



Subject: **Campus Safety**

Number 1.19

In consideration of the health and safety of students and employees, Nashua Community College maintains a Campus Safety Office, located in room 124 in the main building. Telephone numbers for the Campus Safety Office and for individual Campus Security Officers are available at the NCC website and are posted throughout the campus. Campus Security maintains a daily log of events, which is available for public view in the Campus Safety Office. NCC Identification Cards as well as NCC parking permits are also available at the Campus Safety Office. The Nashua Community College Security Report is published annually and available online.

The following describes the enforcement authority of the **Campus Safety Department**:

The Campus Safety Department operates during the normal operating hours of the college, and employs three security officers. Officers conduct foot patrols on campus, enforcing Nashua Community College policies and regulations, as well as notifying Law Enforcement Authorities of any on-going or reported crimes on campus or on property controlled by the campus. Although campus safety officers do not have arrest powers, the Campus Safety Department maintains a strong working relationship with the Nashua Police Department. The Campus Safety Department maintains a formal written memorandum of understanding (MOU) with the Nashua Police Department. The campus is monitored by a state of the art video surveillance system, which records video activity in and around the campus 24 hours a day.

The following describes the role of the **Campus Security Authorities**:

In compliance with the Clery Act of 1998, the college also has identified several members of the staff and faculty as Campus Security Authorities or CSA's. An updated list of CSA's is posted on bulletin boards throughout the campus and is available online at the college website. The role of the CSA is to provide a conduit for staff, faculty, and students to report any crime committed on campus grounds or on grounds controlled by the college. CSA's report these crimes to law enforcement through the NCC Security office. CSA's may also assist an individual in making an *anonymous* crime report when requested to do so.

NCC has established an **Emergency Operations Plan (EOP)** to address extraordinary circumstances wherein the lives and property of individuals could be placed imminent danger. Public portions of the EOP 'Basic Plan' are published on the NCC website.

For purposes of the Emergency Operations Plan, evacuation operations are classified as either "Standard" or "Extraordinary".

"Standard" refers to a total or partial evacuation of one or several facilities to an assembly area within walking distance. A Standard evacuation can be either "Precautionary" or "Emergency".

"Extraordinary" refers to a total evacuation of the Nashua Community College complex by all employees and visitors to a location a minimum of 5 miles from the campus facility.



In some situations, evacuation may not be the safest alternative to the emergency. In these cases, a **“Lockdown” or “Shelter in Place”** action may be ordered. During a Shelter in Place emergency, faculty, staff, and students should close and secure the doors and place objects in front of the doors to create a barricade. Remain in place until the threat has subsided or until notified by competent authority to move to a safer location. Emergency notifications are sent via the campus-wide Public Address system as well as through cell phones (*text and voice messages*), landlines, and e-mail systems to subscribers of the **NCC ALERT SYSTEM**.

Emergency Response Procedures

Fire Alarm

- Students, faculty and staff should secure all machinery and equipment (turn off power and gas).
- For Fire Alarm activations, **Standard Precautionary Evacuation Procedures** will be followed.
- Evacuate the building promptly via the nearest exit.
- Instructors will be the last person to leave the rooms and secure them if necessary
- Faculty will assess and assist needs of mobility-impaired students and report specific needs to emergency and college personnel (see “evacuation of mobility impaired” policy)
- Please move back 50 feet from building entrances.
- Do not re-enter building until instructed to do so by emergency or college personnel
- A member from the college administration should be the only individual answering press inquiries.

Evacuation of Mobility Impaired

- The elevator cannot be used under any circumstances during the sounding of an alarm.
- Students/Faculty/Staff with mobility impairments on the first floor should exit the building using the nearest exit.
- Students/Faculty/Staff with mobility impairments on the second and third floors should go the nearest exit stairwell and wait for further assistance from the Nashua Fire Department.
- Instructors that have mobility impaired students will assist those students in getting to the nearest exit stairwell and wait with student for further assistance from the Nashua Fire Department.
- Instructors will send a messenger to fire and rescue teams of their location and situation. If instructor feels he/she must leave, then he/she must notify fire and rescue teams.

Bomb Threat

- Try to engage the person making the threat to get possible clues about the bomb’s location, the time it is expected to go off, what type of bomb is it?
- Pay close attention to detail: age, gender, mental state of individual, write down all information and any comments or concerns of the individual
- Immediately alert police dept. (911 or 594-3500) and college administration, security, maintenance

- **EVACUATION IS NOT ALWAYS NECESSARY**- the college administration will determine with the assistance of Nashua police how to proceed based on the information. **Standard Precautionary Evacuation Procedures** may be warranted.
- A timely notification will be broadcast by the Campus Security Office via the **NCC Alert System** in the case of an on-going threat to the safety of the campus community.
- Faculty and staff will inspect their areas of responsibility to determine unusual or out of place objects and any suspicious individuals. **DO NOT INSPECT OR TOUCH ANYTHING THAT SEEMS OUT OF PLACE**
- Evacuate local area and report anything suspicious to police, college administration, security, maintenance
- Do not use cell phones or 2-way radios. Use mainline telephones or a system of runners
- A member from the college administration should be the only individual answering press inquiries

Hazardous Material Incident/Spill

- Evacuate and secure local area (windows and doors).
- Isolate any individuals that have been exposed and need medical treatment.
- Alert emergency response (911), college administration, security, maintenance
- Crucial information for responding authority is TYPE OF MATERIAL, AMOUNT OF SPILL OR RELEASE, and VOLATILE CONDITIONS.
- A timely notification will be broadcast by the Campus Security Office via the **NCC Alert System** in the case of an on-going threat to the safety of the campus community.
- College administration determines, with the assessment of responding emergency services, whether to **Remain in Place** or to follow **Extraordinary Evacuation Procedures**.
- A member from the college administration should be the only individual answering press inquiries

Hostile Intruder

- Secure / barricade doors and windows in your area and **Shelter in Place**.
- Move yourself and others in the vicinity away from doors and windows.
- Alert emergency services (911), college administration, security, maintenance.
- A timely notification will be broadcast by the Campus Security Office via the **NCC Alert System** informing of a threat to the safety of the campus community and directing a campus-wide lockdown.
- Do not activate the fire alarm system for a situation requiring a lockdown of the campus.
- Police will handle criminal investigations and questions, college administration will determine with assessment from police resumption of appropriate college business.
- An all-clear message will be broadcast through the **NCC Alert System** when the emergency has ended.
- A member from the college administration should be the only individual answering press inquiries.

Threatening or Violent Behavior

Most acts of violence exhibit warning signs. Please take seriously any behaviors or words that imply a threatening nature and consult the appropriate personnel to assess risk and plan interventions.

- Assess the situation, provide for your own safety

- Follow **Shelter in Place** procedures and secure yourself and others in a safe area.
- Immediately alert police and college administration, security and maintenance dept.
- A timely notification will be broadcast by the Campus Security Office via the **NCC Alert System** in the case of an on-going threat to the safety of the campus community.
- Police will handle criminal investigations and questions, college administration will determine with assessment from police resumption of appropriate college business.
- A member from the college administration should be the only individual answering press inquiries

Suicide/Attempted Suicide

- Alert emergency services (911), college administration, security, maintenance
- Extreme caution should be used as such an incident creates real danger to those trying to assist.
- Follow **Standard Emergency Evacuation** procedures from the local area, preventing viewing a traumatic event and unintended victims.
- A timely notification will be broadcast by the Campus Security Office via the **NCC Alert System** in the case of an on-going threat to the safety of the campus community.
- Police will handle investigations and questions, college administration will determine with assessment from police resumption of appropriate college business
- A member from the college administration should be the only individual answering press inquiries

Rape/Sexual Assault

- Alert police (911), college administration, security, maintenance.
- A timely notification will be broadcast by the Campus Security Office via the **NCC Alert System** in the case of an on-going threat to the safety of the campus community.
- Provide privacy and support to the individual.
- The police will conduct all criminal questions and investigations regarding incident. The college administration with the assessment of the police will determine steps needed to resume routine college business
- A member from the college administration should be the only individual answering press inquiries.

Power Outage

- College administration, maintenance, security will contact Eversource (1-800-662-7764), to report outage
- Assess cause and duration of outage
- Faculty and staff should secure equipment and chemicals in use (turn off power, gas, store chemicals)
- Security and maintenance will patrol hallways, staircases and classrooms to ensure safety of all
- Extended outages will require **Standard Precautionary Evacuation** of all campus buildings. College administration will make the decision with input from security and maintenance.
- If people are in trapped in the elevator, stay with them and talk to them through the door (they will hear you), try to comfort them
- Faculty that have mobility-impaired students should try to comfort them and alert college officials as to their location



- Do not use candles or open flames for lighting.

Medical Emergencies

- Alert emergency services (911), college administration, security, maintenance
- Offer comfort and support to individual until help arrives
- Obtain, as much information about person and situation, this information will be needed for emergency responders
- Clear area so that there will be room for responders to work
- A system of volunteers will be needed to flag responding services to the closest entrance to the area
- Secure areas of spilled body fluid to keep others from coming into contact with it
- A member from the college administration should be the only individual answering press inquiries
- Maintenance personnel will check these areas during alarm conditions to see if further assistance is needed.
- For information purposes class schedules and locations of mobility-impaired students/faculty/staff will be posted at fire alarm panel in maintenance area.