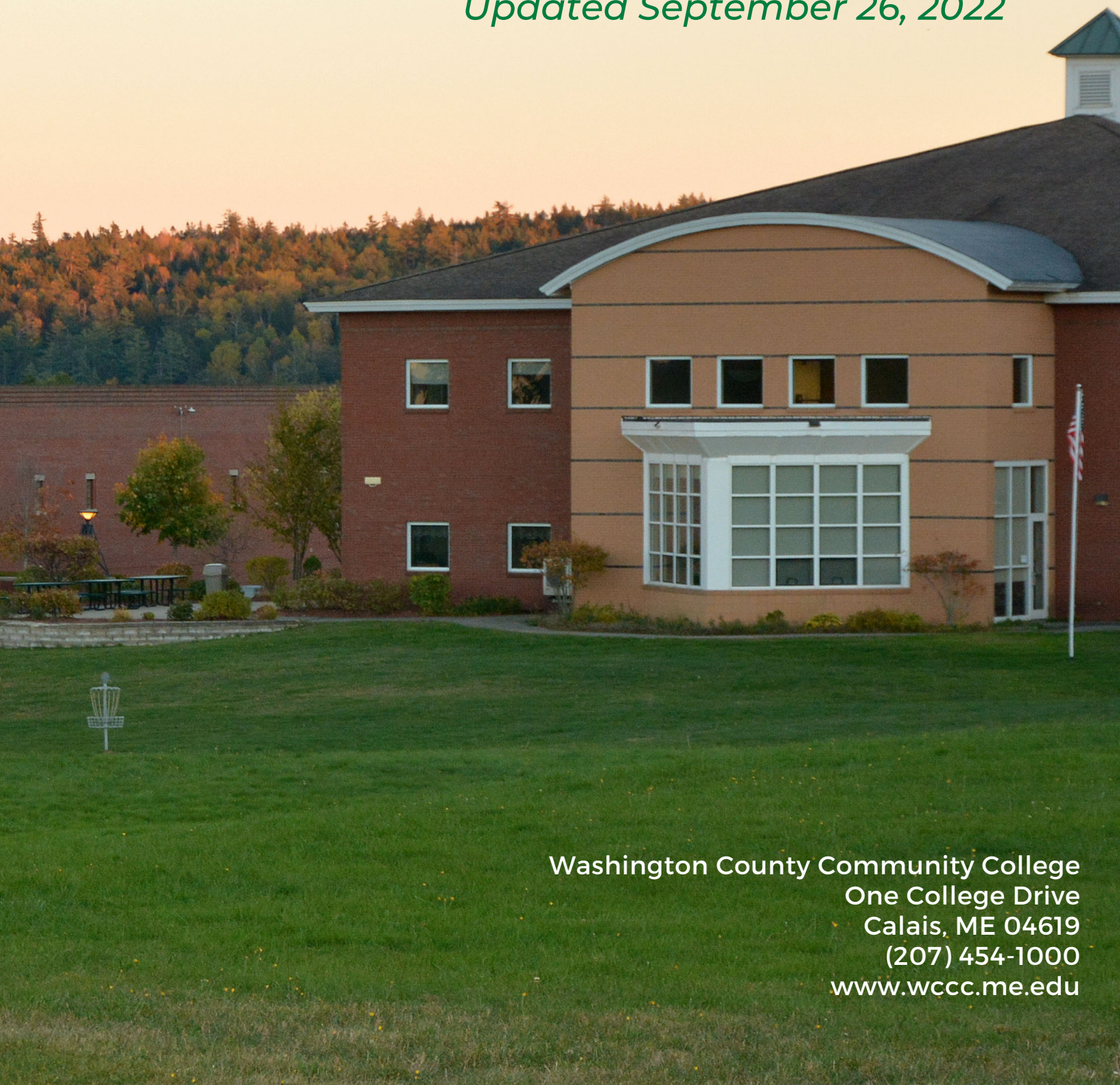


2022 ANNUAL SECURITY & FIRE SAFETY REPORT

Updated September 26, 2022



Washington County Community College
One College Drive
Calais, ME 04619
(207) 454-1000
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ONLINE ACCESS

**Read the full text of this report
online at:**

www.wccc.me.edu/clery

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LETTER FROM THE PRESIDENT

Your safety and security are our top priorities at Washington County Community College (WCCC). There has never been a time when this has been more apparent than during the past eighteen months as we have navigated a once in a lifetime global pandemic. I have been impressed with all your personal efforts during this unprecedented time to work collaboratively toward maintaining the safest campus environment possible.



A community approach is essential as safety depends on each of us to do our part in keeping our community as safe and secure as possible. WCCC's goal is to provide an environment that is safe and conducive to ensuring the best living, working and learning experience possible. Our campus safety requires everyone's assistance with always remaining situationally aware and vigilant. Identifying potential threats or hazards on our campus helps us better understand the situation and to improve upon our safety and security approach. If you see something, please say something. The information you have may be the missing link that could be the difference that turns a potentially unsafe situation around.

We continue to make continuous improvements to our safety and security systems. In the past year, WCCC continued to expand our training efforts with our campus community and the local law enforcement community. We installed additional safety equipment and test all existing equipment on an ongoing basis to ensure it functions properly in the event of an emergency. The College Critical Response Team updated our campus safety plan to ensure that our protocols align with current industry standards and best practices. The College also continues to update and enhance our communication systems to ensure that appropriate information is disseminated in the event of an emergency.

Our Annual Safety and Security Report provides you with important information regarding the safety and security of our campus. Please take some time to familiarize yourself with the contents within this report as it could be vital to your personal safety while you are at the College. Stay safe and let's continue our good work together in improving our campus prevention measures.

A handwritten signature in blue ink that reads "Susan L. Mingo". The signature is fluid and cursive, written over a white background.

Susan L. Mingo
President

CLERY ACT

Annual Safety and Security Report

The Washington County Community College (WCCC) Annual Safety and Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), the Higher Education Opportunity Act of 2008, and the Violence Against Women Act (VAWA). This report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property within, or immediately adjacent to and accessible from the campus. The statistics include crimes reported directly to local law enforcement agencies and to “campus security authorities.” Campus security authorities are defined by the Clery Act as college officials who have “significant responsibility for student and campus activities, including, but not limited to, student services, residence life, and the campus safety and security team. The report also includes institutional procedures concerning campus safety and security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. These processes are reviewed annually to assess their effectiveness and compliance with applicable statutes.

The full text of this report is available online at www.wccc.me.edu/safety-and-security.

OVERVIEW

The policies and procedures outlined in this report are provided as part of WCCC’s commitment to safety and security on campus and are in compliance with the Clery Act of 1998. WCCC is a public college located in Calais, Maine, and is one of seven campuses that comprise the Maine Community College System (MCCS). There are approximately 450 students currently enrolled at the College, which employs approximately 57 faculty and staff members.

There have been many recent steps taken to improve security on campus, including:

- an updated safety and security training website for faculty and staff on the MyWCCC Portal
- completion of emergency fire evacuation drills across the campus
- continued membership with the National Association of Behavioral Intervention and Threat Assessment
- enhanced training and tabletop exercises for the College Emergency Incident Team, including completion of National Incident Management System and Incident Command System courses

The Campus Safety Committee meets on a monthly basis to discuss agenda items related to the safety and security of the WCCC campus.





CLERY ACT REPORTING

Publication of this annual report is mandated by federal law. The annual crime statistics were compiled through the Office of Enrollment Management and Student Services. The report includes statistics for the previous three years concerning crimes that occurred on campus and were reported to local law enforcement agencies and to “campus security authorities” or designated campus officials. Additionally, these statistics include people referred for campus disciplinary action for categories required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, including liquor and drug law violations and illegal weapons possession. Statistical information for certain off-campus locations or property owned or controlled by the College, as well as public property within or immediately adjacent to and accessible from campus, are collected or requested from local police departments.

Each fall, e-mail notification is made to the WCCC community (faculty, staff, and enrolled students) to distribute the Campus Crime and Safety Report. The report is also included on the Human Resources and prospective student web pages to inform prospective employees and students. The crime statistics tables in this report are reflective of the requirements mandated by federal law for compiling this annual publication. The annual crime statistics compiled in this report originate with data kept by the Office of Enrollment Management and Student Services.

For questions regarding this report or to obtain a paper copy please contact the Dean of Enrollment Management and Student Services Office at (207) 454-1000. This report, including crime statistics, is updated annually and published to the campus community by October 1.

REPORTING OF AN EMERGENCY OR A CRIME

Please read the information to learn how to prevent and report crime and practice safe behavior. We ask for your assistance in making the WCCC Community a safe place to learn. Remember that emergencies should be reported directly to Calais Police Department who in turn, contact WCCC personnel.

Crime and emergencies can be reported by contacting any of the following authorities, 24 hours a day.	
Calais Police Department	911 or (207) 454-2751
Calais Fire Department	911 or (207) 454-7400
Emergency Medical Services Ambulance	Emergency: 911 Non-Emergency: (207) 454-7400
Non-Life Threatening Campus Emergencies	(207) 454-1099 or Ext. 1099 from Campus Phone
Poison Control Center	1-800-222-1222
Anonymous Safety Concern Reporting	www.wccc.me.edu/safety-and-security
Students and Employees involved in an accident on campus should complete an accident report form in the Business Office as soon as safely and reasonably possible following the incident.	



WCCC CAMPUS RESOURCES

WCCC Campus Resources	
Counseling Services	To schedule an appointment with a counselor, contact the Associate Dean or Dean of Students, ncote@wccc.me.edu or tstoldt@wccc.me.edu
Title IX Coordinator	Dean of Student Services Tyler Stoldt (207) 454-1032
Student Code of Conduct	Associate Dean of Student Affairs & Retention Nichole Cote (207) 454-1012
Accessibilities/Student Accommodations	Liz Sullivan (207) 454-1093 esullivan@wccc.me.edu
Financial Aid	(207) 454-1078 fa@wccc.me.edu
Mental Health Crisis Hotline	24/7 Crisis Services (888) 568-1112
Affirmative Action Officer	Tatiana Osmond (207) 454-1094

WCCC Off-Campus Resources	
Aroostook Mental Health Center 127 Palmer Street Calais, ME 04619	(207) 454-0775
Maine Coalition Against Sexual Assault (MeCASA)	24 hour statewide sexual assault crisis and support line 1-800-871-7741 (voice) 711 (Maine Relay)
Maine Coalition to End Domestic Violence	Statewide Domestic Abuse Helpline 1-800-437-1220
Calais Police Department 312 North Street Calais, ME 04619	(207) 454-2751 or 911 for emergencies
Calais Community Hospital 24 Hospital Lane Calais, ME 04619	(207) 454-7521
Pine Tree Legal Services - Machias Office	(800) 255-8656



TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

WCCC is committed to promoting a safe and secure environment for all members of the college community.

Timely Warnings: In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery), WCCC will post timely warnings to notify community members about serious crimes that occur on campus. Having knowledge of such crimes will assist the community members in making informed decisions about their personal safety and in preventing or reducing the risk of future crimes. These warnings are posted if there is a serious crime on campus that constitutes an ongoing and/or continuing threat to the community. Timely warnings are not issued for crimes where the suspect(s) has been apprehended. The decision to issue a timely warning is decided on a case by case basis in compliance with the Clery Act. The decision is made by the Dean of Student and Enrollment Services or designee. A timely warning will take into account available facts, whether the crime is considered serious, a continuing threat to the community, and/or the possible risk of compromising law enforcement. A timely warning will not include identifiable information of a victim. WCCC considers issuing a timely warning for the following incidents: criminal homicide, sex offenses, aggravated assault, robbery, burglary, motor vehicle theft, major incidents of arson, and other crimes as determined necessary by the President or designee(s). Individuals that can make timely warning decisions include President, Dean of Enrollment Management and Student Services, Academic Dean, and Director of Facilities.

Timely Warnings and Updates Distribution: Procedures and mechanisms to notify the campus community are in place including the use of the Rave Alert System.

Emergency Notifications: Unlike Timely Warnings, Emergency Notifications are used when there is an emergency that is not a Clery crime category. Procedures and mechanisms to notify the campus community are in place and include the use of the Rave Alert System and Vigilance System. WCCC utilizes an external loudspeaker and an internal intercom system to disseminate information. In addition, WCCC utilizes social media and the website to notify the greater Calais community of incidents on campus.

Testing Emergency Procedures: WCCC will perform announce and unannounced tests multiple times a year. Emergency policies and procedures are found at www.wccc.me.edu/safety-and-security.

Safety Programs and Promoting Crime Prevention

Security awareness and crime prevention programs are part of WCCC's effort to provide a safe environment for students and employees. The College's educational and crime prevention efforts are based upon the concepts of eliminating or minimizing criminal opportunities whenever possible, and encouraging students and employees to be responsible for their own security and the security of others.

The following is a listing of the crime awareness and prevention programs:

- *Electronic Material:* Sexual harassment brochures are provided electronically to all students, faculty, and staff along with the Clery Reporting information.
- *Residence Hall Safety:* A variety of programs are offered for students living in the residence halls covering topics on safety awareness, sexual assault and date rape prevention, dating violence, stalking, and domestic violence, fire safety, drug and alcohol awareness programs, and mental health. Prevention is stressed but response to these concerns is also an important consideration.
- *Fall Orientation:* Sessions at fall orientation address the Maine Community College System policies, WCCC procedures, and sexual misconduct policies.
- Sexual assault, dating violence, domestic violence, and stalking educational campaigns are held throughout the year.



OFF CAMPUS CRIME

The Calais Police Department routinely works and communicates with the WCCC Office of Enrollment Management and Student Services on incidents occurring in the immediate neighborhood and business areas surrounding our campus. Off-campus student violations of the law or the Student Code of Conduct are addressed by the Student Code of Conduct policy. The College works collaboratively with the CPD and frequently exchange information when appropriate.

REPORTING SUSPICIOUS ACTIVITY

Students and employees are urged to contact WCCC personnel and/or the Calais Police Department if they notice unusual, suspicious or criminal activity. Suspicious individuals should be reported to campus officials or local law enforcement, especially if they are seen:

- Attempting to enter a residence hall or a student's room
- Entering an office or lab without apparent purpose
- Loitering in a parking lot, near residence halls or offices
- Trying to forcibly enter a car, window or door
- Acting in a loud, disruptive or threatening manner

Send Anonymous Campus Safety Tips online at www.wccc.me.edu/safety-and-security

Reminder: IF YOU ARE INVOLVED WITH AN ACTUAL EMERGENCY call 911 and notify 207-454-1099 as soon as it is safe to do so.

For non-life threatening emergencies, contact 207-454-1099 for assistance.

LAW ENFORCEMENT AUTHORITY AND INTERAGENCY RELATIONSHIP

State laws require that WCCC officials must report certain crimes including child and elder abuse, among others. WCCC has a working relationship with the Calais Police Department and may disclose information the Calais Police Department as warranted to ensure campus safety. In addition, there is a duty on the part of the employees at WCCC (who are not exempt by due to State Law—e.g. counselors, pastors) to report disclosures of sexual harassment, sexual assault, stalking, and domestic violence that occurred on campus property and/or involved a WCCC community member to the Title IX Coordinator. Student incidents should be reported to the Dean of Student Services—Title IX Coordinator at (207) 454-1000. Students may access pastoral and professional counselors, when appropriate, to report a crime in confidence as WCCC adheres to state and federal law regarding confidentiality.

FIREARMS

In accordance with the policy of the **Maine Community College System**, no person (except law enforcement acting in their official capacity) may possess a firearm on the WCCC campus. This prohibition includes residence halls and motor vehicles parked on college property.

BUILDING MAINTENANCE, SECURITY, AND ACCESS

WCCC is committed to maintaining a safe environment which extends to maintenance issues such as campus landscaping, lighting and door locks. Exterior lighting is maintained throughout campus. Physical Plant and Student Services routinely surveys existing lights and recommend maintenance of existing lights and requests for additional illumination, if necessary. The campus is equipped with exterior and interior cameras. Facilities continually checks for maintenance and security deficiencies and strives to maintain a safe environment. Members of the campus community are encouraged to report any deficiency to Tina Erskine, Manager of Operations & Human Resources, at (207) 454-1002.

In addition to lighting and campus cameras, Facilities routinely checks to ensure campus building doors are secured. WCCC buildings, excluding residence halls, are accessible to members of the campus community, guests and visitors during normal operating hours Monday through Friday. Entry after normal hours is available to faculty, staff and authorized students, as determined by the appropriate academic or administrative offices. Buildings are also opened on weekends and holidays on an as-needed basis. All residence halls, which are apartment style, are secured 24/7 with a keys issued to each residential student.





CAMPUS SAFETY AND SECURITY AUTHORITY

College officials have the authority to ask persons for identification and to determine whether individuals have lawful business at WCCC. No WCCC personnel are authorized to arrest. Criminal incidents are referred to the Calais Police Department who have jurisdiction at WCCC, and to the Dean of Enrollment Management and Student Services Office for possible disciplinary action. All crime victims and witnesses are strongly encouraged to immediately report any crime to student services and/or the Calais Police Department. Prompt reporting will ensure communication of Campus Crime Alerts to the campus community and the accurate disclosure of Clery Act crime statistics.

When a WCCC student is involved in an off-campus offense, campus officials may assist with the investigation in cooperation with the local police department. The Calais Police Department routinely works and communicates with the WCCC Office of Enrollment Management and Student Services on incidents occurring on-campus, in the immediate neighborhood and business areas surrounding our campus.

EMERGENCY RESPONSE PLANNING

Emergency situations on the WCCC campus are responded to by the Calais Police Department and/or the Calais Fire/EMS Department.

Depending upon the situation, other emergency services may be provided by the community in which the campus is located as well as county, state, and federal emergency response services. Emergency procedures and notification methods are reviewed and tested annually.

Questions pertaining to emergency procedures should be referred to the Dean of Enrollment Management and Student Services at (207) 454-1032.

EVACUATION PROCEDURES

If a building evacuation is determined to be the best course of action, supervisors must inform all employees of the evacuation plan. In addition, a security sweep of the egress route, rally points used for assembly and surrounding areas should be performed. Employees must be familiar with evacuation plans for the buildings in which you are located or visiting. When entering an office or other environment check for the evacuation directions.

All employees are empowered to activate emergency notifications for campus evacuation protocols directly from their desktop computer using the Vigilance system.

All faculty members are responsible for reviewing the evacuation plan for classrooms and shops with all students at the beginning of each semester.

1. Evacuation maps with primary exit routes and designated rally points are posted in classroom, shops, and college areas in the event an evacuation of the building becomes necessary.
2. Except for medical emergencies, elevators should not be used for emergency evacuation.
3. Special health problems and needs (such as a “handicapped accessible” means of evacuation) need to be addressed in advance by contacting Accessibilities Specialist in order to make proper provisions for these individuals.
4. All should follow the procedures outlined below in case it becomes necessary to evacuate the building.
 - a. Remain calm.
 - b. Keep talking and confusion to a minimum.
 - c. Exit in an orderly fashion with no more than two people side-by-side. Walk, do not run to exits.
 - d. Close all doors as you leave.
 - e. Do not jam or crowd exits.
 - f. Use the stairwells for evacuation.
 - g. Assist any persons with disabilities or notify emergency personnel of their location.
 - h. Once outside the building find a safe area with concealment and cover until you receive the all-clear message and then proceed to the designated rally point for your location. Conduct a head count, for your class and/or office, to make sure that no one is missing. Report any missing persons to (207) 454-1099, when safe to do so. Designated rally points for assembling from different parts of each building are given in each classroom.
 - i. You will be notified by proper authorities when it is safe to return to your building.





DRUGS AND ALCOHOL

The use, possession, sale or distribution of alcoholic beverages or illegal drugs is prohibited on college property or at college related events, as is being under the influence or knowingly in the presence of drugs or alcohol while on college property or at college-related events under the Student Code of Conduct. Individuals who violate this policy and/or federal or state law, including laws and policies pertaining to underage drinking, risk institutional sanctions, including dismissal from the College and/ or legal action.

WCCC prohibits the possession or use of illegal drugs or alcohol on the campus, property owned or controlled by WCCC, or as part of any activity of WCCC. Legal possession or consumption of alcohol on campus may be granted by obtaining the prior written approval from the College President. Students, staff, faculty, or visitors are prohibited from attending their work and/or learning environments under the influence of alcohol or illegal drugs. Doing so would not only negatively affect the individual's learning, performance, and safety, but also that of the people around them and the college community as a whole. Individuals who violate this policy and/or federal or state law risk institutional sanctions, including dismissal from the College and/or legal action. For more information about drug and alcohol policies on campus, please consult the Maine Community College System Alcohol & Drugs Policy (804).

Alcohol and substance abuse negatively impairs health and life quality. Local, state, and federal laws prohibit the underage, unlawful possession, use, sale or distribution of alcohol and drugs. In support of all local, state, and federal laws, WCCC's Student Code of Conduct and employment policies enforce alcohol and drug laws.

Medical Marijuana: Federal law and the Drug Free Schools and Workplace Acts make possession and use of marijuana on- campus illegal, even in states with medical marijuana laws. Thus, WCCC does not permit medical use of marijuana anywhere on campus.

While WCCC does not offer substance/alcohol abuse programs, professional and confidential counseling is available to students on campus through an agreement with Aroostook Mental Health Center. Please contact Student Services at (207) 454-1000 for more information or to schedule an appointment.

Students (who have alcohol or other substance abuse issues) are also strongly encouraged to contact their medical provider or, if in crisis, the Maine Statewide Crisis Hotline at (888) 568-1112. Students may also request that Student Services staff make this contact for them.

VIOLENCE AGAINST WOMEN ACT (VAWA) RESPONSE TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

Sex discrimination and sexual misconduct in the form of hostile work environment, sexual harassment, domestic violence, dating violence, stalking, sexual violence (rape, sexual assault, and sexual abuse), and gender/sex-based harassment or discrimination, represent conduct that is prohibited by WCCC/MCCS policy as those terms are defined for purpose of the Clery Act and in accordance with Title IX.

This section of the report informs the campus community of WCCC programs designed to address domestic violence, dating violence, sexual assault and stalking. This section also includes the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking, when it is reported to a college official.

WCCC offers training related to sexual misconduct (VAWA, Title IX, Campus SaVE Act) at a in-person and online orientation, education and bystander events including domestic and dating violence reduction; reporting of sexual harassment incidents; and education on sexual harassment to students, faculty, and staff. WCCC provides educational bulletin boards for students to access information and the website contains information regarding Title IX and sexual harassment.

PROCEDURE ON SEXUAL ASSAULT

Any behavior that constitutes a sexual assault under this policy will subject the offender to disciplinary action, up to and including dismissal, whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus. In addition, sexual assault, rape and other sexual offenses are illegal under Maine criminal statutes and may be separately prosecuted in a court of law.

Sexual assault occurs when a person performs or compels another person to perform any sexual act or to have any form of sexual contact without consent. Rape is a specific kind of 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. Failure to object does not constitute consent. Consent does not exist where it is not expressly given. Consent cannot be given by a person with a mental impairment (ex. from alcohol or drug use), or when the victim is physically helpless (ex. when asleep or incapacitated). Consent can also not be given where there are threats or intimidation. Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that could lead to it.

The College can refer victims of sexual offenses to counseling support and police assistance, if desired. Care and consideration of the victim's wishes will be taken into account throughout the intervention process. Individuals who feel that they are victims of any sexual offense are urged to file a complaint with the Calais Police Department and with the Associate Dean of Students or Dean of Students.

The College strongly recommends that all victims seek immediate medical assistance. A victim may have internal or external injuries and may need treatment for disease or infection. Additionally, the College strongly recommends that all victims seek counseling and emotional assistance. A full range of support services can be initiated through the Sexual Assault Crisis Center by calling (800) 871-7741.

WCCC's standards of conduct and the student disciplinary process are outlined in the Student Code of Conduct and are prompt, fair, and impartial. The College's procedures for disciplinary action in cases that involve sexual offenses comply with the Higher Education Amendment (HEA) of 1992. In those cases required by the HEA, the accuser and the accused are entitled to the same opportunity to have others present during the investigative interview and/or during an Appeal Committee hearing and attendant proceedings. For further information about the disciplinary system, contact the Associate Dean of Student Affairs & Retention at (207) 454-1012.

REGISTERED SEX OFFENDERS

In compliance with the Campus Sex Crimes Prevention Act of 2000, members of the WCCC community may contact the Maine Sex Offender Registry at their website <http://sor.informe.org/sor/> for information concerning registered sex offenders.

COLLEGE PROCEDURES FOR INVESTIGATING AND RESOLVING A TITLE IX COMPLAINT

Below is a summary of the process for allegations that meet the Title IX definition of sexual harassment. Allegations that meet Title IX definition must contain:

- Alleged conduct that constitutes sexual harassment if proved;
- Alleged conduct was against a person in the United States;
- Alleged conduct was against a person participating, or attempting to participate, in a WCCC educational program or activity; or
- Alleged conduct was at a WCCC location, during a WCCC activity or program, or when WCCC had substantial control over both the respondent and the context.

Students, faculty, and staff are advised to report allegations of sexual harassment immediately, or as soon as possible. Reports can be made via mail, email, phone, web form, or in person. Reports should be made to the Title IX coordinator, Tyler Stoldt at tstoldt@wccc.me.edu or (207) 454-1032.

If allegations meet that Title IX definition, then the ensuing investigation and resolution of a Title IX complaint will include the following elements:

- Supportive measures offered to a person at the time of a report
- Notice of formal complaint to the complainant and the respondent
- Emergency removal of respondent (if necessary)
- Informal resolution (only if both parties agree)
- Investigation: The investigation has 60 days from the filing of formal complaint to a draft report. Final report due to all parties 10 days before a live hearing.
- Live hearing
- Findings: Both parties shall be notified simultaneously in writing and provided with the written findings.
- Appeals: The president or designee shall simultaneously issue a written decision to both parties with the result of the appeal and the rationale for the decision.

Decision Makers, in accordance with this Procedure and the MCCS Rules for Title IX Live Hearings, shall use the preponderance of the evidence standard.

View the complete procedure of investigating and resolving a Title IX complaint.

COLLEGE PROCEDURES FOR INVESTIGATING AND RESOLVING SEXUAL HARASSMENT COMPLAINT NOT MEETING TITLE IX DEFINITIONS

Below is a summary of the process for allegations that do not meet the Title IX definition of sexual harassment. Individuals who believe that they are victims of sexual harassment must contact the Title IX Coordinator. The Title IX Coordinator will determine the applicable procedure after review of the allegations.

The investigation and resolution will have the following elements:

- Informal procedure (only if both parties agree)
- Within ten working days of receiving the complaint
 - Meet with complainant to discuss the complaint
 - Provide notice to the respondent. Formal Procedure will be completed in 60 calendar days from receipt of a complaint within the first 10 working days of receiving a complaint.
 - Begin formal investigation
 - Interview the respondent
 - Appeals of College Response to Complaint - Appeals request can be made of the College President or MCCS Director of Human Resources
- An investigation is complete when the pertinent supervisor, EO Officer, or student code of conduct officer determine that no additional fact finding is required
- Action upon findings from the investigation

SUPPORTIVE MEASURES OFFERED AT THE TIME OF SEXUAL ASSAULT REPORT AND FORMAL COMPLAINT

Supportive measures are individualized, non-disciplinary services offered as appropriate and as reasonably available, without fee or charge. The measures are designed to restore or preserve equal access to an educational program or activity without unreasonably burdening the other party. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus.

WCCC shall maintain confidentiality for any student receiving supportive measures that they receive, to the extent possible. The Title IX Coordinator will implement and monitor the supportive measures.

View the complete procedure of investigating and resolving sexual harassment complaints.

MISSING PERSON PROCEDURE

The purpose of this procedure is to establish protocols for WCCC's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

Emergency Contact: Residential students must provide information for an emergency contact.

Missing Student: A missing student is determined to be missing when the Dean of Enrollment Management and Student Services or designee determines that a student has been missing for more than 24 hours without any known reason.

Missing Residential Students: If a member of the WCCC campus community has reason to believe that a student who resides in on campus housing is missing they should immediately notify the Office of Residence Life or On-Call Professional phone at (207) 904-0194. The on-call professional staff will work with the Dean of Students Office to determine whether or not a student is missing. After investigating the missing person report, should the Office of Residence Life or member of the Dean of Enrollment Management and Student Services staff determines that the student is missing and all available means have been reached to contact the student including the emergency contact; the on-call professional will contact the Calais Police Department. If the missing student is under the age of 18 and is not emancipated, the Dean of Enrollment Management and Student Services or designee will notify the student's parent or legal guardian immediately.



Clery Act Crime Statistics

Student housing numbers are also included in the on-campus category

Criminal Offenses	2019					2020					2021				
	On-Campus		Public Property	Non-Campus	Total	On-Campus		Public Property	Non-Campus	Total	On-Campus		Public Property	Non-Campus	Total
	On-Campus	Student Housing				On-Campus	Student Housing				On-Campus	Student Housing			
Murder/Non-negligent Manslaughter	0	0	0	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	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	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	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	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	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES															
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS															
Weapons; Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTIONS															
Weapons; Carrying, Possessing, Etc.	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	4	4	0	0	4	1	1	0	0	1	2	2	0	0	2
Liquor Law Violations	2	2	0	0	2	5	5	0	0	5	5	5	0	0	5

Unfounded Clery Act Crimes

2021: No unfounded crimes.
 2020: No unfounded crimes.
 2019: No unfounded crimes.

Hate Crime Reporting

2021: No hate crimes reported.
 2020: No hate crimes reported.
 2019: No hate crimes reported.

ANNUAL FIRE SAFETY REPORT FOR RESIDENCE HALLS

Fire alarm pull stations are located throughout the hallways in all buildings on campus. These alarms are connected to the local fire department. Upon the ringing of the fire alarm, the building will be evacuated immediately in an orderly manner utilizing one of the exits located on the map. Each classroom, office, lab, shop area, and main corridor has a map with primary routes of exit. It is your responsibility to know these exits and alternative exits in case the primary exits are blocked by heavy smoke, or fire. Once outside the building, find concealment and cover in a safe area until an official all-clear message is received through the RAVE alert system. After receiving the all-clear, move to your designated rally point and determine if anyone from your classroom or office space is unaccounted for. Wait at your rally point until a critical response team member checks in with you. Report any missing persons to **(207) 454-1099**, when safe to do so. Each building has a designated rally point for evacuation which can be found in each classroom, office, or shop.

If you see visible flames or smoke, or you're notified of such—Remain Calm.

1. Activate the nearest fire alarm pull station.
2. Close all doors and turn off lights as you leave.
3. Exit in an orderly fashion (walk) with no more than two people side-by-side. Do not run to exit building.
4. Do not jam or crowd exits.
5. Use stairwells for evacuation. Do not use the elevator for fire evacuations. If you cannot exit the building via a door, exit via a window, if safe, or call 911 and inform them of your location.
6. Persons with physical disabilities or those who are unable to navigate stairs should notify the nearest person and go to designated stairwell; if safe. Call 911 and let them know your location and that you cannot exit the building.
7. Should you become caught in heavy smoke, crouch down below smoke levels, take short breaths through your nose and crawl to the stairwell.
8. DO NOT re-enter the building until the fire department indicates it is safe.
9. Do not attempt to fight the fire unless it appears to be containable and you are trained in the use of an appropriate portable fire extinguisher. When using a fire extinguisher, remember the acronym PASS: Pull, Aim, Squeeze & Sweep.

Call the WCCC Emergency line at **1099** from a campus phone or **(207) 454-1099** from an off-campus phone, when safe to do so.

Fire Alarm: All alarms should be treated as an emergency.

Students are required to read and understand all fire evacuation procedures located on the back of their residence hall room door. In the event of a fire alarm, you should assume there is a fire and exit the building by the shortest route, as quickly as possible. You **MUST** remain outside the building and away from entrance eaves until the re-entry signal is given by college officials, or the Calais Fire Department. In all cases, the Calais Fire Department will be summoned to campus to inspect the residence hall. They will be assisted by the residential staff, which is trained in this area. Please note, residents are not allowed to return to the building once exited.

If you believe a resident is trapped in the building, please provide their name and location immediately to 911 or the professional staff member. **DO NOT REENTER the BUILDING!** Students are encouraged to contact their parents to let them know they are safe. The fire equipment provided in the residence halls (alarms, smoke and heat detectors, and extinguishers) is provided for use in emergency situations. Tampering with this equipment is a very serious matter and will lead to campus disciplinary action and possible legal action. Strict disciplinary action will be taken if a student is found in violation of fire safety regulations. In addition, any student who interferes or disobeys a local fire department official when in the building is subject to legal action. In each residence hall room there is a map for evacuation and a sticker with emergency numbers. These items should not be removed from the door or vandalized. If these items are tampered with, it will lead to campus disciplinary sanctions.

ANNUAL FIRE SAFETY REPORT FOR RESIDENCE HALLS (CONTINUED)

Prohibited Fire Activities:

The Student Code of Conduct prohibits “conduct that disregards the welfare, health or safety of the College community, which includes, but is not limited to: 1) assault, harassment or intimidation; 2) false reports of fire or other dangerous conditions; 3) unauthorized use or possession of weapons, explosive components or chemicals, including fireworks, firearms, explosives, gas or compressed air; 4) disturbing authorized activities or the peaceful operation of the College; 5) use, possession, sale or distribution of alcoholic beverages or drugs as prohibited by law or College policy; 6) being under the influence or knowingly in the presence of drugs or alcohol while on College property or at College related events; 7) action prohibited by health or safety regulations; 8) creation of a fire hazard or other dangerous condition; 9) restriction of vehicular or pedestrian traffic flow into or out of College property or facilities; 10) action that produces mental or physical discomfort, embarrassment, harassment or ridicule to any member of the College community; 11) intentionally placing a person or persons in reasonable fear of physical harm; 12) lewd or indecent behavior; 13) tampering with fire or safety equipment; 14) parking violations; 15) disobeying the lawful order of College personnel; and/ or 16) any other conduct that threatens or endangers the health or safety of one’s self or others. Students are prohibited from using portable electrical appliances that have open coils or open flames; smoking on campus; and any items with open flames.

All members of the WCCC community are encouraged to report any known residence hall fire circumstances to Facilities (Ext. 1067 or (207) 454-1067), the Director of Housing or Resident Assistant or a member of the Dean of Enrollment Management and Student Services at (207) 454-1000.

Fire Safety Equipment

At WCCC each of our residence halls has a fire suppression system, fire rated doors, an audible and visual alarm system, and is fully sprinkled. The fire alarm system is tested annually. In addition to the fire safety systems, every residence hall has fire extinguishers.

Supervised Fire Drills and Training

Supervised fire drills are conducted for each residence hall by WCCC staff. All residential professional staff receive fire safety and emergency action plan training and are responsible for covering these policies and procedures with residents during the opening community meetings.

Fire Safety

Fire safety equipment such as smoke detectors, sprinklers, fire extinguishers, fire alarm pull boxes, and emergency exit routing signs have been installed in the Residence Halls for your safety. These lifesaving items should never be tampered with. You will be found in violation of the Residence Hall Agreement and Student Code of Conduct if you tamper in any way with the fire safety equipment, or start a fire. You may be removed from campus housing. You will also be held responsible for any damage caused by tampering with the equipment or from starting a fire. Not only is this a violation of our policies, it is also a state law. If found in violation of tampering with fire safety equipment, you could also be reported to local authorities. Please note it is also a violation to not vacate any campus building during a fire alarm. Any time the alarm sounds, leave your apartment immediately following the evacuation route.

Residence Life Staff will instruct students on proper evacuation procedures at the first meeting of the year. You are encouraged to ask questions at any time if any procedure seems unclear. Students should leave by the nearest exit. If flame or smoke is blocking the nearest exit, occupants should be aware of their next available exit. You should exit the building completely. You must also move across the entrance path and wait on the opposite side of the fire lane until the Fire Department has inspected the building and approves re-entering the building.

Please be aware that the Calais Fire Department responds to all fire alarms and therefore fire lanes and the front of the entrance should remain clear at all times to provide the Fire Department with easy access to the buildings. The fire alarm sounds at the Calais Fire Department at the same time as the building alarm. Therefore, if everyone leaves the building immediately, the occupants should be out of the building before the Fire Department arrives at the scene.

ANNUAL FIRE SAFETY REPORT FOR RESIDENCE HALLS (CONTINUED)

Residence Hall Fire Statistics

WCCC takes all evidence of fires and burn marks very seriously. Each and every time a fire or burn markings are reported to Facilities an investigation is done. For purposes of compliance with the Higher Education Opportunity Act of 2008 the University is instructed to report every incident which meets the following definition of a fire.

For the purpose of fire safety reporting a fire is “any instance of open flame or other burnings in a place not intended to contain the burning or in an uncontrolled manner.” The following statistics represent the total number of fires, the cause of each fire for each residence hall. Separately each and every reported fire is individually explained at the end with the following information: Cause of the Fire, Number of Deaths related to the Fire, Number of Injuries that required Treatment at a Medical Facility, and Value of Property damage related to the Fire.

WCCC reported zero fires in on-campus student housing in 2020. Two fire drills were held in each student housing facility during the 2021-2022 academic year. Students were notified of fire safety information in their housing information packets.



Clery Act Fire Safety Statistics

<i>Student Housing Facility</i>	2019			2020			2021		
	<i>Fires</i>	<i>Injuries</i>	<i>Deaths</i>	<i>Fires</i>	<i>Injuries</i>	<i>Deaths</i>	<i>Fires</i>	<i>Injuries</i>	<i>Deaths</i>
Downeast Hall	0	0	0	0	0	0	0	0	0
Quoddy Hall	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

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NON-DISCRIMINATION STATEMENT

Washington County Community College does not discriminate as proscribed by federal and/or state law on the basis of race, color, religion, national origin, sex, sexual orientation, including gender identity or expression, age, genetic information, disability, marital, parental or Vietnam era veteran status in specified programs and activities. Inquiries about the College's compliance with, and policies that prohibit discrimination on these bases may be directed to:

Tatiana Osmond, Affirmative Action Officer, Washington County Community College
One College Drive Calais, ME 04619, Ph: (207) 454-1094, Fax: (207) 454-1026,
tosmond@wccc.me.edu

United States Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110. Telephone: 617-289-0111. TTY/TDD: 617-289-0063. Fax: 617-289-0150. Email: OCR.Boston@ed.gov.

Maine Human Rights Commission (MHRC), 51 State House Station, Augusta, ME 04333-0051. Telephone: 207-624-.6050. TTY/TDD: 207-624-6064. Fax: 207-624-6063.

Equal Employment Opportunity Commission, 475 Government Center, Boston, MA 02203. Telephone: 617-565-3200 or 1-800-669-4000. TTY: 617-565-3204 or 1-800-669-6820. Fax: 617-565-3196. <http://www.eeoc.gov/>.



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