Great Bay Community College
2012 Campus Safety and Security Report
for period of January 1, 2012 – December 31, 2012

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Great Bay Community College
320 Corporate Drive
Portsmouth, NH 03801603-427-7600
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2012 CRIME AWARENESS AND CAMPUS SECURITY INFORMATION REPORT

This information is provided to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 and has been prepared by the Vice President of Enrollment Management and Student Services and the Director of Student Life using statistical and other information supplied by the Stratham Police Department, the Portsmouth Police Department, and the Office of Student Life.

Each fall, an e-mail notification is made to all enrolled students and employees. The e-mail provides the web site to access this report. Paper copies may be obtained by contacting the Office of Vice President of Enrollment Management and Student Services at (603)427-7604.

The Report is updated at least once each year, and the crime statistics are updated annually.

GEOGRAPHY

The Vice President of Enrollment Management maintains a list of all properties that Great Bay Community College owns, rents, or leases. Below is a list of properties for the 2011 calendar year.

- 320 Corporate Drive, Portsmouth, NH - Lease - Building and Property
- 360 Corporate Drive, Portsmouth, NH - Lease - Property

CRIME STATISTICS

The Director of Student Life compiles all crime statistics for the annual Clery Report. The preparation of crime statistics involves coordinating among GBCC Campus Safety Officers, Vice President of Enrollment Management, local police departments, and the Office of Student Life. This coordination also occurs in statistical gathering of data from Campus Security Authorities or those with "significant responsibilities for students and campus activities." The Crime statistics are for the three previous calendar years. A list of definitions is provided below the report.

Offense	Year	Locations		
		Portsmouth Campus	Non-Campus Property	Public Property
Murder, Non-negligent Manslaughter				
	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Negligent Manslaughter				

	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Sex Offenses Forcible				
	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Sex Offenses Non-Forcible				
	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Robbery				
	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Aggravated Assault				
	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Burglary				
	2010	1	0	0
	2011	0	0	0
	2012	0	0	0
Motor Vehicle Theft				
	2010	0	0	0

	2011	1	0	0
	2012	0	0	0
Arson				
	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Liquor Law Arrests				
	2010	0	0	0
	2011	1	0	0
	2012	1	0	0
Liquor Law Violations Referred for Disciplinary Action				
	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Drug Law Arrests				
	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Drug Law Violations Referred for Disciplinary Action				
	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Illegal Weapons Arrests				
	2010	0	0	0
	2011	0	0	0

	2012	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action				
	2010	0	0	0
	2011	0	0	0
	2012	0	0	0
Reported Hate Crimes				
	2010	0	0	0
	2011	0	0	0
	2012	0	0	0

Definitions

A list of definitions is included and provides basic information about each crime category.

- ***Arson***— to unlawfully and intentionally damage, or attempt to damage any real or personal property by fire or incendiary device.
- ***Aggravated Assault*** (Assault 1st & 2nd)—The unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- ***Simple Assault***—An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- ***Burglary***— the unlawful entry into a building or other structure with the intent to commit a felony or a theft.
- ***Criminal Mischief***—To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it.
- ***Assault, Sexual***—any sexual act directed against another person, forcible and/or against that person's will; or, where the victim is incapable of giving consent.
- ***Dating/Domestic Violence***—"Abuse" means the commission or attempted commission of Assault, Criminal Threatening, Sexual Assault, Interference with Custody, Destruction of Property, Unauthorized Entry and/or Harassment by a family or household member or current or former sexual or intimate partner and where such conduct constitutes a credible threat to the victim's safety.
- ***Murder and non-negligent Manslaughter*** **-** The willful (non-negligent) killing of one

human being by another.

- ***Robbery***—The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
- ***Weapon Law Violations***—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
- ***Disorderly Conduct***—any behavior that tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.
- ***Liquor Law Violations***—the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.
- ***Trespass of Real Property***—to unlawfully enter land, a dwelling, or other real property.
- ***Drug/Narcotic Violations***—the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance.
- ***Larceny/Theft Offences***—the unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.
- ***Motor Vehicle Theft***—the theft of a motor vehicle.
- ***Hate Crime*** - For purposes of reporting under the Clery Act, a hate crime is defined as including the offenses of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and any other crime involving bodily injury reported to local police agencies or to a campus security authority, *that manifests evidence that the victim was intentionally selected because of the perpetrator's bias*. The categories of bias for purposes or reporting are: race, gender, religion, sexual orientation, ethnicity/national origin, disability.
- ***Sex Offenders*** - The Clery Act provides special requirements relating to the registration and community notification for sex offenders who are enrolled in, work or volunteer at institutions of higher education. Information on New Hampshire sex offenders can be accessed on the web at http://www.egov.nh.gov/nsor/result.asp. Law enforcement information regarding registered sex offenders in the Pease Campus area may be obtained by calling the Portsmouth Police Department at (603)427-1500.
- **On Campus -** Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution and controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).
- **Residential Facilities -** "Dormitories or other residential facilities for students on campus" is a subset of the on-campus category.
- **A Non-campus Building or Property -** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in

relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

- **On Public Property -** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

CAMPUS SECURITY AUTHORITIES

The Vice President of Enrollment Management maintains a list of all Campus Security Authorities. A Campus Security Authority is any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or campus security department role. This includes officials of the College who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting in that capacity. Campus Security Authorities are:

President Office 320 Corporate Drive Portsmouth, NH 03801 - President - Chief Financial Officer - Associate VP of Corporate and Community Education	(603)427-7600	Enrollment Management 320 Corporate Drive Portsmouth, NH 03801 - Vice President - Coordinator of Admissions - Director of Financial Aid	(603)427-7604
Academic Affairs 320 Corporate Drive Portsmouth, NH 03801 - Vice President - Associate Vice President - Director of Library and Media Services	(603)427-7633	Student Life 320 Corporate Drive Portsmouth, NH 03801 - Vice President - Director of Student Life - Athletic Coaches - Advisors for student clubs and organizations	(603)427-7644

STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES

Each year the Vice President of Enrollment Management requests crime statistics from law enforcement agencies in our geographic area. For the proposes of this report Great Bay Community College obtained has made a good-faith effort to obtain crime statistics with Portsmouth Police Department and the New Hampshire State Police.

DAILY CRIME LOG

Campus Safety prepares a daily crime log describing incidents reported to the College. Information contained in the log can be obtained by contacting the Vice President of Enrollment Management and Student Services or the Campus Safety Officer.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Vice President of Enrollment Management oversees the College's Emergency Response and Evacuation Procedures. More information about specific procedures can be found at the end of this report.

TIMELY WARNINGS

The Vice President of Enrollment Management at Great Bay Community College is responsible for posting **timely warnings** for the College Community to notify members of the community about serious crimes that occur on 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. These crimes may be reported to the Campus Safety Officer, a Campus Security Authority, or to the Portsmouth Police Department.

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Clery Act. The decision is made by the Vice President of Enrollment Management and Student Services, 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.

ANNUAL SECURITY REPORT POLICY STATEMENTS

The Vice President of Enrollment Management maintains a list of updated to date policy statements for inclusion with the Annual Security Report. Below you will find a list of policy statements.

Timely Warnings

In compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus crime** GBCC issues timely warnings for the following incidents:

- Criminal Homicide
- Sex offenses
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft

- Major incidents of arson
- Other crimes as determined necessary by the VPEMSS, or designee, in the absence of the VPEMSS

The College does not issue timely warnings for the above listed crimes if:

- The subject(s) apprehended and the threat of imminent danger to the GBCC community has been mitigated by the apprehension
- If a report was not filed with GBCC 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 GBCC 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:

- **GBCC Alerts**: a free service that automatically sends a brief text message alerting the community regarding an emergency situation on campus to email accounts or cell phones. GBCC students, faculty, staff, and affiliates can sign on at http://www.greatbay.edu/?pg=alert
- **Directed Communications/Blast email**: GBCC email system alerting students, faculty, and staff.
- **Fliers**: posted on bulletin boards in academic buildings, residence halls, outdoor boards and kiosks and administrative buildings.
- **GBCC website**: www.greatbay.edu
- Local area radio and television stations and print media.

A copy of the timely warning will be filed in the corresponding case file.

Annual Disclosure of Crime Statistics

By October 1st of each year the Vice President of Enrollment Management will email all faculty, staff, and students the Annual Clery Report. In addition to the email the report will be posted to the Great Bay Community College website by October 1.

Safety Alerts

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

Reporting of Crimes

All faculty, staff and students should immediately notify Campus Safety of any suspected criminal activity on campus. In the case of an emergency - **All Emergency calls should be made to 911** from all campus and off campus telephones. Regular business calls of a non-emergency nature can be made to the Campus Safety (603)765-2168) at any time. If you

call Campus Safety, please provide the following information:
• Your name
• Location and description of the incident you are reporting
• A description of any vehicles or suspects involved in the incident

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

On Campus Reporting
When members of the College community receive a report of criminal activity on campus, they should immediately contact the Campus Safety. They may also contact a designated *Campus Security Authority* who will then consult with the Campus Safety Officer.

Off Campus Reporting
If the criminal activity takes place in an off-campus location that is rented or owned by the College, community members should contact the local Police Department with jurisdiction**.**

Policy for monitoring criminal activity off campus
When a GBCC student is involved in an off-campus offense, GBCC may assist with the investigation in cooperation with local, state, or federal law enforcement.

Anonymous Reporting
While the College has no general written policy in regards to confidential reporting that allows the victim or witness to remain anonymous, persons wishing to report something anonymously can fill out a form located at http://www.greatbay.edu/?pg=anon_report.

Cooperative Law Enforcement Functions
Great Bay Community College continually works in concert with local, county, state and federal law enforcement agencies.

Security of and Access to Campus Facilities
The College is open to authorized members of the campus community and to official visitors and/or individuals who have legitimate business needs during hours the buildings are open. All buildings are secured each night and are open only during normal business hours.
Entry after normal hours is only available to faculty, staff and authorized students, as determined by the appropriate academic or administrative offices. The campus also has an extensive video surveillance system.

Buildings are patrolled and checked by Campus Safety staff, which is equipped with emergency telephone. Certain buildings are alarmed for the protection of contents and personnel, and the alarms are activated when any illegal entry is made. Immediate response to the alarm location is made by local Police personnel.

Crime Prevention Resources and Services, Educational Opportunities,

Great Bay Community College provides direct service programs to the members of the College community. These programs are dedicated to the prevention of crime on campus; they vary in scope and content, with the emphasis on community involvement. Specific programs dealing with campus safety and security services include the following:

- Security audits of buildings
- Escort service
- Self defense training
- Campus lighting checks and surveys, which are conducted annually
- Criminal incident evaluations and reports to the campus
- Alcohol assistance programs
- Sexual Harassment and Rape Prevention Programs

The key to preventing crime is awareness, which is best achieved through education. At GBCC, staff, Campus Safety, students and others help students take responsibility for their own safety.

The College is committed to education and outreach to all students as we increase awareness and seek to end all forms of sexual assault, sexual harassment, intimate partner abuse, and stalking. This commitment takes place throughout the academic year in regular programs presented on campus by various offices. Flyers and other methods of passive programming that include relevant safety tips are also passed out each year to members of the College community. In addition, Student Life coordinates events for Sexual Assault Awareness Month and Domestic Violence Month, sponsors Take Back the Night march and rally, and runs risk management/awareness campaigns.

Campus Sex Crime Prevention Act and Duty to Report

Under the federal Campus Sex Crimes Prevention Act, sex offenders who are otherwise required to register in a state must notify the state of each institution of higher education at which the offender is employed, enrolled as a student, or carries on a vocation. If a registered sex offender is employed, enrolled, or carries on a vocation at Great Bay Community College, the State of New Hampshire must promptly notify the College and the Portsmouth Police Departments. Failure to register is considered a misdemeanor.

Uniform Crime Reports

The Great Bay Community College, through the Vice President of Enrollment Management and Student Services, maintains uniform crime reporting data and reports all crimes within the criteria established by the Uniform Crime Reporting System (NIBRS) and the Federal Bureau of Investigation.

The Megan's Law information can be found at the following site:
http://www.egov.nh.gov/nsor/.

Sexual Assault

The national statistics for sexual assault indicate that rape is a problem on college campuses. According to a U.S. Department of Justice report, "Women ages 16 to 24 experience rape at rates four times higher than the assault rate of all women, making the college (and high school) years the most vulnerable for women." We believe that education is the most powerful weapon to combat this problem. Education includes a variety of approaches including safety awareness and crime prevention. We want to do all we can to reduce the likelihood of this crime taking place on campus and to encourage individuals to report incidents when they do occur. Our tradition of rape education and our consistent message of encouragement to report all crimes are having a positive impact. Students are better educated, more aware, and more willing to come forward.

The following suggestions are steps you may wish to take if you are sexually assaulted:

If you are a victim of sexual assault, you may choose to:

- Immediately report the assault to the police. Once you report the crime, the police are then obligated to begin an investigation;
- Seek medical attention. Emergency Departments throughout NH can examine and treat any injuries you may have received. Emergency rooms can also prescribe emergency antibiotics to prevent the spread of some STDs as well as emergency contraceptives to prevent unwanted pregnancy;
- Complete a Sexual Assault Forensic Examination Kit. This kit, provided by the NH Attorney General's Office, collects evidence that could be helpful if you decide to report the assault to the police. Kits can be completed in any NH Emergency Department without charge to the victim, even if the victim chooses not to proceed legally. If you are thinking about completing a kit, please note the following:
    - Victims may choose to complete the kit anonymously. The kit will be referenced with an identification number and stored by the State for 3 months. At any time during this period, the victim can report the crime and the kit will be brought forward to the NH Crime Lab for analysis
    - Evidence diminishes over time. Anyone reporting a sexual assault to emergency department personnel should be offered the option of completing an evidence collection kit up to 5 days after the assault. However, time, washing, changing one's clothes or "cleaning up" after the assault will all increase the likelihood that valuable evidence will be destroyed
    - It's important to bring a complete change of clothing if at all possible. Clothing worn at the time of the assault may contain evidence and will, in all likelihood, be taken as part of the kit.

- Receive testing for date rape drugs. If you believe that you may have been drugged as part of the assault, you can ask emergency department staff to test for the presence of drugs in your system. Because date rape drugs decompose quickly within your system, blood tests must be done within 48 hours of ingesting the substance. A urine test may

contain evidence up to 72 hour after ingestion

- Speak with a victim advocate from a rape crisis center. Victim advocates can provide support, advocacy, information, options and referrals. Advocates can accompany you to the hospital and court and provide ongoing support and assistance including academic interventions. Hospitals in N.H. are trained to immediately call an advocate from the local crisis center whenever someone seeks services for sexual assault. It is your choice whether or not to speak with her/him at that time.
- Receive follow-up testing and care for pregnancy and/or STD's

Sexual assault is a violation of the GBCC Code of Conduct, as well as a violation of state law. Great Bay Community College encouragers its students to report all cases of sexual assault that occur on campus to Campus Safety ((603)765-2168). Reporting a violation does not require criminal prosecution as long as the police don't have information on the identities of the victim and perpetrator.

College Disciplinary Actions

1. Individuals accused of sexual assault will be brought before the College's Judicial Committee for a hearing on the charges.
2. The hearing will be conducted in accordance with established procedures as set forth in the "Policy Manual of Procedures for the Community College System of New Hampshire," or appropriate policy or case law in effect.
3. As set forth in the above procedures, both the accuser and the accused are entitled to have others present during the judicial proceedings and their role will be in accordance with appropriate laws governing their presence as set by the law of the land. Lawyers are not allowed in any College Judicial proceedings.
4. Both the accuser and the accused will be informed of the outcome of the judicial proceedings for the alleged sexual assault.

Sanctions

Sanctions against those found guilty of sexual assault by the College's judicial proceedings may face the following, singularly, or in combination:

1. Expulsion from the college permanently or for a specific period of time
2. On-campus restrictions
3. Payment of medical bills
4. Personal letter of apology
5. Agreement to seek appropriate counseling

Drug and Alcohol

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

that the unlawful possession, use, or distribution of illicit drugs and alcohol on College property is prohibited.

In compliance with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, all students and employees of the College of New Hampshire are notified of the following:

1) The unlawful possession, use, and distribution of illicit drugs and alcohol on the College campus or during College sponsored activities are prohibited.

2) Students and employees who are found to be in violation of this stated prohibition may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the State of New Hampshire, or the United States. Conviction can result in sanctions including probation, fines and imprisonment.

3) Students who are found to be in violation of this stated prohibition are subject to discipline in accordance with the procedures of the Student Conduct System.
Discipline may include disciplinary probation or dismissal from the College.

4) Faculty and staff employees who are found to be in violation of this stated prohibitions are subject to discipline in accordance with the applicable College employment rules and procedures. Discipline may include probation, suspension, or termination of employment. In addition to the above requirements, and in accordance with the requirements of the Drug-Free Workplace Act of 1988, all employees are notified that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by College employees on College premises or off our premises while conducting College business is prohibited. Violation of this policy will result in disciplinary action, up to and including termination and may have further legal consequences.

Federal Drug Laws

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

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

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

B. Forfeiture of Personal Property and Real Estate 21 U.S.C. 853
Any person convicted of a Federal drug offense punishable by more than 1 year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

C. Federal Drug Trafficking Penalties 21 U.S.C. 841
Penalties for Federal Drug Trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to $8 million.

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

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

New Hampshire State Laws
The legal drinking age in New Hampshire is 21. If you are under 21, it is illegal to
(1) Have in your personal possession any alcoholic beverages,
(2) Misrepresent your age for purpose of obtaining alcoholic beverages,
(3) Drive in a car having alcoholic beverages except when accompanied by a parent, guardian, or spouse 21 years of age,
(4) Be in an area where alcoholic beverages are served unless accompanied by person 21 years of age.
Penalty: fine and/or time in jail.

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

Substance	Amount	Penalty – First Conviction

Heroin	1 kg or more	Prison: not less than 10 years, Not more than life. Fine: up to $4 million.
Cocaine	5 kg or more	
Crack Cocaine	50 gm or more	
Methamphetamine	100 gm or more	
PCP	100 gm or more	
LSD	10 gm or more	
Marijuana	1000 kg or more	
Heroin	100-999 gm	Prison: not less than 5 years, Not more than 40 years. Fine: up to $2 million.
Cocaine	500-4,999 gm	
Crack Cocaine	5-49 gm	
Methamphetamine	10-99 gm	
PCP	10-99 gm	
LSD	1-10 gm	
Marijuana	100-1000	
Amphetamines	Any amount	Prison: up to 5 years. Fine: up to $250,000
Barbiturates	Any amount	
Marijuana	50-100 kg	Prison: up to 20 years. Fine: up to $1 million
Hashish	10-100 kg	
Hash Oil	1-100 kg	
Marijuana	Less than 50 kg	Prison: up to 5 years. Fine: up to $250,000
Hashish	Less than 10 kg	
Hash Oil	Less than 1 kg	

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

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

Unlawful Possession

Any person under 21 years of age who has in their possession any alcoholic beverages is guilty of a violation and will be fined a minimum of $250. Any second and/or subsequent offenses will be fined at least $500.

A penalty assessment fee of 17% will be added to the above fines.

If you are under the age of 21 and are found guilty of illegal possession of alcohol you will be given a probationary driver's license until 21 years of age. Any subsequent alcohol violations will result in suspension of driver's license.

It is a violation for a minor not only to possess alcohol, but also to be intoxicated or have a BAC level of .02 or more (internal possession of alcohol). Penalty: Fine/may suspend driver's license or privilege to drive.

GBCC Policy on Drug-Free Workplace

GBCC as an employer strives to maintain a workplace free from illegal use of controlled substances. Unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by College employees on College premises or off our premises while conducting College business is prohibited. Violation of this policy will result in disciplinary action, up to and including termination and may have further legal consequences. The College recognizes controlled substances dependency as an illness and a major health as well as potential safety or security problem. Employees are encouraged to seek assistance by contacting The Employee Assistance Plan, appointments: 1-800-628-2417, 24 hour Crisis Intervention: 1-800-424-1749, as well as utilizing health insurance and appropriate leave of absence plans. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record. Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a drug criminal statute. A report of a conviction must be made to the immediate supervisor within five (5) working days after the conviction. If the employee is covered by a grant or contract, the College must notify the contracting agency within ten (10) days after receiving a notice of conviction. (These requirements are mandated by the Drug-Free Workplace Act of 1988.)

Description of Health Risks

Serious health and personal risks are associated with the use of illegal drugs and abuse of alcohol. They may include temporary or permanent physical or mental impairment, and injury or death. Use and abuse of such substances may also give rise to conduct which causes injury, death or damage to the user/abuser or to the person or property of others, resulting in criminal or civil prosecution and liability. Use and abuse of such substances may also lead to unsafe and/or nonconsensual sex, unwanted pregnancy, and may cause defects, injury or death in unborn children. Consequences may also include temporary or permanent loss of educational

or employment opportunities.

Drugs and the Body

Narcotics (Heroin):

- Initial euphoria followed by drowsiness and nausea
- Constricted pupils, watery eyes, dazed look
- Overdose may produce slow, shallow breathing, clammy skin, loss of appetite and weight, and possible death

Depressants (Barbiturates, Tranquilizers):

- Relaxed muscles, calmness, drowsiness
- Confusion, disorientation, slurred speech
- Overdose may produce shallow breathing, clammy skin, weak and rapid pulse, coma, and possible death

Stimulants (Cocaine, Methamphetamine):

- Increased heart and respiratory rate, elevated blood pressure, decreased appetite
- Blurred vision, dizziness, insomnia, anxiety
- High doses can cause physical collapse, irregular heartbeat, stroke, and possible death

Hallucinogens (LSD, PCP, Mushrooms):

- Illusions and hallucinations
- Confusion, panic, anxiety, depression, and poor perception of time and distance
- Respiratory failure, death due to careless behavior Cannabis (Marijuana, Hashish):
- Increase in heart rate, bloodshot eyes, dry mouth and throat, and increased appetite
- Interferes with memory, speech, coordination, and perception of time
- Increased risk of lung cancer, weakened immune system, and affects reproductive system

Alcohol and the Body

- Impairment of brain function, judgment, alertness, coordination, and reflexes
- Attitude and/or behavioral changes, such as uncharacteristic hostility, or increased risk taking, such as driving recklessly
- Alcohol taken with other drugs can intensify the effects of the drug, alter the desired effect of the drug, cause nausea, sweating, severe headaches and convulsions
- Addiction or chemical dependency
- Memory blackouts
- Uncharacteristic family, school, work, legal problems
- Health problems such as cirrhosis of the liver
- Birth defects and mental retardation in user’s children

Assistance Services

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 wellbeing of its students, the college provides 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.

Alcohol AA Treatment Center (24 hour help line)	
1-800-711-6402	
National Clearinghouse for Alcohol and Drug Information	
1-800-729-6686	
Portsmouth Hospital Behavioral Health Services (Treatment Center)	603-436-0600
Seacoast Mental Health	603-772-2710

EMERGENCY NOTIFICATION

Great Bay Community College policies guide emergency response and evacuation procedures, including the use of the College Emergency Notification System. These policies and procedures require the College to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus, unless issuing a notification will compromise efforts to mitigate the emergency. Emergency messages will include information on what has occurred and instructions on what to do next.

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

- **GBCC Alerts**: a free service that automatically sends a brief text message alerting the community regarding an emergency situation on campus to email accounts or cell phones. GBCC students, faculty, staff, and affiliates can sign on at http://www.greatbay.edu/?pg=alert
- **Directed Communications/Blast email**: GBCC email system alerting students, faculty, and staff.
- **Fliers**: posted on bulletin boards in academic buildings, residence halls, outdoor boards and kiosks and administrative buildings.
- **GBCC website**: www.greatbay.edu
- Local area radio and television stations and print media.

EMERGENCY OPERATIONS PLAN

This Emergency Operations Plan is part of a systematic planning effort on the part of Great Bay Community College to provide for the care and the well-being of the students, faculty and staff. This plan is meant to address extraordinary circumstances wherein the lives and property of individuals are in imminent danger. The procedures outlined in this plan constitute those temporary measures that will be taken to maximize the protection available for threatened individuals as well as preparatory measures that should be accomplished during non-emergency time. The plan does not create elaborate new structures, but relies on the organization, skills and procedures that are followed on a day-to-day basis.

Much of the information that is needed to implement a plan like this one should be treated as sensitive and not for public release. Some of the guidelines and checklists within this plan should be disseminated to faculty and staff and maintained on the Great Bay Community College web site. The exact locations of shelters and rallying points, the routes to be taken during an evacuation, the location of an Emergency Operations Center, the centralized collection and release of information and decision-making and the means of communication may be useful information to potential terrorists or other criminals. Additionally, items of personal information about key personnel or persons with special needs must be available. For this reason, only part of the plan is subject to public scrutiny.

The plan itself is organized into two distinct parts; the “Basic Plan” and a series of checklists and resource listings. The basic plan provides overall concepts and assignment of responsibility. It does not contain great amounts of detail. Details of emergency operations are located in the annexes and checklists which make them sensitive and not considered to be public documents. The information in the checklists is arranged by function, recognizing that the evacuation planned for a HAZMAT spill will work just as well for a winter storm (and probably gets practiced several times each year.)

This plan is prepared in cooperation with the local Emergency Management Agencies. This plan is applicable to all faculty, staff, and students, as well as outside contractors and other guests in the school at the time of an emergency. Maintenance and implementation of the plan is the responsibility of the Safety Committee, college administration, and appointed agents.

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Basic Plan

1. PURPOSE

a. To provide for the protection of persons and property in the event of a natural, technological, or human imposed emergency or disaster.
b. To establish procedures for alerting the administrators and staff.
c. To define the roles and responsibilities of the Great Bay Community College officials and staff.
d. To assure coordination and cooperation with municipal and county government and emergency

services.

2. SITUATION AND ASSUMPTIONS

Great Bay Community College is located at 320 Corporate Drive, Portsmouth, NH and has a normal student population of approximately *2500* and *100* faculty/staff. The campus is comprised of one school building and one maintenance building. Primary assistance during emergencies will be dispatched through the 9-1-1.

a. The school is subject to the following natural disasters and emergencies:

i. Natural Disasters:

e.g. Blizzard, flood, tornado, hurricane, flood, ice storms, severe thunderstorms, and hail storms

ii. Technological Disasters:

e.g. HAZMAT spill, nuclear power plant emergency, air craft disasters, power outage, downed wires, breach of computer security, and virus vulnerabilities.

iii. **Human-Caused Emergencies or Disasters:**

e.g. Deliberately release of biological hazards, school violence, bomb threats, and outbreak of contagious medical/health issues.

3. CONCEPT OF OPERATIONS

a. Direction and Control:

i. An Emergency Operation Center will be established from where this incident control (IC) will be exercised. The college President or Emergency Operation Commander will merge into a unified command with municipal emergency services when they arrive on site. In the absence of the President, the Emergency Operation Commander.

ii. In the Emergency Operation Center Post, the Emergency Operation Commander will gather the Emergency Management Team (EMT) to assist in managing the incident.

iii. The Emergency Leader(s) of each building/floor will exercise control over immediate emergency actions in his/her area.

iv. In an emergency, school officials will continue only those functions necessary. All personnel and resources will be focused on providing for the safety and well-being of students and faculty/staff.

b. Assistance to Emergency Services: In compliance with the State of New Hampshire Emergency Management Services Codes and applicable laws;

i. Great Bay Community College shall make available a representative to municipal, county and state officials for emergency planning and exercise purposes and actual service as care facilities in the event of an emergency.

c. Accountability of Students and Faculty/Staff:

i. School policies regarding the accountability of students and faculty/staff will be addressed in the school emergency management plan.

ii. **In case of an evacuation evacuees will be directed from the building to pre-designated evacuation areas. Attendance will be taken at the evacuation area–and promptly relayed to the administration located at the EOC.**

iii. Emergency Leaders will contact the Emergency Operation Commander at the first

opportunity to be accounted for.

iv. **Special Needs Populations: Each school/campus will identify staff and students with special needs (language, physical and other) and designate individuals to assist and support them during emergencies.**

4. EMERGENCY PLAN ACTIVATION

a. This Emergency Management Plan shall be activated under the following circumstances
   i. When civil authorities declare a State of Emergency that affects the College, either local, citywide, regional, statewide or national
   ii. When the Chancellor or designee declares a College or System-wide emergency.
   iii. When the President or Emergency Operation Commander declares a College Emergency. When an incident, potential or actual, seriously disrupts the overall operation of the College or threatens the health or safety of members of the College community

b. In the case of a perceived College-level emergency the Security personnel *or* front desk should be notified. The Security personnel must notify the President of the College or his or her successive designees in the order that appears below. The President or Emergency Operation Commander reached will declare if a College-level state of emergency exists and activation of the Plan is in order. If the College declares a state of emergency, the first designee reached activates the communication tree. The first designee reached is responsible for maintaining a log of whom on the Emergency Management Team has been reached and who has not been reached. All members of the Emergency Management Team if reached must report back to the designee within one half hour of activation of the tree.

c. Successive Designees for Determination of College Emergency:
   President of the College
   Vice President of Enrollment Management & Student Services
   Vice President of Academic Affairs
   Assoc. Vice President Corporate & Community Education
   Associate Vice President of Academic Services
   Chief Financial Officer
   Director of Facilities Services
   Other Officers of the College

5. ADMINISTRATION AND LOGISTICS

a. Administration
   i. Parents and student will be informed of the provisions of this plan through the campus student handbook.
   ii. Memoranda of understanding or mutual aid agreements will be developed with state and local governments, other schools, private organizations and other support providers during non-emergency time.

b. Logistics
   i. Should a campus' resources prove to be inadequate; the Chancellor will task other campuses for assistance.
   ii. Additional requirements and shortfalls will be reported to the State and local/county emergency management agency.

6. AUTHORITY AND REFERENCES

a. Authority of the Board of Trustees Source. Article V , 2007, 361:2, eff. July 17, 2007. (RSA 188-F:6)

   i. The president, who shall report to the chancellor, shall be the chief executive officer of his or her college, and shall have the authority for and be responsible for the general administration and supervision of all operations of that college, and shall have such other duties as the board of trustees may determine.

b. Section: BOT 700 – Student Affairs Date Approved: December 20, 2007 Effective Date: January 1, 2008

   i. 761 It is the policy of the CCSNH Board of Trustees to ensure, as much as possible, the health, safety, and protection of its students, faculty and staff and others who may come on to the campuses. To this end, the Board charges the colleges and the CCSNH System office with creating policies to address health and security issues in a proactive rather than reactive manner.

   ii. 762 The Presidents shall establish such institutional policies and procedures applicable to the respective institution to protect the health and safety of students and ensure that their institutions are reasonably safe and secure. Institutional responsibilities shall

   include maintaining a communication plan to provide student with college-related information; promoting safety awareness and encouraging the reporting of observed hazards or risks; complying with the USDOE Crime Awareness and Campus Security Act of 1990 (The Jeanne Clery Act); and complying with the Family Educational and Rights Privacy Act (FERPA) regarding the maintenance and disclosure of student records.

a. References

   i. The State of New Hampshire Emergency Operations Plan (EOP),
   ii. State of New Hampshire Department of Education, School Emergency Planning Guidance
   iii. Department of Homeland Security "Hazard Vulnerability Analysis
   iv. The County of Rockingham Emergency Operations Plan
   v. US Department of Homeland Security Protective Measures Infrastructure Category: Higher Education Institutions, September 13, 2006
   vi. Power and Utilities companies within the state of New Hampshire.
   vii. Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency plans.
   viii. Helpful Hints for School Emergency Management
   ix. Introduction to the Incident Command System, ICS-100 for Higher Education
   x. Air Craft Emergency Disaster Plan Rochester International Airport
   xi. CHAPTER 188-F COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE
   xii. Section: BOT 700 – Student Affairs Date Approved: December 20, 2007 Effective Date: January 1, 2008

iii. TRAINING AND EXERCISES

a. Training

   i. Annual training sessions shall be conducted on the GBCC Emergency Operations Plan (EOP), duties and related procedures.

ii. Fire safety and CPR/first aid training shall be conducted for all representatives of the First Aid CPR volunteers, Emergency Leaders and members of the Safety Committee. (training may be open to others)

b. Exercises and Disaster Drills: GBCC will participate in the following:
   i. County/National Weather Service (NWS) sponsored exercises: at least one disaster type drill annually.
   ii. Evacuation drills at least each term.

iv. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

a. The campus president and Safety and Physical Plant Governance Committee have responsibility for the development and execution of campus emergency plans.
b. The NH Department of Education has responsibility for oversight of campus/school planning.
c. Presidents/administrators will coordinate the development and maintenance of the Emergency Operations Plan for their campuses. The plan will be reviewed annually and updated as needed.
d. Basic distribution of the Emergency Management Plan is one copy (except as noted) to:
   i. CCSNH
   ii. Each campus President
   iii. Each campus Security Coordinator
   iv. City Of Portsmouth Fire Department
   v. City Of Portsmouth Police Department
   vi. Each building covered by the plan
   vii. Any Labor organizations
   viii. Emergency Management Team and the designated Administrators on Duty
   ix. Blackboard or other intranent site
   x. One hard copy in Library for faculty and staff

v. ORGANIZATION AND RESPONSIBILITIES

a. CCSNH Chancellor will:
   i. Determine a course of action to be taken during a widespread emergency affecting multiple campuses and coordinate the CCSNH response to the emergency.
   ii. Ensure each campus is responsible for annual review and updating of this plan, applicable doctrine, procedures and checklists in order to maintain the plan in a current and usable state.
   iii. Ensure each campus designates responsibility for the plan in their respective plans
   iv. Ensure effective communication within the System and serve as the single conduit for communication to agencies outside the CCSNH.
   v. Work through the public information office and local mass media to ensure that information concerning any even/incident is available to families and the general public.
   vi. Act as liaison between state emergency services and the affected campus.
   vii. Keep the CCSNH Board members / lawmakers apprised of the emergency.
b. Campus President will:
   i. Ensure the campus emergency operations plan is updated annually.
   ii. Ensure an emergency program drill or exercise is conducted at least once per term.
   iii. Ensure responsibility for the emergency management plan is designated in the local plan.
   iv. Respond to the Emergency Operation Center and act as the Emergency Operation Commander until the arrival of emergency services.
   v. Act as liaison between outside emergency services and the campus.

vi. Keep the campus staff and CCSNH system office apprised of the emergency.
vii. Prepare news release of the status of the incident for use by public information office and local mass media to ensure that information concerning any event/incident is available to families and the general public.

c. Safety and Physical Plant Governance Committee :
   i. Review campus plan and update annually.
   ii. Provide assistance in developing plans, programs, drills, and exercise related to the emergency management plan.
   iii. Provide oversight and guidance to each Emergency Leader in relation to the emergency management program.
   iv. Facilitate coordination with the state emergency management program.
   v. Assist in developing Memoranda of Understanding and Mutual Aid agreements at campus and CCSNH level.
   vi. The Safety and Physical Plant Governance Committee will identify volunteers charged to carry out the duties and responsibilities of the Emergency Leader and will provide contact information for Emergency Leaders to the Emergency Management Team as changes occur. Alternate emergency leaders shall also be appointed.
   vii. Locations of first aid kits and AED are listed on the phone list and on the college website under Emergency information.

d. Chief Financial Officer will:
   i. Review and assist in keeping plans and checklists current.
   ii. Maintain records of overtime and emergency expenditures.
   iii. Procure emergency supplies and equipment, as needed.
   iv. Ensure purchase, maintenance and monitoring of the campus NOAA Weather Alert Radio.

e. Facility Maintenance
   i. Facility Maintenance coordinates response for emergencies involving hazardous materials, such as fire or explosion, chemical, biological, or radiological incidents. They serve as communication interface with city hazardous materials teams and the Fire Department on such incidents. Facility Maintenance is on call 24 hrs a day, 7 days a week, 365 days a year.

f. Emergency Management Team
   i. The Emergency Management Team is comprised of members of Great Bay Community College administration and selected leaders. This team is the decision-making and policy-setting body during a crisis. Decisions regarding canceling classes, campus evacuation, sending faculty and staff home, communications, etc. Are the purview of this group.

g. Public information and communications
   i. The principal media contact and campus spokesperson is the public information officer. This person's responsibility is to
      1. Povide public relations and crisis communications counsel and principles to institutional decision making; and
      2. To share information and communicate effectively with campus constituents, the media and external bodies in order to help ensure the health and safety of students, faculty, staff, and related publics.

h. Security
   i. Campus security coordinates general site security and control site access. The security officer provides a liaison with local Police Departments and Fire Departments.

i. Maintenance Facilities Personnel
   i. Maintenance Facility Personnel are expected to respond by providing for the safety of the campus's facilities for its occupants, and for protecting the structural integrity of the facilities. Functionally, this means protecting building occupants from hazardous conditions by identifying and managing appropriately the causes of those hazards, such as operating or shutting down building systems.

j. Emergency Leaders
   i. The Emergency Leader of each building/floor will exercise control over immediate emergency actions in his/her area.
   ii. The Emergency Leaders shall support the Emergency Operations Plan at all times.
   iii. In the event of an emergency, the Emergency Leaders shall follow prescribed procedures and shall direct response, enforce procedures, and take charge of occupants and visitors in his/her assigned area(s).
   iv. Maintain a kit of items necessary during an evacuation (employee and handicapped persons lists, telephone contact lists, etc.)
   v. The area of responsibility for Emergency Leaders should follow locally defined boundaries such as floors, floors with in wings, or clearly delineated department areas.
   vi. Emergency Leaders' area of responsibility should be contiguous, i.e., not interrupted by another Emergency Leader's area of responsibility.
   vii. Emergency Leaders' area of responsibility should not be based solely on office or department of assignment, unless that office or department occupies a logically defined boundary.
   viii. Emergency Leaders' area of responsibility should not span multiple floors due to the difficulty of traveling between floors for emergency management purposes during an emergency

k. Information Technology
   i. Computing services and telecommunications
   ii. Computing services is responsible for telephone and voicemail service, email and network services, and cable TV during an emergency.

l. Emergency Operation Commander
   i. Emergency Operation Commander acts as a liaison with the medical community.
   ii. Keep themselves up to date with the emergency plan and appendixes of the plan.

m. Student affairs
   i. Student affairs are responsible to attend to the broad-based support needs of students and parents. This includes the provision of all non-academic needs such as shelter, food, physical and mental health care, transportation, and other needs as dictated by circumstance.

n. History of Document

Name	Date	Amendment
CCSNH System	2009	Initial release
Safety and Physical Plant Governance Committee	14Jul10	Initial release by GBCC