



**LAKES  
REGION  
COMMUNITY  
COLLEGE**

## **2023 ANNUAL CAMPUS SAFETY/FIRE REPORT**

**IN CONFORMANCE WITH THE  
JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY  
POLICY**

**AND CAMPUS CRIME STATISTICS ACT,  
THE VIOLENCE AGAINST WOMEN ACT,  
THE CAMPUS SEXUAL VIOLENCE ELIMINATION ACT,  
THE TITLE IX EDUCATION AMENDMENTS OF 1972,  
AND THE HIGHER EDUCATION OPPORTUNITY ACT**

Compiled by the  
Department of Campus Safety  
**2020-2022 Data**

**Together we maintain a Safer  
Campus**

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At Lakes Region Community College (LRCC) we continue to strive to provide a safe and healthy environment that enhances the learning process. We believe that all students and employees should be able to attend classes, work on campus, and/or participate in activities in an environment that is safe and secure. We are committed to working every day towards that goal.

The College makes available to prospective students and employees the annual Campus Safety/Fire Report, including the most recent campus crime statistics. This is part of the Federal Law No.101-542, the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990). This report is available in online via <http://www.lrcc.edu/campus-safety>. This report is written by Campus Safety Coordinator David Stevens. The Crime stats are from our Incidents Crime log Omnigo Software

Please note that the safety and welfare of the entire college community is and continues to be an overriding concern. The referenced legislation requires a formal approach to the issue, but LRCC has always been keenly sensitive to establishing procedures that provide the maximum security and safety within its capabilities to all people of our college community.

#### **Important Contacts / Resources**

|                                                 |                                                |
|-------------------------------------------------|------------------------------------------------|
| Emergency:                                      | 9911 (from a college phone)                    |
| President                                       | 603-366-5215                                   |
| Vice President of Academic and Student Affairs: | 603-366-5216                                   |
| Campus Safety:                                  | 603-545-4392* 603-366-5280                     |
| College Title IX Officer                        | 603-366-5265                                   |
| Lakes Region Community College website          | <a href="http://www.lrcc.edu">www.lrcc.edu</a> |

#### **LRCC Campus**

379 Belmont Road  
Laconia, NH 03246  
603-524-3207  
1(800)-357-2992  
Fax: 603-524-8084  
Emergency: 9 911 (from a college phone)

### **Campus Safety**

The Campus Safety Department's intent is to ensure a safe campus environment for our students, faculty, staff, and guests. One Part-Time Safety Coordinator David Stevens and two Part-Time Campus Safety Officers and the college's Maintenance staff survey the campus and LRCC's Apple Ridge Students Apartments which is off grounds. Campus Safety coverage is not available 24 hours a day. Campus safety does not have the power to make arrest. Cameras mounted throughout the Campus and our off grounds student Apartments aid in that effort by monitoring and recording activities on the campus and Apartments. Three emergency blue-light phone towers and a fourth emergency phone located in parking lots throughout the campus provide students, employees, and guests 911 access in case of an emergency. LRCC's Campus Safety Office and Maintenance personnel conduct monthly tests of life-safety equipment, such as lighting, alarms, locks, and paging system. Criminal incidents on campus and at Apartments are referred to the appropriate police department, (Laconia Police) Lakes Region Community College maintains active Memorandums of Understanding (MOUs) with the Laconia and Belmont Police Departments who would investigate Crimes in timely fashion. Usually by the next business day.

### **Campus Facilities**

The campus consists of four buildings: the Turner, Center for Art and Technology, the Health and Science and Automotive building. These four buildings' entry doors are opened by controlled timers by Safety and Maintenance staff. Most buildings have swipe card access. All Main entry doors are timed to open at 7am and close at 11pm. These four buildings provide classrooms and work/office space for most of the College's academic and student development programs. LRCC also leases a portion of a 48-unit housing building - the Apple Ridge Student Apartments off grounds 67 Provencal RD Laconia that serves as our student-housing complex.

### **Residential Facility**

The Apple Ridge Student Apartments is off grounds at 67 Provencal RD Laconia which is leased by Lakes Region Community College, consist of 24 apartment units. The complex has inside and outside cameras for monitoring. Safety Officer office is on first floor. The apartments currently housing 73 students. Students live in fully furnished 1-, 2-, 3- or 4-bedroom apartments. A Resident Director and RA'S responsible for the building and all residents' lives on site. Resident Assistants live on each floor supporting the work of the Resident Director. Residents have keys providing them access to their assigned apartment and room. Proximity cards grant them access to the building and the elevator. All Non-residents wishing to visit the Apple Ridge Student Apartments must be accompanied by a resident or staff member or buzzed in. Guests

arriving after 6pm and any overnight guests must sign in. Visitors' and overnight policies are available in the Student Rights and Responsibilities document in the Student Handbook.

### **Fire Safety**

The Off Campus Student Apartment building is equipped with fire panel in the entry way. All hallways, communal areas, and individual apartments are equipped with smoke detectors, carbon-monoxide detectors, and a sprinkler system. Students are advised of the fire evacuation procedures each semester by Campus Safety and Resident Dorm Director. Evacuation maps are posted inside each apartment and in the stairwells which state 2 locations where they report to. 100 yards away from building at each end of building by dumpsters. Campus Safety and Residence Life staff will collaborate on conducting fire drills throughout the academic year. These tests are quarterly but sometimes monthly. Last academic year there were 6 fire drills performed during the day and nighttime. The Rights and Responsibilities section of the Student Handbook (<http://www.lrcc.edu/student-resources/student-handbook>) informs students about the items allowed in the apartments, there are no hot pots, open flames, no smoking as well as, in common areas and the hallways. In case of a fire, all residents are instructed to:

1. Call 911 immediately.
2. Call Campus Safety 603-366-5280
3. Alert a Residence Life staff member. 603-731-2431.

**Non-emergency incidents** involving fires should be reported via an incident report <http://www.lrcc.edu/student-resources/incident-report> or by calling the Campus Safety Office at 603-545-4392, the Resident Director 603 366 5387 or a Resident Assistant.

### **Hours of Operation**

During business hours, the College opens its doors to students, employees, and visitors. Doors, which are controlled by computer to open at 7am and close at 11pm. The Admissions Office is open Monday – Thursday 8am – 5pm, Friday 8am – 4pm. Academic operations scheduled classes and the Bennett Library can operate Monday – Friday through 9:30pm and in some cases on weekends. Most college offices are open 8am – 4pm Monday through Friday. Individuals should contact each office for updated schedules. The College will close at 10:30pm Mondays through Thursdays and at 9pm on Fridays during the academic year. The College will be open on Saturdays for pre-approved functions only and will be closed on Sundays. Emergencies may necessitate changes or alterations to posted schedules. The Campus Safety Office has the authority to request identification from individuals on the campus but does not have arrest authority at the Apple Ridge Student Apartments. Furthermore, Campus Safety Officers and LRCC administrators have the right to request that an individual leave campus grounds if appropriate.

### **Daily Crime Log**

The College maintains a daily crime log that records all reported crimes under the Clery Act categories. This report is updated daily electronically and weekly in print. It can be viewed by any



member of the community at any time by visiting the Campus Safety Office in the CAT/HS Building. A binder is kept in the Safety Coordinators office, one at the Safety Officer station and one in the Administration office.

### **Reporting Crimes**

Security needs to be the concern of every person on the college campus. LRCC does not have Police officers or Police department on campus. LRCC Campus Safety does not have arrest authority and strongly encourage anyone witnessing something that appears suspicious or potentially dangerous to report it immediately. Reports can be made via the *Incident Report Form* available in print from the office of the President or the College Safety Officer. The *Incident Report Form* can also be submitted electronically via <http://www.lrcc.edu/student-resources/incident-report>. Reports can be submitted anonymously from our web site and all reports go straight to campus safety and read that same day, and will look into each matter that same business day, and if necessary call Laconia Police and no report will be taken lightly. Individuals can also call Campus Safety on 603-545-4392. Campus Safety talks about this subject at every Orientation we have here at LRCC.

If you are a victim of a crime, you are urged to report it to Campus Safety 603- 366- 5280 or A counselor on campus 603- 366- 5261 immediately. Depending upon the nature of the crime, Title IX counselor is always available 603- 366- 5265 the appropriate response by the College will be initiated. In the event of a violent crime, local authorities (Laconia Police) will be contacted immediately and efforts to assist the victim will be initiated concurrently by college personnel. Non-violent crimes will likewise be referred to local authorities (Laconia Police) If you witness a crime, contact Campus Safety at 603-545-4392 or a representative of the college immediately at 603-524-3207 to initiate appropriate actions.

### **2021 Annual Fire Safety Statistics on Student Housing**

| <b>Category</b>                                             | <b>Apple Ridge Student Apartments</b> |      |      |
|-------------------------------------------------------------|---------------------------------------|------|------|
|                                                             | 2020                                  | 2021 | 2022 |
| Total Fires in ea. Bldg.                                    | 0                                     | 0    | 0    |
| Fire #                                                      | 0                                     | 0    | 0    |
| Cause of Fire                                               | 0                                     | 0    | 0    |
| # 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    |

### **Emergency Calls**

There are phones in every classroom with dial access to the 911-emergency line. In addition, there are a total of 4 emergency Blue Box phones located in each parking lot throughout the campus. Anyone calling in an emergency is asked to listen to the dispatcher and follow any directions given and provide the information requested, including one's location within the campus. When possible, please alert Admissions by dialing "0" from a college phone or 603-524-3207 and Campus Safety at 603-545-4392.

### **Campus Crime Information**

In accordance with the Campus Security Act, Lakes Region Community College provides information related to crime statistics and security measures. These stats are taken from LRCC Crime log and incident reports for the academic year. Crime stats for 3 years is always available at various location on campus and at apartments. Campus Safety, One Stop and Administration Office For further information, contact the Campus Safety Office.

All current and prospective students, as well as all current and prospective employees, have access to the Campus Safety/Fire Report and the most recent campus crime statistics. This is part of the Federal Law No.101-542, the Student Right-to-Know and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 (formerly the Campus Security Act of 1990). LRCC's student housing complex, the Apple Ridge Student Apartments, opened in 2016 which is off grounds at 67 Provencal RD Laconia. For the purposes of reporting, "non-campus" refers to the locations. See the Appendix for all reportable offenses for the past 3 years.

Amendments to the Campus Security Act require colleges and universities to annually compile and publish crime statistics for their campuses and certain off campus locations. It also requires that Campus Safety Authorities report crime statistics for inclusion in the college's annual Campus Safety/Fire Report. Campus Safety Authorities are defined by position as "an official of the institution that has significant responsibility for student and campus activity, and any individual or organization specified in the statement of campus security policy as one to which students and employees should report criminal offenses." This includes advisors to student organizations, members of campus safety, and offices within Student and Academic Affairs, except for health and counseling services. As per our normal practices, you should continue to immediately report any crime or violation of the Student Code of Conduct to the LRCC Campus Safety Department or the Office of the Vice President of Academic and Student Affairs. If you become aware of any crime or if any person reveals to you that he/she learned of or were the victim of, perpetrator of, or witness to a crime, and this crime has not been reported to anyone else, report the crime using the Campus Safety *Incident Report Form* available online at <http://www.lrcc.edu/student-resources/incident-report> and in print from the Office of the President.

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

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

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

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

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

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

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

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

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

**Sex Offenses** - Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program will be reported to Title IX Officer 603-366-5299

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

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



incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

**Sex Offenses – Non-forcible:** Unlawful, non-forcible sexual intercourse.

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

### **Domestic Violence/Dating Violence and Stalking**

The Higher Education Act of 1965 defines these crimes in line with the Violence Against Women Act reauthorized in 2013 by President Obama.

**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 grant monies (VAWA), or any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**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 and where the existence of such a relationship shall be determined based on a consideration of the following factors: a) length of the

relationship, b) type of the relationship and c) frequency of interaction between the persons involved in the relationship.

**Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others or b) suffer substantial emotional distress.

### **Sexual Assault/Sexual Harassment**

The policy of the Community College System of New Hampshire is that all individuals associated with the System should be able to work and study in an environment that is free of sexual discrimination and sexual assault/harassment.

Sexual advances, requests for sexual favors, non-verbal, verbal and/or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or of creating an intimidating, hostile or offensive employment, education or living environment.

Sexual harassment is illegal under both State and Federal laws. In some cases, the individual may be susceptible to prosecution under the criminal sexual conduct law. Chancellor, Vice Chancellor, Presidents, Vice Presidents, and Division/Department Heads are urged to take appropriate steps to distribute this policy statement and to inform employees and students of procedures for lodging complaints. A student should notify the Affirmative Action Coordinator in the school or college. At any time, a student may contact the Affirmative Action Director for counseling and advice. Title IX Officer 603-366-5265

### **Sexual Assault**

Victims of sexual assault and/violence are urged to first call 911 and request help. It is important to receive medical attention for treatment of injuries sustained during the assault, for testing for pregnancy and sexually transmitted diseases, and collecting evidence to be used if you choose to press charges. For a list of local hospitals and available resource centers, visit <http://www.lccc.edu/student-resources/student-life/health-and-wellness> or see a college counselor. Title IX 603-366-5265 Laconia Hospital 603-524-3211

### **Preliminary Process for Sex-Related Offenses**

1. All complaints involving a sex-related offense shall be forwarded to the CCSNH Title IX Coordinator and the College Title IX Coordinator. 603-366-5265`
2. If the complaint involves a sex-related offense, the College must provide the victim with a written explanation of the rights of the victim and the institution's responsibilities

regarding, as applicable, issuance of restraining orders, orders for protection, no contact orders, etc. The College must also provide a description in writing of the procedures for disciplinary proceedings in cases of such alleged offenses and resources available to the victim(s). Resources may include services such as counseling, health, mental health, victim advocacy, legal assistance, information concerning the process for preserving evidence, and other services available for victims, both on-campus and in the community. The College must also notify the victim of the information that will be disclosed, to whom it will be disclosed, and the reasons for such disclosure.

### **Investigation and Resolution of Complaint by Judicial Body**

1. The fact that a complaint has been filed creates no presumption that the Respondent has committed the alleged offense.
  2. The complaint will be referred to the appropriate Judicial Body, which will investigate (or request a formal investigation by an impartial investigator) and hear all complaints and may a) dispose of the complaint as unfounded; b) mediate an informal resolution; or c) issue (or authorize to be issued) sanctions as described in Section IV above.
  3. The Respondent and the Complainant, where applicable, have the right to be assisted by an advocate of their choice. An advocate, however, is not permitted to speak or to participate directly in any investigation or hearing before the Judicial Body.
  4. A time shall be set for an initial hearing before the Judicial Body not less than one (1) business day after nor more than five (5) business days after the Respondent has been notified. At the initial hearing, the Judicial Body may receive evidence from the Complainant and the Respondent regarding any interim sanctions and shall determine whether a) the complaint should be disposed without further investigation and a report issued setting forth the findings and the sanctions, if any, to be imposed; b) mediation is appropriate; or c) a formal investigation is required. In the event a formal investigation is required, the Judicial Body will accept the findings of the investigator(s) and provide a report of the findings to Respondent and where the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Complainant shall also be provided a report of the investigator's findings.
  5. Whether the investigation is completed by the Judicial Body or an impartial investigator, all findings will be based on a preponderance of the evidence, *i.e.*, evidence that would lead a reasonable person to believe that it was more likely than not that the Respondent committed the alleged offense.
  6. If the investigator's report contains a finding that the Respondent committed the alleged offense, a time shall be set for a sanction hearing before the Judicial Body to be held not less than one (1) day nor more than ten (10) days after the investigation report is issued.
- Both the

Complainant and the Respondent shall be simultaneously informed, in writing, of the outcome of any Judicial Body hearing that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.

## Sanctions - Definitions

1. **WARNING** - a notice in writing to the student that the student is violating or has violated institutional regulations.
2. **PROBATION** - a written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found during the period of probation to be violating any institutional regulations.
3. **LOSS OF PRIVILEGES** – denial of specified privileges for a designated period (e.g., social probation, vehicular privileges, deactivation of a group, limited access to facilities, *Persona Non Grata*).
4. **LOSS OF CONTACT** – restriction prohibiting an individual from harassing, threatening, accosting, or even approaching or contacting a specified individual.
5. **FINES** – previously established and published fines may be imposed.
6. **RESTITUTION** - compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
7. **RESIDENCE HALL SUSPENSION** – separation from the residence halls for a definite period, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified.
8. **RESIDENCE HALL EXPULSION** – permanent separation from the residence halls.
9. **COLLEGE SUSPENSION** – separation from the college for a definite period, after which the student, group, or organization is eligible to return. Conditions for readmission will be specified.
10. **COLLEGE DISMISSAL/EXPULSION** – permanent separation from all CCSNH colleges which may include loss of campus visitation privileges.
11. **EDUCATIONAL OR SERVICE SANCTIONS** – imposed in addition to or in lieu of the above sanctions; examples of such sanctions include but are not limited to work assignments, service to the college, written letter of apology, mandatory meetings with a college official. Such sanctions require the approval of any person(s) whose participation is required for the completion of the sanction(s).
12. **INTERIM SANCTIONS** - In certain circumstances, the President or Vice Presidents of the college, or a designee, may impose a sanction prior to the hearing before a judicial body. Interim sanctions may be imposed only a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student's own physical or emotional safety and well-being; or c) to ensure the normal operations of the college. Notification of the imposition of Interim Sanctions must be communicated to the Judicial Advisor as soon as is practical, as well as to the appropriate Vice President (if the Vice President did not originate the imposition of sanctions).

## STUDENT DISCIPLINARY APPEALS Filing an Appeal and Preliminary Appellate Process

1. A Respondent may appeal a disciplinary action by filing a written appeal with the Judicial Advisor within five (5) business days of being informed of the sanction being imposed. For cases involving gender or gender identity or expression discrimination, sexual

harassment, sexual assault, domestic violence, dating violence or stalking both the Respondent and the

Complainants have the right of appeal. The imposed sanction remains in effect during the appeal process. The written appeal must indicate the grounds for reversing the sanction.

Grounds for appeal shall be limited to:

- a. the original hearing/investigation was not conducted fairly and in conformity with prescribed procedures (see B above);
  - b. new and relevant evidence, sufficient to alter the decision, has been revealed that was not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing; or
  - c. inappropriate gravity of the sanction in relation to the offense.
2. The Judicial Advisor has three (3) business days from the receipt of the appeal to determine whether the basis set forth in the appeal falls within the grounds allowed for appeal and to inform the appealing student in writing.

If the Judicial Advisor determines that the case does not fall within the grounds allowed for appeal, then the previous adjudication stands.

If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations do not involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor may:

- a. Meet with the Judicial Body who issued the original disciplinary action to discuss a possible modification or rescission, as appropriate. If a decision to modify or rescind is not reached, the appeal will be forwarded immediately to the Judicial Committee or
  - b. Immediately forward the appeal to the Judicial Committee for consideration.
3. If the Judicial Advisor determines that the case does fall within the grounds allowed for appeal and the allegations involve domestic violence, dating violence, sexual assault, or stalking, the Judicial Advisor shall immediately forward the appeal to the Judicial Committee for consideration.
  4. All preliminary processing of appeals will be concluded within five (5) business days unless the Judicial Advisor determines that there are specific articulated extenuating circumstances (e.g., absence of key parties) that require an extension.
  5. The Judicial Advisor will provide notification of the outcome of the preliminary processing of the appeal in writing within three (3) business days of the decision to the Respondent and, as applicable, the Complainant, and any administrative offices involved.

## **JUDICIAL COMMITTEE APPEAL HEARINGS**

1. A minimum of five (5) members (including the Chair) shall constitute a quorum to conduct a hearing. If five appointed members are not available due to recusals or for other reasons, additional members shall be selected by the Judicial Advisor pursuant to the methodology set forth in paragraph 2 b below.
2. During the summer or vacations, a meeting may be called, and members will be selected as follows:
  - a. Regular members will serve, if available, or
  - b. In the event sufficient regular members are not available, the Judicial Advisor will appoint additional members as necessary to reach a quorum and in such a manner as to reflect the original representation of the committee.
3. If the complaint has been brought by a member of the Judicial Committee or the Vice President of Student Affairs, he/she shall recuse him/herself from the Committee's deliberations and voting.
4. Hearings shall be conducted by the Judicial Committee according to the following guidelines:
  - a. The parties shall receive written advance notification informing them of the allegations set forth in the complaint, the time, date, and place of the hearing.
  - b. The Respondent may remain silent or submit only a written statement or response to the complaint.
  - c. Hearings normally shall be conducted in private. Admission to the hearing of any person not directly involved with the proceedings shall be at the discretion of the chairperson of the Judicial Committee.
  - e. When more than one individual is charged with the same violation, each Respondent shall have the right to an individual hearing. Otherwise, the cases may be heard jointly.
  - f. The Complainant and the Respondent have the right to be assisted by an advocate they choose. The Complainant and/or the Respondent, however, 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.
  - g. The Complainant, the Respondent and the Judicial Committee shall have the right to call witnesses. They also have the right to present pertinent records, exhibits, and written statements for consideration by the Judicial Committee. All questioning of the Complainant, the Respondent, and witnesses will be conducted by the Judicial Committee.
  - h. In certain cases, when a complaint has been brought by an individual who is either unable or unwilling to present the case, the college may appoint a representative to present the case. In these instances, a member of the Judicial



- Body or the impartial investigator will consult with the Judicial Committee to determine the appropriateness of serving in this role.
- i. All procedural questions are subject to final decision by the chairperson of the Judicial Committee.
  - j. After the hearing, the Judicial Committee shall determine based upon the evidence presented at the hearing (by majority vote) whether the Respondent Student has violated the Student Code of Conduct. The chairperson will vote only in the event of a tie.
  - k. The Judicial Committee's determination shall be made based on whether it is more likely than not that the Respondent committed the alleged offense and thereby violated the Student Code of Conduct.
  - l. The Judicial Committee will issue a report of its findings and sanctions to be imposed to the Judicial Advisor within three (3) business days of the completion of its hearings on the matter.
  - m. The Judicial Advisor will provide written notification of findings and sanctions to the Complainant and the Respondent Student and administrative offices on a need-to-know basis. The original will be with the college's judicial records.
5. There shall be a single record (whether written minutes, audiotape, or other record) of all hearings before the Judicial Committee. The records shall be the property of the college and may only be reviewed by the parties or college official upon providing a written request to the Judicial Advisor.
6. Except in the case of a student charged with failing to obey the summons of the Judicial Committee, Judicial Body, or college official, no student may be found to have violated the Student Code of Conduct solely because the student failed to appear before the Judicial Body or Judicial Committee. In all cases, the evidence in support of the charges shall be presented and considered.
7. The decision of the Judicial Committee is final and is not subject to further appeal.

### **Awareness Programs and Support**

Lakes Region Community College has an established partnership with New Beginnings – Without Violence & Abuse, our local crisis center. That relationship was formalized by an MOU between the Community College System of New Hampshire, including Lakes Region Community College, and New Beginnings – Without Violence & Abuse. The MOU commits both parties to work “provide trauma informed services to student and employee victims of sexual assault, domestic violence, dating violence, and stalking and to improve overall responses to VAWA crimes on our campuses.” New Beginnings provides a variety of trainings and workshops offered throughout the academic year on campus including sexual harassment and assault prevention programs for the entire campus community.

LRCC's two student support counselors 603-366-5261 work closely with New Beginnings staff to assess students' needs, provide accurate information on student's rights and ensure that students are aware of the support resources available to them. In addition, LRCC contracts with Lakes Region Mental Health to provide mental health support services on campus. Our mental health counselor also serves as a referral source for students.

New Beginnings – Without Violence & Abuse provides emergency refuge and support services to victims in Belknap County. Information is available at [www.newbeginningsnh.org](http://www.newbeginningsnh.org) and 603-528-6511. Information is available 24 hours a day from the following hotlines:

**Domestic Violence Support Line: 1-866-644-3574 Sexual Assault Support Line: 1-800-277-5570**

LRCC is one of the partners involved in the Prevention Innovations Research Center's (PIRC) **New Hampshire Non-Residential and Community College Sexual Assault Policy and Prevention Initiative (CSAPPnh)**. Among the group's goals is to help partners assess current resources and practices aimed at preventing and responding to sexual violence or harassment on campus. Our participation will help to develop new programs and build resource capacity.

#### **Information on Registered Sex Offenders**

Information on New Hampshire sex offenders can be accessed on the web at <http://business.nh.gov/nsor/>. Law enforcement information regarding registered sex offenders in the Lakes Region Community College area may be obtained by calling the Laconia Police Department at 603-524-5257.

#### **Drug/Alcohol Free Campus Statement**

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226, Lakes Region Community College informs all students and employees about its drug and alcohol abuse prevention policies and prevention programs. The CCSNH Colleges are drug and alcohol-free campuses.

#### **Alcohol**

1. The LRCC supports the Drug Free Schools and Communities Act Amendment of 1989, P.L. 101-226, and complies with this and all Federal, State, and local laws pertaining to controlled substances, including alcohol.
2. The LRCC recognizes alcohol abuse as a deterrent to the mission of the Colleges. The abuse of alcohol imposes consequences on the individual, the College community, and the community. To address alcohol consumption at the CCSNH, all Colleges in the CCSNH shall provide educational programs on the abuse of alcohol and other drugs and provide referral for assistance for students who seek it. Colleges are encouraged to establish campus-wide committees to assist in development of these programs in response to campus needs and identification of referral resources in their respective service regions.

3. Alcohol is not permitted on LRCC property, including any of the Colleges, academic centers, leased facilities except as specifically allowed by CCSNH policy and laws governing the acquisition, distribution, possession, or consumption of alcohol. The sale or distribution of alcoholic beverages is regulated by the laws of the State of New Hampshire, and local or county ordinances. The acquisition, distribution, possession, or consumption of alcohol by members of the CCSNH community must be following all local, state, and federal laws.
4. Except as prohibited by law, and provided that all conditions of any Federal, State and/or local law, regulation or code are met, students over the age of 21 and not otherwise lawfully barred from the use of alcohol, may possess or consume beer or wine only within the privacy of their residential housing unit provided no persons under the legal drinking age are present and students conform to the Student Code of Conduct. Open containers of alcohol are prohibited in any common areas in and around residential housing. Students of legal drinking age on a college sponsored trip may consume alcohol subject to the rules regarding intoxication in the Student Code of Conduct.
5. Students should be aware that the ability to possess and consume alcohol on LRCC property is a privilege and that alcohol must be used responsibly. Primary responsibility for knowing and abiding by the provisions of components of the LRCC Alcohol Policy and all relevant laws rests with everyone. Failure to abide by the terms of this Alcohol Policy and/or all provisions of the Student Code of Conduct, including rules regarding intoxication, may result in disciplinary action under CCSNH and College Judicial Policy. Guests of legal drinking age who consume alcohol on LRCC property are the responsibility of the College resident inviting them and the guest's behavior or violations will become those of the resident and subject to the Student Code of Conduct. Guests may be subject to removal from campus if intoxicated or if behaving in a manner that would constitute a disruption. At any time, as determined by the amount of noise, numbers of people and traffic patterns, the CCSNH Colleges reserve the right to suspend the ability to possess or consume alcohol within any given area.
6. No person may sell, furnish, or give alcohol to any person under the legal drinking age or to anyone who is visibly intoxicated, even if that person is over the age of 21.
7. Alcoholic beverages will not be permitted at student organization sponsored events without approval from the President. Requests for approval must be made in writing at least 45 days prior to the event. Those who grant approval for alcohol consumption must keep a written record of all such approval.
8. Food and non-alcoholic drinks must be available at all functions involving the distribution of alcoholic beverages.
9. No purchase of alcoholic beverages is allowed from any student funds under the jurisdiction of the CCSNH Board of Trustees. All events at which alcohol is served must comply with the CCSNH Alcohol Policy: College Facilities, including but not limited to the requirement that a third-party licensed vendor be retained for serving alcohol.

## **Drugs and Narcotics**

The use, possession or distribution of non-prescribed drugs and narcotics, including marijuana, by students is not allowed on campus and will result in suspension or dismissal from the college. Any college student trafficking in drugs shall be subject to civil and college action. The policy of the college will be to cooperate fully with law enforcement officials in the proper exercise of their duty. This policy is based on Federal and State of New Hampshire laws pertaining to the use of drugs. (*Board Policies*, Board of Trustees – Community College System of New Hampshire <https://www.ccsnh.edu/wp-content/uploads/2020/08/System-Policies-700-Student-Affairs-08-31-20-1.pdf>)

## **Dangers of Drug and Alcohol**

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

## **Assistance**

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

Alcoholics Anonymous (Local/General Office)

800-593-3330

<http://www.aa.org>

Al Anon Family Groups

888-425-2666

<http://www.nhal-anon.org>

Horizons Counseling Center of Gilford

603-524-8005

## **How to Prevent Crimes**

Members of the college community must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common-sense precautions. For example, although the campus is well lit, any student may feel more comfortable calling the Campus Safety Department for an escort to their vehicle. Also, consider using the “buddy system” to walk to the parking lot. Vehicles should always be locked, and valuables stored out of sight. Any suspicious individuals or activity should be reported to college staff immediately.

Potential or actual criminal activity and other emergencies can be reported directly by any student, faculty, or staff member to the Campus Safety Department. The College encourages reporting directly to the local authorities (Laconia Police) in situations where the need is obvious, such as a theft you see taking place or a situation requiring immediate medical attention, etc. Notification of College personnel should take place after the emergency services are on their way to the campus.

Lakes Region Community College expects students to be mature, honest, and responsible members of the College community. Any behavior which infringes upon the rights, safety, property, and privileges of another person or which impedes the educational process is unacceptable. In addition, any behavior or activity that violates local, state, or federal law is unacceptable. For further information, refer to the Student Code of Conduct located in the Student Handbook.

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

Disciplinary issues are the responsibility of the Student Affairs Office and the Judicial Committee of the College. The Vice President of Academic and 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.

### **Crisis Management Plan**

Lakes Region Community College's Crisis Management response will be under review this year. The plan follows the model of the Federal Emergency Management Agency (FEMA)'s National Incident Management System (NIMS). The NIMS model utilizes a comprehensive approach to incident management that can be applied to a variety of emergencies. Officers must take FEMA courses ICS 100 through ICS 800

In 2019 LRCC develop our own draft of an Emergency Operation Plan that will outline what steps are to be taken in an emergency. This plan will also include training and drill preparation to ensure staff and faculty are prepared for an emergency. Staff responsible for sending alerts through our RAVE system will have access to pre-scripted messages which can be edited quickly for prompt distribution to the campus community.

There is ongoing training for faculty and staff on the use of the guides, LRCC Alerts and our paging system to communicate an emergency. In addition, LRCC invested in the installation of an electronic lock-down system enabling appropriate staff to lock-down campus buildings using campus IDs. Individual Buildings Red Panic Button will control all 3 buildings to Lock them down.

## Timely Warnings

In compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (Clery Act), Lakes Region Community College will post **timely warnings** for our educational community to notify members about serious crimes that occur on our campus. Having knowledge of such crimes will assist community members in making informed decisions about their personal safety and in preventing similar crimes from occurring. These warnings will be posted if a serious crime on campus constitutes an ongoing or continuing threat to the community. No later than the next business day. These crimes may be reported to the local police department. Laconia Police

The decision to issue a timely warning shall be made on a case-by-case basis by the President or Vice President administration office in compliance with the Clery Act. The decision is made by the Lakes Region Community College President, or 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.

Lakes Region Community College may issue timely warnings for the following incidents:

- Criminal Homicide
- Sex Offenses
- Aggravated Assault
- Robbery / Burglary
- Motor Vehicle Theft
- Major Incidents of Arson
- Other crimes or emergencies as determined necessary by the Lakes Region Community College President, or designee.

Timely warnings are not issued for the above listed crimes if:

- The subject(s) apprehended and the threat of imminent danger to our community has been mitigated by the apprehension.
- If a report was not filed with Lakes Region Community College 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 the College to post a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.

A timely warning and updates may be distributed to the campus through any one or more of the following mechanisms: By the President or Vice President or designee.

- **LRCC RAVE ALERTS:** a free service that sends voice/text messages and email alerting the College community regarding emergencies on the College campus. Students can visit the Rave Alerts link found on our main College web page located under [mylrcc](#) to



update/change their contact information. Faculty and staff can register for the Alerts program and should contact the LRCC HR department to keep emergency contact information updated.

- **Directed Communications/Email:** The College will use the email system to alert students, faculty, and staff.
- **Through our college web site which can be found at <http://www.lrcc.edu>.** Local area radio and television stations and print media.

A copy of an issued timely warning will be kept with college files relating to the crime. The College may also issue “**Safety Alerts**,” when necessary, to apprise our community of safety issues and concerns. These “safety bulletins” will include safety tips and recommendations to follow so that individuals can make informed decisions about personal safety.

### **Availability of the Campus Security Report**

The annual Campus Security/Fire Report is available October 1<sup>st</sup> of each year. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by LRCC; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes College policies concerning campus security, such as policies concerning sexual assault and other matters. This report is available the following link <http://www.lrcc.edu/campus-safety>.

## **Appendix A Crime Statistics**

| <b>Criminal Offense</b>            | <b>Location</b>      | <b>2020</b> | <b>2021</b> | <b>2022</b> |
|------------------------------------|----------------------|-------------|-------------|-------------|
| Murder, Non-Negligent Manslaughter | On Campus            | 0           | 0           | 0           |
|                                    | Residential Facility | 0           | 0           | 0           |
|                                    | Non-campus           | 0           | 0           | 0           |
|                                    | Public Property      | 0           | 0           | 0           |
| Negligent Manslaughter             | On Campus            | 0           | 0           | 0           |
|                                    | Residential Facility | 0           | 0           | 0           |
|                                    | Non-campus           | 0           | 0           | 0           |
|                                    | Public Property      | 0           | 0           | 0           |
| Sex Offenses, Forcible             | On Campus            | 0           | 0           | 0           |
|                                    | Residential Facility | 0           | 0           | 0           |
|                                    | Non-campus           | 1           | 0           | 0           |
|                                    | Public Property      | 0           | 0           | 0           |
| Sex Offenses, Non-forcible         | On Campus            | 0           | 0           | 0           |
|                                    | Residential Facility | 0           | 0           | 0           |

|                                 |                      |   |    |    |
|---------------------------------|----------------------|---|----|----|
|                                 | Non-campus           | 2 | 0  | 0  |
|                                 | Public Property      | 0 | 0  | 0  |
| Robbery                         | On Campus            | 1 | 0  | 0  |
|                                 | Residential Facility | 0 | 0  | 0  |
|                                 | Non-campus           | 0 | 0  | 0  |
|                                 | Public Property      | 0 | 0  | 0  |
| Aggravated Assault              | On Campus            | 0 | 0  | 0  |
|                                 | Residential Facility | 0 | 0  | 0  |
|                                 | Non-campus           | 0 | 0  | 0  |
|                                 | Public Property      | 0 | 0  | 0  |
| Burglary                        | On Campus            | 1 | 1  | 0  |
|                                 | Residential Facility | 0 | 0  | 0  |
|                                 | Non-campus           | 0 | 0  | 0  |
|                                 | Public Property      | 0 | 0  | 0  |
| Motor Vehicle Theft             | On Campus            | 0 | 0  | 0  |
|                                 | Residential Facility | 0 | 0  | 0  |
|                                 | Non-campus           | 0 | 0  | 0  |
|                                 | Public Property      | 0 | 0  | 0  |
| Arson                           | On Campus            | 0 | 0  | 0  |
|                                 | Residential Facility | 0 | 0  | 0  |
|                                 | Non-campus           | 0 | 0  | 0  |
|                                 | Public Property      | 0 | 0  | 0  |
| Liquor Law Arrests              | On Campus            | 0 | 0  | 0  |
|                                 | Residential Facility | 0 | 0  | 0  |
|                                 | Non-campus           | 0 | 0  | 0  |
|                                 | Public Property      | 0 | 0  | 0  |
| Liquor Law Violations referred* | On Campus            | 0 | 0  | 0  |
|                                 | Residential Facility | 5 | 10 | 15 |
|                                 | Non-campus           | 0 | 0  | 0  |
|                                 | Public Property      | 0 | 0  | 0  |
| Drug Law Arrests                | On Campus            | 0 | 0  | 0  |
|                                 | Residential Facility | 0 | 0  | 0  |
|                                 | Non-campus           | 0 | 0  | 0  |
|                                 | Public Property      | 0 | 0  | 0  |
| Drug Law Violations Referred*   | On Campus            | 0 | 0  | 1  |
|                                 | Residential Facility | 1 | 2  | 1  |
|                                 | Non-campus           | 0 | 0  | 0  |
|                                 | Public Property      | 0 | 0  | 0  |

|                                      |                      |   |   |   |
|--------------------------------------|----------------------|---|---|---|
| Illegal Weapons Possession Arrests   | On Campus            | 0 | 0 | 0 |
| *Referred for disciplinary Action    | Residential Facility | 0 | 0 | 0 |
|                                      | Non-campus           | 0 | 0 | 0 |
|                                      | Public Property      | 0 | 0 | 0 |
| Illegal Weapons Possession Referred* | On Campus            | 0 | 0 | 0 |
|                                      | Residential Facility | 0 | 0 | 0 |
|                                      | Non-campus           | 0 | 1 | 1 |
|                                      | Public Property      | 0 | 0 | 0 |
| *Referred for disciplinary Action    |                      |   |   |   |

| <b>VAWA Offenses</b>                              | <b>Location</b>      | <b>2020</b> | <b>2021</b> | <b>2022</b> |
|---------------------------------------------------|----------------------|-------------|-------------|-------------|
| Domestic Violence                                 | On Campus            | 0           | 0           | 0           |
|                                                   | Residential Facility | 0           | 0           | 0           |
|                                                   | Non-campus           | 0           | 0           | 0           |
|                                                   | Public Property      | 0           | 0           | 0           |
|                                                   | <i>Off campus</i>    | 0           | 0           | 0           |
| Dating Violence                                   | On Campus            | 0           | 0           | 0           |
|                                                   | Residential Facility | 0           | 0           | 0           |
|                                                   | Non-campus           | 0           | 0           | 0           |
|                                                   | Public Property      | 0           | 0           | 0           |
| Stalking                                          | On Campus            | 0           | 0           | 0           |
|                                                   | Residential Facility | 0           | 0           | 0           |
|                                                   | Non-campus           | 0           | 0           | 0           |
|                                                   | Public Property      | 0           | 0           | 0           |
|                                                   | <i>Off campus</i>    | 0           | 0           | 0           |
| <b>Arrests</b>                                    | <b>Location</b>      | <b>2020</b> | <b>2021</b> | <b>2022</b> |
| Weapons                                           | On Campus            | 0           | 0           | 0           |
|                                                   | Residential Facility | 0           | 0           | 0           |
|                                                   | Non-campus           | 0           | 0           | 0           |
|                                                   | Public Property      | 0           | 0           | 0           |
| Drug Abuse                                        | On Campus            | 0           | 0           | 0           |
|                                                   | Residential Facility | 0           | 0           | 0           |
|                                                   | Non-campus           | 1           | 0           | 0           |
|                                                   | Public Property      | 0           | 0           | 0           |
| Liquor Law Violations                             | On Campus            | 0           | 0           | 0           |
|                                                   | Residential Facility | 0           | 0           | 0           |
|                                                   | Non-campus           | 1           | 0           | 0           |
|                                                   | Public Property      | 0           | 0           | 0           |
| Disciplinary Actions                              | On Campus            | 1           | 0           | 5           |
|                                                   | Residential Facility | 0           | 0           | 0           |
|                                                   | Non-campus           | 0           | 0           | 1           |
|                                                   | Public Property      | 0           | 0           | 0           |
| Unfounded Crimes                                  | On Campus            | 0           | 0           | 0           |
|                                                   | Residential Facility | 0           | 0           | 0           |
|                                                   | Non-campus           | 0           | 0           | 0           |
|                                                   | Public Property      | 0           | 0           | 0           |
| Aggravated Assault                                | On Campus            | 0           | 0           | 0           |
|                                                   | Residential Facility | 0           | 0           | 0           |
|                                                   | Non-campus           | 0           | 0           | 0           |
|                                                   | Public Property      | 0           | 0           | 0           |
| *VAWA offenses reported by students occurring off | On Campus            | 0           | 0           | 0           |

|                                          |                      | <b>2020</b> | <b>2021</b> | <b>2022</b> |
|------------------------------------------|----------------------|-------------|-------------|-------------|
| Burglary                                 | Residential Facility | 0           | 0           | 0           |
|                                          | Non-Campus           | 0           | 0           | 0           |
|                                          | Public Property      | 0           | 0           | 0           |
| Motor Vehicle Theft                      | On Campus            | 0           | 0           | 0           |
|                                          | Residential Facility | 0           | 0           | 0           |
|                                          | Non-campus           | 0           | 0           | 0           |
|                                          | Public Property      | 0           | 0           | 0           |
| Arson                                    | On Campus            | 0           | 0           | 0           |
|                                          | Residential Facility | 0           | 0           | 0           |
|                                          | Non-campus           | 0           | 0           | 0           |
|                                          | Public Property      | 0           | 0           | 0           |
| Simple Assault                           | On Campus            | 0           | 0           | 0           |
|                                          | Residential Facility | 0           | 0           | 0           |
|                                          | Non-campus           | 0           | 0           | 0           |
|                                          | Public Property      | 0           | 0           | 0           |
| Larceny Theft                            | On Campus            | <b>1</b>    | 0           | 0           |
|                                          | Residential Facility | 0           | 0           | 0           |
|                                          | Non-campus           | 0           | 0           | 0           |
|                                          | Public Property      | 0           | 0           | 0           |
| Intimidation                             | On Campus            | 0           | 0           | 0           |
|                                          | Residential Facility | 0           | 0           | 0           |
|                                          | Public Property      | 0           | 0           | 0           |
|                                          | Non-campus           | 0           | 0           | 0           |
| Destruction/damage/vandalism of property | On Campus            | <b>2</b>    | <b>0</b>    | <b>0</b>    |
|                                          | Residential Facility | 0           | 0           | 0           |
|                                          | Non-campus           | 0           | <b>1</b>    | <b>1</b>    |
|                                          | Public Property      | 0           | 0           | 0           |

**There were no hate crimes for the years 2020, 2021, 2022.**

## Fire Safety Report



### Laconia Fire Department

848 N Main ST Laconia NH. 03246

603-524-6881

The Laconia 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 materials emergencies in the City of Laconia and on the LRCC campus. The department provides EMS first response from EMT-Intermediate level up to the EMT Paramedic level. Laconia Fire Department has two fire stations located throughout the City of Laconia. Laconia Fire and Police Departments have a copy of our E.O.P

### Fire Safety Systems

#### Residence Apartment

The LRCC student apartments (Apple ridge) 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 is designed to automatically activate whenever there is a power outage. Backup power supplies support life safety detection systems, as well as lighting and exit signage, for a limited period during an outage which will, if the outage is prolonged, require building evacuation.

#### Academic and Academic Support Buildings

Academic and Academic Support buildings (Robert Turner, CAT/HS and Automotive buildings) have coverage with integrated automatic sprinkler and/or fire alarm systems which are monitored: 24 hours a day seven days a week by the Laconia Fire Department. The buildings are equipped with emergency lighting which is designed to automatically activate whenever there is a power outage. Backup power supplies support life safety detection systems as well as lighting and exit signage for a limited period during an outage which will, if the outage is prolonged, require building evacuation.

#### Fire Safety Training

Basic fire safety instruction is provided to all students by multiple means. The residence apartment 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 operation 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 to include first responders. All first responders are CPR -AED certified Fire extinguisher certified. NIMS ICS 100 THROUGH ICS 800

### Fire Safety at LRCC

Before you start making your room "your new home," take a moment to consider the LRCC and state fire regulations. Each year thousands of people are hurt or killed in fires. A lot 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 creates them.

### Appliances and Cooking

- Any appliance used in your room must be listed or recognized to a UL standard by a nationally recognized testing laboratory. This includes clocks, radios, stereos, computers, etc.
- Appliances that are strictly prohibited in student apartments 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 unit's 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 student residence room.
- When cooking in kitchen areas in Residence rooms you are required to be present when cooking, use range vents, ensure that you turn off stoves and other equipment and report any cooking fires that may occur.

### Decorations

- If you use wall or door posters or hangings, they should be used sparingly. No more than 20% 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 code precludes 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 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 cutting 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 rooms are provided with forced hot water heat (Apple Ridge Student Apartments). No less than six inches is required between any furniture and the heater unit. While it may seem unlikely, several 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 run underneath a rug except low voltage wires such as telephone cords, speaker wire or cable wire.
- Decorative lights (i.e., holiday lights) are designated as temporary lights and can only be used for a 90-day period. (45 days before and after the holiday period). Additionally, no more than three sets of lights can be strung together.
- All pathways to exterior exit doors, room doors, and windows must be always kept clear. This includes outside building as exits cannot be blocking clear path from building to nearest sidewalk, road, or parking area.
- An item hanging to enclose or decorate a sleeping space is not permitted.
- Room doors must open at least 90 degrees.
- Entrances, hallways, and stairs must always be kept clear.
- Displays, furniture or other items should not protrude more than 12 inches into a hallway or egress path. All hallway widths are calculated to manage the occupancy limits of building for fire egress.
- Bicycles, longboards, skateboards, or other items are not permitted in the hallways, entrances, or stairwells.

## Tobacco/Smoking/Vape Devices

- Tobacco, in any form to include smoking/vaping, is prohibited in all campus buildings and Residence Apartments. Smoking is only allowed in the two designated smoking gazebos. There is a smoking gazebo located outside of shipping receiving and beside basketball court.
- Open flames, candles, incense, lit cigarettes, cigars, pipes, or instruments used for vaping are not allowed in any area of the residence apartments 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 in residence apartments and academic buildings. Any of these items for use as part of campus operations must be properly secured and stored.
- Empty trash frequently and into outside dumpsters to avoid it accumulating and becoming a fire hazard.  
In residence apartments placing room trash in bathrooms, hallways, or other common areas is prohibited as it creates a fire hazard.

## Building/Room Inspections

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

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

In all buildings, the fire alarm system and area sprinkler systems should be activated. If the fire is small you may attempt to use a fire extinguisher to put out the fire. If you are unsure or there is a lot of smoke, immediately evacuate the area.

Immediately call 911. Then call Campus Safety (603) 366-5280 Cell (603)545-4392.

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 of which you are unsure whether the LRCC 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:

- LRCC Campus Safety (603) 366-5280
- Director of Residence Life (603) 366-5287

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 Apartments

### Sprinkler, Fire Detection and Alarm Systems

| LRCC Residential Facilities | Fire Alarm Monitoring done on site (by LFD) | Partial 1 Sprinkler System | Full 2 Sprinkler System | Smoke Detector | Fire Extinguisher Devices | Evacuation Plans and Placards | Number of Fire Drills Each Academic Year |
|-----------------------------|---------------------------------------------|----------------------------|-------------------------|----------------|---------------------------|-------------------------------|------------------------------------------|
| Apple Ridge                 | X                                           | X                          | X                       | X              | X                         | X                             | 4                                        |
| Robert Turner               | X                                           | X                          | X                       | X              | X                         | X                             | 4                                        |
| CAT/HS                      | X                                           | X                          | X                       | X              | X                         | X                             | 4                                        |
| Automotive                  | X                                           | X                          | X                       | X              | X                         | X                             | 4                                        |

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

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

#### Malicious False Alarm

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

#### Fire Extinguishers

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

#### LRCC Fire Safety Rules

##### Fire Prevention/Alarms/Equipment

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

#### Fire/Emergency Evacuation Drills Residence Apartments

The Campus Safety Department in conjunction with the Residence Life staff will conduct a minimum of three (3) fire drills at Apple Ridge student apartments annually. Once students have evacuated their building, Residence Life staff instructs them where they are to congregate in a designated area (a minimum of 100 yards away from building) to await further instructions.

#### Academic Buildings

The Campus Safety Department will conduct periodic fire drills of academic buildings Once employees and students have evacuated their respective building they are to congregate in a designated area (a minimum of 100 yards away from building) to await further instructions.

## **LRCC 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**

Faking, causing, or aiding in a false fire alarm. False reports of fires are prohibited per RSA 644:3-a. Offenders/violators will be fully prosecuted 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 fully prosecuted 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 impairing fire safety equipment or unauthorized removal of such equipment is prohibited per RSA\ 644:3-c.

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

### **Evacuation**

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

### **Failure to Report**

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

### **Failure to Obey Directives**

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

### **Fire Hazards**

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

### **External Doors and Internal Fire Doors**

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

## L Residential Facilities Fire Reports

### 2022 Annual Fire Safety Statistics in Student Housing

| Category                                                    | Residence Hall<br>Apple Ridge |
|-------------------------------------------------------------|-------------------------------|
| Total Fires in Bldg. Fire#                                  | 0                             |
| Cause of Fire                                               | N/A                           |
| # Of injuries that required treatment at a medical facility | 0                             |
| # Of deaths related to a fire                               | 0                             |
| Value of property damage caused by fire                     | 0                             |

### 2021 Annual Fire Safety Statistics in Student Housing

| Category                                                    | Residence Hall<br>Apple Ridge |
|-------------------------------------------------------------|-------------------------------|
| Total Fires in Bldg. Fire#                                  | 0                             |
| Cause of Fire                                               | N/A                           |
| # Of injuries that required treatment at a medical facility | 0                             |
| # Of deaths related to a fire                               | 0                             |
| Value of property damage caused by fire                     | 0                             |

### 2020 Annual Fire Safety Statistics in Student Housing

| Category                                                    | Residence Hall<br>Apple Ridge |
|-------------------------------------------------------------|-------------------------------|
| Total Fires in Bldg. Fire#                                  | 0                             |
| Cause of Fire                                               | N/A                           |
| # Of injuries that required treatment at a medical facility | 0                             |
| # Of deaths related to a fire                               | 0                             |
| Value of property damage caused by fire                     | 0                             |

A Fire Log is maintained by the LRCC Campus Safety Department located at 379 Belmont Road Laconia NH 03246 The log contains the following information:

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

The Fire Log is available for review by anyone, whether they are associated with LRCC, 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.

David Stevens.

Campus Safety Coordinator.

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding made and entered into on this 22<sup>nd</sup> day of February, 2013, by and between the Lakes Region Community College (hereinafter LRCC), and **THE BELMONT POLICE DEPARTMENT** (hereinafter BPD).  
603-267-8350

### **WITNESSETH:**

**WHEREAS**, in order to clarify the role and duties of each agency, the parties enter into this Memorandum of Understanding.

**FROM AND AFTER EXECUTION OF THIS DOCUMENT**, the BPD and LRCC will follow the guidelines set forth in the Memorandum of Understanding.

- 1. Traffic Regulations.** BPD will enforce traffic regulations in the areas surrounding the LRCC campus.
- 2. Traffic Accidents on College Property.** BPD will investigate all vehicular accidents on College property, including vehicular accidents involving fatalities or accidents likely to result in death. BPD will investigate all vehicular accidents on city property in the College area.
- 3. Emergency Calls.** When LRCC receives an emergency call from anywhere on College property, LRCC staff will contact BPD to respond to the call.
- 4. Crimes Against Persons.** LRCC and BPD will respond to all emergency calls on College property regardless of the nature of the incident.
- 5. Maintaining Order.** LRCC will have primary responsibility for maintaining order on College property, and, when requested, BPD will assist.
- 6. Crisis Intervention.** LRCC will handle all crisis intervention on College property with assistance to be provided by BPD, as requested, (i.e., Special Operations Squad, K-9 Detail, Emergency Response Team, and Hostage Negotiations).
- 7. Investigative Intelligence.** Investigative information on matters of mutual concern will be delivered by the department receiving such information to the other department (i.e., hate crimes/groups, cults, gangs, narcotics, etc.). To the extent allowed by the law, BPD will share with LRCC information received from the New Hampshire Sexual Offender Registry. LRCC agrees to protect the confidentiality of this information as required by law. For purposes of crime tracking and mapping, LRCC will share information regarding all criminal incidents in the College area with BPD in a



timely manner, which information includes the nature of the incident, time, date, address, etc.

**8. Reliability of Response.** Adherence to the guidelines set out in this Memorandum of Understanding will allow each agency to rely on the other for assurance that all calls receive appropriate and reliable response.

**9. Prosecution of Cases.** All cases involving prosecution will be the primary responsibility of the agency conducting the investigation, and if the other agency is involved, such agency's cooperation and assistance will be given.

**10. Evidence Control.** The agency responsible for the investigation of any incident will have the responsibility of maintaining the integrity of all evidence.

**11. Crime Prevention.** LRCC will provide a staff member as a contact person to assist in crime prevention programs in and about the College property. This assistance will benefit both agencies in control and prevention of crime.

**12. Amendment or Termination.** This Memorandum of Understanding may be amended at any time by written agreement of the parties. It may be terminated by either party upon thirty days' written notice to the other party.

This Memorandum of Understanding is executed on the day and date first above written by the respective agencies.

**Lakes Region Community College:**

  
\_\_\_\_\_  
**President  
LRCC**

  
\_\_\_\_\_  
**Vice President of Student Affairs  
LRCC**

**Belmont, New Hampshire**

  
\_\_\_\_\_  
**Chief of Police  
Belmont**

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding made and entered into on this 22<sup>nd</sup> day of February, 2012, by and between the Lakes Region Community College (hereinafter LRCC), and **THE LACONIA POLICE DEPARTMENT** (hereinafter LPD). 603-524-5257

### **WITNESSETH:**

**WHEREAS**, in order to clarify the role and duties of each agency, the parties enter into this Memorandum of Understanding.

**FROM AND AFTER EXECUTION OF THIS DOCUMENT**, the LPD and LRCC will follow the guidelines set forth in the Memorandum of Understanding.

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**Lakes Region Community College:**

  
\_\_\_\_\_  
**President  
LRCC**

**Laconia, New Hampshire**

  
\_\_\_\_\_  
**Chief of Police  
Laconia**