their way to the 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 <https://www.nhti.edu/student-life/campus-safety/student-code-conduct-and-judicial-process>

Disciplinary issues are the responsibility of the Student Affairs office and the Judicial Committee of the College. The Coordinator of Student Conduct, the Vice President of Student Affairs or his/her designee may take administrative disciplinary action when necessary to ensure the safety of students, faculty and staff and to ensure the continuation of the educational process. Any violation of local, state and federal laws on campus must be reported to the Campus Safety Department. Violations of the law may 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 NOTIFICATION

NHTI policies guide emergency response and evacuation procedures, including use of NHTI Alerts. These policies and procedures require the Public Information Officer, 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 or employees occurring on the campus, unless issuing a notification will compromise efforts to mitigate the emergency. Emergency messages will include information on what has occurred and instructions on what to do next.

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

- **NHTI Alerts (RAVE):** a free opt-in 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.nhti.edu/student-life/campus-safety/nhti-alerts>.
- **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 and Evacuation Procedures

The NHTI Emergency Response Plan includes information about our emergency Critical Incident Response Team-CIRT, evacuation and shelter-in-place guidelines. NHTI conducts a yearly test of sections of the emergency response plan and notification systems on campus primarily through tabletop exercises. All testing is documented including the date, time and whether or not the test was announced or unannounced. 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 yearly.

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 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 Vice President of Student Affairs and/or the Director of Campus Safety, or their designee, considering all available facts, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts. The Vice President of Student Affairs, the Public Information Office and/or the Director of Campus Safety will compose the notification to be sent.

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

- Criminal Homicide
- Sexual Assault/Sex Offenses
- Aggravated Assault
- Robbery
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Other crimes as determined necessary by the Vice President of Student Affairs, Director of Campus Safety, or their designee.

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.

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-in 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.nhti.edu/student-life/campus-safety/nhti-alerts>.
- **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.

A copy of the timely warning will be filed with the corresponding incident report.

The NHTI Campus Safety Department may also issue “**Safety Alerts**,” when necessary, to apprise the NHTI community of safety issues and concerns. These “safety bulletins” will include safety tips and recommendations to follow so that the NHTI community can make informed decisions about personal safety.

Daily Crime Log

The NHTI Campus Safety Department also maintains a daily crime log that contains **all** crimes, not just Clery Act crimes, reported to the 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 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008)

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 24 hours.

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 NHTI Campus Safety Department and if after investigation Campus Safety 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 Campus Safety 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

- A. Residence Hall students age 18 and above 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 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 emergency 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.
- B. 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 to) notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

I. Official notification procedures for missing persons

- A. 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. NHTI Campus Safety or their designee shall also follow up on notification by other individuals such as friends or family members.
- B. The NHTI 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.
- C. No later than 24 hours after determining that a residential student is missing, the Campus Safety Department or their designee shall notify the emergency 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 emergency contact information being made available by the student.*

II. 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, NHTI Campus Safety will coordinate with the NHTI Public Information Office 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 NHTI Campus Safety Department. This includes situations when the victim of such crime elects, or is unable to make such a report.

Under NH state law, College officials must report crimes including hazing, child and elder abuse 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 harassment of students by employees of NHTI to supervisors and/or other appropriate individuals or offices. NHTI officials will also help 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 <https://www.nhti.edu/student-life/campus-safety/report-incident-campus-safety>

Any crime report made to a Campus Security Authority can 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 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 a designee of Campus Safety can file a report on the details of the incident without revealing your identity. The purpose of the confidential report is to comply with your wishes to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving College community members 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 <https://www.nhti.edu/student-life/campus-safety/report-incident-campus-safety>. When filling out this report leave blank the areas with personal identifiable information. Crimes reported to the Campus Safety Department will be investigated by the Director of Campus Safety or their designee and adjudicated in accordance with the NHTI judicial policy.

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 and are not a Confidential resource regarding these reporting requirements.

NHTI Counseling Services provide referral information to clients and visitors 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 <https://www.nhti.edu/student-life/health-and-counseling-services/counseling-services> 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 <https://www.nhti.edu/student-life/health-and-counseling-services> for more information.

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 must promptly notify NHTI Campus Safety, the Concord Police Department and the New Hampshire State Police. 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 NH. Failure to register is considered a misdemeanor. Members of the NHTI community who wish to obtain information regarding registered sex offenders should go in person to the Concord Police station or the New Hampshire State Police barracks. To review the registry online, visit the New Hampshire Registration of Sexual Offenders website at <http://www.nh.gov/safety/divisions/nhsp/offenders/disclaimer.html>

CAMPUS SECURITY AUTHORITIES

“Although (NHTI) wants (our) campus community to report criminal incidents to law enforcement, we know that this doesn’t always happen. A student who is the victim of a crime may be more inclined to report it to someone other than the campus police (NHTI does not have a campus Police Department) For this reason, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be “campus security authorities”. The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the campus police department, those allegations of Clery Act crimes that he or she concludes were made in good faith.” *Excerpt from the Handbook for Campus Safety and Security Reporting 2016 edition, US Department of Education, sections 4-1 & 4-5*

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 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):

Student Affairs:

VP of Student Affairs	(603) 230-4000 x4128
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) 271-6484 x 4128
Visual Arts Dept. Head	(603) 224-1017
NHTI Human Resources Officer	(603) 230-4000x4122
Health Services	(603) 230-4000x4043
Counseling Services	(603) 230-4000x4043

Individuals and offices that are identified as Campus Security Authorities (CSA’s) are notified yearly, in writing 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 expected to investigate the allegation to determine its validity, simply to document the information and provide it to Campus Safety for follow up. A report form can be located on the NHTI Campus Safety webpage at [https:// www.nhti.edu/student-life/campus-safety/report-](https://www.nhti.edu/student-life/campus-safety/report-)

[incident-campus-safety](#). 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 as a CSA and the requirements of that role.

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.

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.

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.

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.

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.

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.

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)

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.

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.

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.

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.

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.

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.

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.

Statutory Rape: Sexual intercourse with a person who is under the age of consent. Age of consent in NH is 16 (unless that person is the other person's legal spouse – NH RSA 632-A:3).

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:

1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
2. Dating violence does not include acts covered under the definition of domestic violence.

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.

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 offense that is motivated by bias: murder/non-negligent manslaughter,

manslaughter by negligence, 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.

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

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.

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.

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.

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, as well as, Campus Security Authorities.

**REPORTED NHTI CRIME STATISTICS FOR THE PREVIOUS THREE YEARS
(2016 – 2018)**

CLERY CRIME STATISTICS																		
	On Campus Property			**On Campus Student Housing Facilities			Non-Campus Property			Public Property			Unfounded Crimes			Total		
Offense	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016	2018	2017	2016
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	4	3	2	4	3	2	0	0	0	0	0	0	1	1	1	4	3	2
Fondling	4	0	0	3	0	0	0	0	0	0	0	0	0	0	0	4	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0
Burglary	4	2	10	2	1	6	0	0	0	0	0	0	0	0	0	4	2	10
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Arson	2	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2	0	1
Arrests: Liquor Law Violations	3	0	2	3	0	2	0	0	0	0	0	0	0	0	0	3	0	2
Referred for Disciplinary Action: Liquor Law Violations	25	48	56	21	45	52	0	0	0	0	0	0	0	0	0	25	48	56
Arrests: Drug Abuse Violations	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0
Referred for Disciplinary Action: Drug Abuse Violations	5	12	34	5	8	17	0	0	0	0	0	0	0	0	0	5	12	34
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
Hate Crime: (Total)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Gender</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Gender Identity</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Race</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Disability</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Religion</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Sexual Orientation</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Ethnicity</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Natural Origin</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1
Domestic Violence	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0
Dating Violence	5	3	2	4	3	0	0	0	0	0	0	0	0	0	0	5	3	2

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

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: <https://www.nhti.edu/sites/default/files/content/documents/camps-safety-security-report.pdf> 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.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

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 civil authorities where and when appropriate. 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 the NHTI student code of conduct, these cases may also be referred to the NHTI Coordinator of Student Conduct for adjudication.

In situations where the accused person 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 student (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 <https://www.nhti.edu/student-life/campus-safety/student-code-conduct-and-judicial-process>

Both the complainant and respondent will be informed simultaneously and in writing of the investigation, appeals process, final outcome of any conduct hearing involving sexual misconduct and any change to the result that occurs prior to the time that such results become final. Notice will be sent once the appeal is concluded, or there is no appeal.

The conduct process will be prompt, fair, and impartial in any investigation and resolution. The process will protect victim safety and promote accountability. NHTI judicial committee members receive annual and specialized training on issues related to domestic violence, dating violence, sexual assault and stalking. An independent investigator may be assigned to investigate cases that also are an alleged violation related to discriminatory harassment.

The complainant has the right to the following:

1. A formal hearing to determine responsibility and appropriate sanctions.
2. NHTI will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, NHTI will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Both the complainant and respondent have the right to:

1. Have others present during a disciplinary procedure, including the opportunity to be accompanied to any related meeting or proceeding by an advocate of their choosing. In addition, a student may choose to engage (at his/her own expense) an outside advocate. The Complainant and/or Respondent are each responsible for presenting his or her own case and, therefore, advocates are not permitted to speak or to participate directly in any hearing

before the Judicial Committee. These conditions set out in the NHTI Student Code of Conduct in Article IV, Section E.

2. Both the complainant and respondent will be informed simultaneously and in writing of the investigation, appeals process, final outcome of any conduct hearing involving violations domestic violence, dating violence, sexual assault or stalking or other sexual misconduct and any change to the result that occurs prior to the time that such results become final. Notice will be sent once the appeal is concluded, or there is no appeal.
3. Receive information about the appeal process and appeal of the results of any hearings.
4. The Complainant and Respondent both have a right to appeal the decision in writing within five (5) business days of the finding.
5. Notice of any change to the results that occur prior to the time that the appeal or original decision becomes final, and notice when they become final.

The standard of evidence used in the NHTI conduct system is Preponderance of the Evidence.

A Respondent found guilty of violating the Student Code of Conduct, specifically, acts of sexual assault, domestic violence, dating violence and stalking may be suspended or expelled from the college and they could be criminally prosecuted in the state courts.

By law, criminal justice records become public once a case is concluded. The Campus Safety Department redacts names, dates of birth, and other personally identifying information. During the criminal process, defendants are entitled to this information.

In the conduct process, all student records are protected by FERPA (Family Educational Rights and Privacy Act of 1974).

Sanctions for those found responsible for sexual misconduct that includes sexual penetration as defined by NH RSA 632-A:1, V can include dismissal from the College, eviction and expulsion from residence life housing, probation, no contact with the victim, or educational sanctions as deemed appropriate by a Judicial Officer. Contact the Campus Safety Department at (603) 230-4042 for further information.

Prevention of Retaliation: Retaliation against any person involved in any investigation related to Sexual Assault, Dating Violence, Domestic Violence, Stalking and/or other Sexual/Gender base Harassment will not be tolerated and will subject those alleged to have committed retaliation to investigation and adjudication under 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 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.

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 and Civil Rights/Equity Coordinator or the Campus Safety Department.

Title IX Coordinator:

Laura Pantano
NHTI Title IX and Civil Rights/Equity Coordinator
Student Center Room 229
NHTI Concord’s Community College
31 College Drive
Concord, NH 03301-7412
Email: lpantano@ccsnh.edu
Phone: (603) 271-6484 x 4128

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 **all NHTI employees are “responsible employees”** and therefore are required to report all 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: 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.

Faculty or Staff Member Guidance

Faculty or Staff Members who come in contact with an individual that states they are a victim of sexual assault or sexual violence/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.
- 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.
- Place no 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 at phone: (603) 271-6484 x 4128 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.
- Be sure the individual does not wash, douche, change or wash clothes. Anything handled by the attacker should not be touched to preserve evidence.
- Be sure the individual does not delete any voicemail, electronic or other social media communications which may be preserved as evidence.
- Call the Crisis Center of Central New Hampshire through the Confidential Crisis Line at 1-866-841-6229 if requested by victim.
- Contact NHTI Counselors at (603) 230-4043 to advise them of the situation, recommend victim follow up with counseling and they can also provide other resources.
- The victim must be made aware that a medical exam is the next step. Seeking medical

attention after a sexual assault does not obligate a victim to report the crime. 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 NHTI 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:

Campus Safety Department

- Emergency Line: (603) 224-3287
- Office Line (603) 230-4042

Monday through Friday between the hours of 8 AM and 4 PM:

NHTI Title IX Coordinator

Laura Pantano
NHTI Title IX and Civil Rights/Equity Coordinator
Student Center Room 229
NHTI Concord's Community College
31 College Drive
Concord, NH 03301-7412
Email: lpantano@ccsnh.edu
Phone: (603) 271-6484 x 4128

The following suggestions are steps you may wish to take if **you are the victim** Sexual Assault:

- Go to a safe place.
- 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
 - Vice President of Student Affairs (603) 230-4040
 - Director of Counseling (603) 230-4043
 - Director of Residence Life (603) 230-4044
 - Resident Director

- Langley Hall (603) 271-6484x4378
 - South Hall (603) 271-6484x4382
 - Strout Hall (603) 271-6484x4380
 - Director of Health Services (603) 230-4043
 - Title IX Coordinator (603) 271-6484 x 4128
- Contact **Confidential** support resources:
 - Crisis Center of Central NH through the Confidential Crisis Line, 1-866-841-6229.
 - Confidential support resources will offer victims’ support. They are confidential and not mandated to report what is told to them to the NHTI Campus Safety Department or the NHTI Title IX Coordinator. Discussions with these offices will not, without your further request, trigger a police investigation, an NHTI investigation, or a Student Conduct Proceeding. Contacting confidential support services is not sufficient notice to the college to allow NHTI to take action to address the sexual violence incident.
- 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 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.

NHTI Title IX Coordinator

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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 <https://www.nhti.edu/student-life/student-handbook/civil-rightsequity-affirmative-action>

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.

Victims 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.

Victims 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.

Victims may contact the Campus Safety Department or the NHTI Title IX and Civil Rights/Equity Coordinator 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.

Students may also request assistance from the Campus Safety Department for safety escorts on campus.

The Campus Safety Department and Health and Counseling Services are available to work with victims 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 survivor 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.

Survivors 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.

Student victims have the option to change their academic and/or on-campus living situations after a reported Sexual Assault, Violence Against Woman Act crime(s) (Dating Violence, Domestic Violence and Stalking) or Sexual Harassment. Additional information about sexual assault on college campuses can be found with the NHTI Title IX Coordinator, the Vice President of Student Affairs, 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 and the Director of Campus Safety to discuss their guidelines on confidentiality.

Consent

Definitions of consent and expressed permission:

Consent in the College Community: Consent is defined as defined as voluntary, positive agreement between the participants to engage in specific sexual activity. An individual cannot give legal consent if the person is temporarily or permanently impaired by mental and/or physical deficiency, disability, illness, or by the use of drugs or alcohol to the extent he or she lacks sufficient understanding to make rational decisions or engage in responsible actions.

Expressed permission: Seeking and receiving expressed permission to engage in sexual activity is least ambiguous when the behavior of seeking and expressing permission is done with words. Although it may be possible to seek and express permission without words, consent is far clearer when done with words. Ambiguity can lead a person to think that they sought permission or received permission when in fact they did not.

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

The NHTI Residence Life and Campus Safety departments provide educational programming throughout the Fall and Spring semesters to new and returning students. This included the Campus Safety Department providing six (6) presentations to Residence Hall Students and two (2) presentations during the Wellness Fair on Sexual Assault, Dating, Domestic Violence and Stalking.

During April Sexual Assault Awareness Month the NHTI Campus Community presented the following programming and awareness campaigns: A viewing of the Hunting Ground and a panel discussion after the movie and participation in the Clothesline project in the Student Rotunda

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 orientations all incoming students and new employees 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 (VAWNNet)

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

Concord Police 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
Website: www.nhcadsv.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:

<https://www.nhti.edu/student-life/campus-safety/report-incident-campus-safety>

Offices and Departments to report to:

NHTI Title IX and Civil Rights/Equity Coordinator
NHTI Campus Safety Department
NHTI Student Affairs and 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.**

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

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.
 1. 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.
 1. 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.
 2. The following behaviors pertaining to alcohol consumption are prohibited at NHTI:
 1. Purchasing, possessing, consuming, transporting, or being under the influence of alcoholic beverages under 21 years of age.
 2. Serving, distributing, furnishing or otherwise providing alcohol to individuals under 21 years of age.
 3. 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.
 4. Any level of intoxication that represents a danger to personal health or safety.
 5. 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.

6. Serving or consuming alcohol from common-source containers (e.g. kegs, barrels, pails, punch bowls, etc.), except when expressly authorized by the College.
 7. Hosting, facilitating or otherwise participating in drinking games.
 8. Using devices or engaging in physical activities/actions designed for the rapid consumption of alcohol (e.g. funnels, beer bongs, etc.).
 9. Improper disposal of alcohol containers.
 10. Displaying full or empty alcohol containers in Residence Hall room.
3. 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.
 4. 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.
 5. No NHTI Student Organization funds are to be used to purchase alcoholic beverages.
 6. 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.
 1. Illegal drugs as defined by State or Federal Laws are prohibited on campus and at any NHTI sponsored off campus activity.
 2. 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.
 3. The following behaviors pertaining to drug use/misuse are prohibited at NHTI:
 1. 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.
 2. 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.
 3. Marijuana, regardless of whether it is legally possessed for therapeutic use is not permitted and may not be used on NHTI property.
 4. 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.
 5. Possession of drug paraphernalia including but not limited to, bongs, hookahs, bowls, etc.
 4. 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
 1. The President may approve alcoholic beverages for appropriate functions on campus. The rules and regulations to be followed are:
 1. 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.
 2. 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
 1. Fines
The following fine structure applies to all NHTI Students.

First Violation - \$50.00

Second Violation - \$100.00

Third Violation - \$200.00

2. General Sanctions
 1. The student will meet with/contact the appropriate staff member as indicated on the Incident Report Form.
 2. 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.
 3. 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.
 1. First violation – minimum 1 educational session, unless more are recommended by a college official.
 2. Second violation – minimum 2 educational sessions.
 3. 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.

4. 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.

4. Residence Hall Students

1. 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.

2. 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.

5. 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.

- 6.

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

- 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).
- 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.
- Failure to complete appointments or follow-up as prescribed could result in the revocation of amnesty for the student and possible sanctions.
- Medical Amnesty is a NHTI policy and does not prevent the filing of criminal charges by external law enforcement.
- 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_ <https://www.nhti.edu/search/node/code%20of%20conduct>

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/student-life/campus-safety/alcohol-other-drug-policies/alcohol-and-other-drug-aod-policy>

Any student in need of assistance with a personal problem with substance abuse may obtain assistance from the VP of Student Affairs, the Counseling Services office, Health Services and any Residence Life staff member. These people are informed, interested in your welfare and will maintain confidentiality. Alcoholics Anonymous meets weekly on campus when the college is in session.

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.

A. 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.

B. 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.

C. 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.

D. 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:

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

It is illegal for anyone to:

1. Sell, give away or procure alcoholic beverage to a minor or individual who is intoxicated.
2. Charge for alcoholic beverages without a license.
3. Manufacture, sell, possess or use a falsified ID.
4. To lend a driver's license to be used for unlawful purpose. Penalty: fine and/or jail sentences.
5. 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:

1. 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;
2. 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);
3. 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);
4. 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:

1. Conviction of a drug-related crime shall be a basis for disciplinary action, up to and including termination.
2. A notice of the drug conviction shall be placed in the employee’s personnel file in accordance with normal disciplinary procedures.
3. 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

1. 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.
2. 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.
3. 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 MKS Performance Solutions this program does have 24/7 support, or by utilizing health insurance and appropriate leave of absence plans.
- To contact MKS Performance Solutions:
 - 1 (888) 657-7373
 - www.mksperformancesolutions.com

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, prescriptions 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:

Human Resources. (603) 230-4000 x4122, can provide assistance in area of policy clarification and options available, as well as information on benefits.

NHTI Health & Counseling Services (603) 230-4043, can assist by providing referral information on in- 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 free 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: CHOICES sessions, 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: BASICS (Brief Alcohol Screening and Intervention for College Students) sessions, 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: BASICS (Brief Alcohol Screening and Intervention for College Students) sessions, 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.

ENVIRONMENTAL MANAGEMENT

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:
 - Vehicle patrols in conjunction with City of Concord Police Department, and the New Hampshire State Police
 - High visibility foot patrols
 - Segway Patrols
 - Residential Life staff training and enforcement of campus alcohol and other drug policies within the 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.

Changes To 2019 Annual Security Report

Change From	Change To	Date Change Made	Reason
Page 2: Deleted “Honesty”	Page 2: Added “Fairness”	21 January 2020	Change in Campus Safety Values
Page 3: “If you are using and NHTI office phone you will need to dial 9-911”	Page 3: Line is deleted as it is no longer applicable.	21 January 2020	No longer applicable as a Federal Law required removal of getting an outside line to contact 911
Page 4: All NHTI residence halls are secured 24/7 section- Removed hours and door access restrictions that a student will only have access to their residence hall.	Page 4: All NHTI residence halls are secured 24/7 section- Added All Residence Hall student will have access to all doors in all residence halls from 10 a.m. until 10:30 pm and will have access at main entrance of each hall only from 10:30 p.m. until 1 a.m.	21 January 2020	Change in Policy as Directed by the Vice President of Student Affairs
Page 4: All NHTI residence halls are secured 24/7 section - That resident hall students need to sign in as guests.	Page 4: Line is deleted as it is no longer applicable. Clarified that Non-Resident Students and non affiliated persons need to sign in as guests.	21 January 2020	Change in Policy as Directed by the Vice President of Student Affairs
Page 5: All NHTI residence halls are secured 24/7 section - Each resident is allowed to have three persons in his/her room at any one time.	Page 5: All NHTI residence halls are secured 24/7 section -Per fire code each resident is allowed to have three persons (not including the resident) in his/her room at any one time, for a total of up to eight persons in the room.	21 January 2020	To provide clarification on limits of persons in room as the New Guest Policy is not considering residence students as “guests”
Page 5: All NHTI residence halls are secured 24/7 section - Residents must notify the Resident Assistant on duty by 10 p.m. of any guest staying with them overnight	Page 5: All NHTI residence halls are secured 24/7 section -Residents must notify the Resident Assistant on duty by 10 p.m. of any guest staying with them overnight	21 January 2020	Change in Policy as Directed by the Vice President of Student Affairs

Changes To 2019 Annual Security Report (Continued)

Change From	Change To	Date Change Made	Reason
Page 7: "NHTI presently has 170 cameras on campus."	Page 7: "NHTI presently has 182 cameras on campus."	21 January 2020	Upgrade in number of cameras on campus



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 Concord Fire Department is comprised of a staff of 99 full time personnel that includes a Chief, a Deputy Fire Chief, a Bureau Chief/Fire Marshal, a Bureau Chief/EMS and Professional Standards Officer and an Assistant Fire Marshal, along with a number of other various firefighters and employees. 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. The Department has a regular on-duty daily staff of 19.

Fire Safety Systems

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. 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, ensuring a high degree of safety at all times.



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. 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 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 assistants and resident directors at the beginning of each fall semester. This training is also extended to other campus staff members who would like to attend.

FIRE SAFETY AT NHTI

Your room is where you will spend most of your time while attending the College. Before you start making your room “your new home,” take a moment to consider the NHTI regulations. Each year thousands of people are hurt or killed in fires. Most of the deaths and injuries are needless because most fires can be prevented. 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.
- Appliances that are strictly prohibited in the residence halls 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. The only refrigerators and microwaves that are allowed are the appliances provided to you in your residence hall room.

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 exit door may be covered (this does not include furniture). This precaution eliminates excess combustible material which could cause fires to spread.
- The State Fire Marshall recommendations 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, sun lamps, halogen and lava lamps, toasters, grills, coffee pots, heating coils, personal refrigerators, 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.

Exits

- All pathways to room doors and windows must be kept clear. An item hanging to enclose or decorate a sleeping space is not permitted. Room doors must open at least 90 degrees.
- Hallways and stairs must be kept clear at all times. No bicycle parking or other items are permitted in the hallways, entrances or stairwells.

Smoking

- Smoking is not allowed in the residence halls. Smoking is only allowed in the two designated smoking gazebos. There is a smoking gazebo located outside of Langley Hall and behind Little Hall.
- Open flames, candles, incense, lit cigarettes, cigars, pipes or instruments used for vaping are not allowed in any area of the residence halls and are strictly prohibited.

Other Regulations

- The building of structures in resident rooms (i.e. lofts) is 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.
- Empty trash frequently and into outside dumpsters to avoid it accumulating and becoming a fire hazard. Do not place room trash in bathrooms, hallways or other

common areas since this creates a fire hazard also.

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 smoke 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 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 your residence hall community a safe place to live.

If a fire is discovered on campus or in any campus building, Campus Safety should be notified immediately by calling (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
- Director of Student Affairs (603) 230-4040

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 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 RA 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 every residence hall hallway. These are your first line of defense in case of a fire and could save your life or the lives of your friends. **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/Drills/Alarms/Equipment

Students are expected to notify the Campus Safety Department of any fire and safety hazards and to report a fire promptly. All students are expected to observe all fire safety procedures established for their building including participating in fire alarm/evacuation drills. 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. 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.

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 (a minimum of 50 feet 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 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.

NHTI Residential Facilities**2018 Annual Fire Safety Statistics on Student Housing**

Category	Residence Hall		
	Langley Hall	Strout Hall	South Hall
Total Fires in ea. Bldg.	1	0	0
Fire #	1	0	0
Cause of Fire	Intentional/Burning of flyer hanging on wall from cigarette lighter	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

2017 Annual Fire Safety Statistics on Student Housing

Category	Residence Hall
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	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

2016 Annual Fire Safety Statistics on 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

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 #
- 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.