

HOUSATONIC COMMUNITY COLLEGE

DEPARTMENT OF PUBLIC SAFETY/SECURITY



Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics

ISSUED SEPTEMBER 2013 FOR THE YEAR 2012

REPORT ON CAMPUS SAFETY

Issued September 2013

For the period January 1-December 31, 2012

Housatonic Community College provides its report on campus safety in compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act". This report is available to any applicant, student, or employee who requests a copy. The report is published each September.

Housatonic Community College's Department of Public Safety is located in room A105, on the first floor in Lafayette Hall. There are additional security offices in room C101, in Lafayette Hall, and on the first, second and third floors of Beacon Hall. Security patrols the campus on a regular basis. The Department of Public Safety is in charge of the college's "lost and found". Please turn in any found items to security. If you think you may have lost something on campus, you should check with the department of Public Safety. If it has not been turned in you should fill out a Lost Property form in case your item is turned in at a later time.

The Director of Public Safety is Christopher Gough. Mr. Gough graduated from the Connecticut Police Academy and has special police powers granted by the state Commissioner of Public Safety under the provisions of Section 29-18 of the Connecticut General Statutes. He supervises the security force, which consists of Police and State Officers and a private contract security company, selected through the State bid process. The current contract company, as of September 2013, is Securitas Security Services. State Officers supervise each shift. Police and State Officers, and contract security guards are on patrol during all college hours of operation. The Public Safety/Security Department reports to Richard Hennessey, the college's Director of Facilities.

College students, employees, and visitors park in the Housatonic Community College parking garage located at 870 Lafayette Boulevard. Students should register their vehicles at the garage Security office, which is located next to the garage entrance on Lafayette Boulevard, to receive their parking hangtag. Employees should register their vehicles at the main Public Safety office in Lafayette Hall. There is State and Security Officers assigned to the garage any time it is open. They perform routine foot and vehicle patrols of the garage.

In accordance with State law, Housatonic Community College has a smoke-free status. Smoking is not permitted anywhere in college buildings. The Department of Public Safety offers upon request, escorts to students, staff and guests to/from their vehicle parked in the college garage. To request an escort, stop by or contact the Security Office.

Policies concerning campus law enforcement, including the enforcement authority of security personnel.

Members of the Department of Public Safety have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. The Department also has State Building and Grounds Officers and contract security through Securitas Services Inc. Building and Grounds Officers and contract security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. Building and Grounds Officers and contract security officers do not possess arrest powers and refer criminal incidents to the members of the department who have arrest authority or to the State or local police. If minor offenses involving College rules and regulations are committed by a College student, the Department of Public Safety may also refer the individual to the Dean of Students.

Major offenses such as murder, rape, aggravated assault, robbery and auto theft are reported to the local police and joint investigative efforts with investigators from the College, State Police and city police are deployed to solve these serious felony crimes. All criminal offenses, both felony and misdemeanor, are prosecuted at the Superior Court of Connecticut.

No administrator of an institution of higher education shall interfere with the right of a student or employee of such institution to file a complaint with the state police, local police department, or special police force established under section 10a-142 of the general statutes concerning crimes committed within the geographical limits of the property owned or under the control of such institution.

Per agreement with the State and Bridgeport Police Departments, the College Security Department's jurisdiction extends west to the property line of Lafayette Blvd, east to the property line of Broad Street, south to the property line of N. Frontage Street and north to the property line of State Street.

Policy Statement reporting crimes and other emergencies

To report a Crime: Contact Security at (203) 332-5025 or by pressing the star key twice on any phone on the campus or dial 9-1-1 or in such other manner as the campus provides, such as: by using the Blue Light intercoms located in the corridors and the parking garage, by activating the personal duress "Spider" system or by reporting to any security personnel. Any suspicious activity or person seen in the parking garage or loitering around vehicles, inside or around buildings on campus should be reported to the Security Department.

Security, the State Police, Bridgeport and Milford Police Departments have a mutual aid and assistance agreement. Each department augments the other within their jurisdictions conducting mutual investigations, arrests and prosecutions.

Crime Reporting

Policies and procedures encouraging accurate and prompt reporting of all crimes to campus Department of Public Safety and local police

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the College Department of Public Safety in a prompt and accurate manner. This publication focuses on the Department of Public Safety because it patrols the campus. Because police reports are public information under state law, the Department of Public Safety cannot hold reports of crime in confidence.

To report a crime or an emergency on the campus, call the Department of Public Safety at 5025 or press the star key twice, or from outside the College telephone system at (203) 332-5025. To report a non-emergency security or public safety related matter, call campus security at 5025 or press the star key twice, or from outside the College telephone system, (203) 332-5025.

Dispatchers are available at these respective telephone numbers during college hours of operation to answer your call. In response to a call, the Department of Public Safety will take the required action, dispatching an officer or asking the victim to report to the department office to file an incident report.

All campus incident reports are forwarded to the Administrative Team for review and potential action. Department of Public Safety officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Administrative Team.

If assistance is required from the State, Bridgeport Police Department, EMS or the Bridgeport Fire Department, security personnel will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene including security will offer the victim limited services. HCC does not have a Sexual Assault Crisis Consultation Team.

This publication contains information about on-campus and off campus resources. It is made available under the requirement of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics to provide College community members with specific information about the resources that are available in the event that they become the victim of a crime.

Crimes should be promptly reported to the Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Policy Addressing Counselors and Voluntary Confidential Reporting of Crime Statistics

The College does not employ pastoral or professional counselors to provide therapeutic services. Academic Advisors and counselors are required to report any crime revealed to them to the proper authorities. They do not hold these reports in confidence. The college does not participate in a Voluntary Confidential Reporting program.

Security Awareness Programs

During spring and fall orientation, students are informed of services offered by the Department of Public Safety. Students are made aware of the campus crime report as well as how to be safe on the campus and parking garage and how to protect belongings. At the beginning of the fall semester all registered students are notified by mail of the availability of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics report on the college's web home page. Employees of the college are notified by the campus electronic mail system of the availability of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics report on the college's web home page.

HCC also participates in the Governor's Statewide Healthy Campus Initiative. HCC's Health Services offers a course each semester called "Making Healthy Choices". This course is designed to intervene early and inform students about making healthy choices while showing the health risks of abusing alcohol and other drugs. HCC also participates every year in a city wide "Health Fair" where exhibitors on campus present information and provide resources in the area of alcohol and other drug abuse.

Through Student Affairs / Student Activities / Student Clubs, many safe, substance free alternative activities are provided for students. Information is available at the Student Services area located on the third floor of Beacon Hall. Throughout the fall and spring semesters awareness programs are also offered through the Women's Center located in room 371 Beacon Hall. Counselors from the Student Affairs / Counseling Center are available to advise and refer students who are in need of local resources in the area of alcohol and other drug abuse.

The common theme of any awareness program is to encourage students, faculty and staff to be aware of their responsibility for their own security and the security of others. Periodically the college will run crime prevention and awareness bulletins on the in house TV monitors and reader boards, as well as posting them on kiosk displays. When time is of the essence, information is released to the College community through security alerts posted prominently throughout the campus, through computer memos sent over the College's electronic mail system, and a voice mail/broadcasting system. The College does not offer formal programs regarding crime prevention.

Policy Statement Addressing Criminal Activity off Campus

The College's Security Department does not provide law enforcement service off-campus. Criminal activity off campus is monitored and recorded by the Connecticut State Police, Bridgeport and Milford Police Departments. Student Affairs and College Security enjoy a close working relationship with the Connecticut State Police, Bridgeport and Milford Police Departments when violations of federal, state or local laws are reported. This cooperative team approach addresses situations as they arise as well as future concerns. Crime statistics from the various off campus sites are gathered yearly and included in the campus crime statistics portion of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics.

Crime Statistics

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to Housatonic Community College obtained from the following sources: the college's Department of Public Safety, the City of Bridgeport Police Department, the City of Milford Police Department, and the non police officials (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistical information is made on an annual basis to College Deans, Directors and Department Heads. Statistical information is requested and provided to the Department of Public Safety by the employees of the college's counseling area. The college crime statistics along with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics are gathered, compiled and reported by the Director of Public Safety.

A postcard is sent to every enrolled student, and a college wide electronic mail is sent to current employees on an annual basis. The information contained on the post card and e-mail includes a brief summary of the contents of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics, and the address for the web site where the report can be found on line.

Timely Warnings Notice Format

Timely Warning Notices are usually distributed for the following Uniform Crime Reporting Program/National Incident Based Reporting System classifications: arson, homicide and robbery. Incidents of aggravated assault and sex offenses are considered on a case by case basis, depending on the facts of the case and the information known by the Department of Public Safety. The Director of Public Safety or his designee reviews all reports to determine if there is an on-going threat to the community and if distribution of a Timely Warning Notice is warranted. Timely Warning Notices may be issued for other crime classifications as deemed necessary.

Timely Warning Notices are generally written by the Director of Public Safety or his designee, and are approved by the Dean of Administration and the Director of Facilities. Distribution of the notices may be done via a blast e-mail, public address system, the MIRS 3 text messaging system, and the in house television network. Updates to the community may be distributed via the systems mentioned and may also be posted by DPS on the campus bulletin boards. Updates may also appear on the college's web page.

Immediate Notification

In the event of a serious incident that poses an immediate threat to the Housatonic community, HCC has various systems in place for communicating information quickly. Some or all of the methods of communication may be activated in the event of an immediate threat to the HCC campus community. These methods of communication include the ENS text messaging system, a community wide e-mail, a community wide voice mail message, activation of the Berbee paging system which allows and voice and or text messages to be sent to every telephone on campus and the building(s) public address system. HCC will post updates during the incident on the HCC home web page at <http://www.hcc.commnet.edu>, as well as on the campus CCTV system. Individuals can also call the HCC recorded information line at 203-332-5000 for updates.

Policy on Access and Security

During business hours, the College will be open to students, parents, employees, contractors, guests and invitees. During non business hours access to all College facilities is by key, if issued, or by admittance via the Department of Public Safety staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities. Over extended breaks, the doors will be secured around the clock. Some facilities may have individual hours, which may vary at different times of the year. Examples are the library, bookstore, gallery and cafeteria. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean of Administration's Office, Facilities and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting and communications. Additionally, during the academic year, the Directors of Facilities, Department of Public Safety and Maintenance meet regularly to discuss issues of pressing concern.

Policy on Drugs and Alcohol in the Community Colleges

Housatonic Community College has a zero tolerance policy on the possession, use or sale of drugs and alcohol on campus in accordance with the State Community College policy on drugs and alcohol, listed below. The policy may also be access as a link on the college's web home page, and can be found in the Student Hand Book.

Drugs and Alcohol in the Community Colleges

The Board of Regents of the College and Universities endorses the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise:

American society is harmed in many ways by the abuse of alcohol and other drugs -- decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society -- all socio-economic groups, all age levels and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use. (Statement of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse)

The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus.

Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and Board of Trustees' policy, and employees and students will not be discriminated against because they have these disabilities, all students and employees are considered to be responsible for their actions and their conduct.

These provisions shall apply to all colleges under the jurisdiction of the Board:

No student or employee shall knowingly possess, use, distribute, transmit, sell or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event.

Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.

All colleges shall develop and enforce policies regarding the sale, distribution, possession or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the president subject to the following conditions, as appropriate:

- a. when a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
- b. when a college permit has been obtained;
- c. when students bring their own beverages;
- d. when alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages.

All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

This policy shall be published in all college catalogs, faculty and staff manuals and other appropriate literature.

Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution. (Adopted November 20, 1989)

Housatonic Community College Alcohol and Drug Policy

Housatonic Community College's standards of conduct are in compliance with Public Law 101-226, the Drug Free Schools and Communities Act. The standards of conduct prohibit unlawful possession, use or distribution of illicit drugs or alcohol by students, employees or visitors on the college campus or at college activities. Any person knowingly and unlawfully possessing, using, transmitting, selling or being under the influence of any dependency producing drug or alcohol on campus or at any college sponsored activity or event may be subject to disciplinary action.

Response to Sexual Assault

Rape and all forms of sexual assault are not only crimes under Connecticut General Statutes but also a violation of the institution's rules and regulations. Housatonic Community College provides educational programs on campus to promote awareness of rape, acquaintance rape and other sex offenses. These programs take place regularly in the Student Services area in Beacon Hall, and elsewhere on campus. Student services coordinates requests for police participation in these programs through departments such as the Counseling Center, and others. All are responsible in seeing these programs are made available and implemented at HCC. Sexual assault and intimate partner violence primary prevention and awareness programming will be available for all students and the programming will:

1. Explain the definition of consent in sexual relationships; and
2. Provide information on the reporting of such assaults and violence, bystander intervention and risk reduction.

Ongoing prevention and awareness campaigns will also be offered throughout the year.

If you become a victim of or witness to a sex offense report it immediately to the HCC Department of Public Safety by calling (203) 332-5025, or contact any on-duty officer on campus. Your identity as a victim will be kept confidential by law. It is extremely important that sex offenses be reported immediately so that the crime scene and any evidence of the crime can be preserved and secured as soon as possible. It is also critical that you seek prompt medical attention so that you can be screened for sexually transmitted disease and pregnancy and so that a sexual assault evidence collection kit can be administered immediately.

Assistance is available to you on campus through the HCC's DPS, and the Counseling Center. Off-campus services are also available from the list below.

In addition to notifying law enforcement, you also have the right to receive services from campus authorities through the Dean of Students office including responding to survivors of sexual assault, sexual harassment, stalking and dating or domestic violence. Through cooperation between the Dean of Students office and the Department of Public Safety assistance will be provided in obtaining an order of protection, applying for a temporary restraining order, or seeking enforcement of an existing order. Please note that if you have an existing legal order of this nature, we request that you place it on file with DPS. If there is any violation of such an order, report it to DPS or the Connecticut State Police immediately by calling 911 or 203-332-5025.

If you are a victim of a sexual assault at this College, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The College Security Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a College Security Officer. Filing a report with a College Security Officer will not subject the reported victim to scrutiny or judgmental opinions from College officials. Filing a report will enable the College to refer a person who reports being a victim of a sexual assault: as appropriate for necessary medical treatment and tests; to those who may assist in the proper collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet or change clothing prior to a medical/legal exam) to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Campus Judicial Action

In cases of an alleged sex offense, when the accused is a student, both victim and the accused are entitled to have others present during a disciplinary hearing. You can:

1. be accompanied to any meeting or proceeding by an advisor or support person of your choice, provided that the advisor or support person does not cause a scheduled meeting to be delayed or postponed;
2. present evidence and witnesses on their behalf;
3. be informed in writing of the results of the disciplinary proceeding no later than one business day after it concludes; and
4. have their identities kept confidential, except as necessary to carry out a disciplinary proceeding or as permitted by state or federal law.

Additionally both the victim and the accused must be informed of the outcome of any university disciplinary proceeding. You have the right to request that disciplinary proceedings begin promptly and know that the proceeding must be conducted by an official trained in issues relating to sexual assault and intimate partner violence. The judicial process will use the “preponderance of evidence standard” (i.e., whether it is more likely than not that the alleged incident occurred).

Following a final determination of responsibility in the college’s disciplinary process regarding rape, acquaintance rape or other sex offense, the Dean of Students may impose any sanction or combination of sanctions, including expulsion, as authorized in the Student Rights and Responsibilities document for the academic year in question.

Victims’ Assistance

All victims have rights that include:

- Assistance in obtaining immediate medical care, if required.
- The right to request to be notified of court proceedings, including arrest, arraignment and release of the offender.
- The right to be protected from harassment from an employer for appearing as a witness if you have received a subpoena.

- The right to have property returned if it was seized by police in the investigation or prosecution of the crime committed against you.
- The right to make an application for compensation for any bodily injuries you have suffered as a result of the crime.
- The right to request to be informed of services and agencies that can help you, including the assistance of a victim advocate.

To receive more information about these and other rights of crime victims and the services available to you, call:

The Office of Victim Services
(800) 822-VICT (8428)
(Monday – Friday, 8:30 a.m. – 4:30 p.m.)

Housatonic Community College Policy on Sexual Misconduct, Assault or Rape

Sexual assault occurs when a person performs or compels another person to perform a sexual act or to have any form of sexual contact without consent. Rape is a specific sexual assault that involves any vaginal, oral, anal or urethral penetration with any body part or object without consent.

Consent requires mutually understandable and communicated words and / or actions demonstrating agreement to participate in the proposed sexual act. Lack of consent may result from the impairment of the victim which can include being under the influence of alcohol or other substances, or physical helplessness of the victim. Lack of consent may also result from intimidation to include physical force to silence the victim.

Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that would lead to it. Prohibited conduct includes sexual assault, rape attempted sexual assault or rape, indecent exposure, voyeurism, or possession or distribution of illegal pornography. In addition, sexual assault and other sexual offenses are illegal under Connecticut General Statutes and may be prosecuted in a court of law.

Any behavior that constitutes a sexual offense under this policy, or other sexual offenses that are criminal in nature are subject to disciplinary action, whether or not criminal charges are filed.

Victims of sexual offenses should be assured the college will provide many resources, including but not limited to immediate treatment through the college's health services and local EMS services, counseling support and police assistance. The College may provide certain services to a victim if the assault occurred off campus, but involves

another student. Care and consideration of the victim's wishes will be taken into account at all times throughout the intervention process.

Individuals who feel they are the victim of any sexual offense are urged to file a complaint with Housatonic Community College's Department of Public Safety and the Connecticut State Police. Reports made to the Department of Public Safety are shared with the office of the Dean of Students for disciplinary review and action. Victims should seek immediate medical assistance as there may be internal or external injuries and may need treatment for disease or infection. Physical evidence of a sexual assault, which includes but is not limited to hair and body fluid transfer, is highly perishable and all efforts should be made to preserve it. A victim of a sexual assault should not wash or change clothing until instructed to by law enforcement or medical personnel.

Victims are urged to seek counseling and emotional assistance. Counseling services can be initiated through the college's resources or from outside services such as the Bridgeport Center for Women and Families.

The college's student standards of conduct and disciplinary process are outlined in the Student Handbook. For further information on either of these subjects, contact the Dean of Students office at extension 5184, or in room A 110.

Important phone numbers for victims of sexual assault

Department of Public Safety	ext. 5025 or 332-5025
Office of the Dean of Students	ext. 5184 or 332-5184
Health Center	ext. 5062 or 332-5062
Counseling Services	ext. 5097 or 332-5097
State Police Department	(203)-696-2500
Bridgeport Police Department	(203)-576-7671
Bridgeport Center for Women & Families	(203)-333-2233
Bridgeport Hospital	1-888-357-2396
St Vincent's Medical Center	(203)-576-5171
Connecticut Sexual Assault Crisis Services	1-888-999-5545
Connecticut Office of Victim Services	1-800-822-8428

Policy Statement Addressing Sex Offender Registration

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders who are already required to register in a State to provide notice of each institution of higher education in that State, at which the person is employed, carries on a vocation or is a student.

In the State of Connecticut, convicted sex offenders must register with the Sex Offender Registry maintained by the Connecticut Department of Public Safety, Division of State Police, Sex Offender Registry Unit, pursuant to Connecticut General Statutes 54-250. The Sex Offender Registry information provided under this law is intended to be used for such purposes as the administration of criminal justice, screening of current or prospective employees and volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and a willful violation shall be punishable as provided by law. Housatonic Department of Public Safety routinely reviews the registry, and the college is notified by the State Police if any convicted sex offenders registers for class, or applies for employment at the college.

The Connecticut Sex Offender Registry may be accessed on the Connecticut State Police website through the following: <http://www.ct.gov/dps/site/default.asp>. Registry information is also available at Police Departments.

Weapons Policy

Persons carrying firearms, fireworks, dangerous weapons, or unauthorized chemicals into the building or on the college's grounds may be subject to disciplinary action.

Emergency Response and Evacuation Procedures

HCC, its sister universities and colleges and the systems office have implemented an Emergency Notification System (ENS). The implementation of this system reflects HCC's commitment to the protection and preservation of life, health and safety of the campus community and to safeguard the operations of the college. The system is designed to quickly send emergency notifications and provide information and protective actions

Campus Emergency Response and Evacuation

Department of Public Safety Officers are trained first responders and are prepared to take action in any emergency situation that may arise on campus. This includes evacuation of any part or all of the campus as well as an ordered lock down. A Critical Incident response Team is in place to allow immediate response by individuals performing specific roles and functions already predefined.

An Emergency Management Plan has been developed as part of an ongoing effort to protect HCC students, faculty, and staff. The development of this plan is based on a realistic assessment of potential incidents that could affect our community and the capabilities to react to those situations. It is a comprehensive approach utilizing the Incident Command and National Incident Management System and may effectively be applied to any critical incident.

Housatonic Community College's Emergency Notification System (ENS) permits the distribution of e-mails, text messages, and voice calls through cell phone and the voice over IP phones located on campus. The system is used to distribute emergency notifications without delay in situations where a clear and active (e.g., in progress) threat or emergency exists that impacts the community and where it is recommended that the recipients take some form of action in response to the active threat or emergency.

Evacuation Procedure

Evacuation

In the event Lafayette Hall, Beacon Hall or both has to be evacuated, notification will be made by activating the college's fire alarm system. All persons in classrooms/offices should exit the building as quickly but efficiently as possible. It is recommended that you:

- Be familiar of the evacuation route from the classroom/office you are in. This can be accomplished by viewing the maps and directions located above the door. It is very important to follow the listed evacuation route as designated to avoid overloading any one spot such as the "B" Door.
- Make sure you are aware of a secondary route should your primary route not be available.
- ***Do Not Use The Elevator.***
- Faculty/Staff should assist students in evacuating the building and move across the street from the college property.
- Assist any disabled or challenged persons to the nearest stairwell. Stairwells are designated "areas of refuge" which are fire rated for this purpose. Two way communications is available in all refuge areas. Inform Security by using the intercom in the stairwell. Evacuation personnel will respond to assist.

Once you have exited the building

Proceed to the designated area outside of the building at least across one of the streets from the campus.

- Remain there until you are notified as to the next course of action

Lock Down

“Lock Down” means the process where individuals inside of the building are instructed to remain inside due to a possible danger. Categories that could constitute Lock Down include:

- Natural Disaster
- Hazardous Material Situation
- Fire
- Bomb Threat / Explosion
- Large Scale Uprising
- Hostage Situation
- Active Shooter

If a Lock Down is ordered you should:

- Gather any individuals near your classroom or office door and bring them inside.
- Shut and lock the classroom / office door.
- Turn off any devices causing additional background noise.
- Move away from any windows, and shut off lights.
- If possible, get behind or under desks for cover.
- Turn all cell phones to vibrate and, if needed, use whisper talk or text when using the phone.
- Remain in Lock Down until told the condition has been lifted.

DEFINITIONS:*

Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter -The killing of another person through gross negligence.

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

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

Burglary -The unlawful entry of a structure to commit a felony or theft.

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

Motor Vehicle Theft -The theft or attempted theft of a motor vehicle.

Arson - Any willful or malicious burning or attempt to burn, a dwelling, building, motor vehicle or aircraft, or personal property of another with or without intent to defraud.

Sex Offense/Forcible - Any sexual act directed against another person, forcibly and/or against another's will.

Sex Offense/Non-Forcible - Unlawful, non-forcible sexual intercourse.

*Crime definitions from the Uniform Crime Reporting Handbook

HATE CRIMES

Under the Clery Act, Housatonic Community College is required to report the listed crimes and other crimes involving bodily injury, larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property to a victim because that person was intentionally selected because of their actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

HOUSATONIC COMMUNITY COLLEGE

Crime Statistics, 2012, 2011, 2010

Crimes	2012				2011				2010			
	OC	NC	PP	TOTAL	OC	NC	PP	TOTAL	OC	NC	PP	TOTAL
Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	1	0	0	0	0	0	0	0	0
Sex Offenses Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Non Forcible	0	0	0	0	1	0	4 (Milford)	5	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	1 (Milford)	1	0	0	0	0
Liquor Law Violation Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	1	0	3 (Milford)	4	0	0	0	0
Drug Abuse Violation Referrals	0	0	0	0	1	0	0	1	0	0	0	0
Weapon Law Violations	0	0	0	0	1	0	0	1	0	0	0	0
Weapon Law Violation Referrals	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crime/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	1	0	0	1								
				2				12				0
<p>NOTE: Definitions OC=On Campus NC=Non Campus PP=Public Property</p> <p>HCC is a non residential campus.</p>												
<p>HOUSATONIC COMMUNITY COLLEGE</p>												