



**LAKES
REGION
COMMUNITY
COLLEGE**

2026 ANNUAL SAFETY REPORT

Compiled by the Department of Campus Safety



Table of Contents

Overview	5
Crimes	7
TITLE IX POLICY AND SEXUAL HARASSMENT FORMAL GRIEVANCE PROCEDURES	16
Emergencies	18
Fire Safety	20
Appendix	26

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 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 maximum security and safety within its capabilities to all people of our college community.

Campus Security Authorities

President: (603) 366-5215

Vice President of Academic and Student Affairs: (603) 366-5281

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

Campus Safety: (603) 545-4392 or (603) 366-5280

College Title IX Officer: (603) 366-5221

Lakes Region Community College website www.lrcc.edu

LRCC Campus

379 Belmont Road

Laconia, NH 03246

(603) 524-3207

1(800) 357-2992

Fax: (603) 524-8084

Emergency: 9 911 (from a campus phone)

Overview

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 Scott McWilliam 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 arrests. 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 systems. 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 three buildings: the Turner, Center for Art and Technology and Health and Science (CAT H/S) and the Automotive building. These buildings' entry doors are opened by controlled timers by Safety and Maintenance staff. All buildings have swipe card access. All Main entry doors are scheduled to open at 7:30am and close at 9:30pm Monday through Thursday and close at 6pm on Fridays. These 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 buildings – the Apple Ridge Student Apartments off grounds at 67 Provencal Road Laconia that serves as our student-housing complex.

Residential Facility

The Apple Ridge Student Apartments is off grounds at 67 Provencal Road Laconia which is leased by Lakes Region Community College, consist of 24 apartments. The complex has inside and outside cameras for monitoring. 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 live on site. Resident Assistants live on each floor supporting the work of the Resident Director. Residents have keys providing them with 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. 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 panels 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 Director. Evacuation maps are posted inside each apartment and in the stairwells which state 2 locations where they report to, 100 yards away from the building at each end of the 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 (<https://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) 545-4392 or (603) 366-5280
3. Alert a Residence Life staff member (603) 486-7647

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 computers open at 7:30am and close at 9:30pm Monday through Thursday and 6pm on Fridays. The Admissions Office is open Monday through Thursday 8am –5pm, and 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 9:30pm Mondays through Thursdays and at 6pm 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 the 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.

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 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) 545-4392 or (603) 366-5280 or a counselor on campus (603) 366-5218 or (603) 366-5261 immediately. Depending upon the nature of the crime, Title IX counselor is always available (603) 366-5221 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 crime, contact

Campus Safety at (603) 545-4392 or (603) 366-5280 or a representative of the college immediately at (603) 366-5299 or (603) 366-5242 to initiate appropriate actions.

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.

Emergency Calls

There are phones in every classroom with dial access to the 9 911-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 Campus Safety at (603) 545-4392 or (603) 366-5280 and Administration by dialing ext. 6799 or 6742 from a campus phone or (603) 366-5299 or (603) 366-5242.

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 locations 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 these locations. See the Appendix for all reportable offenses for the past three 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.

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).

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 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) 366-5221

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) 366-5221

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. Contact a college counselor at (603) 366-5218 or (603) 366-5261 or see Title IX Officer (603) 366-5221 Laconia Hospital (603) 524-3211

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).

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](#).

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 student support counselors (603) 366-5218 or (603) 366-5261 work closely with New Beginnings staff to assess students' needs, provide accurate information on students' 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 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) 524-5252.

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.

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

Emergencies

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 LRCC website <https://www.lrcc.edu/mylrcc/lrcc-alerts/> 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 1st of each year. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by 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 <https://www.lrcc.edu/student-resources/campus-safety/incident-report/>.

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) 545-4392 or (603) 366-5280. 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) 545-4392 or (603) 366-5280.

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 buildings 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

Criminal Offense	Location	2023	2024	2025
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	0	0	0
	Public Property	0	0	0
Sex Offenses, Non-forcible	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Robbery	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
Burglary	On Campus	1	0	1
	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	10	15	0
	Residential Facility	0	0	0
	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	1	0
	Residential Facility	2	1	0
	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	1	1	0
	Public Property	0	0	0
*Referred for disciplinary Action				

VAWA Offenses	Location	2023	2024	2025
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
Arrests	Location	2023	2024	2025
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	0	0	0
	Public Property	0	0	0
Liquor Law Violations	On Campus	0	0	0
	Residential Facility	0	0	0
	Non-campus	0	0	0
	Public Property	0	0	0
Disciplinary Actions	On Campus	0	0	0
	Residential Facility	5	1	0
	Non-campus	0	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 Campus				
		2023	2024	2025
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	0	0	0
	Public Property	0	0	0

There were no hate crimes for the years 2023, 2024, 2025.

Appendix B

2023-2025 Annual Fire Safety Statistics at the Apple Ridge Student Apartments

Year	2023	2024	2025
Total Fires	0	0	0
Cause of Fire	N/A	N/A	N/A
Injuries requiring treatment at a medical facility	0	0	0
Deaths related to a fire	0	0	0
Value of property damage caused by fire	0	0	0

2023-2025 Annual Fire Safety Statistics at the Main Campus

Year	2023	2024	2025
Total Fires	0	0	0
Cause of Fire	N/A	N/A	N/A
Injuries requiring treatment at a medical facility	0	0	0
Deaths related to a fire	0	0	0
Value of property damage caused by fire	0	0	0

Appendix C

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding made and entered into on this 22nd 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 22nd 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.

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.

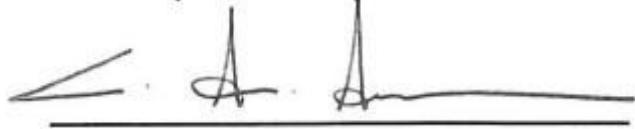
This Memorandum of Understanding is executed on the day and date first above written by the respective agencies.

Lakes Region Community College:



**President
LRCC**

Laconia, New Hampshire



**Chief of Police
Laconia**