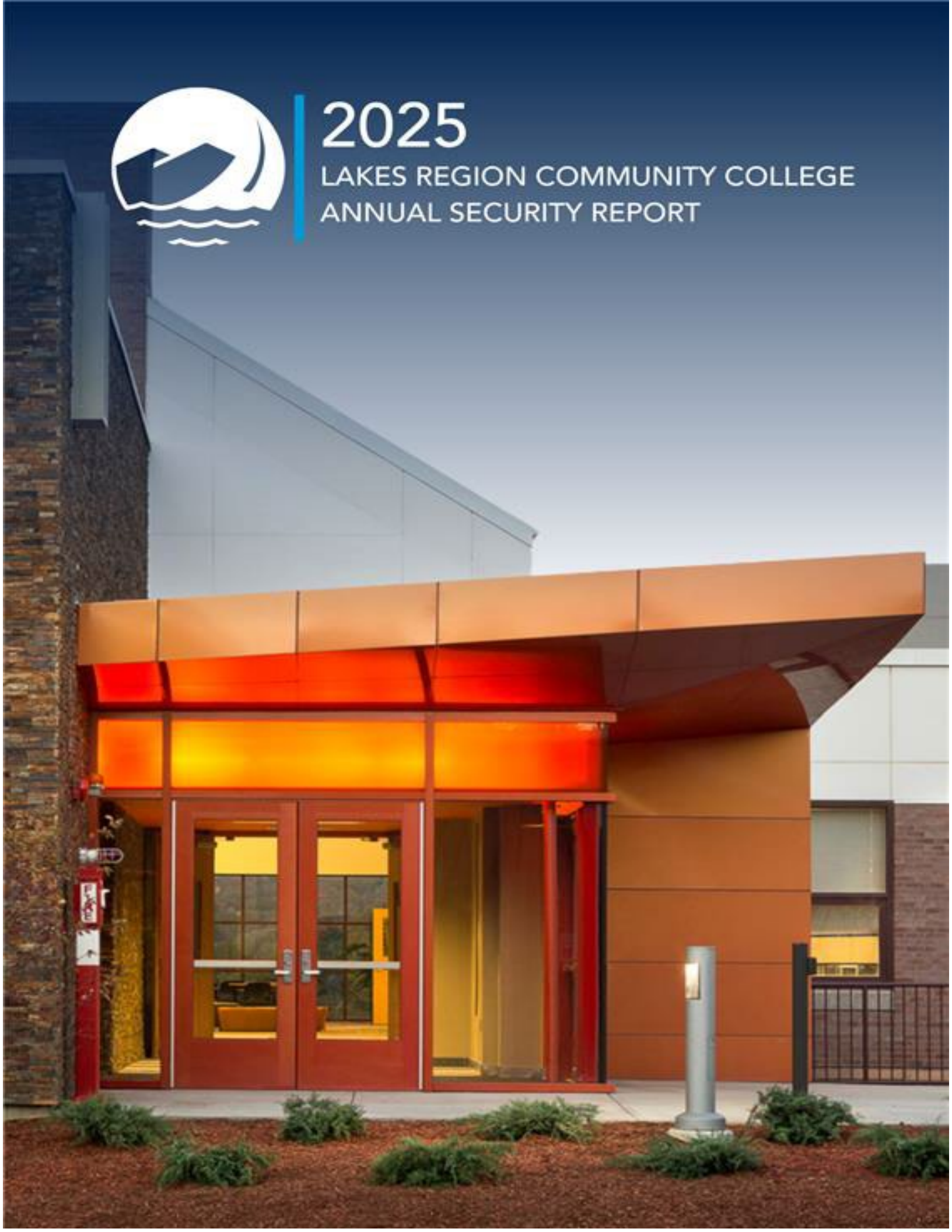




2025

LAKES REGION COMMUNITY COLLEGE  
ANNUAL SECURITY REPORT



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## **LRCC 2025 ANNUAL SAFETY and FIRE REPORT**

The information provided in this report is to meet Lakes Region Community College's (LRCC) obligations for compliance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, commonly referred to as the Clery Act.

Information contained in this report is prepared by the LRCC's Campus Safety Department using crime reports, statistical information and safety program information obtained from the identified LRCC Campus Safety, Academic and Student Affairs, and the Laconia Police Department

Developing Information for this report the LRCC Campus Safety Department identifies and coordinates with the Associate Vice President of Academic and Student Affairs, Human Resources and the Title IX Coordinator. The LRCC Campus Safety Department contacts the Laconia Police Department which have jurisdiction over both campus and non-campus public properties to collect annual crime statistics. The LRCC Campus Safety Department updates all campus safety and security information, for inclusion in this document and distribution to the college community.

### **OVERVIEW**

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 online via <http://www.lrcc.edu/campus-safety>.

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

### **LRCC Campus**

379 Belmont Road  
Laconia, NH 03246  
603-524-3207

1(800)-357-2992

Fax: 603-524-8084

Web: <https://www.lrcc.edu/>.

### **Campus Security Authorities**

Vice President of Academic and Student Affairs: 603-366-5216

Associate Vice President of Academic and Student Affairs: 603-366-5221

Campus Safety: 603-933-2439

Title IX Coordinator: 603-366-5221

### **Campus Safety**

The Campus Safety Department's intent is to ensure a safe campus environment for our students, faculty, staff, and guests. LRCC has recently partnered with an outside vendor to provide security to our campus. PalAmerica provides LRCC with three security officers to ensure the safety of our campus. Additionally, we have one part-time Safety Coordinator hired internally to ensure all reporting is completed, as well as process and procedure are followed to ensure the safety of our community. Campus Safety coverage is not available 24 hours a day, 7 days a week and does not have the power to make arrests. Cameras are mounted throughout campus and at the off-campus student apartments and aid in the effort of monitoring and recording activities. Three emergency blue-light phone towers and a fourth emergency phone are located in parking lots throughout campus to 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 the apartments are referred to the Laconia Police Department. Lakes Region Community College maintains active Memorandums of Understanding (MOUs) with the Laconia and Belmont Police Departments who investigate crimes in timely fashion.

## **LRCC Main Campus**

The campus consists of four buildings: Turner, Center for Art and Technology, Health and Science and Automotive building. These four buildings' entry doors are opened by controlled timers by Campus Safety and Maintenance staff. All main entry doors have card access and are scheduled to open at 7:00am and close at 10:30pm.

## **Student Apartments**

The Apple Ridge Student Apartments located off campus at 67 Provencal Rd, Laconia and leased by Lakes Region Community College, offers 24 apartment units for our students. The complex has interior and exterior cameras for monitoring safety. Campus Safety office is located on the first floor. The student apartments have the capacity to have 75 residents. Students reside in fully furnished 1, 2 or 3-bedroom apartments. A Campus Life Manager, Community Advisor and Resident Assistants are responsible for monitoring the building and reporting any maintenance or safety issues. Residents have keys providing them access to their assigned apartment and room, and proximity cards grant them access to the building and 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 LRCC Student Handbook.

## **CRIMES**

### **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 Campus Safety Coordinators office, one at the Safety Officer station.

### **Reporting Crimes**

Security needs to be the concern of every person on the college campus. LRCC is not equipped with police officers or a 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. Campus Safety will investigate each matter and if necessary call Laconia Police Department. Individuals can also call Campus Safety on 603-933-2439.

If you are a victim of a crime, you are urged to report it to Campus Safety 603-933-2439 immediately. Depending upon the nature of the crime, the Title IX counselor is also available 603- 366-5221. In the event of a violent crime, local authorities 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. If you witness a crime, contact Campus Safety at 603-933-2439.

### **Campus Crime Information**

All LRCC 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 Apple Ridge Student Apartments opened in 2016 which is off campus at 67 Provencal RD Laconia. For the purposes of reporting, "non-campus" refers to these locations. See the Appendix for all reportable offenses for the past three years. These statistics are taken from LRCC crime log, incident reports, Title XI reports, and Laconia Police Department logs each calendar year. Crime statistics are available at various locations on campus and at the student apartments.

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 Academic and Student 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 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 they 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 <https://www.lrcc.edu/student-resources/campus-safety/incident-report/>.

### **Criminal Offenses and Definitions**

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).

**Criminal Homicide:** These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.

**Murder and Non-negligent Manslaughter** is defined as *the willful (non-negligent) killing of one human being by another.*

**Manslaughter by Negligence:** is defined as *the killing of another person through gross negligence.*

**Sexual Assault (Sex Offenses):** *Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.* Include attempted Sexual Assaults, but do not include in your *Clery Act* statistics any Sexual Assaults other than the four types of Sexual Assaults described in this chapter.

**Rape:** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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

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

**Statutory Rape:** is *sexual intercourse with a person who is under the statutory age of consent.*

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

**Aggravated Assault:** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** is the unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft:** is the theft or attempted theft of a motor vehicle

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

**Hate Crime:** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

**Dating Violence:** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the people involved in the relationship.

**Domestic Violence** is defined as *a felony or misdemeanor crime of violence committed:*

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking** is defined as *engaging in a course of conduct directed at a specific person that would cause a reasonable person to:*

- *Fear for the person’s safety or the safety of others; or*
- *Suffer substantial emotional distress.*

**Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation or summons*

**Weapons: Carrying, Possessing, Etc.:** is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

### **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 in situations where the need is obvious, such as a theft you see taking place or a situation requiring immediate medical attention, etc.

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 Academic and Student Affairs Office. The Associate 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.

### **LRCC COMMUNITY STANDARDS AND STUDENT CODE OF CONDUCT**

The Community College System of New Hampshire provides educational pathways for learners and community members within the state and beyond. We support individuals through comprehensive degree and certificate programs that focus on academic rigor, teaching excellence and individualized learning. As a community of learners, we aspire to:

- Act with integrity and honesty in accordance with the highest academic, professional, and ethical standards
- Respect and honor the dignity of each person and foster a diverse and inclusive community
- Act responsibly and be accountable for our decisions, actions, and their consequences
- Seek, create and foster creativity and innovation, for the benefit of our communities.
- Strive for excellence in all our endeavors as individuals and an institution.
- Work together for the advancement of our institution and the communities we serve.

The standards and procedures documented here maintain and protect an environment that is conducive to learning and supports the Community College of New Hampshire’s educational objectives. Those involved with the conduct process work to uphold community standards through restorative interventions that encourage students to be heard, respected, and treated with dignity. These students, including both residential and commuters, can participate in a fair and impartial resolution process that encourages personal accountability and responsible decision-making; promotes reflection and restoration; and reduces behavior that undermines student success and community safety.

For more information about LRCC’s Community Standards and Student Code of Conduct see our [Student Handbook](#).

## **TITLE IX POLICY AND SEXUAL HARASSMENT FORMAL GRIEVANCE PROCEDURES**

CCSNH and its Colleges are committed to creating and maintaining a positive and productive learning environment. In furtherance of this objective, CCSNH prohibits discrimination in the administration of its education programs and activities based on sex including conduct that constitutes sexual harassment. CCSNH also prohibits retaliation against anyone who is involved in the making or reporting of a complaint or investigation or hearing of a formal complaint of sexual harassment.

For more information about LRCC's Title IX Policy and Procedures see our [Student Handbook](#).

### **Support Resources**

Lakes Region Community College has an established partnership with New Beginnings, our local crisis center. The relationship was formalized by an MOU between Lakes Region Community College, and New Beginnings. 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 three student support advisors 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.

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**. 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. See the [LRCC Student Handbook](#) for complete information on LRCC's alcohol policies.

### **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. See the [LRCC Student Handbook](#) for complete information on LRCC's drug and narcotics policies.

### **Support**

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 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) 1-800-593-3330 <http://www.aa.org>

Al Anon Family Groups: 1-888-425-2666 <http://www.nhal-anon.org>

Horizons Counseling Center of Gilford: 603-524-8005

## **EMERGENCIES**

### **Crisis Management Plan**

Lakes Region Community College's Crisis Management 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 developed an Emergency Operation Plan outlining steps are to be taken in an emergency. This plan includes training and drill preparation to ensure staff and faculty are prepared for an emergency. Staff responsible for sending alerts through our RAVE system 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 are equipped with red panic buttons which control all four buildings in a lock down situation.

### **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.

The decision to issue a timely warning shall be made on a case-by-case basis by the President or Vice President 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.

- **RAVE:** Voice/text messages and emails alerting faculty, staff and students regarding emergencies on campus. Students can log into the Student Information System to update/change their contact information.
- **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 on the web LRCC Campus Safety .

## **FIRE SAFETY**

### **Laconia Fire Department**

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 and both the Laconia Fire and Police Departments have a copy of LRCC's emergency operations procedures.

### **Fire Safety Systems**

#### **Apple Ridge Student Apartments**

The LRCC student apartments have integrated automatic sprinkler and 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. If there is a prolonged power outage, building will be evacuated.

#### **Academic Buildings**

Academic buildings, which are the Turner building, Center for Arts and Technology, Health and Science and Automotive are equipped 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. If there is a prolonged power outage, building will be evacuated.

### **Fire Safety Training**

If a fire is discovered on campus or at the student apartments, the fire alarm system and area sprinkler systems will 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 and call 911. After you have called 911, call Campus Safety (603)933-2439. When calling, please provide as much information as possible about the location, date, time, and cause of the fire.

Non-emergency incidents involving fires should be reported via an [incident report](#) or by calling the Campus Safety Office at 603-933-2439.

Basic fire safety instruction is provided to all students by multiple means. The student apartments have an instructional sign located inside the doorway entrance that contains information on what to do during an emergency. Students also participate in fire drills at least once per semester to ensure they understand the proper building evacuation procedure during an emergency. Additionally, residential staff receive specific training during onboarding on their responsibilities during both fire and medical emergencies.

The Campus Safety Department conducts fire extinguisher operation training for all residential staff at the beginning of the fall semester. This training is also extended to employees who would like to receive this training. All first responders are CPR -AED certified fire extinguisher certified, NIMS ICS 100 through ICS 800

### **Fire Safety at the Student Apartments**

The following are guidelines for students residing in the student apartments.

#### **Appliances and Cooking**

- Any appliance used in your apartment 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 allowed but CANNOT be plugged in unattended include curling irons and irons.
- Extension cords may not be used for microwaves and refrigerators. Microwaves and refrigerators need to be plugged directly into an outlet; they 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 allowed are the appliances provided in your apartment.

- When cooking in kitchen areas you are required to be present, 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).
- 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.
- 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.
- An item hanging to enclose or decorate a sleeping space is not permitted.

### **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.
- No less than six inches is required between any furniture and the heating unit.
- The following electrical appliances are not permitted in resident rooms air conditioners, heating units, sun lamps, halogen and lava lamps, grills, heating coils, microwaves, 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 exteriors 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.
- Room doors must open at least 90 degrees.
- Entrances, hallways, and stairs must always be kept clear.

### **Tobacco/Smoking/Vape Devices**

- Tobacco, in any form to include smoking/vaping, cigars and pipes are prohibited in the student apartments. Smoking is only allowed at least 100 yards on each side of the building.

### **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 the student apartments do not place trash hallways, or other common areas.

## Building/Room Inspections

Safety inspections by residential life, campus safety and maintenance are conducted once per month. This inspection is held in conjunction with fire devices/smoke/CO2 detector testing, which is required by state law. If any violations are discovered during the inspection it will be reported and investigated, and fines may be issued.

## Fire Safety Equipment/Policies

LRCC Facility	Fire Alarm Monitoring System	Partial One Sprinkler System*	Full Sprinkler System-	Smoke Detector	Fire Extinguisher Devices	Evacuation Plans and Placards	Fire Drills
Apple Ridge Student Apartments	X	X	X	X	X	X	4
Turner	X	X	X	X	X	X	4
Center for Arts and Technology	X	X	X	X	X	X	4
Health and Science	X	X	X	X	X	X	4
Automotive	X	X	X	X	X	X	4

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

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

## 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. A fine of \$350 may be assessed for any person who initiates a false fire alarm.

## Fire Extinguishers

Fire extinguishers are located throughout campus. Tampering with fire extinguishers is strictly prohibited and may result in a fine or other sanctions.

## Fire/Emergency Evacuation Drills

The Campus Safety Department will conduct a minimum of one fire drill per semester for all academic buildings and the student apartments

## Residential Facilities Fire Reports

Fire logs are maintained and available for seven years in the LRCC Campus Safety Department located in the Health Science lobby.

The log contains the following information:

- Incident report number(s)
- Reported date and time
- Incident date and time
- Summary of the incident
- The nature of the fire
- General location of the fire

## APPENDIX

### Appendix A Crime Statistics

<b>Criminal Offense</b>	<b>Location</b>	<b>2022</b>	<b>2023</b>	<b>2024</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
		<b>2022</b>	<b>2023</b>	<b>2024</b>

	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>2022</b>	<b>2023</b>	<b>2024</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>2022</b>	<b>2023</b>	<b>2024</b>
Weapons	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
<b>Arrests</b>	<b>Location</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
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	1
	Non-campus	0	0	0
	Public Property	0	0	0
Disciplinary Actions	On Campus	5	0	0
	Residential Facility	0	5	1
	Non-campus	1	0	0
	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
	On Campus	0	0	0
*VAWA offenses reported by students occurring off				
		<b>2022</b>	<b>2023</b>	<b>2024</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	0	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	0	0	0
	Residential Facility	0	0	0
	Non-campus	1	0	0
	Public Property	0	0	0

**There were no hate crimes for the years 2022, 2023, 2024.**

**Appendix B**

**2022-2024 Annual Fire Safety Statistics at the Apple Ridge Student Apartments**

<b>Category</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Total Fires</b>	0	0	0
<b>Cause of Fire</b>	N/A	N/A	N/A
<b>Injuries requiring treatment at a medical facility</b>	0	0	0
<b>Deaths related to a fire</b>	0	0	0
<b>Value of property damage caused by fire</b>	0	0	0

## Appendix C

### 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**

## Appendix D

### **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.

- 1. Traffic Regulations.** LPD will enforce traffic regulations in the areas surrounding the LRCC campus.
- 2. Traffic Accidents on College Property.** LPD will investigate all vehicular accidents on College property, including vehicular accidents involving fatalities or accidents likely to result in death. LPD 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 LPD to respond to the call.
- 4. Crimes Against Persons.** LRCC and LPD 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, LPD will assist.
- 6. Crisis Intervention.** LRCC will handle all crisis intervention on College property with assistance to be provided by LPD, 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, LPD 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 LPD 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.

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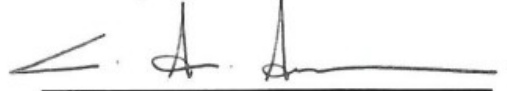
This Memorandum of Understanding is executed on the day and date first above written by the respective agencies.

**Lakes Region Community College:**



**President  
LRCC**

**Laconia, New Hampshire**



**Chief of Police  
Laconia**