



2022

ANNUAL SAFETY REPORT

TABLE of CONTENTS-

Introduction:	7
Mercer County Community College Office of College Safety and Security.....	7
Campus Policing and Security Policies.....	8
Reporting and Responding to Incidents, Criminal Actions and Emergencies	8
Monitoring and Recording Criminal Activity at Off-campus.....	9
Immediate Emergency Response and Evacuation Procedures:.....	9
Emergency Notification(s)	9
Timely Warning Notices:	10
Security Alerts:.....	10
Disseminating Information:.....	11
Daily Crime Log.....	11
Facilities Access and Security Maintenance:.....	11
Crime Prevention Education and Awareness	12
Blue Light and Red Emergency Phones.....	13
Environmental Safety	13
Campus Lighting	13
Building Security and Fire Alarms:	14
Event Security:	14
Shuttle Service.....	14
New Employee Orientation / Onboarding	14
Amnesty for Alcohol or Other Drug Use	14
Substance Abuse.....	14
Alcohol:.....	15
Drug-Free Schools and Communities Act.....	15
Drug Policy:	16
Missing Student/Persons Notification.....	16
New Jersey Campus Sexual Assault Victim’s Bill of Rights:	17
Prohibition against Harassment and Prohibition against Discrimination Policy	17
Reporting and Responding To Sexual Assaults.....	18
What to Do if Someone You Know Has Been Sexually Assaulted:.....	18
IMMEDIATELY following a Sexual assault	18
Disclosures to Victims of Sexual Assault or Other Violence:	21
Faculty and Staff Resources-Prevention and Education.....	21
Suicide Prevention / Intervention:.....	21
Contact Information	22
Other Important Information regarding Title IX	23

Campus Security Statistics	23
Sex Offenses:.....	24
New Jersey Law & Statutes	25
Geography Terms.....	27
Hate Crimes:.....	28
New Jersey Sex Offender Internet Registry	28
MCCC Social Media:.....	28
Annual Clery Crime Statistics	29-32
West Windsor Campus.....	29-32
Annual Clery Crime Hate Crimes Statistics	29-32
West Windsor Campus.....	29-32
Annual Clery Crime Statistics.....	29-32
James Kerney Campus.....	29-32
Annual Clery Crime Hate Crimes Statistics	29-32
James Kerney Campus	29-32
Sex / Gender Harassment, Discrimination and Misconduct	33
The Role of the Title IX Coordinator.....	34
Overview of Expectations with Respect to Physical Sexual	35
Misconduct.....	35
Overview of Expectations with Respect to Consensual	35
Sexual Violence - Risk Reduction Tips	36
Sexual Misconduct Offenses Include, But Are Not Limited To:.....	37
Other Misconduct Offenses.....	40
Bystander Intervention.....	41
Open Dialogue / Observe Options	42
Negotiate Solution / Negate Further Conflict:.....	42
Retaliation	41
Sanctions:.....	42
Confidentiality, Privacy and Reporting.....	47
Confidentiality and Reporting of Offenses	47
Confidential Reporting.....	47
Formal Reporting Options.....	48
Federal Statistical Reporting Obligations	49
Federal Timely Warning Reporting Obligations.....	49
Additional Provisions	49
Attempted Violations	49

False Reports	50
Amnesty for Victims and Witnesses	50
Parental Notification.....	50
Campus Sexual Assault Victim’s Bill of Rights:.....	51
Bill of Rights	51
Human Dignity Rights	51
Rights to Resources On and Off-Campus.....	51
Campus Judicial Rights	52
Legal Rights	52
Campus Intervention Rights	52
Statutory Mandates	52
Questions and Answers	53
Student Code of Conduct	56
Purpose.....	56
Policy Statement:	56
Prohibited Conduct	56
Academic Dishonesty.....	56
Alcohol Violations	56
Bullying/Cyber Bullying	57
Computer Misuse.....	57
Discrimination by Student Organizations	57
Disruptive Conduct	57
Drugs:.....	58
Gang and other Criminal Activity	58
Failure to Comply:	58
Falsification /Fraud/False Testimony:	58
Fire and Safety	58
Gambling.....	59
Hazing:	59
Physical Abuse and Endangerment	59
Property/Facilities/Services:.....	59
Sexual Misconduct/Sexual Harassment.....	59
Other Harassment/Stalking	60
Weapons/Firearms/Explosives	60
Disciplinary Proceedings: Decisions and Penalties	60
Sanctions:	64
Disciplinary Warning	64
Disciplinary Probation.....	64
Disciplinary Suspension	64

Disciplinary Expulsion.....	65
Amending the Statement.....	65
APPENDIX “A”.....	67-68
Clery / Title IX Statistics and Reported Crimes/Incidents, Criminal Offenses – Lawrenceville Campus	
APPENDIX “B”.....	69
Title IX Complaint Investigation Flow Chart	
APPENDIX “C”.....	70- End
MCCC Emergency Operations Plan	

The Annual Safety Report and Distribution-

This Annual Safety Report (ASR) covers both the West Windsor and the Trenton locations of Mercer County Community College. This report has been produced in compliance with the Jeanne Celery Act regarding disclosure of Campus Security Policy and the campus Crime Statistics (also known as the Celery Act or Campus Security Act), codified at 20 U.S.C. 1092(f) as part of the Higher Education Act of 1965 (HEA). This report is distributed annually and made continuously available to all students and employees via the internet. Further, a printed copy of this report is available to all students and employees upon request.

Employees may obtain further information from the Office of Human Resources or the Office of College Safety and Security. Additional information about Mercer County Community College's policies, regulations and security services is available in the Mercer County Community College's Student handbook or on-line at:

<http://www.mccc.edu/pdf/handbook.pdf>

COLLEGE SAFETY AND SECURITY

West Windsor Campus 1200 Old Trenton Road

West Windsor, New Jersey 08550

On-Campus dial extension 3200 or 3503

609-570-3503 www.mccc.edu

(West Windsor Campus College Safety can be reached directly 24 hours a day- 7 days a week)

James Kerney Campus 102 N. Broad Street

Trenton, New Jersey 08608

On-Campus dial extension 3175

609-570-3175 www.mccc.edu

**(James Kerney College Safety can be reached directly from 7a-11p Mon. - Fri. and from 7a-3p on Saturdays.
Calls placed after the hours of operation at the James Kerney Campus are answered by the West Windsor
College Safety staff)**

Introduction:

The Office of College Safety at Mercer County Community College assists in the preparation and distribution of the Annual Campus Security Report as per the Campus Security Act. The Campus Security Act requires colleges and universities to publish a report by October 1 of each year that contains three years of campus crime statistics and certain campus security policy statements.

The Office of College Safety works closely with all College departments as well as the local police departments to compile and validate this report each year. The Office of College Safety continuously encourages members of the Mercer County community to use this report as a guide for safe practices both on and off campus.

Mercer County Community College Office of College Safety and Security:

The mission of the Office of College Safety is to provide the faculty, students, staff and guests of Mercer County Community College with a safe, pleasant and efficient environment in which to live, work, and learn. The mission focus is on the protection of life and property, the enforcement of College policies, the prevention and detection of on-campus crimes and other violations, emergency response management, and other safety related services. The Office of College Safety jurisdiction consists of on-campus property and grounds.

The Office of College Safety has two locations to serve our community. We have an office located in the One Stop/ Student Center building at the Welcome Center on our main campus at 1200 Old Trenton Road, West Windsor, New Jersey and an office located at the main entrance of the James Kerney building located on the James Kerney Campus at 102 North Broad Street, Trenton NJ.

Additionally, College Safety operates a “stand-by” site that has the capacity to manage all operations from an alternate location. This secondary College Safety operations center is located in the Fine Arts building just off of the Hughes Drive roadway and adjacent the University Center.

The Office of College Safety and Security is staffed by an Executive Director, a Director, Operations Manager and Compliance Manager that oversee full-time and part-time College Safety Officers who patrol the campuses on foot, in vehicles, golf carts and on bicycle 24 hours a day, 365 days a year.

The Office of College Safety is available at all times to assist members of the College community. The West Windsor Office can be contacted at 609-570-3503 (non-emergencies) or by dialing extension 3200 or extension 3503 via campus phone. The James Kerney Campus can be contacted at 609-570-3175 (non-emergencies) or by dialing extension 3175 via campus phones located on the James Kerney Campus.

The communications officer receiving calls will dispatch the appropriate College Safety Officer to the scene. In addition, there are 12 code-blue emergency phones on the West Windsor Campus and numerous in- house emergency phones and call boxes through all campuses that provide direct connection to the communications officer. The locations of these emergency devices are represented on the floor plans appended to this report.

College Safety Officers are non-sworn college employees and therefore do not have arrest or other law enforcement powers/authorities. Officers are required to complete a training program and maintain certification in security procedures as required by the New Jersey State Police Security Officer Registration Act (SORA). Under the SORA act, College Safety Officers are qualified in first aid, CPR-AED for the Health Care Provider, fire response, and are tasked to participate in a wide variety of pertinent and relevant training throughout the year. Mercer County Community College is currently under contract with industry leaders and vendors that provide both subject matter and general safety/compliance training and certifications.

The Director, Managers, and designated Training Officers are primarily responsible for conducting continuing training for campus public safety officers. Training topics include criminal law, civil law, federal law, the Clery Act and campus security authority, procedural justice and community-caretaking, overviews of Title IX, sexual assault and gender violence response and investigation, diversity, equity and inclusion based training, investigation, public relations, interpersonal communications, crisis intervention and de-escalation strategies, critical incident response and incident command system, emergency operations, and related facets of protection of persons and property.

This training includes annual in-service sessions, select out-service seminars and conferences, applicable online training/webinars, and regular roll-call information sessions.

The Communications / Dispatch Center is staffed with trained communications officers who answer calls for service, monitor the closed-circuit camera monitors, dispatch officers and other emergency service providers, register motor vehicles on campus, issue college identification cards, and monitor intrusion detection and fire alarm systems.

Campus Policing and Security Policies:

The Office of College Safety maintains optimal relationships with the West Windsor Police Department, The Trenton Police Department, Hamilton Police Department and Ewing Police Department as well as with Mercer County Sheriff's Department and the New Jersey State Police agencies.

Mercer County Community College maintains communications, information sharing and has executed key Memorandums of Understanding (Mutual Aid) with the County Office of Emergency Management, Mercer County Sheriff's Office, Mercer County Special School District and other area schools and educational establishments. Information is disseminated between these agencies and the Office of College Safety in an on-going effort to work collaboratively and to maintain safe campus environments. Serious matters and incidents involving the potential for harm to life, health and safety are promptly reported to law enforcement.

Additionally, the Office of College Safety assists victims, upon request, in contacting the police. The Office of College Safety reviews all reported incidents and coordinates with local police in classifying and compiling reportable offenses as defined under the Annual Campus Security Reporting Act.

Reporting and Responding to Incidents, Criminal Actions and Emergencies:

The Office of College Safety encourages prompt and accurate reporting of violations of criminal

law and violations addressed by the College's Student Code of Social Conduct and the college wide polices "Prohibition against Harassment" and "Prohibition against Discrimination". The Office of College Safety also encourages prompt and accurate reporting of all crimes to the appropriate police agencies when the victim elects to. In the event the victim is unable to make such a report, The Officer of College Safety reports the incident /event to law enforcement on their behalf.

Campus Safety Authorities who are notified of crimes or other serious incidents are required to notify the Office of College Safety and Security. Campus Safety Authorities are defined as an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. A Campus Safety Official is defined as any person who has the authority and the duty to take action or respond to a particular issue or circumstance on behalf of the institution. Pastoral and professional counselors, if and when appropriate, may inform individuals whom they are counseling of appropriate procedures to report crimes on a voluntary, confidential basis. Pastoral and professional counselors who act outside of their primary role are required to comply with the same reporting requirements as a Campus Security Authority.

In addition, Mercer County Community College provides a reporting mechanism and protocol for handling confidential and/or anonymous complaints and reports.

Monitoring and Recording Criminal Activity at Off-campus:

Mercer County Community College works closely with local law enforcement agencies regarding off-campus (non-campus) crimes and other serious incidents involving Mercer County Community College students or student organizations.

The Student Code of Conduct may apply to any student conduct that occurs on college premises, at college sponsored activities, and also to off-campus (non-campus) conduct that adversely affects the college community or the pursuit of its objectives, including, but not limited to, any off-campus (non-campus) conduct that constitutes a violation of any law or municipal ordinance or any off campus conduct that poses a threat to the health, safety or welfare of any members of the college community or any residents of the neighboring communities. Reasonable and timely alerts and warning notices may also be issued as appropriate.

Immediate Emergency Response and Evacuation Procedures:

Mercer County Community College continually develops, reviews, and revises campus policies regarding emergency preparedness, emergency response and evacuation procedures, and campus community notifications. These policies and procedures are contained in the College's Emergency Operations Plan that can be accessed on-line or through a request for printed copies. In addition, copies of the Emergency Operations Plan have been provided to the local police agencies and the Mercer County Office of Emergency Management to facilitate responses and mutual aid.

Emergency Notification(s):

There may be incidents in which Mercer County Community College immediately notifies the campus community and the appropriate law enforcement agency, as warranted, upon the

confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus and/or the surrounding community. Mercer County Community College senior officials (Vice President of Finance and Administration and upward) may need to consult with internal and/or external resources to confirm that there is a significant emergency or dangerous situation. This will be done in a timely fashion.

Upon confirmation of a significant emergency or dangerous situation, The Presidents Leadership Team and/or their designee will determine the content of the notification and the appropriate segment(s) of the College community to receive a notification. They will then initiate the notification, unless issuing a notification will, in the professional judgment of those responsible, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Notifications are issued in a variety of ways, depending on the nature of the situation or emergency. This is discussed in greater detail in the section below entitled Disseminating Information.

Timely Warning Notices:

Mercer County Community College is committed to transparency and practices the use of timely warning notices to notify the College community of Clery Act crimes committed on campus or in the surrounding area that may pose a serious or continuing threat to students and employees. Timely warning notices are issued to aid in the prevention of similar crimes. Members of the Mercer community are encouraged to immediately report crimes and other serious incidents to the Office of College Safety so that a timely warning notice can be issued when and if appropriate.

The Leadership Team and/or their designee will determine the timing, content and outreach when issuing timely warning notices. Notifications can be made several ways, depending on the nature and timing of the incident(s) involved. This is discussed in greater detail in the section that follows entitled Disseminating Information. Timely warnings will withhold the names and other personally identifying information or personal information of victims and/or reporting persons.

Security Alerts:

In the event that criminal or hazardous activity requires timely public notice to alert community members of potentially dangerous situations, the Office of College Safety initiates the notification process by requesting that an M-Alert or broadcast message be sent out. Mercer County Community College's M-Alert system of notification is designed to send out messages in email, text messaging and voice. Messages sent out via M-Alert under these procedures are also listed on the College's web site.

In addition, Mercer County Community College also utilizes the ALERTUS Unified Mass Notification System to alert all or select individuals throughout our campus. The system sends emergency notification messages to College Safety and security personnel and is shared between computers and hand-held communication devices registered on the Mercer County Community College network system.

Disseminating Information:

Emergency notifications and timely warnings are issued primarily via M-Alert, the College's electronic notification system and through the ALERTUS emergency notification system which are available to students, faculty and staff. M-Alert utilizes cellphone calling, texting and email. ALERTUS is broadcasted via the College issued PCs devices. The College's website may also be updated with appropriate information. Electronic building signage may also be deployed to help with critical incident communications as necessary and dependent on the nature of the situation.

Mercer County Community College is committed to ensuring that useful and appropriate information is disseminated as quickly and accurately as possible in an emergency situation. To that extent, communication systems are tested on a regular basis. In addition, annual tests are conducted through scheduled drills or exercises designed to assess, evaluate and reinforce operations within the context of our emergency plans and capabilities.

Daily Crime Log:

The Office of College Safety maintains a written, easily understood "Daily Crime Log" as required by the Campus Security Act.

The Daily Crime Log records, by the date the crime was reported, any crime that occurred on campus or within the college's jurisdiction, in public areas immediately adjacent to or running through campus, and in certain non-campus facilities and remote classrooms. The log includes the nature, date, time, and general location of each crime as reported to the Office of College Safety. Further, the disposition of the incident/crime is also recorded when and where appropriate. The Office of College Safety makes timely entries and/or additions to an entry to the Daily Crime Log within two business days of receiving a report, except in certain circumstances as prescribed under the Campus Security Act.

Mercer's Daily Crime Log is available for public inspection and contains the most recent 60 day period. Any portion of the Daily Crime Log older than 60 days will be made available within two business days of a request for public inspection.

Facilities Access and Security Maintenance:

College Safety officers conduct routine and repeating building checks during their patrols. Rooms are checked and buildings are locked every night. Surveillance cameras monitor and record activity in a majority of the open spaces, hallways and in non-class room spaces and areas where people generally gather. Exterior doors are controlled by a system of keys and electronic card readers. Swipe cards are issued to faculty and staff as necessary to facilitate a controlled ease of access for entry. Additionally, Mercer County Community College maintains a robust array of CCTV cameras and recording media to serve to enhance safety and security by monitoring buildings and grounds.

The Facilities team is responsible for maintaining the physical key and lock control systems while College Safety maintains control and accountability over the issuing of physical key and

lock control system. The electronic “swipe” access components and system are maintained by a qualified contract vendor and/or the IT staff and administered by College Safety. College Safety should be contacted in the event of key, swipe or proximity card access problem.

The Office of College Safety also works closely with Facilities management team to update and ensure overall safety. LED lighting is designed to enhance visibility illumination in all parking areas, buildings, and walkways. The Office of College Safety conducts routine, monthly lighting surveys which are forwarded to Facilities department for needed repairs/replacement. Members of the College community are encouraged to report any lighting deficiencies to College Safety, at 609.570.3503 and/or to the Facilities Department at 609.570.3534. Both the College Safety Department and the Facilities Department maintain on-call rosters/lists for contacting essential and specific craft related technicians and professionals in the event of any safety or facilities related emergency occurring after routine business hours.

In addition to the access control hardware and systems, Mercer County Community College employs safe and effective lock-down devices and hardware, Each classroom and assembly area where the ability to secure the room from inside is not possible using the door knob/handset is equipped either with a door "strike magnetic" strips that prevent latch from catching the locking tab when applied over the latch or a “Teacher Lock” device.

The door "strike magnet" is placed over the door locking mechanism/lock catch by the College Safety staff and can be easily removed to allow the door lock to engage and secure the door in the event of an emergency. The “Teacher Lock” devices are currently being installed on all rooms. This specific device allows the occupant to physically lock/secure the classroom by inserting the cylindrical key to lock the door. The lock can then be released by a single press of a lever. The Facilities Department expects to complete the installations on or before the end of this calendar year.

Crime Prevention Education and Awareness:

Crime prevention is a high priority for the Office of College Safety and for the entire College. The Office of College Safety encourages community members to be aware of their surroundings, both on and off campus, and to take responsibility for their own safety and security and that of others. The mantra of “see something- say something” is very important to the safety and success of our College. Towards this end, the Office of College Safety offers crime prevention and education programs and services. These programs and services include:

1. Security Surveys and Vulnerability Assessments: The Office of College Safety conducts security surveys and vulnerability assessments annually to identify areas of campus that present vulnerabilities to the overall safety of the College community. These officers work with appropriate offices, departments and divisions to provide service and address concerns.
2. Park, Walk and Talk Program: Establishing personal contact with members of the college community in a non-crisis situation helps foster mutual respect, a strong sense of community, communication and recognition between the various groups. Officers representing the Office of College Safety routinely meet with students and staff to discuss challenges and to provide a forum for the free exchange of ideas through scheduled meetings, at the monthly Council on College Governance Committee sessions and other discussion forums, both formal and informal.

3. Crime Prevention, Safety, and Reporting Brochures: A series of brochures are available from the office of Student Support Services, the Counseling Center and staff and are made available at the Office of College Safety Communications Centers. These brochures and informational materials are available free of charge and provided to new students and employees during orientation. Topics include home and office security, personal safety and security, and identity and credit card safety and other useful safety/security related topics.

4. New Student Orientation: Upon request, College Safety officers will meet with new students and/or their parents to provide an overview of the offices, programs, services and basic safety tips. A general orientation is provided to each student and new employee of the College upon enrollment /hiring.

5. Requests for Employee Orientation: Upon request, College Safety will meet with new employees to provide an overview of the programs and services as well as tips for personal and fire safety.

Blue Light and Red Emergency Phones:

Emergency call boxes and phones are strategically located through-out the campus. These devices provide a direct line to the Office of College Safety, 24 hours a day, 7 days a week, with the touch of a button. These phones are connected directly to the Office of Safety and Security. These call boxes and emergency phones are identified by internal room maps (evacuation and emergency system posters conspicuously affixed in each room) and through wayfinding. Additionally, the locations of all call boxes and emergency phones, fire extinguishers, egress routes, etc. are contained in the floor-plan / map sections of the Mercer County Community College Emergency Operations Plan (available on- line and printed, upon request). Further, this floor-plan/ map information is conspicuously posted in each room adjacent the entrance/exit doors.

When activating the blue light and red emergency phones, no dialing is required. When an emergency phone is activated via the call button, the College Safety desk is immediately notified. Officers are then dispatched to the location of the caller and services are provided.

Environmental Safety:

Shrubbery, trees, and other vegetation on campus are regularly groomed, maintained and in some instances removed. Buildings are continually monitored and inspected for potential criminal activity. This is all done as a form of “target hardening” whereas, the effort is to enhance physical security as well as remove any possible hiding place or areas where the criminal element can hide or seek shelter.

Campus Lighting:

Lighting fixtures on campus are monitored for malfunctions and work orders are submitted to repair any lighting issues. Lighting upgrades (lamp footprint, intensity, LED vs. incandescent) are also routinely reviewed and modified as warranted. Facilities and College Safety personnel conduct a light maintenance physical survey and work order reporting on a monthly basis. These report are submitted in the form of a work-order(s) issued to the Facilities Department.

Building Security and Fire Alarms:

All buildings on campus are monitored for fire, smoke and other alarm related issues. The monitoring systems utilize audio and visual warning devices as well as feature “voice over” technology so that the College Safety staff can issue specific and useful information and updates during any alarm activation.

The building security monitoring and reporting systems are equipped with a passive monitoring feature that allows the cameras and other related devices to communicate with the Safety/Security command as a form of “force multiplier” to aid the patrols in maintaining constant and enhanced vigilance and safe operations.

Event Security:

The Office of College Safety works with event organizers to ensure that every event is approved by the Dean(s) or Administration and are properly staffed and held in as safely a manner as possible.

Shuttle Service:

Mercer County Community College provides free shuttle services for students, faculty and staff between the main campus located in West Windsor and the James Kerney Campus located in Trenton, New Jersey. Additional shuttle services are provided from the West Windsor Campus to various locations throughout the local community.

New Employee Orientation / Onboarding:

New employees are informed of and/or provided with campus safety and security information, as well as access to Mercer County Community College’s Annual Campus Safety and Security Report and Title IX policy and procedures.

Amnesty for Alcohol or Other Drug Use:

Mercer County Community College seeks to remove any barriers to reporting. In accordance with New Jersey’s “Good Samaritan” drug overdose law, signed into law by Governor Chris Christie on May 2, 2013, individuals are encouraged to call 911 for drug overdoses by giving them immunity from prosecution.

An individual who reports sexual harassment or misconduct, either as a complainant or a third party, will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The college may, however, initiate an educational discussion or pursue other educational or therapeutic remedies regarding alcohol or other drugs for those individuals.

Substance Abuse:

Mercer County Community College believes that individual responsibility is extremely

important in social choices. Substance abuse often hinders community members' ability to lead lives of productive work, enlightened living, and community involvement. The College's policy regarding alcohol and other drugs provides penalties for abuses but places major responsibility on the student for responsible decision making.

The College's Policies and Student Code of Conduct governing the use of alcohol and other drugs apply to all Mercer students and their guests. The primary responsibility for knowing and abiding by the provisions of the College policies rests with the individual student.

Alcohol:

Mercer County Community College seeks to maintain safe and healthy campus environments that are conducive to the academic and social activities of its students. Mercer's alcohol policy fosters this safe and healthy environment and reflects the need for mutual respect and personal responsibility among the members of the Mercer community, all of whom are expected to be acquainted with, and to abide by, the College policies, federal and state laws, and local ordinances related to the sale and consumption of alcohol.

The primary law enforcement agencies that enforce violations of these laws are the West Windsor and Trenton Police Departments as well as the Office of College Safety. The State of New Jersey prohibits the consumption, possession, and/or purchase of alcoholic beverages by any person under 21 years of age.

Sanctions for violations of the alcohol policy may include, among others, fines, probation, suspension, and/or dismissal from the College. Mercer's alcohol policy is published in the student handbook on the website at: <http://www.mccc.edu/pdf/handbook.pdf>. Policies regarding alcohol on campus can also be found in the Operating Manual of the Board (OMB) Policy 651 Alcohol on Campus. The Operating Manual of the Board (OMB) is available via the College M-link website.

Drug-Free Schools and Communities Act:

In response to former President George H. W. Bush's national drug control strategy, Congress passed legislation to require schools, colleges, and universities to implement and enforce drug prevention programs and policies as a condition of eligibility to receive federal financial assistance.

On December 12, 1989, President Bush signed the Drug-Free Schools and Communities Act Amendments of 1989- Public Law 101-226. Section 22 of the amendments amends provisions for the Drug-Free Schools and Communities Act of 1986 and the Higher Education Act of 1965 to require that, as a condition of receiving funds or any other form of financial assistance under any federal program after Oct. 1, 1990, a university or college must submit certification that it has adopted and implemented a drug prevention program.

As set forth in the above referenced statute, Mercer County Community College is required to provide at a minimum, an annual distribution in writing to each employee and student the following information.

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or
2. Distribution of illicit drugs and alcohol by employees and students on its property.

3. A description of applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
4. A description of health risks associated with the use of illicit drugs and the abuse of alcohol;
5. A description of available drug or alcohol counseling, treatment, or rehabilitation or reentry into classes, activities or programs;
6. A clear statement of the disciplinary sanctions that Mercer County Community College will impose on employees and students and a description of termination of employment and referral for prosecution for the unlawful possession, use, or distribution of illicit drugs and alcohol. Disciplinary sanctions may also include completing an appropriate rehabilitation program; and,
7. A biennial review by Mercer County Community College of its program to determine the effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

Drug Policy:

Mercer County Community College does not tolerate the use or possession of any illegal substance on its campuses. The making, growing, distributing, sharing, selling and/or possession of illegal substances as defined by New Jersey Statutes are violations of Mercer's Student Code of Conduct. Additional violations related to possession of drug paraphernalia, being in the presence of illegal substances, and/or being under the influence of illegal substances. The College recognizes the duty and obligation of law enforcement agencies to enforce statutes pertaining to illegal substances on its campuses, including executing search and arrest warrants. Sanctions for violations of the drug policy include, among others, probation, suspension, and/or dismissal from the College.

Mercer's drug policy is published in the student handbook on the website at: <http://www.mccc.edu/pdf/handbook.pdf> and in the Operating Manual of the Board (OMB) Policy 651 Alcohol on Campus. The Operating Manual of the Board (OMB) is available through the College M-Link website.

Missing Student/Persons Notification:

Under the legislation and law enforcement practices known as "Patricia's Law" (New Jersey P.L. 2007, Chapter 279), Law Enforcement are required to accept without delay any report of a missing person. In keeping with these requirements and best practices protocol, Mercer Community College's Office of College Safety will immediately act on any report of a missing person by contacting the appropriate Law Enforcement agency. Any student believed to be missing should be reported to the Office of College Safety or to the Appropriate Dean and/or to the Acting Vice President of Student Affairs. Students have the option to designate a person or persons that are to serve as their "emergency and authorized contact" at time of enrollment. This information is handled in a confidential manner, accessible only to authorized campus and law enforcement officials, and may not be disclosed outside of a missing person investigation.

Upon receipt of an official missing person report, the Office of College Safety and Security will take the steps necessary to:

1. Immediately make notification to the managing levels within College Safety, the Director/ Executive Director of Facilities and College Safety and the Acting Vice President of Student Affairs and/or to their respective designees;
2. Immediately notify the Law Enforcement agency having jurisdiction over the location;
3. Assist in providing Law Enforcement with the information and resources necessary to notify the parent/guardian and any other designated “emergency contact” person(s);
4. Provide the resources requested and/or necessary to facilitate the investigation;
5. Maintain confidences to the degree reasonably necessary under the immediate circumstances as presented; and,
6. Maintain comprehensive reporting and records to the degree possible and practical through the MCCC incident reporting system.

New Jersey Campus Sexual Assault Victim’s Bill of Rights:

Mercer County Community College recognizes that the impact of violence on victims and the surrounding community can be severe and long lasting. The College supports the New Jersey Statutes that articulate requirements for policies, procedures and services designated to ensure that the needs of victims are met and that all colleges and universities create and maintain communities that support dignity, equity and just principles.

The New Jersey Campus Sexual Assault Victim’s Bill of Rights is available in its entirety as part of the College’s Title IX Sex/Gender Harassment Discrimination and Misconduct Procedure and is posted on Mercer County College’s Web site at:

<http://www.mccc.edu/pdf/title-ix.pdf>. Consistent with the language of the Bill of Rights, it is the victim’s right to decide whether or not to pursue the matter with law enforcement authorities.

Prohibition against Harassment and Prohibition against Discrimination Policy:

As a community of educators and learners, Mercer County Community College is committed to fostering an environment dedicated to learning and mutual respect as reflected in the College’s Student Handbook and college policies Prohibition against Harassment and Prohibition against Discrimination. All faculty, students and staff at the College have the right to expect an environment that allows them to enjoy the full benefits of their work or learning experience.

The College, therefore, does not condone violations of the College’s policies, Prohibition against Harassment and Prohibition against Discrimination and treats all allegations about violations very seriously. As outlined in the policies, Mercer County Community College prohibits all forms of discrimination, harassment, sexual assault, sexual misconduct, sexual harassment, dating violence, domestic violence and stalking.

The College’s policies pertinent to the Prohibition against Harassment and Prohibition Against

Discrimination govern the treatment of harassment and discrimination cases at Mercer County Community College including sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence and stalking. The policies apply to all students and employees, and to third- parties on College premises or at College sponsored activities.

Reporting and Responding To Sexual Assaults:

Please refer to the College's Title IX Sex/Gender Harassment Discrimination and Misconduct Procedure posted on Mercer County College's Web site at: <http://www.mccc.edu/pdf/title-ix.pdf> for information regarding reporting complaints of harassment, discrimination, sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence and stalking. Contact information is provided for reporting complaints along with detailed information regarding responsible employees, requesting confidentiality from the college, on and off-campus resources and assistance, protective measures and accommodations and informal and formal procedures the College follows for responding to and resolving student and employee complaints of policy violations.

Also, included in the Policy is more detailed information regarding the College's efforts directed toward prevention and awareness programs for new and continuing students and employees regarding sexual assault, domestic violence, dating violence and stalking.

What to Do if Someone You Know Has Been Sexually Assaulted:

The terms sexual assault, rape, acquaintance rape and date rape are often used interchangeably. Sexual assault is a general term that describes all forms of unwanted sexual activity. It includes, but is not limited to, rape or attempted rape.

Assailants can be strangers, acquaintances, friends or family members. Assailants may commit sexual assault by way of violence, threats, coercion, manipulation, pressure or tricks.

Sexual assault in any form is a crime and a violation of the College's Prohibition against Harassment Policy and Prohibition against Discrimination Policy, which is included in its entirety at the back of this booklet. Victims of sexual assault are encouraged to talk to someone about what happened so that they can get the help and support they need and the College can respond appropriately.

IMMEDIATELY following a Sexual assault:

1. Get to a safe place.
2. Call someone you trust. Call a friend, a family member or someone you trust and ask them to stay with you. No matter the day or hour, you should not be alone.
3. Get immediate medical attention for possible injuries, sexually transmitted diseases, and pregnancy. Even if you think that you do not have any physical injuries, you should still have a medical examination and discuss the possibility of sexually transmitted infections with a medical provider. You can prevent pregnancy by taking emergency contraceptive pills within 72 hours of

the assault.

4. Contact the Office of College Safety and Security (609-570-3503) if you would like to be transported to a hospital for examination.
5. Do not wash or clean up. It may be difficult to keep from cleaning yourself up, but if you do, you may destroy physical evidence that could be useful should you decide to report the assault to the police.
6. Preserve all physical evidence. Do not bathe, shower, douche, eat, drink, smoke, or urinate, if possible. Save all of the clothing you were wearing at the time of the assault. Place each item of clothing in a separate paper bag. Do not use plastic bags. Do not disturb anything in the area where the assault occurred. Evidence can be collected at an emergency room and you can decide later whether or not you want to report the incident to the police. If the crime happened in your room or apartment, do not clean or straighten up until all evidence has been collected. Even if you are not sure about reporting the assault, it makes sense to preserve the option of reporting until you make a final decision.
7. Write down as much as you can remember about the circumstances of the assault, including a description of the assailant, his or her identity if you know it, and the use of threats or force.
8. Consider reporting the assault to the Office of College Safety and Security and/or the local law enforcement authorities.

Reporting a sexual assault may be the first and most important step in the recovery process and may help to prevent another assault. Reporting an incident to a college official does not mean you must also report the incident to law enforcement authorities. As per the New Jersey Campus Sexual Assault Victim's Bill of Rights, it is the victim's choice whether or not to report the matter to law enforcement authorities.

Reports to the Title IX Coordinator can be made via email, phone, in person, and anonymously at the contact information below. Or by email at:

http://www.mccc.edu/communication_form.shtml

Title IX Coordinator:

Elizabeth Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN, FAEN

1200 Old Trenton Rd. – HS 114

West Windsor, NJ 08550

Mail to: PO Box 17202, Trenton NJ 08690 Voice Phone: (609) 570-3556

Email: mizereke@mccc.edu

Call Womanspace at 609-394-9000 or 800-572-SAFE and speak to a Sexual Assault Support Service Counselor. You do not have to reveal your identity to the counselor.

You can ask the counselor to activate the Mercer County Sexual Assault Response Team (SART) if you desire. The SART consists of a Sexual Assault Advocate and a Sexual Assault Nurse Examiner (SANE).

If the Sexual Assault Response Team (SART) is activated, an Advocate and the SANE will meet you at the Mercer County hospital of your choice. You also have the option of asking to have a

police officer meet you at the hospital if you would like law enforcement to be notified.

You DO NOT have to have law enforcement involved in order to have the advocate and SANE meet you at the hospital. If you do not want to have police involvement, the evidence kit will still be collected and kept, untested, for five years.

The following area hospitals are part of a program that allows SANEs to respond to and perform forensic exams after a sexual assault:

- Capital Health, Regional (Helene Fuld) 750 Brunswick Ave., Trenton NJ 08638; (609) 896-6000
- Capital Health, 1 Capital Way, Pennington, NJ 08534; (609) 303-4000
-
- St. Francis Medical Center 601 Hamilton Avenue, Trenton, NJ 08629; (609) 599-5000
- Robert Wood Johnson University Hospital, 1 Hamilton Health Place, Hamilton, NJ 08690; (609) 584-6666
- Princeton Medical Center, 1 Plainsboro Road, Plainsboro, New Jersey 08536; (866)-460-4776.

Being examined at a hospital may be part of the process of dealing with a sexual assault. It is important to feel safe during this examination. Having someone trained to perform these particular examinations and who understands the trauma of rape can provide this sense of safety.

1. Sexual Assault Nurse Examiners (SANE) are Registered Nurses (RNs) who have completed specialized training to assist sexual assault victims. SANEs are also trained in identifying patterned injury, documenting injuries, maintaining chain-of-evidence, and providing expert witness testimony. They perform a physical examination, may collect specimens from your body, recommend emergency contraception and medications for sexually transmitted infections and treat minor injuries in conjunction with hospital staff. They make referrals for community agencies and work cooperatively with law enforcement agencies and the courts.

SANEs strive to preserve their patients' dignity and ensure that survivors are not re-traumatized by the evidence collection process.

Additional Services and Contact Information:

Victims and their friends have the following options available to them:

The Office of College Safety and Security located on the West Windsor Campus is staffed 24 hours a day, every day. The emergency number is 609-570-3503. Officers provide support and assistance. They will prepare an incident report and assist in contacting the police if the victim chooses.

Counseling is available on the West Windsor Campus in the Student Support Services Division located on the 2nd floor of the Student Center or by calling 609-570-3354. Victims can make an appointment with a Professional Licensed Counselor for a private and confidential session.

The West Windsor Police Department is located at 20 Municipal Drive, Princeton Junction, NJ or by calling 609-799-1222 or 911 in an emergency.

The Trenton Police Department is located at 225 N Clinton Avenue, Trenton, NJ or by calling

609- 989-4170 or 911 in an emergency. A police officer(s) will meet with the victim. The police officer(s) will explain their role and how they can be of assistance.

Womanspace is a 24-hour crisis and information hotline available at (609) 394-9000. Trained and sensitive counselors and advocates are available on the phone and in person to help the victim through the process and, at the victim's request, will accompany the victim to the hospital, police station, or Public Safety office. All contact with Womanspace is confidential.

Disclosures to Victims of Sexual Assault or Other Violence:

Mercer County Community College will disclose to the victim(s) and alleged perpetrator of sexual assault, dating violence, domestic violence, stalking and other violent crimes the results of any disciplinary hearing conducted by the College, as per either the Student Code of Conduct or the college policies Prohibition against Harassment and Prohibition against Discrimination If the victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim's authorized representative and/or next of kin, if so requested.

Faculty and Staff Resources-Prevention and Education:

All new employees are encouraged to attend New Employee Orientation. This training is conducted by members of the Office of Human Resources. New employees received instructions on a multitude of policies and procedures. Particular focus is centered on sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, fondling and stalking.

Mercer County Community College has partnered with Campus Answers to provide Title IX trainings to students, staff and faculty. This online program helps to provide sexual assault prevention training across all campus communities. The program integrates scenarios and information that are relatable to these diverse populations, highlighting the broader implications of these important issues, providing critical education on sexual harassment, connecting individuals with support resources, and discussing factors that contribute to sexual and relationship violence to encourage leadership in prevention.

In-service training, covering Title IX and other related reporting practices and procedures for faculty and staff is offered during pre-class week activities.

Student Based Prevention and Educational Resources:

Students at Mercer County Community College are introduced to Title IX through the Student Handbook, the College Website and through the Title IX brochure. Students can access the student handbook <http://www.mccc.edu/pdf/handbook.pdf>

In addition, Mercer County Community College conducts new student orientation, at the beginning of each new semester. Orientation generally includes college information, campus tour, and workshops on topics such as choosing a program, respecting the rights of others, study tips, and career opportunities.

Also included is an introduction and review of Mercer County College Title IX policy, the complaint form and the names of College contacts who can receive complaints and perform investigations. To make orientation more accessible, the College offers a webinar version of the

orientation and within the webinar is Title IX information.

Additional information regarding Student Orientation, Advising and Registration “SOAR” can be accessed at: http://www.mccc.edu/admissions_orientation.shtml. Mercer County Community College has partnered with Campus Answers to provide online Title IX training to students. The program integrates scenarios and information that are relatable to these diverse populations, highlighting the broader implications of these important issues, providing critical education on sexual harassment, connecting individuals with support resources, and discussing factors that contribute to sexual and relationship violence to encourage leadership in prevention.

Suicide Prevention / Intervention-

Protocol for Assisting Student in Psychological Crisis:

If an employee or student expresses suicidal ideation (to include thoughts having occurred in the last 72 hours, plans, intent, and/or access to means to harm self), or that someone is currently causing or threatening harm to them, please follow the steps below.

If the employee or student is at WWC: Utilize the ALERTUS keyboard function to contact College Safety immediately. A member of the College Safety/Security staff will respond to your location. If you are not near a computer, call MCCC Security at 609-570-3503 or walk with the student over to Security or to the Counseling Center (open M-F 8:30am - 4:30pm) in SC 229. Complete the Student of Concern Reporting Form.

If the student is at JKC: Hit the panic button on your office/classroom computer and Security will come to your location. If you are not near a computer, call MCCC Security at 609-570-3175. Complete the Student of Concern Reporting Form.

If student is off-campus: Call 9-1-1 to request a welfare check/emergency medical services (EMS) for student. The police dispatcher will assist you in reaching the appropriate location/jurisdiction or if you are uncomfortable involving the police, then contact the county psychological mobile crisis unit.

Contact Information:

Mercer County:

Capital Health Regional Medical Center Emergency Mental Health Services 609-396-4357

Mercer County Crisis Intervention/Suicide Hotline 609-896-2120

Burlington County:

Legacy Treatment Services, Hainesport, NJ; 609-267-5656

Middlesex County:

Rutgers University Behavioral Healthcare 732-235-5700

When calling a crisis hotline or 911, it is important to provide as much information as possible. Information may be obtained from the student or from their student record. Important information includes: the student’s full name, cell phone number, date of birth or approximate age, if the student is alone or if there are other parties present, address or location of student, and any quotes and/or identified methods of self-harm.

After contacting emergency services, contact MCCC Security to advise them that you requested a welfare check (share which agency you contacted), and provide the student's MCCC ID number (if you have it). Complete the Student of Concern Reporting Form.

Other Important Information regarding Title IX:

Title IX Policy and a complaint form that students can use to submit a Title IX complaint are located at: <http://www.mccc.edu/pdf/title-ix.pdf>

Student workshops are conducted throughout the semester. Student Life and Leadership department offers workshops on Sexual Harassment and Title IX policies throughout the year and upon request.

Each October Student Life and Leadership works with the student body to promote domestic violence awareness and bullying on each campus in cooperation with Womanspace.

Campus Security Statistics

Crime Definitions from the Uniform Crime Reporting Handbook

The Campus Security Act requires that institutions provide definitions for the reportable offenses that occurred in their Geography. The definitions are provided under Uniform Crime Reporting (UCR) or National Incident Based Reporting System (NIBRS) as appropriate.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.) [Count one offense per victim]

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. [Count one offense per each incident]

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned. [Count one offense per incident]

Criminal Homicide-Manslaughter by Negligence: The killing of another person through gross negligence. [Count one offense per victim]

Criminal Homicide-Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. [Count one offense per victim]

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. [Count one offense per victim]

Destruction, Damage, or Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. [Count one offense per incident]

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. [Count one offense per victim].

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. [Count the number of arrests *]

Intimidation (Hate Crime Handbook): To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. [Count one offense per victim]

Larceny Theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded. [Count one offense per incident]

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. [Count the number of arrests*]

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. [Classify as motor vehicle theft all cases where automobiles (including golf carts) are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.] [Count one offense per each stolen vehicle]

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. [Count one offense per incident]

Sex Offenses:

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. [Count one offense per victim]

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent. [Count one offense per victim]

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is not

capable of giving consent because of his/her age or because of his/ her temporary or permanent mental incapacity. [Count one offense per victim]

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. [Count one offense per victim]

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. [Count one offense per victim].

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. [Count one offense per victim].

Weapon Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. [Count the number of arrests*]

*When counting multiple offenses, the FBI's Uniform Crime Reporting Hierarchy Rule is used. This requires that institutions count only the most serious offense when more than one offense is committed during a single incident. While this applies to all categories above, it is particularly relevant for weapon law, drug abuse, and liquor law violations.

New Jersey Law & Statutes:

The Campus Security Act requires institutions to provide the local jurisdiction definition for dating violence, domestic violence, stalking, sexual assault and consent. The definitions below are taken from Title 2C of the New Jersey Criminal Code.

Consent: In General, consent of the victim to conduct charged constitutes an offense or precludes the infliction of the harm or evil sought to be prevented by the law defining the offense. b. Consent to Bodily Harm. When conduct is charged to constitute an offense because it causes or threatens bodily harm, consent to such conduct or to the inflictions of such harm Is a defense if: (1) The bodily harm consented to or threatened by the conduct consented to is not serious; or (2) The conduct and the harm are reasonable foreseeable hazards of joint participation in a concerted activity of a kind not forbidden by law; or (3) The consent establishes a justification for the conduct under chapter 3 of the code*. c. Ineffective Consent. Unless otherwise provided by the code or by the law defining the offense, assent does not constitute consent if: (1) It Is given by a person who is legally incompetent to authorize the conduct charged to constitute the offense; or (2) It is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature of harmlessness of the conduct charged to constitute an offense; or (3) It is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense. *Chapter 3 of the code (entitled General Principles of Justification) primarily covers Use of Force matters.

Dating Violence: The State of New Jersey does not have a specific law regarding dating violence. It is part of the domestic violence law.

Domestic Violence: The occurrence of one or more of the following acts inflicted upon a person protected under this act by an adult or an emancipated minor: Homicide, Assault, Terroristic threats, Kidnapping, Criminal restraint, False imprisonment, Sexual Assault, Criminal sexual contact, Lewdness, Criminal mischief, Burglary, Criminal trespass, Harassment, and Stalking. When one or more of these acts is inflicted by an un-emancipated minor upon a person protected under this act, the occurrence shall not constitute “domestic violence,” but may be the basis for the filing of a petition or complaint pursuant to the provisions of section 11 of P.L. 1982, c77 (C2A:4A-30). “Victim of domestic violence” means a person protected under this act and shall include any person who is 18 years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present or former household member. “Victim of domestic violence” also includes any person, regardless of age, who has been subjected to domestic violence by a person with whom the victim has had a child in common, or with whom the victim anticipated having a child in common, if one of the parties is pregnant. “Victim of domestic violence” also includes any person who has been subjected to domestic violence by a person with whom the victim had a dating relationship.

Sexual Assault: An actor is guilty of aggravated sexual assault if he commits an act of sexual penetration with another person under any one of the following circumstances: (1) The victim is less than 13 years old; (2) The victim is at least 13 but less than 16 years old; and (a) The actor is related to the victim by blood or affinity to the third degree, or (b) The actor has supervisory or disciplinary power over the victim by virtue of the actor’s legal, professional, or occupational status, or (c) The actor is a resource family parent, a guardian, or stands in loco parentis within the household; (3) The act is committed during the commission, or attempted commission, whether alone or with one or more other persons, of robbery, kidnapping, homicide, aggravated assault on another, burglary, arson or criminal escape; (4) The actor is armed with a weapon or any object fashioned in such a manner as to lead the victim to reasonably believe it to be a weapon or object; (5) The actor is aided or abetted by one or more other persons and the actor uses physical force or coercion; (6) The actor uses physical force or coercion; (7) The victim is one whom the actor knew or should have known was physically helpless, mentally defective or mentally incapacitated. Aggravated sexual assault is a crime of the first degree. b. An actor is guilty of sexual assault if he commits an act of sexual contact with a victim who is less than 13 years old and the actor is at least 4 years older than the victim. c. An actor is guilty of sexual assault if he commits an act of sexual penetration with another person under any one of the following circumstances: (1) The actor uses physical force or coercion, but the victim does not sustain severe personal injury; (2) The victim is on probation or parole, or is detained in a hospital, prison or other institution and the actor has supervisory or disciplinary power over the victim by virtue of the actor’s legal, professional or occupational status; (3) The victim is at least 16 but less than 18 years old and: (a) The actor is related to the victim by blood or affinity to the third degree; or (b) The actor has supervisory or disciplinary power of any nature or in any capacity over the victim; or (c) The actor is a resource family parent, a guardian, or stands in loco parentis within the household; (4) The victim is at least 13 but less than 16 years old and the actor is at least four years older than the victim. Sexual assault is a crime of the second degree.

Accompanying definitions: a. “Actor” means a person accused of an offense proscribed under this act; b. “Victim” means a person alleging to have been subjected to offenses proscribed to this act; c. “Sexual penetration” means vaginal intercourse, cunnilingus, fellatio or anal intercourse between persons or insertion of the hand, finger or object into the anus or vagina

either by the actor or upon the actor's instruction. The depth of insertion shall not be relevant as to the question of commission of the crime.

Stalking: As used in this act: (1) "Course of conduct" means repeatedly maintaining a visual or physical proximity to a person; directly, indirectly, or through third parties, by any action, method, device, or means, following, monitoring, observing, surveilling, threatening, or communicating to or about, a person, or interfering with a person's property; repeatedly committing harassment against a person; or repeatedly conveying, or causing to be conveyed, verbal or written threats implied by conduct or a combination thereof directed at or toward a person. (2) "Repeatedly" means on two or more occasions. (3) "Emotional distress" means significant mental suffering or distress. (4) "Cause a reasonable person to fear" means to cause fear which a reasonable victim, similarly situated, would have under the circumstances. b. A person is guilty of stalking, a crime of the fourth degree, if he: purposefully or knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his safety or the safety of a third person or suffer other emotional distress. c. A person is guilty of a crime of the third degree if he commits the crime of stalking in violation of an existing court order prohibiting the behavior. d. A person who commits a second or subsequent offense of stalking against the same victim is guilty of a crime of the third degree. e. A person is guilty of a crime of the third degree if he commits the crime of stalking while serving a term of imprisonment or while on parole or probation as the result of a conviction for any indictable offense under the laws of this State, any other state of the United States. f. This act shall not apply to conduct which occurs during organized group picketing.

Geography Terms:

On Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

On Campus Residence Halls: "Dormitories or other residential facilities for students on campus" is a subset of the on-campus category. Institutions must disclose the total number of on-campus crimes, including those in dorms or other residential facilities for students on campus, and must also make a separate disclosure limited to the number of crimes occurring in student dorms or residential facilities on campus.

Non-Campus Building or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Also included in this category are hotels where athletic teams, student groups and clubs stayed for a period longer than one night.

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

Hate Crimes:

Colleges and universities must report by geographic location and by category of the offense or discrimination the following offenses and any crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias: criminal homicide, sex offenses, robbery, burglary, motor vehicle theft, larceny-theft, aggravated assault, simple assault, intimidation, arson, and property damage, destruction, and vandalism. Included in the bodily injury category are all applicable crimes with the exception of aggravated assault which is a separate crime category. Categories of bias are: race, gender, gender identity, religion, national origin, sexual orientation, ethnicity, or disability.

New Jersey Sex Offender Internet Registry:

For information concerning sex offenders in the state of New Jersey, go to the New Jersey Sex Offender Internet Registry at: www.NJSP.org/sex-offender-registry/

MCCC Social Media:

Mercer County Community College's presence on various social media websites delivers continuous information and aids in direct contact with specific areas of the college as well as interaction with fellow students and others in the community. Some of the pertinent sites and sources of information include:



Annual Clery Crime Statistics

West Windsor Campus

Total Crimes Reported For:	On Campus	Non Campus Building or Property	Public Property	On Campus	Non Campus Building or Property	Public Property	On Campus	Non Campus Building or Property	Public Property
Offense Type: (Includes Attempts)	2019	2019	2019	2020	2020	2020	2021	2021	2021
Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses									
Rape	0	*3	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Fondling	0	*8	0	0	0	0	0	0	0
Robbery	0	*2	0	0	0	0	1	0	0
Aggravated Assault	0	*2	0	0	0	0	0	0	0
Burglary	2	*4	0	1	0	0	0	0	0
Arson	1	*4	0	1	0	0	0	0	0
Motor Vehicle Theft (Does Not Include Theft From vehicle)	0	0	0	2	0	0	0	0	0
VAWA Offenses									
Domestic Violence	5	*17	0	0	0	0	0	1	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	6	*4	0	0	0	0	0	0	0

Arrest:									
Liquor Law	0	0	0	0	0	0	0	0	0
Drugs	1	*28	0	0	0	0	0	0	0
Illegal Weapons	0	0	0	0	0	0	0	0	0
Disciplinary Action Judicial Refers For Violations Of:									
Liquor Law	0	*116	0	0	0	0	0	0	0

Incest	0	0	0	0	0	0	0	0	0	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	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	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	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	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	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	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/ Damage Vandalism	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Sex / Gender Harassment, Discrimination and Misconduct-
Introduction:**

Members of the college community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct. Examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the college community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in zero tolerance for sex/gender based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator’s attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy.

The College’s sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

The College uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred. In college resolution proceedings, legal terms like “guilt, “innocence” and “burdens of proof” are not applicable, but the College never assumes

a responding party is in violation of college policy. College resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

The Role of the Title IX Coordinator:

The College's Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. The Coordinator reports to the College's Vice President of Human Resources, in the Administration building-AD 101. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the College Title IX Coordinator:

Elizabeth Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN, FAEN
1200 Old Trenton Rd. – HS 114
West Windsor, NJ 08550 Phone:
(609) 570-3556
Email: Mizereke@mccc.edu

Or mail information and requests to: PO Box 17202, Trenton NJ 08690

Individuals experiencing harassment or discrimination always have the right to file a formal grievance with government authorities:

Office for Civil Rights

U.S. Department of Health and Human Services Jacob Javits Federal Building 26
Federal Plaza - Suite 3312 New York, NY 10278
Voice Phone (800) 368-1019 FAX (212) 264-3039
TDD (800) 537-7697
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

U.S. Department of Justice Civil Rights Division 950 Pennsylvania Avenue, N.W. Educational
Opportunities Section, PHB Washington, D.C. 20530
By e-mail to education@usdoj.gov
By telephone at (202) 514-4092 or 1-877-292-3804 (toll-free)
By facsimile at (202) 514-8337

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to:

Barbara Basel, VP for Human Resources
1200 Old Trenton Road, Suite 100-107 AD building West
Windsor, NJ 08550
Phone: (609)570-3272
Email: baselb@mccc.edu

Overview of Expectations with Respect to Physical Sexual

Misconduct:

The expectations of our community regarding sexual misconduct can be summarized as follows:

In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Previous consent does not imply consent to sexual activity in the future. Silence or passivity -- without actions demonstrating permission -- cannot be assumed to show consent. Consent, once given, can be withdrawn at any time. There must be a clear indication that consent is being withdrawn.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

Overview of Expectations with Respect to Consensual

Relationships:

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect.

Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student, supervisor-supervisee) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or

evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, and will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or shift the employee or student out from being supervised or evaluated by someone with whom they have established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee.

Sexual Violence - Risk Reduction Tips:

Risk reduction tips can often take a victim-blaming tone, even unintentionally. Only those who commit sexual violence are responsible for those actions. We offer the tips below with no intention to victim-blame, with recognition that these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Give thought before you share your personal or intimate content, pictures, images and videos with others, even those you may trust. If you do choose to share, clarify your expectations as to how or if those images may be used, shared or disseminated.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe a high degree of respect and clarity regarding intentions to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. Your partner's consent should be affirmative and continuous. If there are any questions or ambiguity then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or altered state, even if they willingly consumed alcohol or substances.

- Realize that your potential partner could feel intimidated or coerced by you. You may have a power advantage simply because of your gender or physical presence. Don't abuse that power.
- Don't share intimate content, pictures, images and videos that are shared with you.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence, passivity, or non-responsiveness cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Sexual Misconduct Offenses Include, But Are Not Limited To-

1. **Sexual Harassment, see OMB 965:**

Sexual harassment is defined as:

- Unwelcomed,
- Sex-based and/or gender-based verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any college program is encouraged to report it immediately to the Title IX Coordinator. Remedies, education and/or training will be provided in response. Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is defined as:

- sufficiently severe, or persistent/ pervasive, and objectively offensive that it:
- Unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational [and/or employment], social and/or residential program.

Quid Pro Quo Harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature;

- By a person having power or authority over another constitutes sexual harassment;
- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational [or employment] progress, development, or performance; and
- This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances;

sexual violence; intimate partner violence, stalking.

Some examples of possible Sexual Harassment include:

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit sexual pictures are displayed anywhere
- Two supervisors frequently ‘rate’ several employees’ bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in s/he class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. S/he probes for explicit details, and demands that s/he answer, though they are clearly uncomfortable and hesitant.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus.
- Male students take to calling a particular brunette student “Monica” because of her resemblance to Monica Lewinsky. Soon, everyone adopts this nickname for her, and she is the target of relentless remarks about cigars, the president, “sexual relations” and Weight Watchers.
- A student grabbed another student by the hair, then grabbed her breast and put his mouth on it. While this is sexual harassment, it is also a form of sexual violence.

2. **Non-Consensual Sexual Contact-**

Non-Consensual Sexual Contact is defined as:

- Any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force.

Sexual Contact includes:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another person touch you or themselves with or on any of these body parts; or Any other intentional bodily contact in a sexual manner.

3. **Non Consensual Sexual Intercourse:**

Non-Consensual Sexual Intercourse is defined as:

- Any sexual intercourse, however slight, with any object by a person upon another person that is without consent and/or by force.

Intercourse includes: Vaginal or anal penetration by a penis, object, tongue or finger, and oral

copulation (mouth to genital contact), no matter how slight the penetration or contact.

4. **Sexual Exploitation**

Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

5. **Additional Applicable Definitions:**

Consent:

- Consent is clear, and knowing, and voluntary [or affirmative, conscious and voluntary], words or actions, that give permission for specific sexual activity.
- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
- In order to give consent, one must be of legal age.
- Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
- Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
- The question of what the responding party should have known is objectively based on

what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.

- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
- This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).

Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

- Use of alcohol or other drugs will never function to excuse any behavior that violates this policy.
- This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.

For reference to the pertinent state statutes on sex offenses, please see Chapter 14, Sexual Offenses, and N.J.S.A. 2C:14-2

Other Misconduct Offenses:

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism

5. to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (defined in the Hazing Policy);
6. Bullying, defined as:
 - a. Repeated and/or severe
 - b. Aggressive behavior
 - c. Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
 - d. That is not speech or conduct otherwise protected by the 1st Amendment.
7. Intimate Partner Violence, defined as violence or abuse between those in an intimate relationship to each other;
 - a. A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. This physical assault based in jealousy is a violation of the Intimate Partner Violence policy.
 - b. An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she doesn't give the ex another chance. Psychological abuse is a form of Intimate Partner Violence.
 - c. A graduate student refuses to wear a condom and forces his girlfriend to take hormonal birth control though it makes her ill, in order to prevent pregnancy.
 - d. Married employees are witnessed in the parking garage, with one partner slapping and scratching the other in the midst of an argument.
8. Stalking:
 - a. Stalking contains the following elements:
 - i. A course of conduct
 - ii. Directed at a specific person
 - iii. That is unwelcome, and
 - iv. Would cause a reasonable person to feel fear

Other College policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

Bystander Intervention:

Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking includes:

- Being aware of the event and understand that you need to help.
- Creating possible solutions.

- Taking your time and thinking your response through so that you do not escalate the situation. Is the situation an emergency requiring direct intervention, or can you discuss at a later time? Take a deep breath and stay calm. Enlist help if you can by publicly stating your intention to help. More often than not, people are as worried about the situation as you are but aren't willing to be the first one to speak up.
- Intervening as soon as it is safe to do so. At the very least, speak up. A conversation will help determine if an ambiguous situation requires help.

Open Dialogue / Observe Options:

Key to creating an open dialogue is to remember your audience, the timing, location, tone and why you are having the conversation. Try to understand others' points of view.

Negotiate Solution / Negate Further Conflict:

Help negotiate a solution. Tell your friend what behavior is or is not acceptable and know the appropriate next step if you feel the discussion failed to yield a desirable outcome.

Retaliation:

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity (subject to limitations imposed by the 1st Amendment and/or Academic Freedom). Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of College Policy.

Sanctions:

The following sanctions may be imposed upon any member of the college community found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy. The following are the typical sanctions that may be imposed upon students or organizations singly or in combination:

Student Sanctions include the following:

- Warning
- Suspension
- Expulsion

Employee Sanctions:

Employee sanctions range from written or verbal warning to termination of employment and may be carried out in accordance with contractual agreement where applicable.

- Warning – Written or Verbal
- Performance Improvement Plan

- Suspension without Pay
- Revocation of Tenure
- Termination

Sanctioning for Sexual Misconduct include:

- Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.*
- Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).*
- Any person found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.*
- Mercer County Community College outlines the disciplinary process and the sanctions for students, faculty and staff on pages 43-45 of the 2021-2022 College Handbook-Rights and Responsibilities. The handbook sets out the following in pertinent part;

I. Investigation, Disciplinary, and Appeal Procedures for Cases When the Respondent Is a Student-

1. Investigation and Adjudication: When the Title IX Coordinator receives a complaint or report alleging that a student violated this policy, the Title IX Coordinator will appoint an investigator. The investigator will conduct an inquiry and determine, by a preponderance of the evidence, whether this policy was violated. The investigator will have training in investigating and evaluating conduct prohibited under the policy. The investigator will also be impartial and unbiased. The investigator will interview the parties to the complaint separately. Each party may select an adviser of their choice who may accompany them to any meeting or related proceeding, but the adviser may not actively participate in the interview process.

The investigator will interview witnesses as necessary. Witnesses may not bring advisers. At the conclusion of each interview, the investigator will review the notes with the interviewee. The investigator will prepare a case file of all interview summaries, witness statements, and other documents. The file, redacted of personally identifiable information as necessary, will be shared with the complainant and the respondent. The investigator will describe in writing for the parties the charges that will be investigated.

After reviewing the file, each party will have an opportunity (1) to meet again with the investigator, (2) to respond in writing to the investigator, (3) to request the collection of other information by the investigator, and (4) to identify individuals who may possess relevant information (and request that such individuals be interviewed). If any additional information is gathered, it will be shared with both parties and each will have the opportunity for further response. The investigator will designate

reasonably prompt time frames to ensure a timely completion of the process but also an adequate opportunity for both sides to respond thoroughly to the information gathered in the investigation. At the conclusion of the investigation, the investigator will prepare a report, which will include findings of fact, findings of responsibility, and the investigator's rationale. The investigator will determine whether the respondent, based on the preponderance of evidence standard, violated College policy

2. Penalties: If a student is found responsible for violating College policy, the entire case file will be forwarded to the Associate Dean of Student Affairs who will determine the penalty. Penalties will be determined based on the seriousness of the misconduct and the student's previous disciplinary history (if any). Remedial measures will be determined based on the need to afford the parties an educational environment free from discrimination under Title IX. The findings regarding fact and responsibility, as well as the decision regarding the penalty in cases where violations of College policy have occurred, will be conveyed to the parties at the same time in writing. The notification will include the parties' appeal rights.

If a student is found responsible for violating College policy, the Office of the Vice President for Student Affairs will record the penalty and retain records in accordance with protocols for all other disciplinary cases. In all cases, the case file will also be archived by the Title IX Coordinator.

3. Rights of Appeal: Both parties, the complainant and the respondent, have equal rights to an impartial appeal and to participate equally in the appeal process, even if the party is not the appealing party. All appeals will be referred to a three-person appellate body, which will be Chaired by the Vice President for Student Affairs. All members of the appellate body will have training regarding Title IX and prohibited conduct defined under this policy. The members of the appellate body will be impartial and unbiased.

A complainant or respondent may file a written appeal on the grounds that: (1) there is substantial relevant information that was not presented, and reasonably could not have been presented during the investigation; (2) the imposed penalty does not fall within the range of penalties imposed for similar misconduct, or (3) there was procedural unfairness during the disciplinary process. The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of College rules has occurred. The appellate body may decide to uphold the original decision of the panel and/or the deans; to alter the imposed penalty; or to return the case to the panel for additional proceedings or other action.

The deadline for filing an appeal is five business days from the date the parties are notified of the decision. If either party files an appeal, the Vice President for Student Affairs will notify the other party in writing. The Vice President for Student Affairs will serve as Chair for all appeals and will have primary responsibility for interactions with the parties, for the gathering of information needed for the appeal, and for notifying both parties in writing of the outcome of any appeal.

4. Student Enrollment: Pending action by the Assistant Dean or the Vice President for Student Affairs and panel on the charges or pending an appeal, the respondent may be permitted to attend classes, and make use of some or all College facilities, except for circumstances relating to the physical or emotional safety or well-being of a member (or members) of the College community, or the ability of the College to carry out its essential functions. Certain restrictions may be imposed on the respondent in order to provide the complainant with an educational environment free from

discrimination under Title IX.

The respondent should understand that if the decision of the Associate Dean and/or the appeals panel chaired by the Vice President proves adverse, and if an appeal proves unsuccessful, the penalty will normally be considered effective as of the date of the original adjudicated decision. In cases adjudicated prior to the last day of classes, if the final decision is a separation from the College (i.e., suspension, suspension with conditions, or expulsion), the respondent will normally not earn credit for the semester in which the infraction occurred. If the case is adjudicated during reading or exam period or if the respondent has successfully completed course requirements while awaiting the final disposition of the matter, obtaining credit for the semester will be at the discretion of the Vice President.

Pending an investigation and adjudication or the respondent's decision about whether to appeal a separation from the College or the withholding of the degree, and/or while an appeal is in process, an administrative hold will be placed on the respondent's College transcript. Should the respondent decide not to appeal a separation or the withholding of the degree, or should an appeal not result in an alteration of the decision to dismiss the respondent or withhold the degree, the registrar will record the fact of the penalty on the respondent's transcript.

J. Investigation, Disciplinary, and Appeal Procedures for Cases When the Respondent Is a Faculty or Staff Member-

1. Investigation and Adjudication: When the Title IX Coordinator receives a complaint or report alleging that a member of the faculty or staff violated this policy, the Title IX Coordinator will appoint an investigative panel of, at least, two administrators and/or outside investigators. The investigative panel will conduct an inquiry and determine, by a preponderance of the evidence, whether this policy was violated. All panelists will have training in investigating and evaluating conduct prohibited under this policy. The panelists will also be impartial and unbiased and will describe in writing for the parties, the charges that will be adjudicated. The panel will interview the parties to the complaint separately. Each party may select an adviser of their choice who may accompany them to any meeting or related proceeding, but the adviser may not actively participate in the interview process. All members of the panel will participate in interviews with the complainant and the respondent.

The panel will interview witnesses as necessary. Witnesses may not bring advisers. In all meetings, at least one member of the panel will serve as note taker. At the conclusion of each interview, the panelists will review their notes with the interviewee. In the circumstance when the complaint is made by a member of the faculty or staff alleging a violation of this policy by another member of the faculty or staff, the panel will prepare a case file of all interview summaries, witness statements, and other documents. The panel will present both parties with a summary of the case file, after which each party will have an opportunity (1) to meet again with the panel, (2) to provide additional written information to the panel, and (3) to request the collection of other information by the panel, and (4) to identify individuals who may possess relevant information (and request that such individuals be interviewed). If any additional information is gathered, it will be shared with both parties and each will have the opportunity for further response.

The panel will designate reasonably prompt time frames to ensure a timely completion of the process but also an adequate opportunity for both sides to provide thorough information in the investigation. In the circumstance when the complaint is made by a student alleging a violation of this policy by a member of

the faculty or staff, the panel will prepare a case file of all interview summaries, witness statements, and other documents. The file, redacted of personally identifiable information as necessary, will be shared with the complainant and the respondent. After reviewing the file, each party will have an opportunity (1) to meet again with the panel, (2) to respond in writing and (3) to request the collection of other information, and (4) to identify individuals who may possess relevant information (and request that such individuals be interviewed). If any additional information is gathered, it will be shared with both parties and each will have the opportunity for further response. The panel will designate reasonably prompt time frames to ensure both a timely completion of the process but also an adequate opportunity for both sides to respond thoroughly to the information gathered in the investigation. Following the investigation, the panel will meet to determine whether the respondent, based on the preponderance of evidence standard, violated College policy. The panel will prepare a report, which will include findings of fact, findings of responsibility and the panel's rationale. All members of the panel must endorse the report as a record of their deliberations and rationale.

2. Penalties: The appropriate disciplinary authority based on the role of the respondent is as follows:

- If a faculty member is found responsible, the panel's report will be forwarded to the Vice President for Academic Affairs who will determine the appropriate penalty.
- If a staff member is found responsible, the panel's report will be forwarded to the staff member's vice president or executive dean, who will determine the appropriate penalty in consultation with the staff member's manager. Penalties will be determined based on the seriousness of the misconduct as compared to like cases in the past, and on the individual's previous disciplinary history (if any). The findings regarding fact and responsibility as well as the decision regarding the penalty in cases where violations of College policies have occurred will be conveyed to the parties in person by the dean of the faculty or the vice president or a designee as well as in writing. The notification will include the parties' appeal rights. In all cases involving sex discrimination or sexual misconduct, the case file will be archived by the Title IX coordinator.

3. Rights of Appeal: Both parties, the complainant and the respondent, have equal rights to an impartial appeal and to participate equally in the appeal process, even if the party is not the appealing party. A complainant or respondent may file a written appeal on the grounds that (1) there is substantial relevant information that was not presented, and reasonably could not have been presented during the investigation; or (2) there was procedural unfairness.

- Written appeals must be filed with the President's Office. The President will then assign two members from the President's Leadership Team to review and issue a determination regarding the appeal. The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of College rules has occurred. The appellate authority may decide to uphold the original decision of the panel and/or disciplinary authority; to alter the imposed penalty; or to return the case to the panel for additional proceedings or other action. The appellate authority will have training regarding Title IX and prohibited conduct defined under this policy and will be impartial and unbiased. The deadline for filing an appeal is one week from the date the parties are notified of the decision. If either party files an appeal, the other party will be notified. Both parties will be notified in writing of the outcome of the appeal.

K. Range of Penalties Members of the College community may be subject to disciplinary penalties for violating this policy –

1. Additional Accommodations: If a respondent is found responsible for violating this policy, the

complainant may request accommodations not already in place, such as a one-way no contact order. The College will promptly implement the accommodation as appropriate. In no circumstance will the burden of the accommodation be placed on the complainant. The accommodation shall be effective even if the respondent files an appeal or if such an appeal is pending.

2. **Penalties Applicable to Students:** For violations of this policy by students, in general the penalties, in ascending order of severity, are:

Warning: A formal admonition that does not become part of an individual's permanent record, but that may be taken into account in judging the seriousness of any future violation.

Disciplinary Probation: A more serious admonition assigned for a definite amount of time. It implies that any future violation, of whatever kind, during that time, may be grounds for suspension, suspension with conditions, or in especially serious cases, expulsion from the College. Disciplinary probation will be taken into account in judging the seriousness of any subsequent infraction even if the probationary period has expired. Disciplinary probation appears on an individual's permanent record at the College (but not on the transcript) and may be disclosed by the Office of the Vice President for Student Affairs in response to requests for which the student has given permission or as otherwise legally required.

Withholding of Degree: In cases involving students in their final semester prior to graduation, the College may withhold a student's Mercer County Community College degree for a specified period of time. This penalty is imposed instead of suspension at the end of senior year or final year of study when all other degree requirements have been met. A withheld degree is recorded on a student's transcript. Relevant information remains on the student's permanent record at the College and may be disclosed by the Office of the Vice President for Student Affairs in response to requests for which the student has given permission or as otherwise legally required.

Suspension: Removal from the College for a specified period of time. A suspension is recorded on a student's transcript. Relevant information remains on the student's permanent record at the College and may be disclosed by the Office of the Vice President for Student Affairs in response to requests for which the student has given permission or as otherwise legally required.

Suspension with Conditions: Removal from the College for at least the period of time specified by the suspension, with the suspension to continue until certain conditions, stipulated by the appropriate body applying this penalty, have been fulfilled. These conditions may include, but are not limited to, restitution of damages, formal apology, or counseling. A suspension with conditions is recorded on a student's transcript. Relevant information remains on the student's permanent record at the College and may be disclosed by the Office of the Vice President for Student Affairs in response to requests for which the student has given permission or as other

Confidentiality, Privacy and Reporting:

Confidentiality and Reporting of Offenses

All students, faculty, and staff are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate college officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other

resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them. The following describes the two reporting options at college:

Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- On-campus licensed professional counselors and staff
- On-campus members of the clergy/chaplains working within the scope of their licensure or ordination
- Employee assistance program counselors
- Off-campus:
 - Licensed professional counselors
 - Local rape crisis counselors
 - Domestic violence resources,
 - Local or state assistance agencies,
 - Clergy/Chaplains

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors and/or the Employee Assistance Program are available to help free of charge and can be seen on an emergency basis during normal business hours.

Formal Reporting Options

All college employees have a duty to report, unless they fall under the “Confidential Reporting” section above. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator and/or Deputy Coordinators. Employees must share all details with the exception of the victim’s identity. Generally, climate surveys, classroom writing assignments, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal college action.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator or Deputy Coordinators, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law.

In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporting and responding parties, and only a small group of officials who need to know will be told, including but not limited to the: President, VP of Academic Affairs, VP for Administration and Finance, Acting Vice President of Student Support Services, and Campus Security. Information will be shared as necessary with

investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting and responding party's rights and privacy.

Reports to the Title IX Coordinator can be made via email, phone or in person at the contact information below:

Elizabeth Mizerek, MSN, RN, FN-CSA, CNE, CEN, CPEN, FAEN
1200 Old Trenton Rd. – HS 114
West Windsor, NJ 08550

Mail to: PO Box 17202, Trenton NJ 08690 Voice Phone: (609) 570-3556
Email: mizereke@mccc.edu

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sex or gender harassment or discrimination of which they become aware, is a violation of these procedures and may be subject to disciplinary action for failure to comply.

Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities - have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations-

Victims of sexual misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Additional Provisions-

Attempted Violations

In most circumstances, the College will treat attempts to commit any of the violations listed in

the Gender-Misconduct Policy as if those attempts had been completed.

False Reports

The College will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws. Employees who intentionally make false reports will be sanctioned by the employer and or subjected to criminal prosecution.

Amnesty for Victims and Witnesses

The college community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to college officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to college officials, and that witnesses come forward to share what they know. To encourage reporting, the College pursues a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim to campus Security). The College pursues a policy of amnesty for students and employees who offer help to others in need. [While policy violations

cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need.

Parental Notification

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. Where a student is non-dependent, the College will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which college officials have a need to know about individual conduct reports pursuant to the Family Educational Rights and Privacy Act.

Students under Dual Enrollment

Incidents involving students who are enrolled at MCCC while maintaining their standing with a high school will be reported to the applicable high school or k through 12 affiliation.

Campus Sexual Assault Victim's Bill of Rights:

Introduction

A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of the university community in achieving these ends.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance.

The state of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established this Bill of Rights to articulate requirements for policies, procedures and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

Bill of Rights:

The following rights shall be accorded to victims of sexual assault that occur:

- On the campus of any public or independent institution of higher education in the state of New Jersey, and
- Where the victim or alleged perpetrator is a student at that institution and/or when the victim is a student involved in an off-campus assault.

Human Dignity Rights:

- To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy.
- To have any allegations of sexual assault treated seriously; the right to be treated with dignity
- To be free from any suggestion that victims are responsible for the commission of crimes against them
- To be free from pressure from campus personnel to:
 - Report crimes if the victim does not wish to do so
 - Report crimes as lesser offenses than the victim perceives the crime to be.
 - Refrain from reporting crime
 - Refrain from reporting crimes to avoid unwanted personal publicity.

Rights to Resources On and Off-Campus:

- To be notified of existing campus and community based medical, counseling, mental health

and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities

- To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling
- To be informed of and assisted in exercising:
 - Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy
 - Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights:

- To be afforded the same access to legal assistance as the accused
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused
- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights:

- To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported
- To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities
- To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights:

- To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants
- To be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

Statutory Mandates:

- Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the College's governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation
- Each campus shall make every reasonable effort to ensure that every student at Mercer County Community College has access to this document
- Nothing in this act or any Campus Assault Victim's Bill of Rights developed in accordance with the provisions of this act, shall be construed to preclude or in any

restrict any public or independent institution of higher education in the State from reporting any suspected crime or offense to the appropriate law enforcement authorities.

Questions and Answers:

Here are some of the most commonly asked questions regarding the College's sexual misconduct policy and procedures.

Does information about a report remain private?

The privacy of all parties to a report of sexual misconduct must be respected, except insofar as it interferes with the College's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. The College will not disseminate information and/or written materials to persons not involved in the resolution process without the consent of both parties.

Witnesses are also required to maintain the privacy of information shared with them during interviews and/or hearings. Violations of the privacy of the reporting party or the responding party may lead to conduct action by the College, though both parties are allowed to share their perspectives and experiences. All parties, including witnesses, involved in an allegation are strongly encouraged to maintain the privacy of information and/or written materials. In all resolutions of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain college administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the College, Acting Vice President of Student Support Services, Vice President for Academic Affairs, Vice President for Finance & Administration, Office of College Safety.)

If there is a report of an act of alleged sexual misconduct to a conduct officer of the College and there is evidence that a felony has occurred, the victim will be offered assistance in reporting it to the local police. This does not mean charges will be automatically filed or that a victim must speak with the police. Mercer County Community College also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an "Annual Security Report" of campus crime statistics. This statistical report does not include personally identifiable information.

Will my parents be told?

No, not unless you tell them. Whether you are the reporting party or the responding party, the College's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. College officials will directly inform parents when requested to do so by a student, in a life-threatening situation, or if an individual has signed the permission form at registration which allows such communication.

Will the responding party know my identity?

Yes, if the College determines there is reasonable cause to believe a violation has occurred and investigates the matter. The responding party has the right to know the identity of the reporting party.

Do I have to name the responding party?

Yes, if you want formal disciplinary action to be taken against the responding party. You can report the incident without the identity of the responding party, but doing so may limit Mercer County Community College's ability to respond comprehensively.

What do I do if I am accused of sexual misconduct?

DO NOT contact the reporting party. You may immediately want to contact someone who can act as your advisor or advocate; anyone may serve as your advisor or advocate. You may also contact the Acting Vice President of Student Support Services, who can explain the College's procedures for addressing sexual misconduct reports. You may also want to talk to a confidential counselor or seek other community assistance. See below regarding legal representation.

Will I (as a victim) have to pay for counseling?

No, if the services are provided by the College. If a victim is accessing community and non-college services, payment for these will be subject to state/local laws, insurance requirements, etc.

How is a report of sexual misconduct decided?

The College investigates allegations of sex/gender based harassment, discrimination or misconduct to determine whether there is evidence to indicate a policy violation is "more likely than not." This standard, called the preponderance of the evidence, corresponds to an amount of evidence indicating a policy violation is more than 50% likely.

What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within five days, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week.

If a victim goes to the hospital, s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate him or her to any course of action. Collecting evidence can assist the

authorities in pursuing criminal charges, should the victim decide later to pursue the complaint or exercising that right.

Area Hospitals:

Robert Wood Johnson University Hospital - Hamilton
1 Hamilton Health Place Hamilton NJ 08690
Phone: (609)586 -7900

Capital Health Medical Center – Hopewell
One Capital Way Pennington, NJ 08534
Phone: (800) 637- 2374

Capital Health Regional Medical Center
750 Brunswick Avenue, Trenton, NJ 08638
Phone: (609) 394 - 6000

St. Francis Medical Center
601 Hamilton Avenue, Trenton, NJ 08629
Phone: (609) 599 - 5000

Princeton Medical Center, 1 Plainsboro Road,
Plainsboro, NJ 08536
Phone: (866) 460 – 4776

Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?

No. The seriousness of sexual misconduct is a major concern and the College does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct. The College provides amnesty from any consequences for minor policy violations that occur during or come to light as the result of a victim’s report of sexual misconduct.

Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct resolution?

The use of alcohol and/or drugs by either party will not diminish the responding party’s responsibility. On the other hand, alcohol and/or drug use is likely to affect the reporting party’s memory and, therefore, may affect the resolution of the reported misconduct. A reporting party must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove that policy was violated. If the reporting party does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the responding party without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by a responding party.

Will either party’s prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present matter.

What should I do if I am uncertain about what happened?

If you believe that you have experienced sexual misconduct but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the institution's Title IX Coordinator (not confidential) or the College's licensed clinical counselor (confidential).

Student Code of Conduct:

Purpose:

To maintain a campus environment that is conducive to learning, protects the College's educational purposes, maintains reasonable order on campus, and protects the rights of all members of the college community.

Policy Statement:

Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution and suitable to members of the academic community. This obligation extends to conduct on either college campus or at any other location as part of any college sponsored activity.

Prohibited Conduct:

An individual, a group of individuals, or a student organization may be charged with any violations of this Code. In cases where a violation is committed by an individual member of a student group or organization, the entire group or organization may be held responsible. In addition to the individual member, when those members not directly involved participated in the activity by encouraging, witnessing, or condoning the act in any manner, they too may be held responsible and charged with a breach of the Student Code of Conduct. The following conduct shall be subject to disciplinary action:

Academic Dishonesty:

Students are expected to study and learn. If you violate the policy you may jeopardize your education. Cheating or plagiarism are not tolerated. Additional information about Mercer County Community College's policies, regulations and security services is available in the Mercer County Community College's Student handbook or on-line at:
<http://www.mccc.edu/pdf/handbook.pdf>.

Alcohol Violations:

Possession, consumption, dispensing, selling or supplying of alcoholic beverages on property that is owned, operated, or maintained by the College, or at any other location as part of any

college-sponsored activity. (See OMB 651.)

Bullying/Cyber Bullying:

1. Bullying is any gesture or behavior that is determined to be harmful or cruel to an individual or group. These actions can be written, verbal, graphic or physical and are reasonably perceived as being motivated either by an actual or perceived characteristic, such as age, race, color, religion, ancestry, national origin, gender, affection or sexual orientation, gender identity and expression; or a mental, physical or sensory disability or impairment, nationality, sex; or by association with an social or academic group or individual; by any other distinguishing characteristic including the individual that is considered average, common, conventional, or ordinary by societal and cultural forms.
2. Cyber-bullying involves sending or posting harmful or cruel text or images using the Internet (e.g., instant messaging, e-mails, chat rooms, and social networking sites) or other digital communication devices such as cell phones. It can involve stalking, threats, harassment, impersonation, humiliation, trickery and exclusion. Such behavior is considered bullying whether it takes place on or off college property while participating in any college function, in a college vehicle or while using any college owned computing and information technology resources.

Computer Misuse:

1. Unauthorized access, entry or use of a computer, computer system, network, software, password, account or data.
2. Use of computing facilities or equipment to send sexually explicit, harassing or abusive messages.
3. Any other act in violation of law and/or college policies and guidelines regulating computer-related use.

Discrimination by Student Organizations:

Selecting its membership upon the basis of restrictive clauses involving race, religion, color, national origin, gender, age, sexual orientation or disability unless said selection is specifically allowed by law.

Disruptive Conduct:

1. Actions that impair, interfere with, or obstruct the normal operations of the College and or interfere with the rights of other members of the college community or visitors.
2. Actions that impair, interfere with, or obstruct the orderly conduct, processes and functions within any classroom or other instructional setting. This includes interfering with a faculty member's or instructor's role to carry out the normal academic or educational functions of his or her class. Actions that may cause disruption in the classroom include, but are not limited to, making or receiving phone calls and the use of

text messaging while class is in progress; playing loud audio devices; persistent unapproved lateness; and any other action prohibited under this Code.

3. Participating in, leading or inciting others to disrupt authorized scheduled campus activities, events and programs.
4. Intentional obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.
5. Solicitation on campus without prior approval from appropriate college officials.

Drugs:

1. Any legally prohibited possession, use, distribution, delivery, or sale of narcotics, prescription drugs or other controlled substances.
2. Any legally prohibited possession or use of drug paraphernalia.

Gang and other Criminal Activity:

1. Solicitation, recruiting, and other activities which may lead to joining or actively participating in gang or other criminal activities.

Failure to Comply:

1. Failure to comply with a lawful order of a college official, including a campus security officer, in the performance of his or her duty.
2. Failure to comply with the sanctions rendered during the student judicial process.

Falsification /Fraud/False Testimony:

1. Furnishing false information to the College, including false reporting of campus emergencies, knowingly making false accusations or giving false testimony during the disciplinary process.
2. Misuse, alteration or forgery of any college related documents, records, identification, keys, access codes or property

Fire and Safety:

1. Damage to, removal of, or tampering with any fire safety systems, firefighting equipment or other emergency warning equipment.
2. Intentional or reckless burning or setting fire to any building or piece of property owned or controlled by the College.

Gambling:

Gambling or participating in games of chance on campus for money or other things of value, except as provided by law.

Hazing:

Any act that does not contribute to the positive development of a person, which inflicts or intends to cause physical or mental harm or anxieties, and/or which demeans, degrades, or disgraces any person regardless of location, intent or consent of participants that is an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization.

Physical Abuse and Endangerment:

1. Physical violence or attempted physical violence toward another person or group.
2. Threat of physical violence against another person or group.
3. Any action that endangers the health, safety or welfare of a person or group.
4. Attempt to harm, or actual harm to, oneself.

Property/Facilities/Services:

1. Theft of college property or property of a member of, or visitor to, the College.
2. Damage, destruction, or defacement of college property or property of a member of the College or visitor.
3. Wrongful appropriation of college property or property of a member of the College or visitor.
4. Unauthorized possession and/or use of college property or property of a member of the College or visitor, including knowingly being in possession of stolen goods.
5. Unauthorized entry into college facilities, including, but not limited to, buildings, classrooms, hallways, entryways, conference rooms, and campus grounds.
6. Use of operation of rollerblades, skates, skateboards, bicycles, and similar items inside college facilities or other prohibited areas.

Sexual Misconduct/Sexual Harassment:

1. Any sexual act that occurs without the consent of the other person or occurs when the other person is unable to give consent.
2. Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments or gestures, or other forms of verbal or physical conduct or communications constituting sexual harassment.
3. Unwelcome acts of sexual nature that denies or limits a student's ability to participate in

- or benefit from a school's education program.
4. Obscene or indecent behavior, which includes, but is not limited to, indecent exposure or the display of sexual behavior that would reasonably be offensive to others.
 5. Physicals acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be incapable to give consent due to an intellectual or other disability. These acts include rape, sexual assault, sexual battery and sexual coercion.

Other Harassment/Stalking:

1. Non-sexual conduct that creates an intimidating, hostile, or offensive campus, educational or work environment for another person or group.
2. Non-sexual conduct that threatens, intimidates, humiliates, or otherwise harms another person or group.
3. Stalking, defined as purposely and repeatedly following another person, and engaging in a course of conduct or making a credible threat with the intent of annoying or placing that person in reasonable fear of death or bodily injury.

Weapons/Firearms/Explosives:

The unlawful/illegal possession, storage or use on campus of firearms, pellet guns, paintball guns, gunpowder, ammunition, explosives, firecrackers, incendiary devices, or other articles or substances which could endanger health or safety.

Commission of Prohibited Conduct

If you violate the Student Code, you may be subject to disciplinary proceedings as detailed in the procedures and guidelines established by the Acting Vice President of Student Support Services. Disciplinary proceedings are instituted only for violations of standards of conduct published in advance.

Whether committing acts prohibited by the Code of Conduct or encouraging or condoning others to break the code of conduct, students will be punished to the same degree. Culpability is not diminished for violations of this Code that are committed in ignorance of the Code or under the influence of alcohol, illegal drugs or improper use of controlled substances. Violations of local ordinances, federal or state laws where said violation poses a substantial threat to the safety and or welfare of campus community members may subject the student to disciplinary proceedings. Students are responsible for compliance with all college policies and procedures.

Disciplinary Proceedings: Decisions and Penalties:

(Other than those dealing with the rules of Academic Integrity)

Principles Governing Disciplinary Practices-

1. All of the rules and regulations governing campus conduct and discipline are applicable

in the classroom. While faculty members will deal with such classroom problems as may arise, individual cases may be referred to the Student Conduct and Discipline Committee or Academic Standards Committee for adjudication.

2. In developing responsible student conduct, disciplinary proceedings play a role secondary to providing an example, counseling, guidance, and admonition. At the same time, the College has a duty, and the disciplinary powers, to protect its educational mission through the setting of standards of scholarship and conduct for its students and through the regulation of the use of institutional facilities. In circumstances in which the preferred means fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from unfair imposition of serious penalties.
3. The College's administration of discipline is intended to guarantee procedural fairness to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. The jurisdiction of judicial bodies, the disciplinary responsibilities of institutional officials and the regular disciplinary procedures, including the students' rights to appeal a decision, are clearly formulated and communicated in advance.
4. In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the College not be arbitrary in its actions, and that there be provision for appeal of a decision. The College's safeguards in such proceedings are designed to achieve the objective of procedural fair play.
5. The College provides students with opportunities to express concerns in the form of a written grievances regarding programs, services, and allegations of discrimination. A grievance is a student complaint and request for a specific remedy, i.e.:
 - A student's belief that the College has failed to provide an entitled service.
 - A student's belief that a service was inadequate.
 - A student's disagreement/complaint with a decision, rule, or regulation promulgated by the College or college employee.
 - A student's belief that he/she has been treated in an illegally discriminatory manner.
6. The Student Conduct and Discipline Committee shall have the right and responsibility to recommend to the administration revisions in student conduct standards, as well as proposed fines for violations of certain college rules of conduct, such as those involving smoking, drinking, overdue library materials, parking and traffic violations, to be administered by the College.

B. Judicial Procedures-

1. Any member of the college community may bring charges against a student involving alleged violations of college regulations and standards of conduct. Violations of federal,

state or local laws should be reported immediately to security for referral to appropriate legal authorities.

2. Violations of college regulations and standards of conduct should be submitted promptly in a detailed report, including the names of available witnesses, to the Interim Vice President of Student Affairs. The Interim Vice President of Student Affairs shall determine the manner in which charges are heard. In instances where the health, safety or welfare of other persons are at risk, the Interim Vice President of Student Affairs may act unilaterally to suspend, expel or otherwise discipline a student. In other instances, the Vice President will refer the matter to the Student Conduct and Discipline Committee.
3. The student will be informed by certified mail or by hand delivery of the reasons for a disciplinary hearing at least one week prior to such hearing, except in cases of immediate suspension by the Interim Vice President of Student Affairs (as above).
4. If the student does not wish to argue the charges, the Chairperson of the Student Conduct and Discipline Committee, The Assistant Dean for Student Services, will impose disciplinary measures and penalties subject to the approval of the Student Conduct and Discipline Committee.
5. A hearing in all cases, except those involving the RULES OF ACADEMIC INTEGRITY, shall be conducted by the Student Conduct and Discipline Committee. Any member of the Committee, including officers of the College, who is personally involved in a particular case shall disqualify himself/herself from serving on the Committee.
6. The disciplinary hearing process is informal. Rules of evidence and other legal standards shall not apply. No participant will be permitted to use an attorney during the proceedings. A student may have a faculty or staff member present to assist in the process.
7. The student appearing before either of the committees will have the right to be assisted by college advisors of his/her choice. The College is not responsible for providing legal representation for the student.
8. The burden of proof shall rest upon the individual or individuals bringing charges, or upon the College where charges have been brought by an administrative official on behalf of the College.
9. The student will be given an opportunity to testify and to present evidence and witnesses on his/her behalf. He/she and his/her advisors will be allowed to hear and question adverse witnesses. In no case will the committees consider statements against the accused unless he/she has been advised of their content and of the names of those who made them. The accused shall have the opportunity to examine the evidence and to rebut unfavorable inferences which might otherwise be drawn.
10. All matters on which the decision may be based must be introduced into evidence at the

proceedings before the committee, and later, upon the appeal process. The decision will be based solely upon such matter.

11. A record of the hearings will be made.
12. A student who fails to appear for a scheduled hearing before the Student Conduct and Discipline Committee or the Academic Standards Committee is considered on disciplinary suspension until such time as he/she appears before the committee.
13. Students placed on disciplinary suspension shall not receive financial aid, scholarships, or payment for college employment.
14. A student's disciplinary status remains in effect during the appeal process.

C. Status of Student Pending Final Action-

1. No change in the status of the student will be made until judicial procedures are completed except in cases of accusations of violations of public law or where violations of student conduct regulations seriously interfere with or threaten to interfere with the functioning of the College. In such cases, the Interim Vice President of Student Affairs or his/her designee may suspend the accused pending the outcome of judicial proceedings.
 - a. Students involved in incidents or code of conduct violations at off campus facilities during internships, clinical settings and externship studies may be subject to suspension or removal from the site prior to, during, or after the college judicial process.
 - b. A student removed from an off-campus facility during the semester may not be relocated to another facility in the same semester. This may result in the student being unable to complete the term in progress and begin a new internship, clinical or externship in the subsequent semester pending the outcome of the college judicial process.
2. When possible and when not confronted with an emergency, a student subject to a suspension under the preceding paragraph shall be given the reasons for the suspension and a notice of an opportunity for a hearing before the administrative officer on that suspension. Should the student waive his/her right to a hearing and admit guilt, the appropriate dean will determine the punitive action within five academic days.
3. In the event that a student so accused is suspended and has requested a hearing, a student conduct and discipline committee must act within the time-lines provided in the Conduct and Discipline articles contained in the MCCC Student handbook.

Sanctions:

The College Disciplinarian or Student Conduct and Discipline Committee upon finding a student guilty of a violation of the College's code of rules and conduct may recommend or mandate that the student/s fulfill one or more of the following: monetary repayment of goods or damages, educational sensitivity activities, community service, and/or counseling.

Additionally, the College Disciplinarian or Student Conduct and Discipline Committee may impose any one or more of the penalties described below.

Disciplinary Warning

The violation and penalty will be recorded in the files of the Office of the Interim Vice President of Student Affairs, but not recorded on records or transcripts.

Disciplinary Probation

1. This penalty will be given for a stated period of time.
2. A student's further misconduct during this period of disciplinary probation, if adjudged as a violation of the codes of campus conduct, may lead to the penalty of disciplinary suspension or expulsion.
3. The student shall, while on disciplinary probation, be forbidden from participation in all extracurricular activities.

Disciplinary Suspension

1. This penalty may be given for a stated period of time or an indefinite period of time. The student must petition for readmission at the conclusion of the stated period or after one year.
2. The student is prohibited immediately from attending classes, participating in extracurricular activities, or using college facilities, but has access to counseling, and should be made aware of the availability of counseling and other referral services.
3. Notices will be sent to each faculty member in whose courses the student is enrolled.
4. The violation and penalty will be recorded in the files of the Office of the Interim Vice President of Student Affairs.
5. If deemed necessary by the College, and prior to a petition for readmission, a medical or psychiatric evaluation may be required.

Disciplinary Expulsion

1. This penalty calls for a permanent separation of the student from the College and its facilities.
2. All of the actions re notices taken under “disciplinary probation” will be taken.
3. Readmission will not be considered at any time.
4. The violation and penalty will be recorded in the files of the Office of the Interim Vice President of Student Affairs and on the student’s permanent record.
5. The Student Conduct and Discipline Committee or the appeals process, may condition their imposition of penalties on a student’s making restitution either in kind or in the form of services in an appropriate activity.
6. Multiple or successive violations of codes of conduct may appropriately be taken into consideration when determining penalties only if introduced as evidence at the proceedings.
7. In cases involving misconduct in serious or repeated misuse of college facilities or services, a student may be prohibited from further use of such facilities of services for a specified period of time.

Amending the Statement:

1. Proposals to amend or to change this disciplinary model may be initiated by any of the appropriate college committees: the Student Government Association (SGA), the College Governance Council (CGC), or the Administration at the Vice Presidential level in the form of a motion explaining the proposed change and submitting it to the Student Life & Leadership Committee.
2. Proposed amendments which are submitted to and discussed by the Student Life Committee will then be forwarded to the College Governance Council and to the Student Government Association. The Senate and the Student Government Association shall review the proposed amendment and suggest possible revisions of the amendment to the Student Life Committee.
3. The Student Life Committee will consider the suggested revisions and incorporate them if appropriate. The proposed amendment, together with the committee’s recommendation, will be forwarded to the president.
4. The Board of Trustees will review recommendations submitted to it and will either approve, approve with modifications or disapprove such amendments. The Board reserves the right to make such changes in college policies, by-laws, codes, rules and regulations.

as it deems necessary and proper in carrying out its legal responsibilities for the conduct and management of the College.

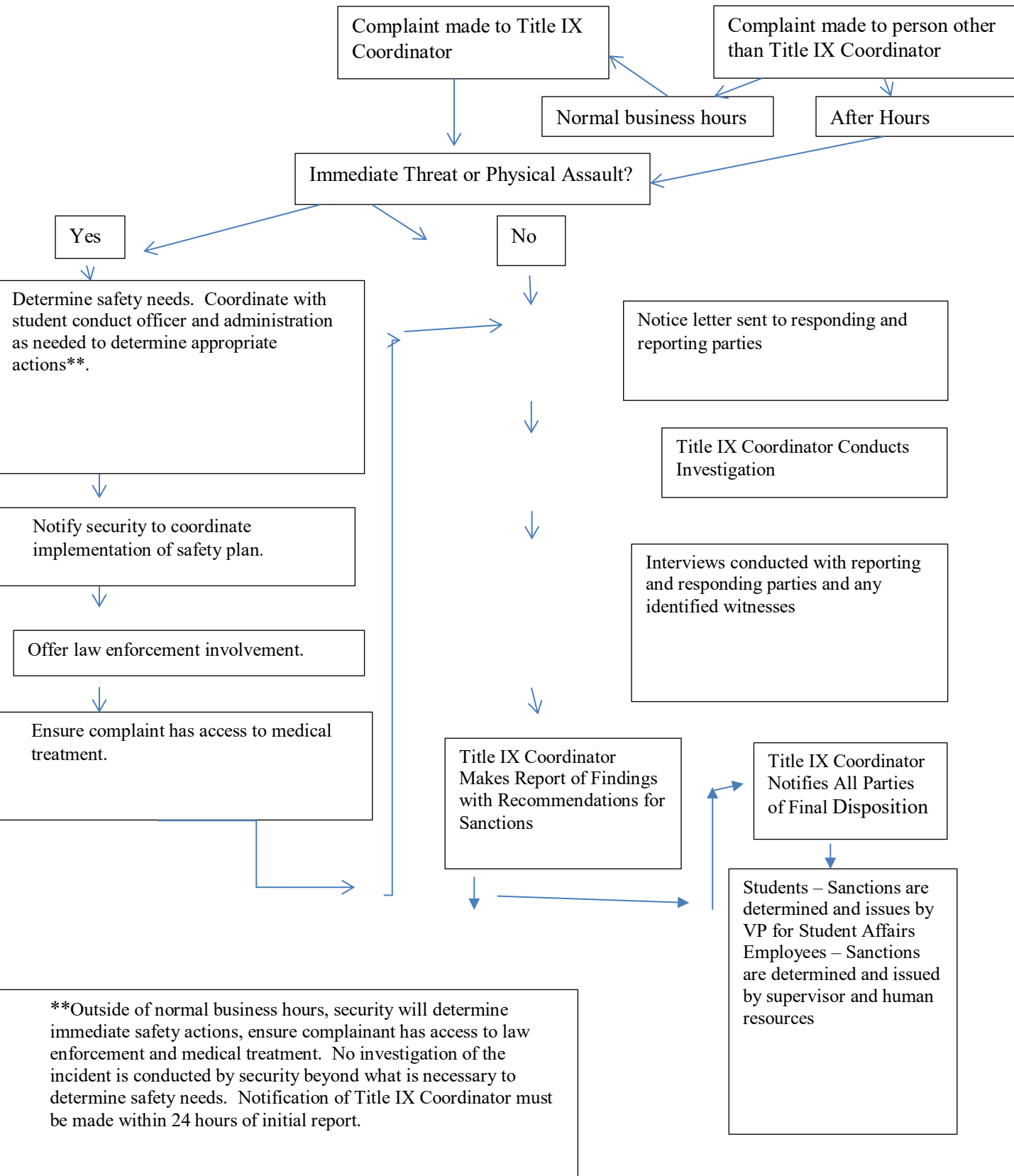
	0	0	2	0	0	0	0	0	0	0	0	7
Non-Campus Building or Property	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0

Rider University Lawrenceville Campus Criminal Offenses 2017-2019	Stalking			Robbery			Aggravated Assault			Burglary		
	2021	2020	2019	2021	2020	2019	2021	2020	2019	2021	2020	2019
	0	0	3	0	0	1	0	0	1	0	0	2
On-Campus	0	0	1	0	0	1	0	0	1	0	0	2
Non-Campus Building or Property	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0

Rider University Lawrenceville Campus Criminal Offenses 2017-2019	Motor Vehicle Theft			Arson		
	2021	2020	2019	2021	2020	2019
	0	0	0	2	2	2
On-Campus	0	0	0	2	2	2
Non-Campus Building or Property	0	0	0	0	0	0
Public Property	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0

APPENDIX "B"

Complaint Flowchart



APPENDIX "C"
MCCC EMERGENCY OPERATIONS PLAN



EMERGENCY
OPERATIONS PLAN

Updated
June 01, 2022

Originated: January 2008
Rev (a): October 1, 2008
Rev (b): October 1, 2011
Rev (c): July 12, 2012*
Rev (d): November 14, 2014*
Rev (e): September 11, 2017*

Mercer County Community College MCCC
Board of Trustees Approved*



EMERGENCY OPERATIONS PLAN

TABLE OF CONTENTS

	<u>PAGE</u>		<u>PAGE</u>
PURPOSE/THREE LEVELS OF EMERGENCIES	3	Gas Leak	18
COMMUNICATION		Hostage Incidents	18
Calling Safety & Security at:		Intruders	19
West Windsor Campus/James Kerney Campus	4	Lockdown	18
External Emergency Contacts	7	Natural Disaster	20
Emergency Telephone Numbers	5-6	Pandemic	18
		Psychological Emergency	21
M-Alert	8	Physical Violence	21
Communication Command Center	9	Weather Emergency	20
Technology and Communication	9	GENERAL EVACUATION	
		GUIDELINES	22
Communicating with the Media/News Conferences	9	EVACUATION / COLLECTION	
Media Contacts	10	POINTS IN EVENT OF AN	
Facilities Available for News Conferences	10	EMERGENCY	23
Communicating through Social Media	10	PROCEDURES FOR EMERGENCY	
RESPONSIBILITIES		EVACUATION OF PHYSICALLY	
Responsibilities of College Administrators	11	HANDICAPPED INDIVIDUALS	24
Responsibilities of Faculty and Staff	11	INTRODUCTION/ "BUDDY SYSTEM"	
Responsibilities of the Office of Safety & Security		OPTION/EVACUATION OPTIONS	
Emergency Event Coordinators		DURING FIRE ALARM	24
Emergency Response Procedures	12	DISABILITY/SPECIAL NEEDS/	
	13	GUIDELINES	25

EMERGENCIES

	<u>Page</u>
General Information Active Shooter on Campus	14-15
Assault and Disorderly Conduct	21
Bomb Threat	16
Campus Disaster	20
Chemical or Biological Attack	17
Chemical Spill	18
Civil Disobedience or Demonstrations	18
Earthquakes	20
Fire	19

Page**EMERGENCY RESPONSE TO A
BIOLOGIC ATTACK**

26-27

**HAZARDOUS MATERIAL STORAGE
DOCUMENTATION AND FOLLOW-UP**

30

FREQUENTLY ASKED QUESTIONS

31

APPENDICES**A-D**

Building/Floor Plans w/ Emergency Equipment	A
Call Box Locations	A
Areas of Refuge	B
Counseling and Psychological Services	C
Right to Know and MSDS Information	D
COVID 19 and CDC Information	E



EMERGENCY OPERATIONS PLAN

PURPOSE

The purpose of the Mercer County Community College Emergency Operations Plan is to provide a generalized plan of action to protect life and the safety of students, faculty, staff and others in the event of an emergency or crisis situation.

We will also protect property, grounds and structures to maintain a safe environment for all who are a part of the college community.

If recognition of the fact that there is no “one size fits all” approach to emergency response and managing through a crisis this plan serves to establish operational guidelines and to provide general information particular to a potential emergency.

This plan establishes instructions for communication, response and coordination of emergency situations at both campuses. College programs located at off- campus sites will follow emergency procedures at those sites.

Three levels of emergencies guide our level of response:

Level 1: Minor incidents are resolved using internal resources and communication. Security staff is central to the resolution of **Level 1** emergencies. **Level 1** Emergencies include building closings, campus and college-wide, where an “All Hazards” response is not warranted.

Level 2: Major emergencies impact a large area and threaten life or the function of college operations. To respond: internal and external modes of communication are needed. Multiple college offices will need to respond. External law enforcement and other agencies will be needed.

Level 3: Disasters impact the college and the community. Mobilization of all communication systems, the central communications center, coordination with external law enforcement, and emergency actions are activated and mobilized.

COMMUNICATION

In most instances, communication concerning any campus emergency will begin with the notification of the Office of College Safety and Security at the campus where the emergency has occurred.

Emergency Calls to the Office of Security and College Safety

Extension 3200 (609 570 3200) is the emergency call number to reach Mercer County Community College Safety & Security Staff from any campus or location. This Emergency Phone will be answered 24 hours a day, 7 days a week. When calling please make sure that you identify the campus that you are calling from or where assistance is needed.

- **West Windsor Campus (WWC)– Non-Emergency/Business Calls**

- The Office of Safety & Security for the West Windsor Campus can be reached at (609) 570-3503.
- The Security desk is located on the first floor of the One Stop Reception Center from 7am to 7pm daily.
- After 7pm Security - is staffed in the Fine Arts building.
- College Safety and Security Officers are available 24 hours per day, 7 days per week.

- **James Kerney Campus (JKC) – Non-Emergency/Business calls**

- The Office of Safety & Security emergency number for the James Kerney Campus is (609) 570-3175.
- This number will be answered between the hours of 7am until 11 pm Monday through Friday and on Saturday between the hours of 7am until 5pm.
- When this JKC desk is not operational, all calls on this exchange will be routed to the Security Office at the WWC.

RED Emergency Phones provide a direct line to Security; they are located in all buildings throughout WWC and JKC.

Emergency Call boxes provide a direct line to Security; they are located by the walkways to the student parking lots at WWC, and campus buildings. (Refer to Appendix C for location of and user instructions for Call boxes). Our callbox system is directly linked to the Security Radio Communications System. Your message will be broadcast to the Security Desk Officer, as well as transmitted to all Security radios. To activate the call box, press the call button and wait for the Security Officer to reply. Please state your problem or emergency in a calm and clear voice. Keep in mind that the more accurate information you provide, the better the response will be.

In sum, help us to help you.

Emergency Telephone Numbers

Emergency Notification...911

All area codes are 609 unless otherwise listed • First dial "9" for external calls; "9 + 1" for calls to other area codes

	Office, 570-	Fax 570-	Cell	Home
Executive Leadership Team				
President, Dr Deborah Preston	3613 3330	3870		
Vice President, Academic Affairs, Dr. Robert Schreyer	3670	3870	273-1137	n/a
Vice President, Information Technology, Inder Singh	3610	3870	203-7260	n/a
Vice President, Administration & Finance, Laura Schepps	3161	3109		n/a
Vice President, Student Affairs, Dr. Tonia Perry Conley	3661	3870	462-5044	577-9795
Vice President, College Advancement, Joseph Claffey	3272	3840	200-2462	
Vice President, Human Resources, Barbara Basel				
Safety and Security Operational Leadership				
	WWC Security TC Security	3503, 3200 3175, 3200	3869 3114	
Director, Facilities & College Safety,	3523	3798, 3846	218-2484	
WWC Director,	3539	3827	571-8330	
WWC Manager & Asst. Mgr.	3509	3869	947-4077	
WWC Lead Officer,	3503	3827	n/a	
JKC (Day) Lead Officer,	3123	3114	468-4231	
JKC (Evening) Lead Officer,	3123	3114		
Staff				
Dean, Business, Technology & Professional Studies, Laura Sosa	3348	3874	439-2193	
Asst. Vice President, Academic Operations, James Whiney III	3384	3831		
Dean, Liberal Art, Robert Kleinschmidt	3326	3844		
Dean, Math, Science & Health Professions	3384	3831		
Dean, Lifelong Learning, Gonzalo Perez	3241	3883		
Director, Public Information,	3736	3849	218-2761	303-0021
Director, Media & Instructional Tech,	3704	3847		
Asst. Dean, Strategic Enrollment Services,	3438	3885	306-7116	286-9296
Director of Nursing,	3526	3831		
President for Student Government Association	3403	3832		
MCCC Aviation, Trenton Airport		883-0555		



EMERGENCY OPERATIONS PLAN

Emergency Telephone Numbers (cont'd)

Emergency Notification...911

All area codes are 609 unless otherwise listed • First dial "9" for external calls; "9 + 1" for calls to other area codes

Law Enforcement, Protective Services Office

Police, Fire, Rescue Emergency	911	Lawrence Twp. Police	896-1111
West Windsor Emergency Services (Fire & Ambulance)	799-8735	Crisis Line	609-396-HELP (4357)
West Windsor Police Administration	799-1222		
Mercer County Sheriff/Administration	989-6100		
Trenton Police Department	989-4170		
New Jersey State Police	882-2000		
Hamilton Township Police Department	581-4000		
Mercer County Police Academy	584-2301		
MCCC Dempster Fire Training Center	799-3245		
NJ Department of Environmental Protection	1-877-927-6337		

Community Resources

Office

American Red Cross Emergency Services	800-887-2988	
Capital Health System	394-6000	750 Brunswick Avenue, Trenton, NJ
Capital Health Medical Center – Hopewell	1-800-637-2374	One Capital Way, Pennington, NJ
Robert Wood Johnson at Hamilton	586-7900	1 Hamilton Health Place, Hamilton Township, NJ
St. Francis Medical Center	599-5000	601 Hamilton Avenue, Trenton, NJ
University Medical Center of Princeton at Plainsboro	853-7000	1 Plainsboro Road, Plainsboro, NJ
National Weather Service, Mt. Holly	261-6600	
NJ Army National Guard, West Trenton	530-4268	
NJ Disaster and Terrorism Branch	800-222-1222	
Poison Control Center	800-962-1253	
PSE&G, Commercial	800-722-0256	
Salvation Army Emergency Assistance	599-9373	



EMERGENCY OPERATIONS PLAN

External Emergency Contacts All Emergencies – First Call 911

The West Windsor and James Kerney Campus desk officers shall contact external emergency contacts as applicable:

Police/Fire/Ambulance	911
West Windsor Police Department	(609) 799-1222
Mercer County Office of Emergency Management	(609) 799-8868
Mercer County Park Rangers	(609) 443-8974 or 443-8956
New Jersey State Police	(609) 882-2000
Trenton Police/Fire/Ambulance	911
Fire Department will handle utilities management	
Trenton Police Department	(609) 989-4170
Trenton Department of Emergency Management	
Contact: Chief	(609) 989-4031
Mercer County Airport	(609) 882-1600
PSE&G (Press "0" for assistance)	(800) 459-4484
Elizabethtown Water	(800) 272-1325
Trenton Department of Public Works	
Contact: Director of Public Works	(609) 989-3151



EMERGENCY OPERATIONS PLAN

M-A LERT - THE COLLEGE EMERGENCY ALERT MESSAGING SYSTEM

M-Alert is the emergency messaging system implemented by Mercer County Community College. This system enables MCCC administrative, safety and security professionals to reach all students, faculty, and staff members with time-sensitive messages via voice recording, e-mail, and text messaging. During unforeseen events, critical situations, or emergencies, the College may employ this system to broadcast pertinent information and provide details on appropriate responses.

M-Alert helps MCCC provide a safer environment, enhance emergency preparedness, and keep its students and employees better informed. In order to ensure that the *M-Alert* system is effective, all employees and students must provide current contact information. Accurate and timely information is essential in order for the Office of College Safety and Security to help everyone in the event of an emergency.

To update your contact information:

- Students need to contact Student Services at 609-570-3228
- Faculty and Staff should contact Human Resources at 609-570-3270

NOTE: The information that you provide will be used only for MCCC communication and will not be shared with other entities, and will be kept confidential.

ALERTUS –KEY BOARD TROUBLE ALARM

We are continuing our efforts to install and make available a feature known as “Alertus”. This “Alertus” software is installed on all College issued PCs. This emergency notification software allows the user to press the icon or enter a simple combination of keys to activate the network. Once activated, alerts are sent out to key personnel and to adjacent rooms, floors and/or entire buildings as may be needed to alert others of the challenge and get help on its way. If you are unfamiliar with or do not see the icon or need assistance in mastering the “Alertus” function, please contact College Safety.

For additional information on either *M-Alert* or the “Alertus” system, please consult the electronic version of the Emergency Response Plan that resides under the College Safety Tab on *M-link*

INTERNAL BUILDING ALARM ENUNCIATORS (FIRE ALARM VOICE-OVER)

The One Stop, Library and Student Center Buildings are equipped with a Voice-Over alarm system that allows for the delivery of audible messages via the activation of the Fire Alarm strobe and communication system. When appropriate, information will be broadcast over this communication system. As the Fire Alarms are upgraded in the other buildings, we will be installing this voice communication component. When activated, it is important that you listen carefully and follow the instructions and/or respond accordingly.

Electronic Chain:

- Director of Facilities and College Safety > VP of Finance and Facilities > President's Office > College Community via e-mail or telephone
- Director's Office > Interested others via Website / WWFM / Channel 26.



EMERGENCY OPERATIONS PLAN

Communication Command Center

While not fixed at any one location, the Communication Command Center will routinely operate out of the main security desks at both the West Windsor Campus and the James Kerney Campus.

Alternate sites for this Command Post is in the Fine Arts Building at the West Windsor Campus; and at Trenton Hall or James Kerney Hall at the James Kerney (Trenton) Campus. Where circumstances require, these alternate Communication Command Center sites will be designated and announced.

Technology and Communication

Telephones are the primary means of emergency notification at Mercer County Community College. In addition, the college community can be notified of an emergency by broadcast, email, the college website, the on-campus radio station -*WWFM* and the on-campus cable TV networks Channel 20 – Verizon FIOS, Channel 26- Comcast/Xfinity and Channel 80 – Cablevision/Optimum

Communicating with the Media

1. In case of a major emergency, the College President or an authorized spokesperson shall speak along with the appropriate administrators or other individuals directly related to the situation. The Director of Facilities and College Safety shall coordinate with the Director of Public Information. A decision shall be made to determine if a news conference and/or a news release are appropriate means of conveying information to the news media and the public. Logistics of the news conference - when, where, how the media will be contacted, which media will be contacted, who will supervise the news conference, who will appear, etc. shall be determined. The President and/or the Emergency Leadership Team will make decisions about the appropriateness of on-site video and cameras.
3. Only the authorized spokesperson (College President or designee) will speak with and meet the media.
4. If a major emergency has occurred, the establishment of a media-briefing center may be necessary. Possible locations for the briefing center are listed on the facilities listing below. The Director of Facilities and College Safety and the Director of Public Information will coordinate the media briefings.
5. If a major emergency has occurred, the establishment of a media-briefing center may be necessary. Possible locations for the briefing center are listed on the facilities listing below. The Director of Facilities and College Safety and the Director of Public Information will coordinate the media briefings.
6. Parking for media crews will be designated. Specific parking areas may need to be set aside with consideration for special equipment such as satellite trucks. Every effort shall be made to accommodate temporary media parking during an emergency, but media vehicles will not be allowed to obstruct traffic, block walkways or disrupt the normal flow of vehicles and pedestrians on campus.
7. The college switchboard shall be altered to direct calls pertaining to the emergency to a central location.



EMERGENCY OPERATIONS PLAN

Communicating through Social Media

Mercer County Community College's presence on various social media websites delivers constant contact with specific areas of the college as well as interaction with fellow students and others in the community. To keep in touch and stay informed visit MCCC on:

Facebook



/

Twitter



/

YouTube



/

LinkedIn



/

Pinterest



/

Instagram



Media Contacts in Case of Emergency

Contact	Telephone	E-mail Address
The Trentonian	(609) 989-7800	editor@trentonian.com
101.5 Radio	(609) 771-8181	newsjerz@nj1015.com
News 12 New Jersey	(732) 346-3270	news12nj@news12.com
New Jersey Network	(609) 777-5000	njnews@njn.org
NJ Council of County Colleges	(609) 392-3434	lnespoli@njccc.org

Facilities Available for News Conferences

WWC Building/Room#	Location	Capacity	Phone Jacks / Other
AD 246	Conference Room	12	High-speed Internet, laptop ports, phones
AD 247	Presidents Conference Room	12	High-speed Internet, laptop ports, phones
AD 234A	2 nd Floor meeting room	20	High-speed Internet, laptop ports, good acoustics, phones
AD 109	Board Room	18	High-speed Internet, laptop ports, good acoustics, phones
CM 107	Communications Bldg. 1 st Floor	186	High-speed Internet, laptop ports, phones.
CM 108	Communications Bldg. 1 st Floor	68	High-speed Internet, laptop ports, good acoustics, phones
CM 109	Communications Bldg. 1 st Floor	113	
CM 110	Communications Bldg. 1 st Floor	186	
Conference Center	Auditorium	250	High-speed Internet, laptop ports, good acoustics, phones
ES 122	Business Practice		
ET 206	Mercer Police Academy	50	
ET 207	Mercer Police Academy	40	
TH	Kelsey Theatre	385	



EMERGENCY OPERATIONS PLAN

RESPONSIBILITIES OF COLLEGE ADMINISTRATORS

President

The College President is responsible for the overall direction of campus emergency response.

The authority to declare a Campus State of Emergency rests with the President or the Vice President for Administration and Finance.

The Emergency Leadership Team

Both Campuses

President or in the President's absence the Vice President for Administration and Finance

West Windsor Campus

Vice President, Administration and Finance

Vice President, Academic Affairs

Vice President, Student Affairs

Vice President, College Advancement

Director, Facilities and College Safety

Executive Director, Compliance & Human Resources

James Kerney Campus

Vice President, Administration and Finance

Dean & Provost

Vice President, Student Affairs

Director, Facilities and College Safety Director

Security Team Leaders

RESPONSIBILITIES OF FACULTY AND STAFF

All Faculty and staff are responsible for familiarizing themselves with the Mercer County Community College Emergency Operations Plan.

This document describes the general evacuation guidelines and actions that shall be taken during different levels of emergencies.



EMERGENCY OPERATIONS PLAN

RESPONSIBILITIES OF THE OFFICE OF COLLEGE SAFETY & SECURITY

Director, Facilities and College Safety

In the event of a **Level 2 or Level 3** emergency, the Director of Facilities and College Safety (hereinafter referred to as "Director") is granted full authority commensurate with the responsibilities as Event Commander over the incident and the emergency site, and shall provide direction to the incident command person(s) and responding members.

The Office of College Safety and Security shall hold periodic meetings and conduct training sessions with Safety and Security Officers and available Emergency Event Coordinators to receive input, review and revise these procedures, and ensure that the volunteers understand what is required of them, when called on to respond.

In the Director's absence, the Supervisor for Safety and Security will assume the role of Event Commander at the emergency scene, which includes the following action:

- Take immediate and appropriate action to protect life, property, and to safeguard records as necessary.
- Determines the type and magnitude of the emergency, classifies the emergency as Level 1, 2 or 3 and implements appropriate emergency response.
- Notifies the V.P. of Finance & Administration and the President's office and utilizes College Security and Facilities Staff, in order to maintain safety and order.
- Obtains assistance from local, county and federal government agencies for hazardous substance monitoring and first aid as needed.
- Relinquishes authority and carries out a smooth transition of command to external first responders when they arrive on campus.
- Notifies college administrators of major emergencies.
- Notifies and conducts liaison activities with appropriate outside organizations such as fire, police, Emergency Services, etc.
- Provides traffic control, access control, perimeter and internal security patrols and fire prevention services as needed.
- Monitors campus emergency warning and evacuation systems.

Emergency Event Coordinators

Emergency Event Coordinators shall serve on an ad-hoc, volunteer basis and will be equipped and briefed as the situation requires. At no time shall an Emergency Event Coordinator be asked to assist beyond his/her respective training level or ability or under any circumstance that would be harmful or hazardous to their health and safety.

If activated, the Emergency Event Coordinator will be:

1. Informed of the emergency condition and plan of action.
2. Instructed as to who to report to and take direction from; and,

3. Where possible, be posted with a Safety & Security Officer and/or provided with appropriate safety equipment, clothing and radio communications.



EMERGENCY OPERATIONS PLAN

RESPONSIBILITIES OF THE OFFICE OF COLLEGE SAFETY & SECURITY *(cont'd)*

The College procedure for campus emergencies provides that, upon either alarm-system activation or other incident report, campus Safety & Security Officers shall immediately assess the situation and take immediate action. The Safety and Security Officers response shall be dictated by the type of emergency present. Additional Safety & Security Officers shall be deployed to each entrance of the college to provide directions to the emergency response team.

Safety & Security personnel have key sets to access locked rooms in the buildings. The Micro Biology Lab located in MS 2 41 has its key located in the Safety & Security Office Lock Box unit. Floor plans are included at the end of this manual to assist with emergency response activities. Emergency response teams may also gain entry via Knox Boxes (Fine Arts, Bldg. No. 11 and Physical Education, Bldg. No. 8).

Emergency Response Procedures

1. When the office of College Safety & Security is contacted regarding an emergency, the Desk Officer will alert the Manager of College Safety, Second in Command or a Safety & Security Team Lead Officer. Upon either alarm-system activation or incident report, the Command/Supervisor/ Lead Officer will take immediate action. If it is determined that an emergency exists, the Desk Officer shall be instructed to **CALL 911** and activate the Emergency Plan by contacting the Director of Facilities and College Safety and establishing Incident Command. A Level 2 or 3 Emergency automatically involves a response from the fire department and/or emergency services and/or police as required.
2. Safety & Security Officers shall activate the building fire alarms and will also arrange for HVAC shutdown including the ventilation system, if appropriate.
3. Under the supervision of Incident Command, the Officer assigned to the Desk shall post an Officer at both of the West Windsor Campus main entrances [Old Trenton Road and Hughes Drive] to direct the emergency team upon arriving on campus. Similarly, the Officer assigned to the Desk at the James Kerney Campus shall post one Officer at the front entrance [N. Broad Street] and one in the area of the rear entrance [Academy Street].
4. Following discussion, internal and external contacts will be determined. If the emergency is of major proportions, the President of the College shall be consulted and appropriate individuals shall be contacted. If necessary, the college President shall assemble the Emergency Leadership Team.
5. In the event of a general evacuation, all individuals shall report to their evacuation zones. Faculty and staff have been informed that they shall follow the emergency procedures as outlined in the Mercer County Community College Emergency Operations Plan. Safety & Security staff shall deploy to the evacuation zones and provide assistance.
6. Safety & Security staff shall assist the evacuation of personnel from the outside of ground level doors. Security shall not allow anyone to enter/re-enter the building during an emergency.
7. At the direction of Incident Command, officers and other responding personnel shall meet emergency responding teams at the assigned location. Safety & Security Officers shall inform the responding teams of the probable location and nature of the emergency, whether the building has been completely evacuated, and of any unusual hazards at, or near the incident location. The James Kerney Campus will rely on the Trenton Police and the City of Trenton Public Works Department for support and assistance.
8. If the West Windsor Campus needs to be evacuated, the Event Commander shall assign patrols to both campus entrances to keep traffic flowing out of the campus. Mercer County Park Rangers shall be contacted to aid in the evacuation. At the James Kerney Campus, the City of Trenton Office of Emergency Management will be contacted.
9. Only the authorized spokesperson (College President or designee) will speak with and meet with media.
10. As the emergency progresses, written documentation and reports will track incidents. Videographers and photographers shall be assigned to take pictures of the

scene as needed. This could be helpful in accurately documenting events.



EMERGENCY OPERATIONS PLAN

GENERAL INFORMATION REGARDING EMERGENCIES

Faculty and staff will notify the Office of College Safety & Security using the emergency contact extension 3200. The caller should be prepared to describe the nature of the emergency and the exact location. As an alternate, faculty and staff can contact the Office of College Safety & Security at the West Windsor Campus (609) 570-3503 or (609) 570-3509; and at the James Kerney Campus (609) 570-3175. Faculty and staff have been informed that they shall take the following actions during these emergencies:

Active Shooter on Campus

An active shooter can be described as someone engaged in suspect activity that results in death and/or serious bodily injury through the use of a firearm. It is a dynamic situation that usually evolves rapidly and demands an immediate deployment of law enforcement resources to terminate the life-threatening situation. Immediate deployment will involve the first law enforcement officers/ responding professionals on the scene taking quick and situationally correct action to deescalate the situation and stop the shooting. **Security & Police Protocol:**

If you encounter an armed individual or a dangerous situation (I.e.: gunshots or other indications of violence immediately **CALL 911**. Then, if possible, call 3200 and provide the security dispatcher with as much information as you can. Do not assume that someone else is calling for assistance; in situations such as these, each independent witness can add information that may ultimately prove helpful. Do not hang up unless you are told to do so. When calling to report an Active Shooter, please provide the following information:

- Your name;
- Specific location of incident;
- Your exact location;
- Number of shooter(s)/gun shots fired;
- Identification or description of shooter(s);
- Number of person(s) who may be involved;
- Injuries, if known; and,
- Any other information that may be helpful in resolving the incident safely and efficiently

Police Officers from the West Windsor, Ewing and/ or the Trenton Police Department (if the emergency is at JKC), will likely be the first responders on the scene. As they move into an affected area or facility, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety. It is important to understand that the first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons.

To assist police, please stay calm and patient during this time, to prevent any interference with police operations. **If you encounter police, keep your hands empty and in plain view at all times!** Do not speak to the officers until they speak to you. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be mistaken for a weapon.

What to Expect from Responding Police Officers:

Police officers responding to an active shooter are trained in a procedure known as Rapid Deployment and will proceed immediately to the area where the shots were reported as last heard. Their purpose is to stop the shooting as quickly as possible and to regain control over the overall situation. The first responding Officers will normally enter a building as a team and may be dressed in regular patrol uniforms or they may be wearing heavy military style bulletproof vests with Kevlar helmets, facemasks and

goggles and may have other tactical equipment with them. Do not be alarmed by what you see; this equipment is there to protect the officers so that they can better protect you.

Those law enforcement and public safety officers and persons responding are the professionals. Do not engage or interrupt their efforts as they may be required to pass by the injured in order to neutralize the aggressors.



EMERGENCY OPERATIONS PLAN

Active Shooter on Campus (cont'd)

The Officers may be armed with automatic weapons, rifles, shotguns, and/or handguns, and might also be using pepper spray, smoke or tear gas to control the situation. Regardless of how the situation unfolds, remain calm, do as the Officers tell you, and do not allow fear to overcome you.

If the shooter is outside the building:

- Turn off all the lights, close and lock all windows and doors.
- If you can do so safely, get all occupants on the floor and out of the line of fire. Seek protective cover.
- Move to a core area of the building if safe to do so and remain there until police give the "all clear" sign.
- Unknown or unfamiliar voices may be the shooter's method of giving false assurance.
- Do not respond to commands until you are certain they are issued by a responding police or security officer.

If the shooter is inside the building:

- If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window.
- Leave books, backpacks, purses, etc. in the room. As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers on the outside. If you receive no instructions, proceed to your evacuation assembly point or check with your building coordinator for assembly point location.
- CALL 911**, and then if possible, call Safety and Security Officers at WWC 609-570-3503 or JKC 609-570-3175. If using a cellular telephone, report your name and location.
- Silence your cell phone or PDA.
- Seek protective cover and remain quiet.
- Wait for the police to come to you. Do not rush the situation. Remain calm, keep your hands visible and follow instructions. Make no movement that may cause the officer to mistake your actions for a threat.
- If you witness anything, tell the first responding officers as much about what you know about the immediate area. Remember; speak only if and when spoken to. Voices carry and may give away the officers' (and your) position.

If the shooter enters your class or office:

- There is no set procedure in this situation. If possible **CALL 911** and talk to the police dispatcher.
- If you can't speak, leave the line open so police can hear what's going on.
- Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the individual may be successful.
- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.

Note: There may be more than one shooter.

- If the shooter exits your area and you are able to escape, leave the area immediately.
- Do not touch or handle anything in your area.

It is always a good practice to mentally prepare a plan of action for an active shooter or any other emergency situation, in advance. Determine your escape route and know

where and how to evacuate quickly should a situation occur. If you are unsure of any aspect of these procedures, or need assistance in developing an action plan, please do not be afraid to ask a member of Safety and Security, faculty or staff. Remember - the time to prepare is not when the circumstances are unfolding.



EMERGENCY OPERATIONS PLAN

Bomb Threat

In the event of a bomb threat, the College Safety and Security staff must be notified immediately. The decision to evacuate a building rests with the Incident Commander and is to be made with the advice and consent of the College President, Vice President of Administration whenever possible and in full support of a safe resolution to the emergency.

If you see something you believe to be a bomb, or if you receive a bomb threat, please follow the steps below:

- Do not touch the suspicious item
- Move a considerable distance away from the area of the suspicious item before using any electronic device.
- After you have achieved the best possible safety parameters, **CALL 911** and notify the Office of College Safety and Security at 609-570-3503.
- Security can be reached from any campus phone or emergency phone to report the suspicious item
- If you are not able to evacuate, seek shelter inside of a building away from windows and exterior walls
- DO NOT activate the building alarm system to evacuate
- Take no other action, unless directed by emergency responders

Any person receiving a bomb threat made by phone should ask the caller:

1. When is the bomb set to explode?
2. Where is the bomb located?
3. What kind of a bomb is it?
4. What does it look like?
5. Why did you place the bomb?

Keep talking to the caller as long as possible and document the following:

- a) Time of call
- b) Age and sex of caller
- c) Speech pattern, accent, possible nationality, etc.
- d) Emotional state of the caller
- e) Background noise

Listen to the caller and do not hang up until the caller hangs up. Take the threat seriously; do not disregard a bomb threat. Immediately notify the Office of Safety & Security. Report the incident. Security will then:

1. Notify the West Windsor or the Trenton Police Department.
 - a. Inform the appropriate Emergency Team Leader depending on the building location and evacuate the building.
 - b. Evacuees should take all personal belongings with them.
2. Post notice of the bomb threat at entrances.

3. Safety & Security staff will conduct an appropriate search and document findings for the police.
4. The search will be called off if the noted detonation time is within 30 minutes or less.
5. Once the search is completed, if no bomb is found, the Director of College Safety will approve re-entry to the building.



EMERGENCY OPERATIONS PLAN

Suspicious Objects and Packages

If you observe a suspicious object or potential bomb on campus, do not handle the object. Clear the area and immediately call the Office of Safety & Security. *Follow General Evacuation Guidelines pg.22.* The Office of Safety & Security will call the local police who will conduct a detailed bomb search. Employees are asked to make a cursory inspection of their immediate area for suspicious objects and to report the location to Safety & Security. If you find an object, do not touch or move it. Do not open drawers, cabinets or turn lights on or off. *Follow General Evacuation Guidelines pg. 22.*

The following are FBI recommended guidelines and procedure regarding packages and mail: In addition to looking for powders, soil, sand, liquids of any kind or color, sticky or adhesive substances, flakes, crystals or fibers, when inspecting the mail, one should also look for:

1. Origination or sender's name is unusual, unknown, or difficult to verify
2. The postmarked city or state does not match the return address
3. More or less postage than required
4. Mailed from another country
5. Unusual handwriting
6. Misspellings
7. Other unique markings, damage, odors or sounds

Chemical or Biological Attack

Outdoor Chemical or Biological Release:

In the event of a chemical/ biological attack, close all doors and windows. Contact the Office of Safety & Security. A member of the Safety & Security or Facilities staff will shut down the building's ventilation system. Turn off exhaust fans in bathrooms, utility rooms, kitchens, etc. Stay indoors, unless authorities give an evacuation order.

Indoor Chemical or Biological Attack:

In the event of an indoor chemical/biological attack, follow General Evacuation Guidelines. Contact the Office of Safety & Security if possible. Evacuate the building to a meeting point upwind of the building.

Chemical or Biological Attack, Unknown Release Location:

It is important to determine whether the release is indoors or outdoors. It would take a very large or very toxic outdoor release to cause severe effects on people indoors. If this has occurred, there will probably be obvious signs: birds falling out of trees, people collapsing on the street, etc. Also, an outdoor release will usually affect people through the building since ventilation zones constantly get some outdoor air, whereas an indoor release will often affect some areas of the building much more quickly and more severely than others. If there are no visible signs of an outdoor release, and if some areas of the building appear to be more severely affected than others, then assume the release is indoors. A release into one or more of the building's air intakes is also possible. Shutting off the air supply for any area that is known to be contaminated and putting that area on full exhaust is good advice whether the release is in the air intake or indoors.



EMERGENCY OPERATIONS PLAN

Chemical Spill

Report any spillage of a hazardous chemical to the Office of Safety & Security. Contact Fire Department and/or Emergency Services.

When reporting, be specific about the nature of the involved material(s) and exact location. Security will contact the necessary specialized authorities and medical personnel. Members of Safety & Security will evacuate the affected area at once and seal it off in order to prevent further contamination until Security and/or specialized personnel arrive. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their name(s) to Security. Specialized personnel will render required first aid and/or clean up. If alarms sound, or when told to leave the building by Security or college official, walk quickly to the nearest marked exit and ask others to do the same. *Follow General Evacuation Guidelines.*

Pandemic

MCCC has an incident action plan for use in the event of an infectious disease outbreak that would potentially disrupt college operations. The purpose of the plan is to address the numerous issues and concerns associated with potential infectious disease outbreak. The model plan that we have adopted addresses such potential outbreaks as pandemic flu, Meningitis, Severe Acute Respiratory Syndrome (SARS), West Nile Virus (WNV) and Swine Flu (H1N1), among others. For additional information see - The Center for Disease Control (CDC) official website: <http://www.cdc.gov>

Further, MCCC's infectious disease outbreak plan considers the potential for the disruption of operations either directly or indirectly by contributing to high employee absenteeism, loss of outside services, procurement ability, information services, research, class time, and so forth. Therefore, in addition to seeking to control the widespread nature of any disease outbreak, the Plan provides for adaptation to address the need for the continuation of college operations under adverse circumstances.

See appendix "E" for operational protocol and procedures under a Pandemic.

Hostage Incidents

If a person is taken hostage in your presence, remain calm and avoid drastic action. If the captor is agitated, answer questions but do not engage in conversation. If the captor is trying to negotiate, let experienced law enforcement officers handle the negotiation.

If you are captured, establish rapport if possible. Always remain aware of surroundings and pay particular attention to the details and circumstances surrounding you.

Lockdown

In the event that a dangerous situation arises or we are directed by civil authorities to keep everyone on campus (possibly because of chemical or biological agents) you will stay in your area and await the arrival of a member of the Safety & Security team, college officials or external officials for instruction. We will have food and water supplies at each campus to last seven days. Both campuses are equipped with emergency generators.

Civil Disobedience or Demonstrations

In general, students may march, meet, picket and hold rallies. Students or others may not interfere with college operations, access to buildings, classes or

college programs. Threats, physical harm or unruly behavior should be reported to the Office of Safety & Security. Student Services personnel may be asked to intervene to ask students to desist from the behavior. If behavior persists, the local police may be called to keep or restore order. Acts of disruption or violent acts are reasons to call local police and to notify the Acting Vice President Student Affairs and the Emergency Leadership Team.



EMERGENCY OPERATIONS PLAN

Fire

If you discover a fire, **CALL 911** or contact the appropriate Fire Department immediately. Sound the fire alarm by activating the closest manual pull station which is located near exits and emergency red phones. Make sure that everyone has left or is leaving the area. If possible, call the Office of Safety & Security to report the nature and exact location of the fire. **Follow the evacuation procedures contained in this section below.** Know the location of fire exits and alarm systems in your area. Evacuate all rooms. Close all doors to confine the fire and reduce the oxygen. Do not lock doors. If alarms sound, or when told to leave the building by a Safety & Security, Emergency Responder or college official, walk quickly to the nearest marked exit and ask others to do the same. If alarm is sounding on your floor, you must exit. Do not assume it is a drill or false alarm. Only take coats and valuables if they are readily available.

Evacuation Procedures:

- If you encounter smoke or fire, use an alternate escape route. Continue to make your way out of the building. Crawl low under smoke. Heat and smoke rise; cleaner air will be near the floor. Test doors before you open them. Kneeling or crouching at the door, reach up as high as you can. Touch the door, the knob, and the space between the door and its frame with the back of your hand. If the door is hot, use another escape route. If the door is cool, brace your shoulder against it, open it cautiously, and continue.
- If you become trapped, stay calm and take steps to protect yourself. If possible, go to a room with an outside window, call the Office of Safety & Security and tell them where you are. Do this even if you see fire trucks on the street below. Stay where rescuers can see you through the window. Shout at regular intervals to alert emergency crews of your location. Turn lights on and off or wave a light-colored cloth to attract their attention. If possible, stuff clothing, towels, or newspapers around the doors to keep smoke out of your refuge. Stay near the floor (approximately 18" above floor) where the air will be less toxic.
- If you are able to safely fight the fire, be certain that the fire is confined to a small area, such as a wastebasket, and that it is not spreading beyond the immediate area. Do not fight the fire until the alarm has sounded, and the fire location has been reported. Be sure that your back is to a safe and unobstructed exit to which the fire will not spread. Be sure that you know how to use the fire extinguisher. It is reckless to fight a fire with an extinguisher under any other circumstances. Instead, leave immediately, close off the area, and leave the fire for the fire department. Learn to use the fire extinguishers before an emergency happens.

Person on Fire

If someone is on fire: they should **STOP > DROP > ROLL** on the floor to smother the flames. A rug or blanket wrapped around the person to suppress the flames can also save the person from serious injury.

Gas Leak

Cease all operations, **CALL 911** and if possible, notify the office of College Safety & Security immediately. **DO NOT SWITCH** on lights or any electrical equipment; electrical arcing may trigger an explosion. *Follow General Evacuation Guidelines*

Intruders

In the event that an intruder enters a building, if possible, notify a member of the Safety & Security team. Evacuate the area if safe to do so. If you cannot evacuate the area, lock doors, turn off lights, and hide in closets or in back area of room. Take steps to avoid being seen by the intruder(s) through door glass, windows, etc. Wait for assistance. Faculty and Staff shall remember that every emergency situation is different. While emergency procedures give

some guidance, they cannot address every possible contingency. It is up to the individual to decide which course of action is appropriate. Personnel shall remain alert, use caution and common sense.



EMERGENCY OPERATIONS PLAN

Weather Emergency

Weather emergencies such as large storms with high velocity winds, snow or rain such as blizzards or hurricanes can pose danger to the campus community. In the event of emergency weather conditions the Emergency Leadership Team, starting with the President will make decisions about the state of the college and whether or not the college will close. M-Alert and the College Web page will be used to convey information during weather related emergencies. In addition, the college community can be notified of an emergency by broadcast, email, the college website, the on-campus radio station-

Natural Disaster

In the event of a natural disaster, follow routes to campus evacuation zones. Go to the evacuation zone nearest to you. Refer to Evacuation Route and Zone Map, Appendix B for guidance. Remain at the designated evacuation site and await further instructions from the Safety & Security staff or other College officials. In the event that a natural disaster has caused extensive damage to the building, making it unsafe, if possible follow General Evacuation Guidelines. If evacuation from building is not possible, contact the office of College Safety & Security and seek assistance.

Earthquakes: REMEMBER – during an EARTHQUAKE evacuation should NEVER be automatic.

- There may be more danger outside your building or facility than there is inside.
- There may be no safe assembly area outside.
- There may be no clear routes to get outside, and alternate routes may need to be cleared. The lighting inside your building or room will probably be out--it may be DARK.

Before any decision is made to vacate all or part of a school, someone must find out that there is:

A. a **safe route out** and

B. a **safe place to assemble the students outside**

During an earthquake, stay away from heavy furniture, appliances, large panes of glass, shelves holding heavy objects, and masonry veneer (such as the fireplace). These items tend to fall or break and can injure you. Usually, a hallway is one of the safest places if it is not crowded with objects Also know the safest place in each room. It will be difficult to move from one place to another during a severe earthquake.

Earthquake Preparedness For People With Disabilities

Develop a “partner” system with family, friends, neighbors and coworkers. Make a list of your medications, allergies, special equipment, names, addresses and telephone numbers of your doctor, pharmacy, family members, friends and any other important information.

Campus Disaster

In the event of a general campus disaster, follow routes to campus evacuation zones. Go to the evacuation zone nearest you. Refer to Evacuation Route and Zone Map, Appendix B for general guidance. Remain for further instructions by a Safety & Security Officer, or a member of the Emergency Response Team. In the event of a campus disaster, the Counseling & Psychological Services Unit will assist students and staff. The Team is comprised of counselors at both campuses.



EMERGENCY OPERATIONS PLAN

Assault and Disorderly Conduct

This is a value judgment. If police are immediately needed, **CALL 911**. If the circumstances do not warrant a police response, call the Office of Safety & Security immediately so that they can respond and to assess this situation. If a **Level 2 emergency** evolves, the Emergency Response Team will be notified and activated. If the problem person(s) is a student, the Acting Vice President for Student Affairs or the Assistant Dean for Student Services will be notified. The Vice President of Human Resources will be notified if the problem person is an employee.

Physical Violence

If you are in immediate danger of physical violence, yell for help and enter the nearest occupied building or classroom. Once you have reached a safe place, remain until you receive assistance from emergency response personnel. If a phone is available, notify the Office of Safety & Security or **CALL 911** depending on the circumstance encountered.

Psychological Emergencies

When individuals threaten themselves or another, a psychological emergency exists and a call for help is warranted.

- ♦ Call the office of College Safety and Security. Do not try to handle the situation on your own if you sense violence, danger, or that any person seems “out of control”.
- Upon contacting the office of College Safety & Security, state "**This is an emergency.**" Give your location and a description of what you have observed. The more information that you can safely provide, the better the response. The Office of Safety & Security will notify the MCCC Counseling & Psychological Services Unit and appropriate persons (police, family member, counselor, etc.).

The College has a "Duty to Warn" any third party who may be in danger based on information that may have been disclosed in confidence.

College employees are permitted to disclose information to persons who may be in the position to protect the person in crisis. It is a requirement that College personnel disclose potential or threatened suicides to family members and that they secure help for the person experiencing the crisis.

Safety & Security staff will notify the Executive Dean for Student Affairs and the MCCC Counseling & Psychological Services Unit if the “crisis” incident involves a student. Notification will also be provided to the lead counselor/Psychologist. Psychological emergencies involving staff and employees will be handled by the Executive Director of Compliance & Human Resources. The person's immediate supervisor will be notified of the details involved in the “crisis.”

In the event of student or staff in need of transport, an ambulance can be called to take the person to a crisis center. Crisis care can be accessed by dialing 211 or:

Regional Emergency Mental Health Services Center – Mercer County
Capital Health System at Helene Fuld
750 Brunswick Avenue
Trenton, NJ 08638
HOTLINE: (609) 396-HELP (4357) - 24/7



EMERGENCY OPERATIONS PLAN

GENERAL EVACUATION GUIDELINES

Faculty, staff and students have been informed to follow the general evacuation guidelines listed below in the event of an emergency:

1. If alarm sounds, or when instructed to leave a building by a Safety & Security Officer, College Official or Emergency Event Coordinator, follow emergency evacuation procedures as instructed and/or posted by your classroom door. Walk quickly to the nearest marked exit and ask others to do the same. **Use stairs not elevators.** Elevators may break down trapping you inside a building.
2. Faculty teaching at the time of the alarm and/or when there has been an emergency communication from a college official, will take a headcount as students exit. Faculty will reassemble the class at the designated evacuation zone and a second headcount will be taken.
3. Faculty shall assist handicapped individuals in exiting the building. **Do not use elevators. Use Stairs only.**
4. Once outside, move to the evacuation zone designated for your building. Familiarize yourself with the locations of the designated evacuation and collection areas. In the event of an emergency, response team members will be present at these locations to give you further direction. Keep streets, circles, sidewalks and campus walkways clear for emergency vehicles and personnel.
5. **Do not return to an evacuated building** unless told to do so by a member of the response team or a Safety & Security member.
6. Under certain circumstances, a campus Emergency Command Post may be set up near you or near the evacuation/collection sites. Stay clear of the Command Post unless on official business.

PLEASE NOTE:

While evacuation/collection points have been predetermined to aid in a crisis, a common- sense approach should be used when proceeding to an evacuation collection site.

Based on the emergency at hand, it may be necessary to relocate to secondary evacuation/collection points, (i.e., Location of incident and the area has been deemed to be unsafe by the incident commander, wind direction, location of first responders etc.)

College safety and security staff will be on location to assist evacuees and direct them to a secondary location.



EMERGENCY OPERATIONS PLAN

Evacuation / Collection Points in the Event of an Emergency

No Emergency is planned, so be advised that the below listed sites are designated as Collection Points unless directed otherwise:

WEST WINDSOR CAMPUS EVACUATION ZONES

Zone #1 (Behind Conference Center)

- ♦ Engineering Systems (ES, Bldg. #5)
- ♦ Engineering and Technology (ET, Bldg. #4)
- ♦ Business (BS, Bldg. #3)
- ♦ Conference Center (MC, Bldg. #17)
- ♦ University Center

Zone #2 (Grassy area behind Physical Education Bldg.)

- ♦ Physical Education (PE, Bldg. #8)
- ♦ Maintenance (MW, Bldg. #15)
- ♦ Fine Arts (FA, Bldg. #11)
- ♦ Student Center (SC, Bldg. #6)
- ♦ Library (LB, Bldg. #7)

Zone #3 (Behind East Faculty/Staff lot, toward gazebo)

- ♦ East Liberal Arts (LA, Bldg. #1)
- ♦ East Science and Allied Health (MS, Bldg. #2)
- ♦ Kelsey Theatre (TH, Bldg. #12)
- ♦ Communications Center (CM, Bldg. #9)
- ♦ Horticulture Greenhouse (HG, Bldg. #14)

Zone #4 (Behind Science and Health Professions building on grassy area)

- ♦ Administration Building (AD, Bldg. #10)
- ♦ West Liberal Arts (LA, Bldg. #1)
- ♦ West Science and Health Professions (MS, Bldg. #2)

JAMES KERNEY CAMPUS EVACUATION ZONES

Evacuate to the parking lot to the rear of the campus building(s) and remain for further instructions.



EMERGENCY OPERATIONS PLAN

PROCEDURES FOR EMERGENCY EVACUATION OF PHYSICALLY HANDICAPPED INDIVIDUALS FROM BUILDINGS

This program establishes procedures for emergency evacuation of the physically handicapped from classrooms, assemblies, and otherwise occupied buildings at Mercer County Community College. The guidelines set forth in this program are compliant with NFPA 101 Life Safety Code, the Americans with Disabilities Act, and American National Standard A117.1.

Introduction

Mercer County Community College policies and procedures require that all persons in a facility evacuate that facility anytime the fire alarm system is activated. Persons with disability may not be able to evacuate unassisted. Therefore, it is incumbent on the person with a handicap or a disability to inform another person that assistance may be necessary during fire alarm activation.

"Buddy System" Option

Make use of a "Buddy System." During the first week of classes or employment at the College, make several acquaintances with fellow students, residents, class members, or office workers. Inform them of any special assistance that may be required in the event of a fire alarm (i.e., hearing the alarm, guidance during evacuation, etc.). When the fire alarm sounds, the "Buddy" (or assistant) will make sure of the location of the person with disability, then go outside and inform emergency personnel that a person in that location needs assistance in leaving the building. Emergency personnel will then enter the building and evacuate that person.

Evacuation Options during a Fire Alarm

Use of the "Buddy System," along with the following evacuation options, will help to assure the prompt evacuation of any person with disability.

- Horizontal Evacuation: Move away from the area of imminent danger to a safe distance (i.e., another wing, an adjoining building, opposite end of the corridor, or outside if on the ground level).
- Vertical (Stairway) Evacuation: Those who are able to evacuate with or without assistance may use stairways. Persons with sight disability may require the assistance of a sighted person. Persons who must use crutches or other devices as walking aids will need to use their own discretion, especially where several flights of stairs are concerned. Each building where vertical evacuation may be required is equipped with a **Stairway Evacuation Chair**. The locations of these units are depicted on the floor plans that accompany this document. Members of Safety & Security and other staff members have received training in the use of this equipment. While instructions are posted with each chair, we ask that everyone take a moment to familiarize yourself with the locations and operations of these devices. The use of the chairs requires that the person being transported is secured and stabilized before attempting transport. It is important that you follow the directions completely when attempting to use this equipment.
- Shelter in Place: Unless danger is imminent, remain in a room with an exterior window and a telephone, closing and secure the door if possible. Call the Office of Safety & Security, give your name, location, and reason you are calling. College Safety & Security staff will relay the information to the appropriate parties including Police, Fire and EMS. A member of College Safety & Security staff will provide you with assistance and will make the necessary notifications to on-scene emergency and support personnel. Phone lines normally remain in service during most building emergencies. If the phone lines fail, the individual can signal from the window by waving a cloth or other visible object.
- Area of Refuge & Mobility Impaired Staging/ Evacuation Sites: If the person with disability cannot get far enough away from the danger by using Horizontal Evacuation, then that person should seek an Area designated as a Refuge and Mobility Impaired Staging/Evacuation Area. Designated sites for Staging/Evacuation are located in



EMERGENCY OPERATIONS PLAN

Disability/Special Needs Guidelines

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

- **Mobility Impaired (Wheelchair):** Persons using wheelchairs should Shelter in Place or move to an Area of Refuge with their assistant when the alarm sounds.

The evacuation assistant should then proceed to the evacuation assembly point outside the building and tell emergency personnel the location of the person with disability.

If the person with disability is alone, he/she should phone the Office of Safety & Security immediately and request assistance. He/she should provide their location, status and the specific need(s) for assistance.

- **Mobility Impaired (Non-Wheelchair):** Persons with mobility impairments, who are able to walk independently, may be able to use stairs in an emergency with minor assistance.

If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs.

If there is no immediate danger (detectable smoke, fire or unusual odor), the person with disability may choose to stay in the building, if safe, and use the other options, until emergency personnel arrive.

- **Hearing Impaired:** Most buildings on campus are equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The strobe lights are for hearing- impaired persons.

Persons with hearing impairments may not notice or hear emergency alarms and will need to be alerted of emergency situations.

- **Visually Impaired:** Most buildings on campus are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights.

The horn is for sight-impaired persons. Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes.

Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating.



EMERGENCY OPERATIONS PLAN

Distinguishing Between Biological Release and Chemical Release

A biological agent will never cause immediate symptoms; a chemical agent almost always will. If a biological agent attack has occurred, the goals of the Office of Safety & Security are to reduce the total number of people exposed and to account for everyone who was exposed. For a chemical release, the goal is to minimize the concentrations to which people are exposed. In all cases, the Fire Department should be notified immediately.

Emergency Response to Indoor Biological Release (or Unknown)

1. If evacuation can be done safely, a member of Safety & Security or Incident Command shall call for the evacuation of the building to a meeting point upwind of the building.
2. Incident Command shall direct personnel to shut off local exhausts, such as those serving bathrooms and kitchens (they are often controlled separately from the HVAC system). These actions will prevent the building from becoming a source of contamination for people outside.
3. If a knowledgeable building operator is available, Incident Command shall direct them to shut off the HVAC and close outdoor air dampers.
 - a. If this is not possible, the HVAC shall be put into full recirculation mode. Stairwells shall be pressurized with 100% outdoor air to provide an evacuation route.
4. Incident Command shall segregate people known to be exposed, to avoid contaminating others via contact with clothes or skin. Incident Command shall designate a person(s) to tag or mark these people for medical treatment and decontamination. For a biological release, the goal of Incident Command shall be to minimize the total number of people exposed, even if this leads to higher or longer exposure for some people.

Emergency Response to Indoor Chemical Release

1. If evacuation can be done safely, a member of Safety & Security or the Event/Incident Command shall call for the evacuation of the building to a meeting point upwind of the building.
2. Safety & Security staff shall leave the HVAC system operating without alteration, unless a knowledgeable building operator is available to perform HVAC manipulation.
 - a) Safety & Security staff shall determine if a knowledgeable building operator is available. If possible, some HVAC manipulations can be beneficial. The building operator shall check system operation and shall verify that dampers and fans are working correctly. The building shall be put on 100% outside air (no recirculation), with supply and exhaust fans on full power.
 - b) If more sophisticated actions are possible, then the following shall be done:
 - ☐ The HVAC system operator should be aware of the possibility of a release into the building air intakes and should shut off the supply from any intake in which this is thought to have occurred.
 - ☐ The operator shall pressurize stairwells with 100% outdoor air - this will help provide a safe evacuation route.
 - ☐ The HVAC system operator shall put the air handlers that serve heavily contaminated areas onto full exhaust and shut off supply to those areas - this will force air to flow from safe areas to contaminated areas, rather than the other way around.
 - ☐ The HVAC system operator shall provide 100% outdoor air to uncontaminated areas and areas with people in them - this will help keep people safe, as long as the chemical is not being released into those areas' air intakes.



EMERGENCY OPERATIONS PLAN

Emergency Response to Outdoor Chemical/Biological Release into a Building Air Intake

For a release into a building air intake, a member of Safety & Security or the Event/Incident Command shall arrange for the swift and safe evacuation of the building and if possible, shut off the supply from that intake. Safety & Security staff shall follow the advice for an indoor release.

Emergency Response to Outdoor Chemical or Biological Release Into Open Air

1. Safety & Security and the Facilities staff shall shut off the HVAC fans, if possible.
2. Fresh air intake dampers and exhaust dampers shall be closed (with the HVAC off, they can act as intakes.)
3. Safety & Security staff shall direct personnel to turn off exhaust fans in bathrooms, utility rooms, kitchens, etc. (these are commonly controlled separately from the HVAC system).
4. Security shall also direct personnel to close windows and doors.
5. Safety & Security staff shall direct people to stay indoors in a safe area, unless authorities give an evacuation order.

Chemical or Biological Attack, Unknown Release Location

It is important to determine whether the release is indoors or outdoors.

- It would take a very large or very toxic outdoor release to cause severe effects on people indoors. If this has occurred, there will probably be obvious signs: birds falling out of trees, people collapsing on the street, etc.
- Also, an outdoor release will usually affect people through the building since ventilation zones constantly get some outdoor air, whereas an indoor release will often affect some areas of the building much more quickly and more severely than others.
- If there are no visible signs of an outdoor release, and if some areas of the building appear to be more severely affected than others, then assume the release is indoors.
- A release in to one or more of the building's air intakes is also possible. Shutting off the air supply for any area that is known to be contaminated and putting that area on full exhaust is good advice whether the release is in the air intake or indoors.



EMERGENCY OPERATIONS PLAN

UTILITIES OVERVIEW: A map identifying the locations of the critical communications and safety equipment can be found in Appendices.

Emergency Phones and Callboxes

Red emergency phones that provide a direct line to Security are located in all buildings throughout West Windsor and James Kerney Campus. In addition, the West Windsor Campus has twelve (12) Callboxes that provide a direct line to the Safety & Security office. Callboxes are located by the walkways to the student parking lots and at the student parking lots. They are marked with blue lamps and are easily identifiable.

Alarms

Each building on the campus is equipped with smoke and fire alarms. The alarms are maintained by Honeywell, Inc. and are reported to a central facility located in the office of College Safety & Security which is located in the One Stop reception Center (between the Library (LB) and the Student Center (SC). The alarm system does not have a direct tie-in to the fire department. Each building has an alarm display panel which will indicate the location of the alarm. Additionally, the Communications desk officer is able to determine which sprinkler head or smoke detector has been activated from the panel dispatch location.

Sprinkler Systems

Four buildings are completely outfitted with a fire sprinkler system:

1. Engineering Systems building (ES, Bldg. #5)
2. Communication Center Annex (CM Annex, Bldg. #9)
3. Maintenance building (MW, Bldg. #15)
4. Conference Center (MC, Bldg. #17)

Limited area sprinkler systems are also present: in second floor hallway of the Student Center (SC, Bldg. #6); in the basement, stairways, and hallways of the Physical Education building (PE, Bldg. #8); the Art Gallery of the Communications building (CM, Bldg. #9); in the staircases and first floor hallways of the Administration building (AD, Bldg. #10); the Theatre Annex (TH, Bldg. #12); and the mechanical/boiler rooms in most buildings. Each sprinkler head is individually heat activated as required. Sprinkler Systems are tested annually by an outside sprinkler contractor.

Fire Extinguishers

Portable fire extinguishers are strategically located throughout each building. When used properly, a portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives. Fire extinguishers are not, however, designed to fight a large or spreading fire. Even against small fires, they are useful only under certain conditions. The extinguisher must be large enough to put out the fire, it must be within easy reach, the operator must know in advance how to use it, and the operator must be strong enough to lift and operate the extinguisher. Fire extinguishers are tested annually by an outside fire extinguisher contractor. Care must be taken to deploy the appropriate fire extinguisher to the known hazard (Class A, B, C, etc.).

Hydrants

All fire hydrants are located on 6" connections off of the 12" water mains. There are a total of 9 hydrants throughout the West Windsor campus. Hydrants are routinely flushed and maintained by college personnel.

HVAC

The HVAC system for most buildings is controlled from a central location in the Security Office and shall be controlled in the event of a building emergency, as appropriate.



EMERGENCY OPERATIONS PLAN

UTILITIES OVERVIEW (cont'd)

Electrical

The campus is serviced by its own electric substation off the Hughes Drive entrance. Power to the substation is provided by two incoming 26.4 KV lines from Public Service Electric and Gas Company. The electrical power serving the campus is designed with several safety and redundant back up features. There is a primary electrical feed throughout the campus and a duplicate secondary feed that serves as a backup.

Water Supply

- The West Windsor campus is supplied by a 12" water main fed from the Elizabethtown Water Company supply located on Old Trenton Road. The 12" water main comes into MCCC campus to an underground vault off Old Trenton Road. The 12" main is connected to a 12" gate valve, a water meter, and another 12" gate valve. The 12" main is also connected to a 4" bypass that can be utilized if the gate valves or water meter need to be serviced. From the underground vault, the 12" water main runs throughout the campus. The College maintains all internal systems.
- The James Kerney Campus location is supplied by the City of Trenton Municipal Waterworks.

Natural Gas

Public Service Electric and Gas Company main metered gas enters the college by the main campus entrance off Old Trenton Road. Natural gas is fed to three metered gas points: outside the Engineering Systems building (ES, Bldg. #5), outside the Student Center (SC, Bldg. #6), and outside the Conference Center (MC, Bldg. #17). Gas is supplied to all the buildings through these three points as indicated:

- a. Metered natural gas feed outside Engineering Systems (ES, Bldg. #5) feeds Zone 1: Liberal Arts (LA, Bldg. #1), Science and Allied Health (MS, Bldg. #2), Business (BS, Bldg. #3), , Engineering and Technology (ET, Bldg. #4), Engineering Systems (ES, Bldg. #5), Administration (AD, Bldg. # 10), and Fine Arts (FA, Bldg. #11). Gas for these buildings can be shut off at this location. **Note: In case there is a problem with the amount of gas coming into the campus, there is a connection for propane gas feed at this point.**
- b. Metered natural gas feed outside the Student Center (SC, Bldg. #6) feeds Zone 2: Student Center (SC, Bldg. #6), Library (LB, Bldg. #7), Physical Education (PE, Bldg. #8), Communication Center (CM, Bldg. #9), Horticulture Greenhouse (HG, Bldg. #14), and Maintenance MW (#15). Gas for these buildings can be shut off at this location. **Note: In case there is a problem with the amount of gas coming into the campus, there is a connection for propane gas feed at this point.**
- c. Metered natural gas feed outside Conference Center (MC, Bldg. #17) feeds only the Conference Center (MC, Bldg. #17).

Propane Gas

Propane storage tank is located above ground behind the Fine Arts building parking lot, within a fenced and secured area. This tank compound is secured and posted with information specific to safety and emergency response. If there is a problem with the amount of natural gas coming into the campus, propane gas will feed into Zone 1 and Zone 2 in order to supplement the natural gas feeding the buildings.

Emergency Power

In case of a utility power interruption, some buildings are fed by emergency generators that will provide power to emergency lighting and other safety-sensitive building systems. Other buildings and critical equipment are supported by battery back-up systems for emergency lighting.



EMERGENCY OPERATIONS PLAN

UTILITIES OVERVIEW (*cont'd*)

Pipeline Safety

Sunoco Logistics operates a series of high pressure, underground petroleum pipelines in our area. The one pipeline in operation on our property is located within the area dedicated to the Renewable Energy - Solar Project and is situated over on the eastern parcel of our property (parallel to Old Post Road).

This pipeline, as well as all access ways and features, are conspicuously posted and regularly maintained by Sunoco.

- ♦ Please contact the “Local One Call Center” by dialing 811 before digging in and around these designated areas.
- ♦ Please contact 877-795-7271 for “Non-Emergency” concerns and/or questions.
- ♦ Please contact 800-786-7440 for “Pipeline Emergencies.”
- ♦ Please contact MCCC Security at 609-570-3523 and/or **CALL 911** to initiate a “General Emergency Response.”

Renewable Energy - SOLAR PROJECT AT MCCC

MCCC has embraced the concept of Renewable Energy and has engaged in the construction of a Solar Panel Array. This array is located on the east side of the campus and is visible as you travel along “Loop Road.” While industry standards of care and safety have been put in place, it is important to keep in mind that this Solar Array generates a large quantity of electricity. The array as well as the containments, fencing, markers, hazard warnings and related, are in place. The site is constantly monitored and routinely maintained. Do not enter into any of the fenced in areas unless accompanied by a professional who is trained in the system and/or in hazard identification. Please contact MCCC Security at 609.570.3523 with questions and/or concerns and/or **CALL 911** to initiate a “General Emergency Response.”

Hazardous Material Storage

- ♦ Chemical compounds are confined chiefly to the Science and Allied Health building (MS, Bldg. #2) on the second floor.
- ♦ Paints and related art materials exist in the Engineering Systems building (ES, Bldg. #5) and the Fine Arts Building (FA, Bldg. #11).
- ♦ Additional paints and cleaning fluids are present in the Kelsey Theatre shop (TH, Bldg. #12).
- ♦ Additional paints, cleaning fluids, and pesticides are present in the Maintenance building (MW, Bldg. #15).
- ♦ Material Safety Data Sheets (MSDS) are available at the sites of the chemical use and storage.

A comprehensive set of MSDS binders are located in Maintenance and in the office of College Safety & Security. See Appendix D for additional RTK information.

DOCUMENTATION & FOLLOW UP

All emergency situations shall be actively monitored, and a written chronology of events shall be maintained.

The office of College Safety & Security will be responsible for managing and collecting incident information. Information files on each emergency shall be set up. These files shall contain a summary of the incident and event and information related to the cost of the materials manpower and provisions arising out of the emergency. Other information such as photos, statements, letters, memos, news clippings, and other documents should be included in this file.

An after-event critique will be performed following all major emergencies. This follow-up shall be done to determine what worked, what did not work, and what changes might be made in the future for improved emergency management. If an emergency team was activated, the entire emergency team shall meet after the event has been handled to review, evaluate, and discuss the emergency response plan.



EMERGENCY OPERATIONS PLAN

F.A.Q.'s

Frequently Asked Questions

Q. What should I do to be prepared in case of an emergency?

A. Everyone should familiarize themselves with the College's "emergency operations plan". This plan includes whom you will contact should an emergency occur, emergency numbers, school contacts, an emergency meeting place for safety, and local contacts. Make sure you discuss the plan with your students and co-workers.

Q. Why is planning so important?

A. It is everyone's responsibility to be prepared for any emergency. Initially, emergency services will be consumed with responding to the emergency. It is up to each of us to prepare. Planning in advance will help you manage an emergency in a calm and effective way, which will help keep you safe.

Q. How can I obtain information in an emergency?

A. There are several ways to get information in an emergency. You should sign up for **M-Alert** these text alerts will go to your home, work, primary cell phone and a secondary cell phone. In addition, local TV, cable, and radio stations will broadcast emergency alerts.

Q. How can students and instructors receive information during an active class period?

A. Although cell phone use is not encouraged in the class environment, it is recommended that the professor or professional providing instruction carry a cell phone and leave it **on** during the class period to receive or send emergency notifications.

Q. What should students and instructors do if there are other types of threats within the classroom or campus setting?

A. If an individual's demeanor or behavior varies from their standard causing students or instructors to feel uncomfortable or threatened, notify **someone**. *Someone* maybe your teacher, an Administrator, Dean, or Safety and Security staff member. The College provides trained Security response personnel and Student Assistance Professionals that will assist you and handle the situation or individual with confidentiality.

Q. I have a disability. If there is an emergency at work, what should I do to be prepared there?

A. Make sure you have a "go bag" at work, so if you have to shelter in place, or evacuate, you will have your necessary supplies. Make sure you have prepared in advance, and know your emergency response plan. Make sure you understand fully what the College's plans and policies are. You may also participate in and practice evacuation drills when offered. If you have to evacuate, assistance will be available to you from Safety & Security personnel and/or you may wish to ask a fellow student, friend or co-worker in advance, so they can provide assistance.

Q. I use a wheelchair. What should I do to be prepared in case of emergency?

A: If you have to evacuate make sure you plan with a supervisor, co-worker or two, in advance so they can provide assistance in the event of an emergency where you are unable to manage alone. *Do not use elevators*, safe evacuation via stairways will be provided with the use of emergency evacuation 'stair chairs'. The Safety and Security office personnel are trained in their use. Training is available to all interested volunteers.

Q: Who will determine what areas need to be evacuated?

A: The Incident Command Team will make that determination based on the circumstances of the incident to ensure the safety of life and property. The Incident Commander for the College will be the Director of College Safety & Security along with a high ranking official of whichever County agency has the lead role in the incident, (Fire, Police, Public Health, etc.).

Q: Are evacuation routes identified with signs?

A: The office of College Safety is currently preparing individual room evacuation maps. Since it is impossible to determine which route would be a safe route prior to an incident, these signs provide nearest exit paths and emergency equipment location information. Once an emergency is identified your will receive information as to the safest route to use and will be given along with an evacuation order. Our plans stress situational flexibility.

Q. Where can I find a copy of the Mercer County Community College Emergency Plans?

A. The Emergency Operation Plan information has been carefully prepared and meets or exceeds all New Jersey State compliance standards. It is available on the College's Mlink found at: <http://www.mccc.edu/mlink/pdf/emp/emp.pdf> to assist you. In an emergency, the County's web site and local television and radio stations will also provide emergency information.



EMERGENCY OPERATIONS PLAN

APPENDICES

Appendix A: Building/Floor Maps with Emergency Equipment
& Interior Call Box Locations

Appendix B: Areas of Refuge

Appendix C: Counseling and Psychological Services

Appendix D: Right To Know – Material Safety Data Sheets

APPENDIX E: COVID 19 Pandemic Preparations and Plan



EMERGENCY OPERATIONS PLAN

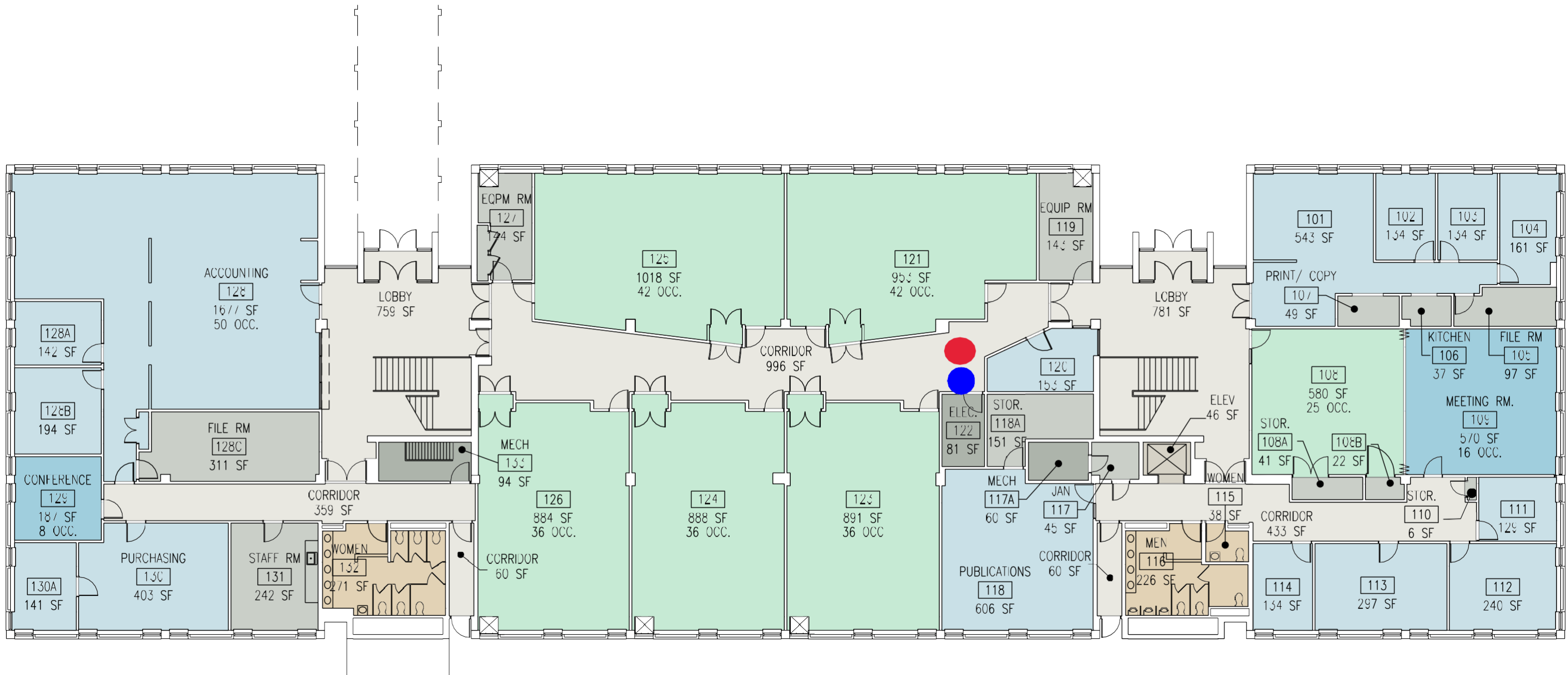
APPENDIX

A





BUILDING/FLOOR MAPS

WITH

EMERGENCY EQUIPMENT & INTERIOR CALL BOX LOCATIONS



KEY

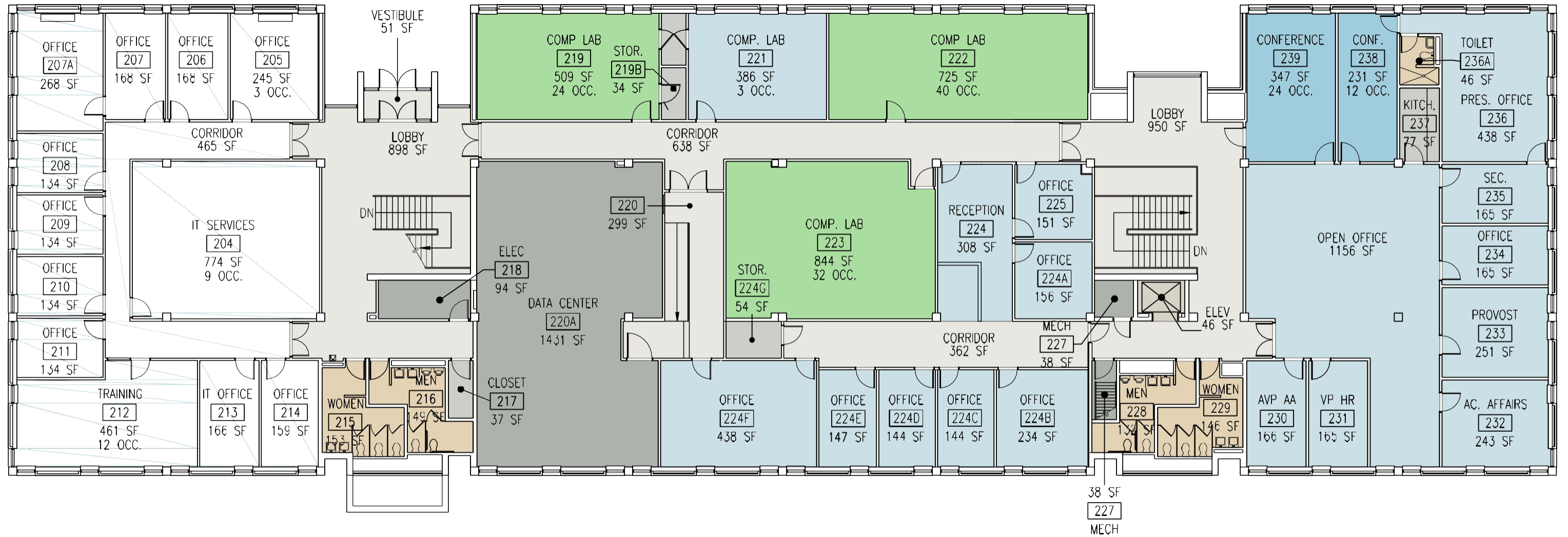
-  FIRE CABINET
-  FIRE EXTINGUISHER
-  EVACUATION CHAIR
-  EMERGENCY CALL BOX

AD- Administration

FIRST FLOOR PLAN

Clarke Caton Hintz
Architects
Planners
Landscape Architects



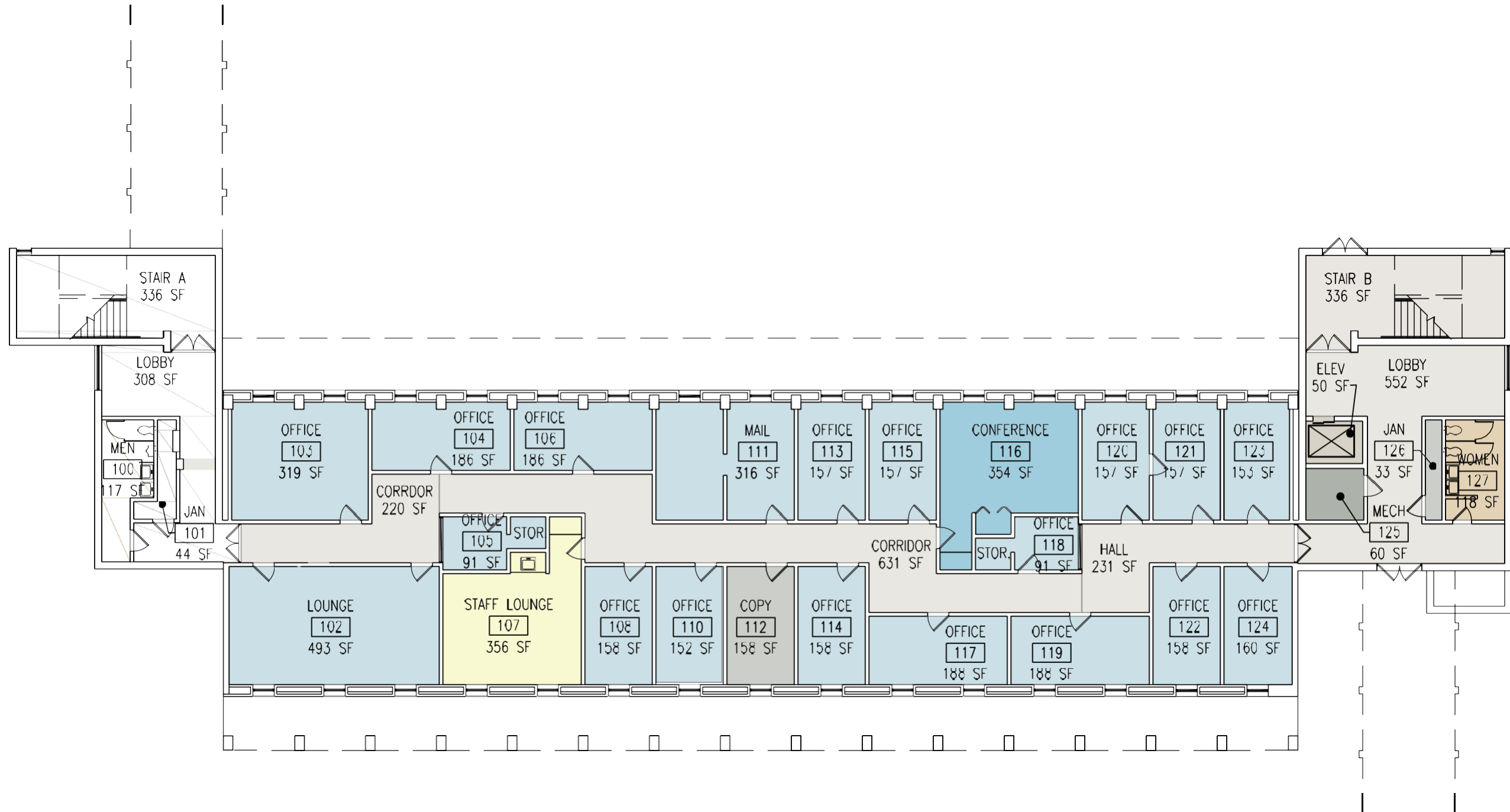


AD- Administration

SECOND FLOOR PLAN

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Architects
Planners
Landscape Architects



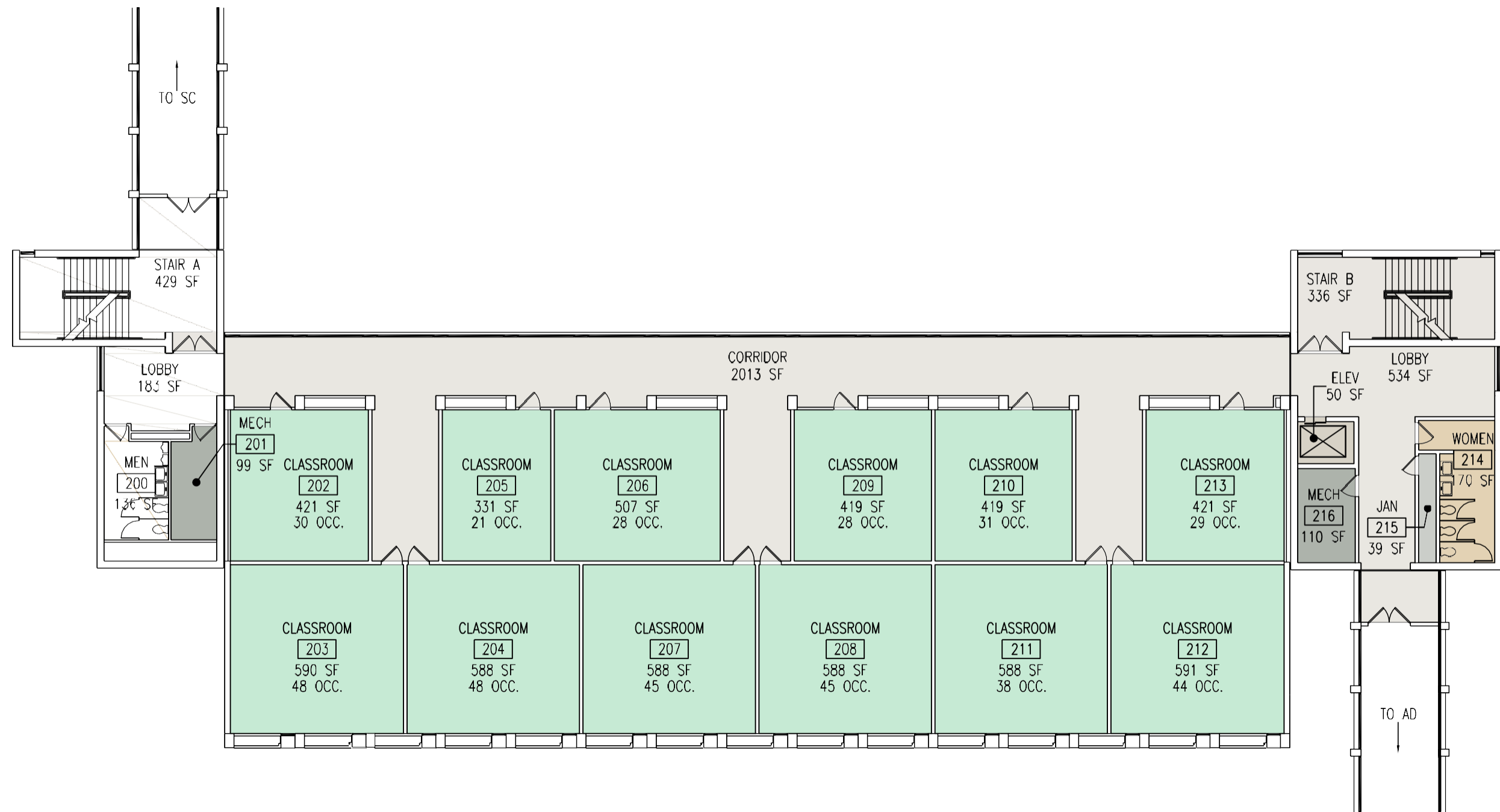


BS- Business

FIRST FLOOR PLAN

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 Landscape Architects



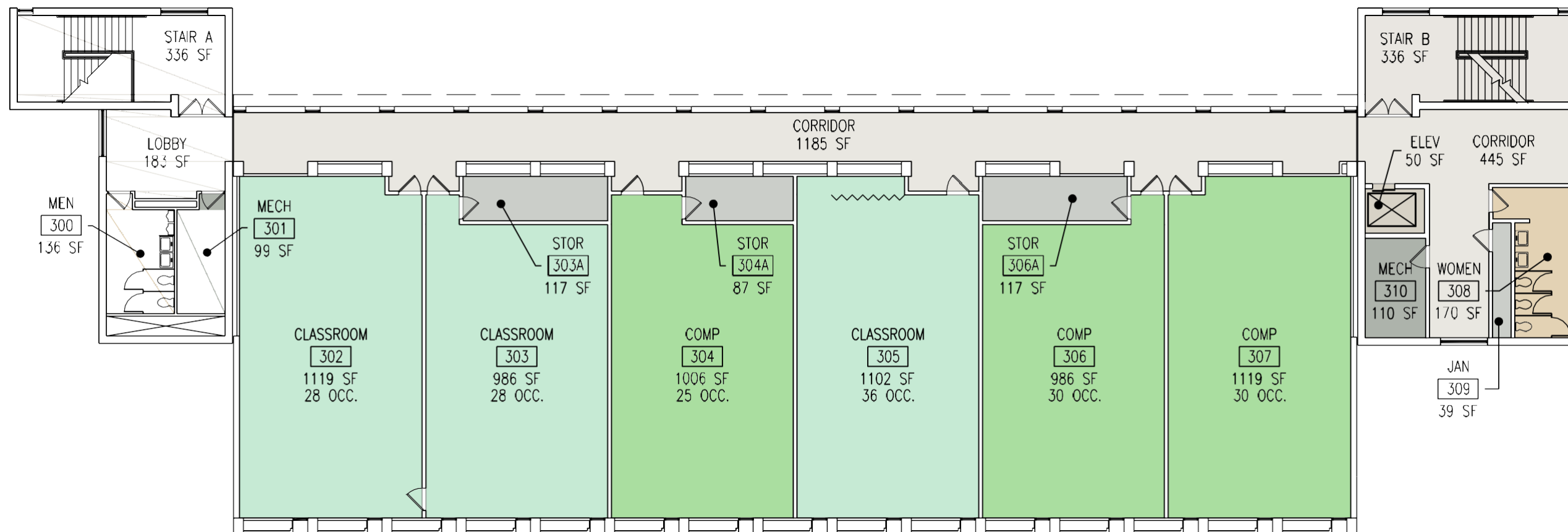


BS- Business

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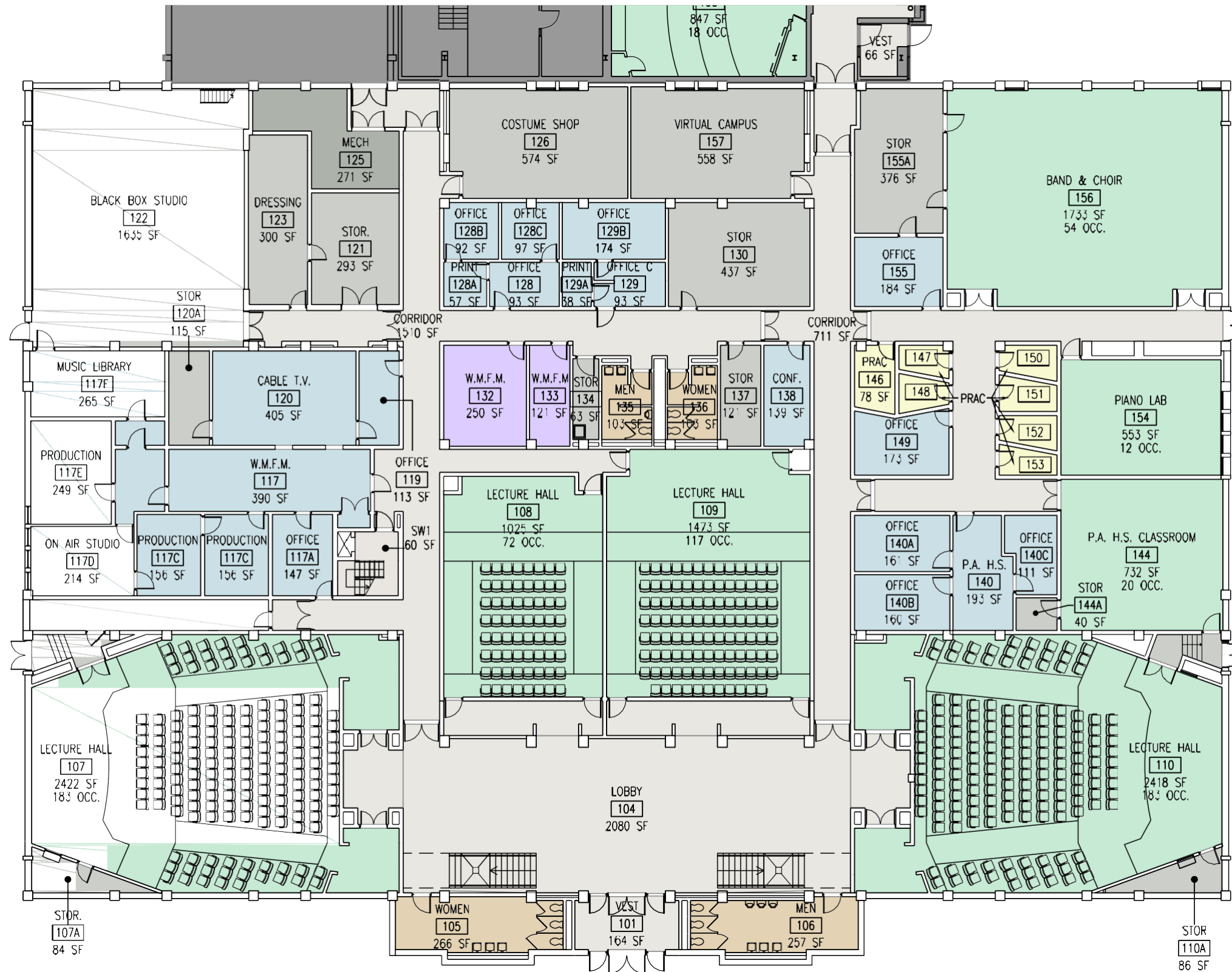


BS- Business

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CM - CommunicationCenter

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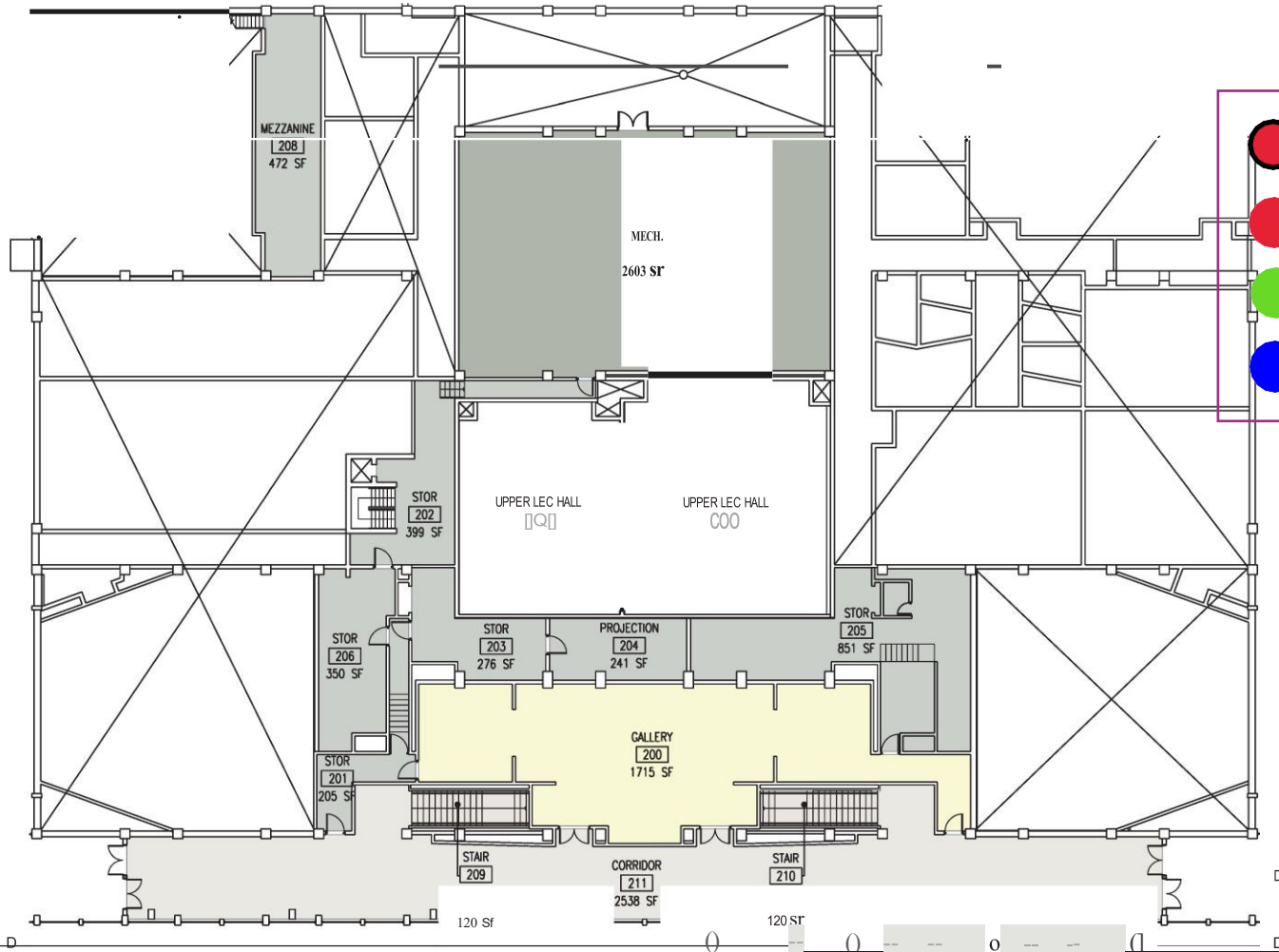


CM - Communication Center Annex

FIRST FLOOR ADDITION PLAN

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KEY

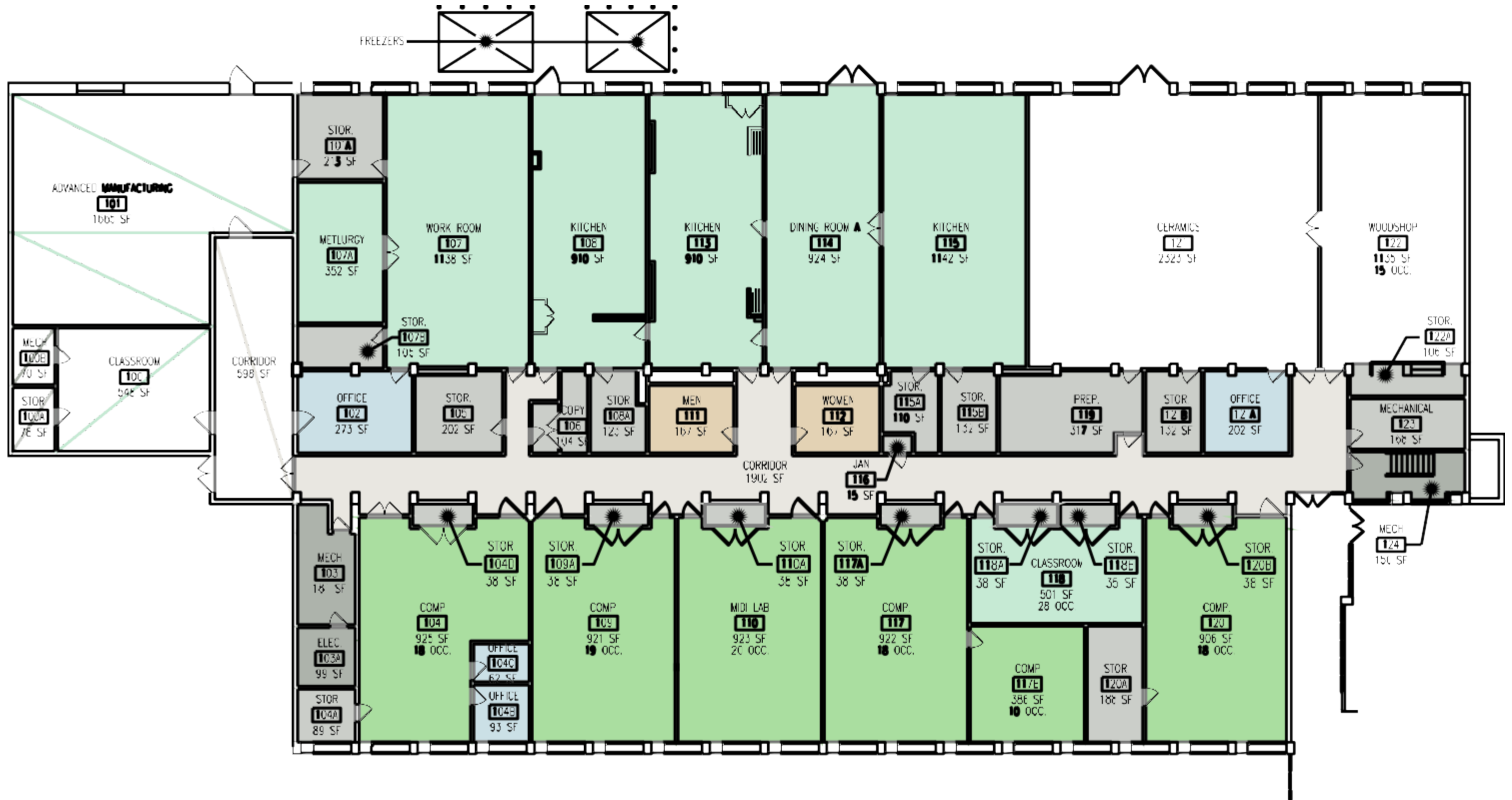
- FIRE CABINET
- FIRE EXTINGUISHER
- EVACUATION CHAIR
- EMERGENCY CALL BOX

CM - Communication Center

SECOND FLOOR PLAN

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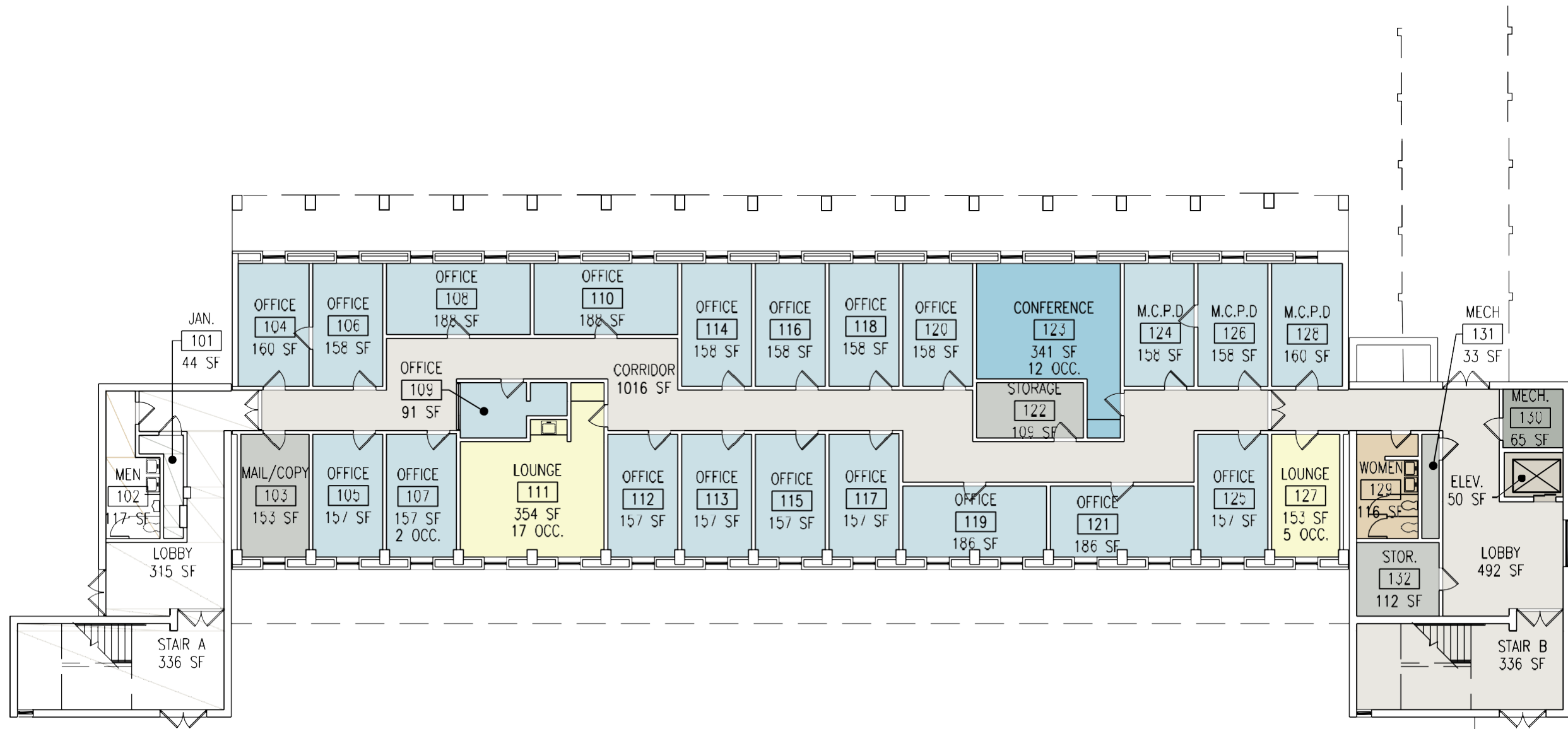


ES- Engineering Systems

FIRST FLOOR PLAN

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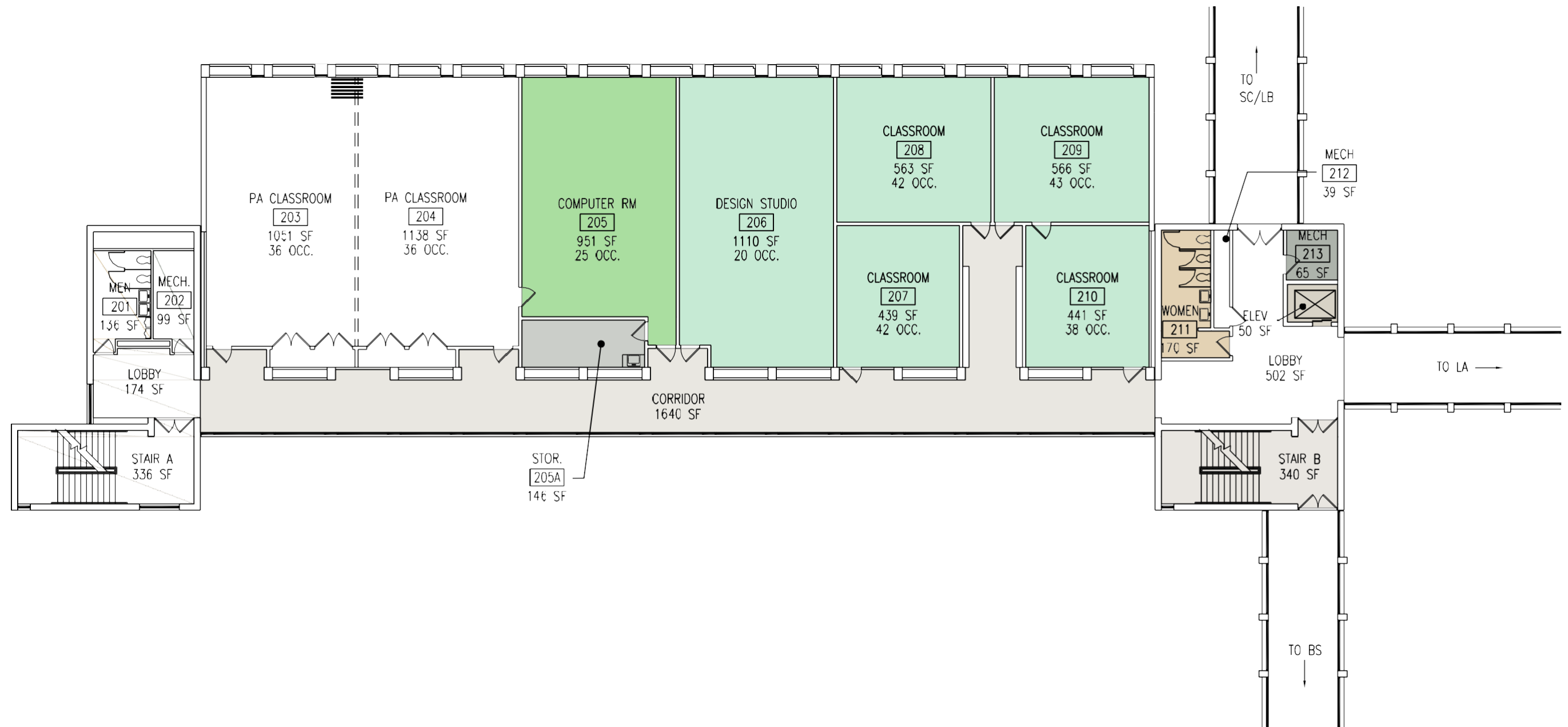


ET-Engineering Technology

FIRST FLOOR PLAN

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 Landscape Architects



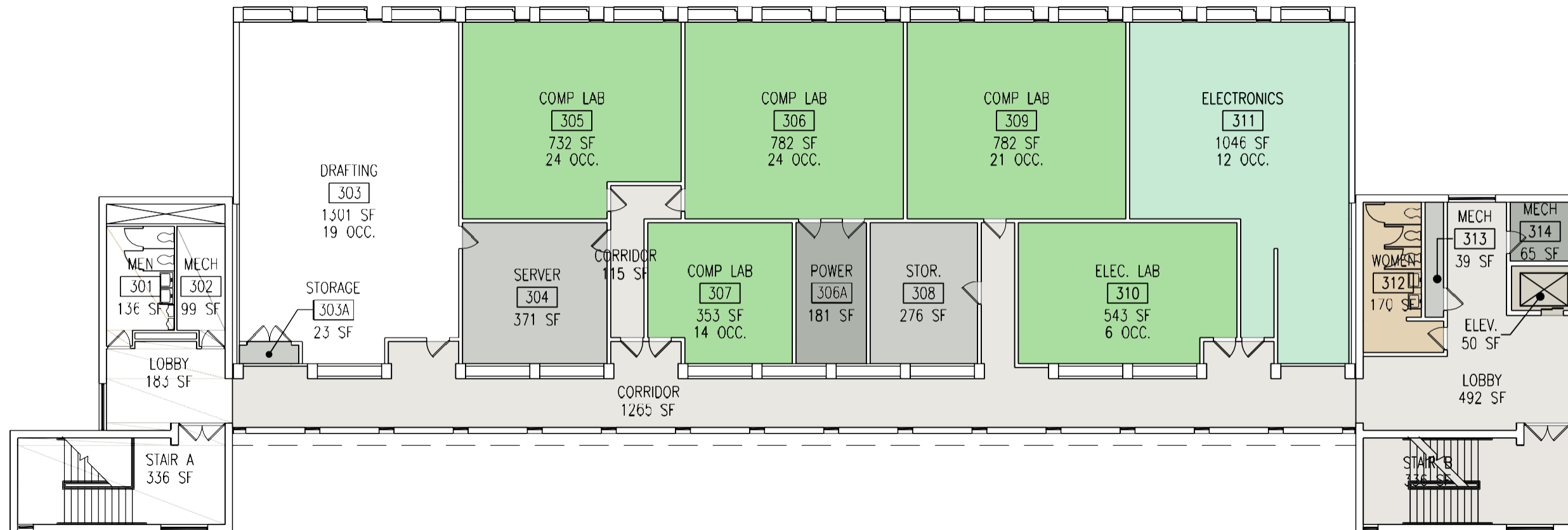


ET- Engineering Technology

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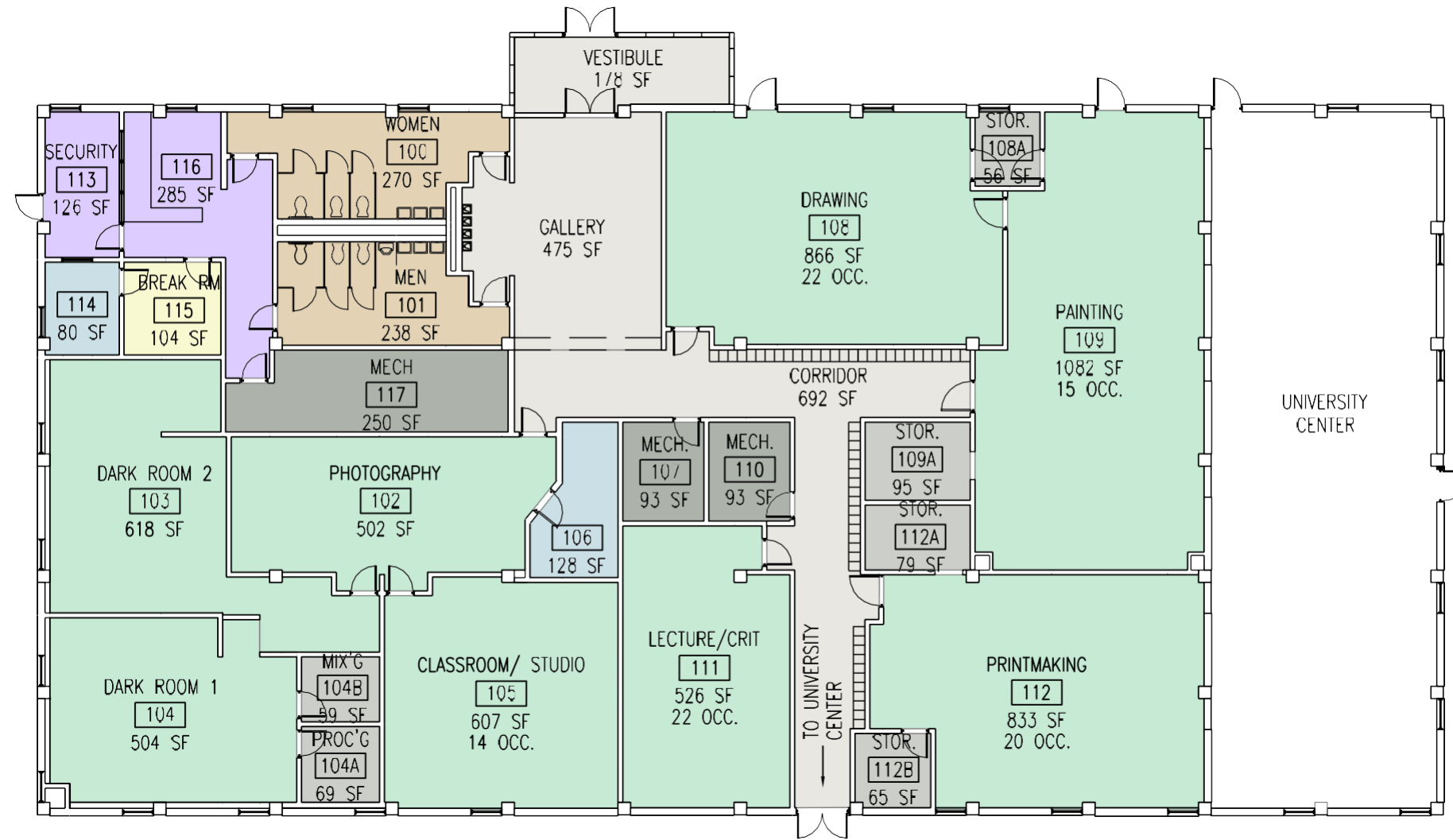


ET-Engineering Technology

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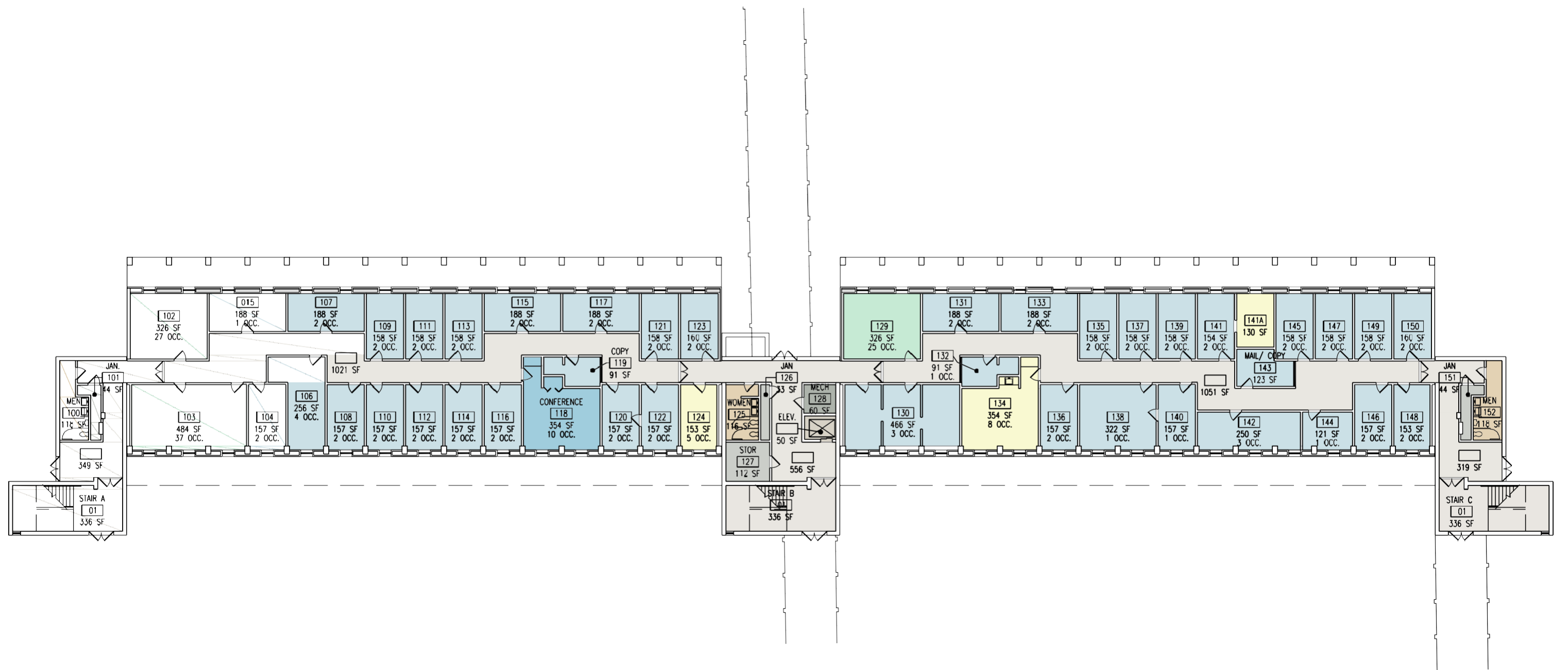


FA- Fine Arts

FIRST FLOOR PLAN

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Landscape Architects





LA- Liberal Arts

FIRST FLOOR PLAN

Clarke Caton Hintz
Architects
Planners
Landscape Architects





LA- Liberal Arts

SECONDFLOOR PLAN

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 Planners
 Landscape Architects



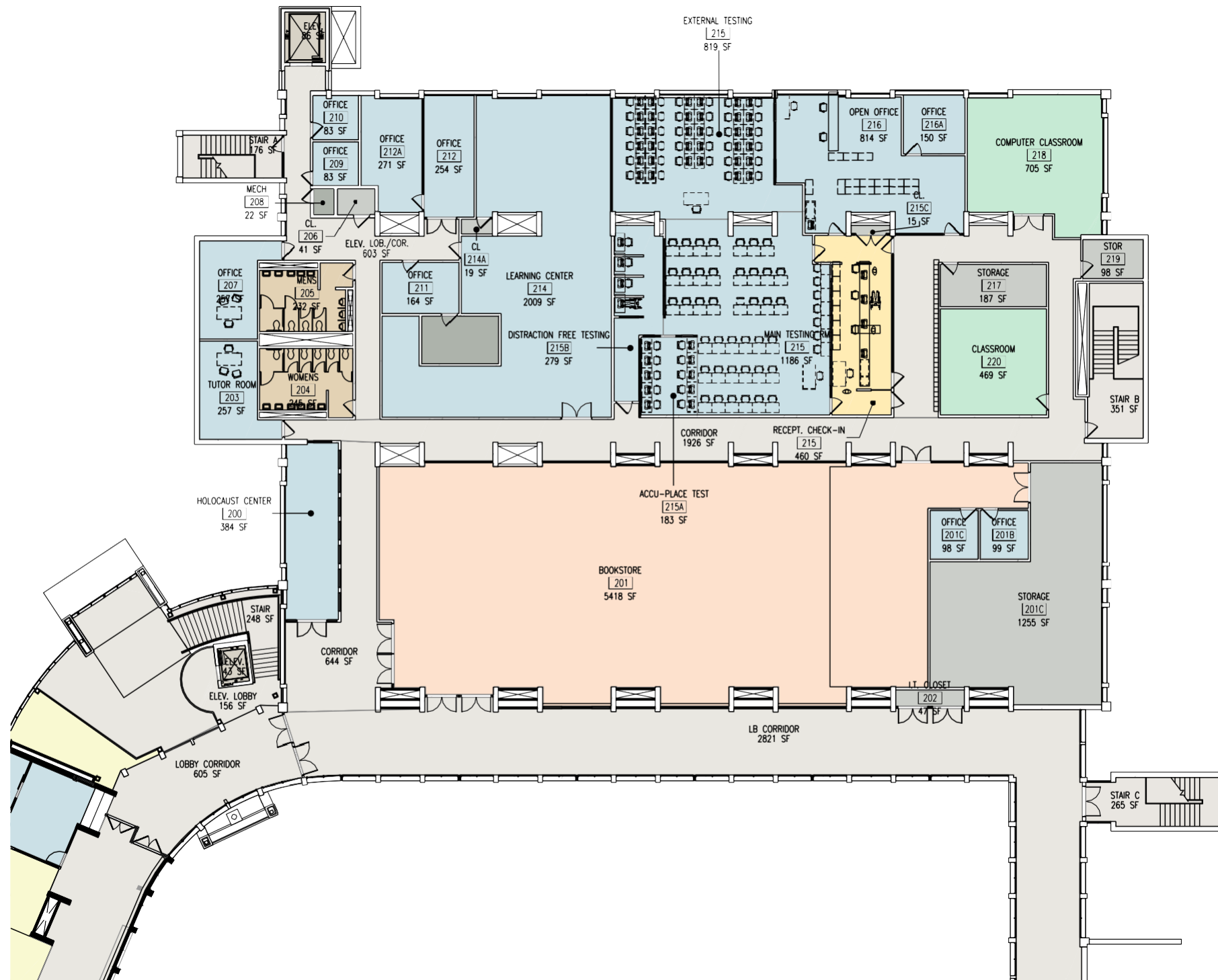


LB- Library

FIRST FLOOR PLAN

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 Architects
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 Landscape Architects





LB- Library

SECOND FLOOR PLAN

Clarke Caton Hintz
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 Planners
 Landscape Architects





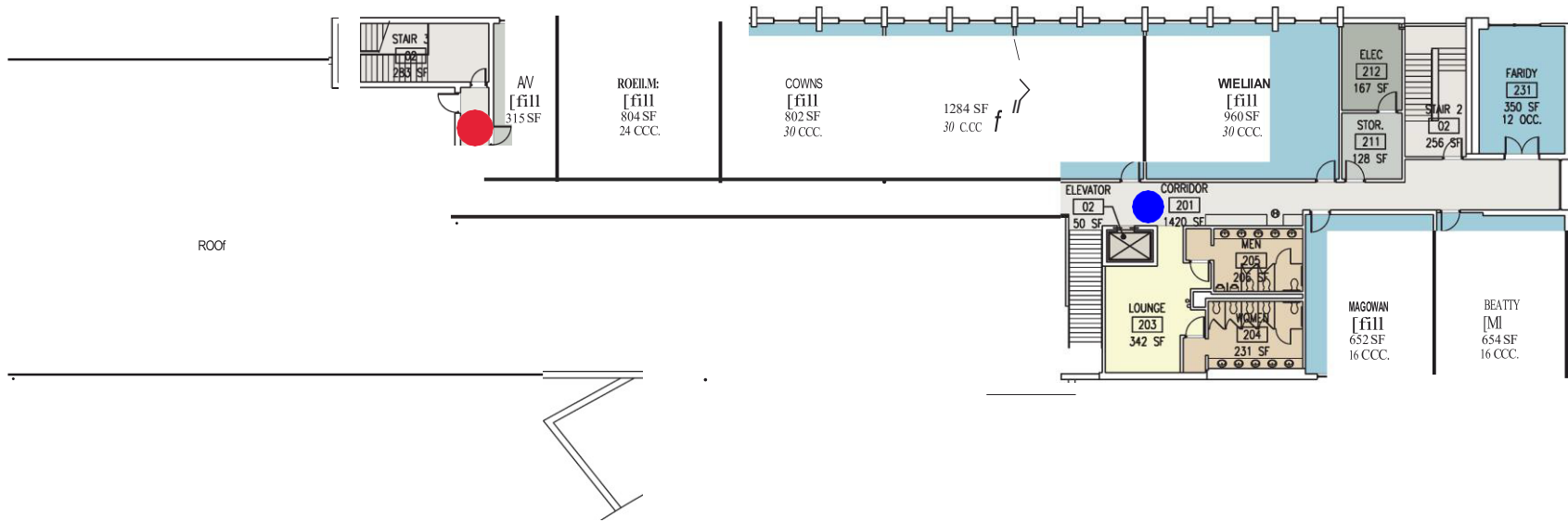
KEY






- FIRE CABINET
- FIRE EXTINGUISHER
- EVACUATION CHAIR
- EMERGENCY CALL BOX

MC- Conference Center

FIRST FLOOR PLAN

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 Landscape Architects



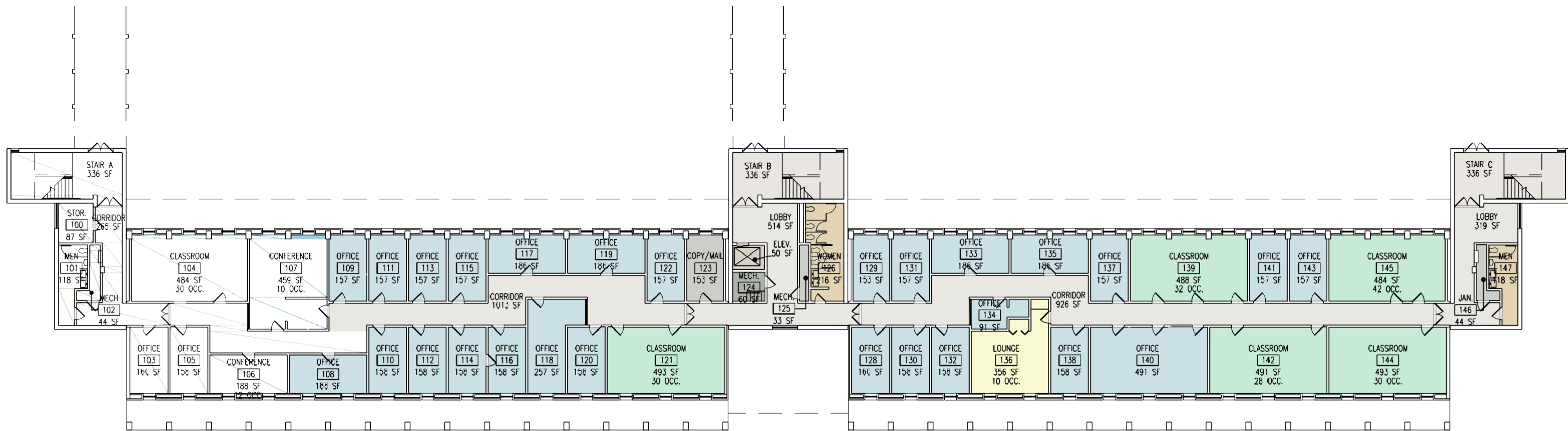
	KEY
	FIRE CABINET
	FIRE EXTINGUISHER
	EVACUATION CHAIR
	EMERGENCY CALL BOX

MC- Conference Center

SECOND FLOOR PLAN

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Landscape Architects



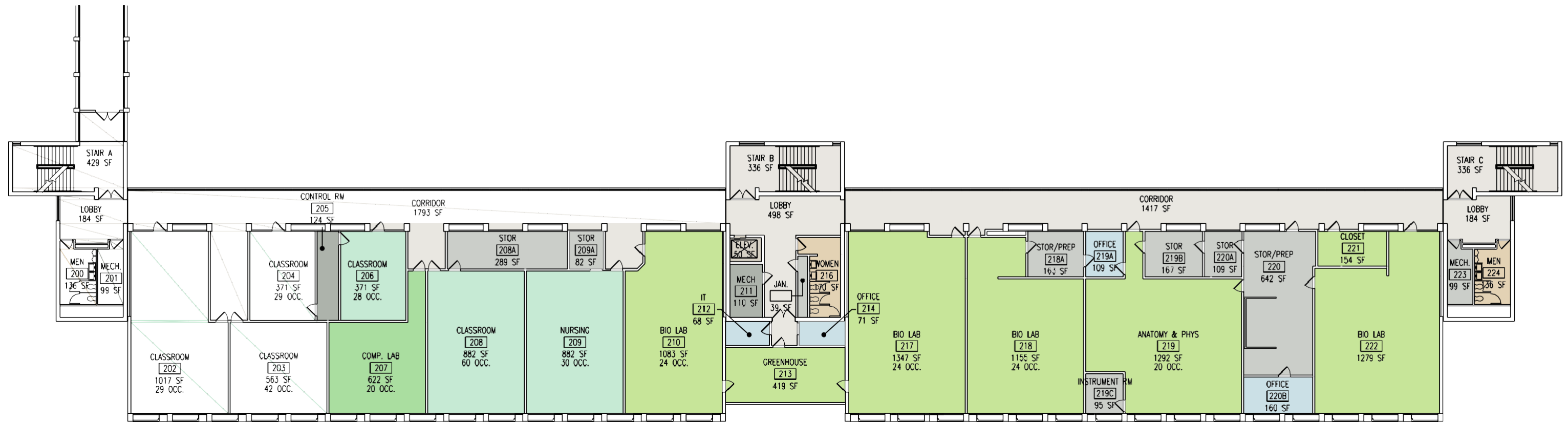


MS- Math and Science

FIRST FLOOR PLAN

Clarke Caton Hintz
 Architects
 Planners
 Landscape Architects



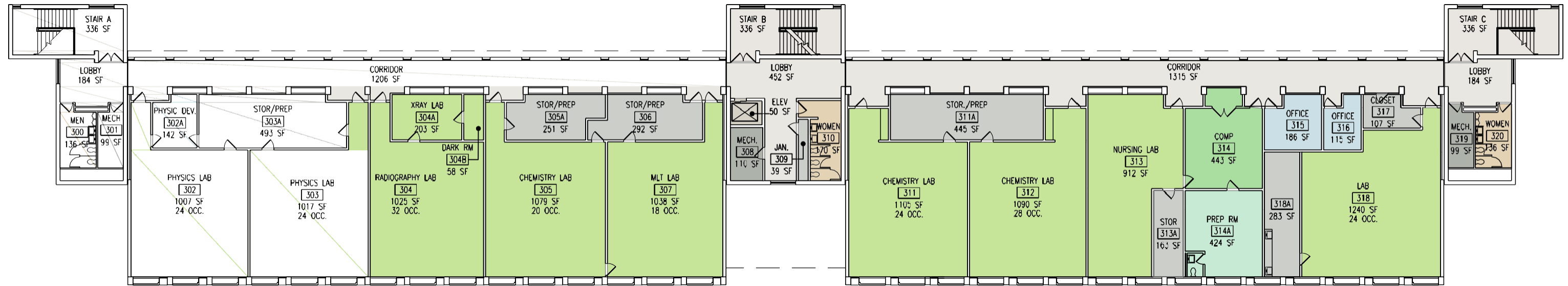


MS- Math and Science

SECOND FLOOR PLAN

Clarke Caton Hintz
Architects
Planners
Landscape Architects



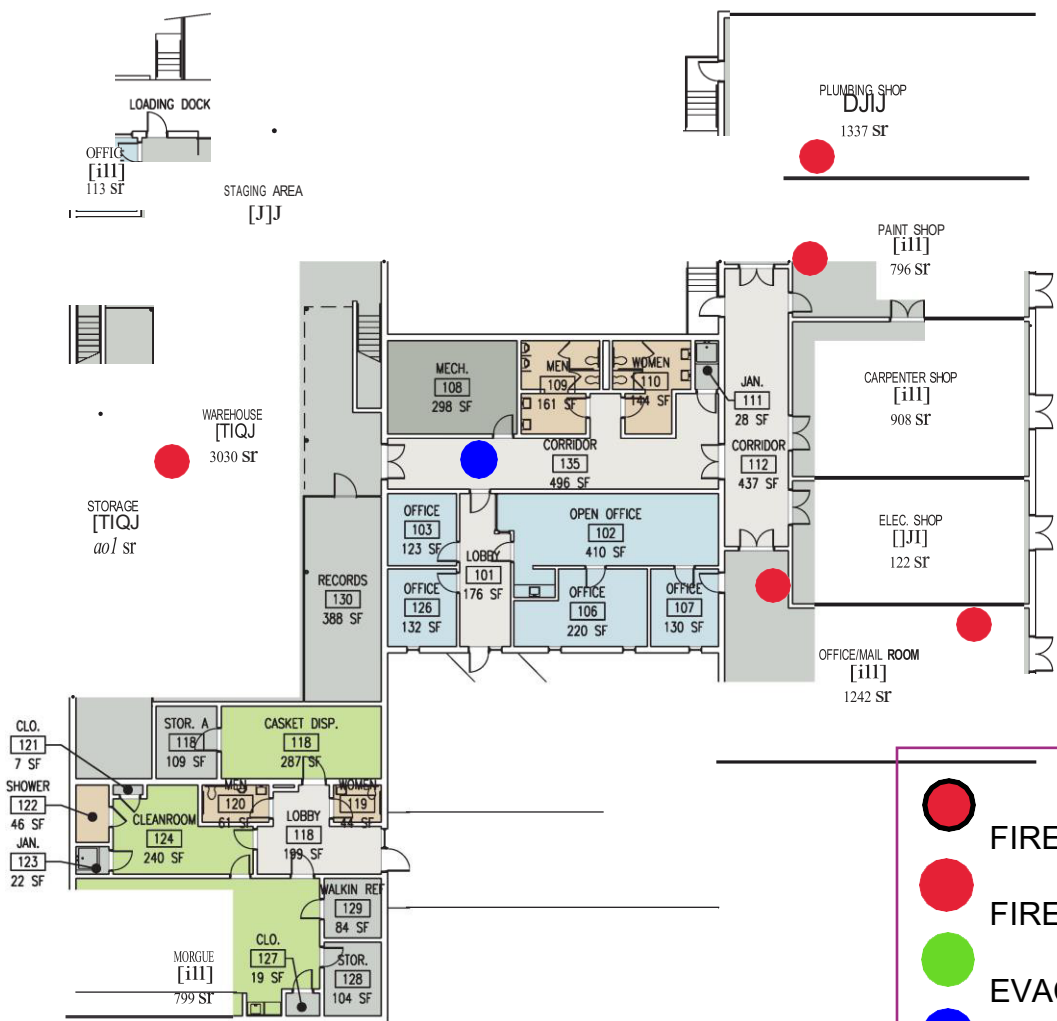


MS- Math and Science

THIRD FLOOR PLAN

Clarke Caton Hintz
Architects
Planners
Landscape Architects





FIRST FLOOR

SECOND FLOOR

KEY

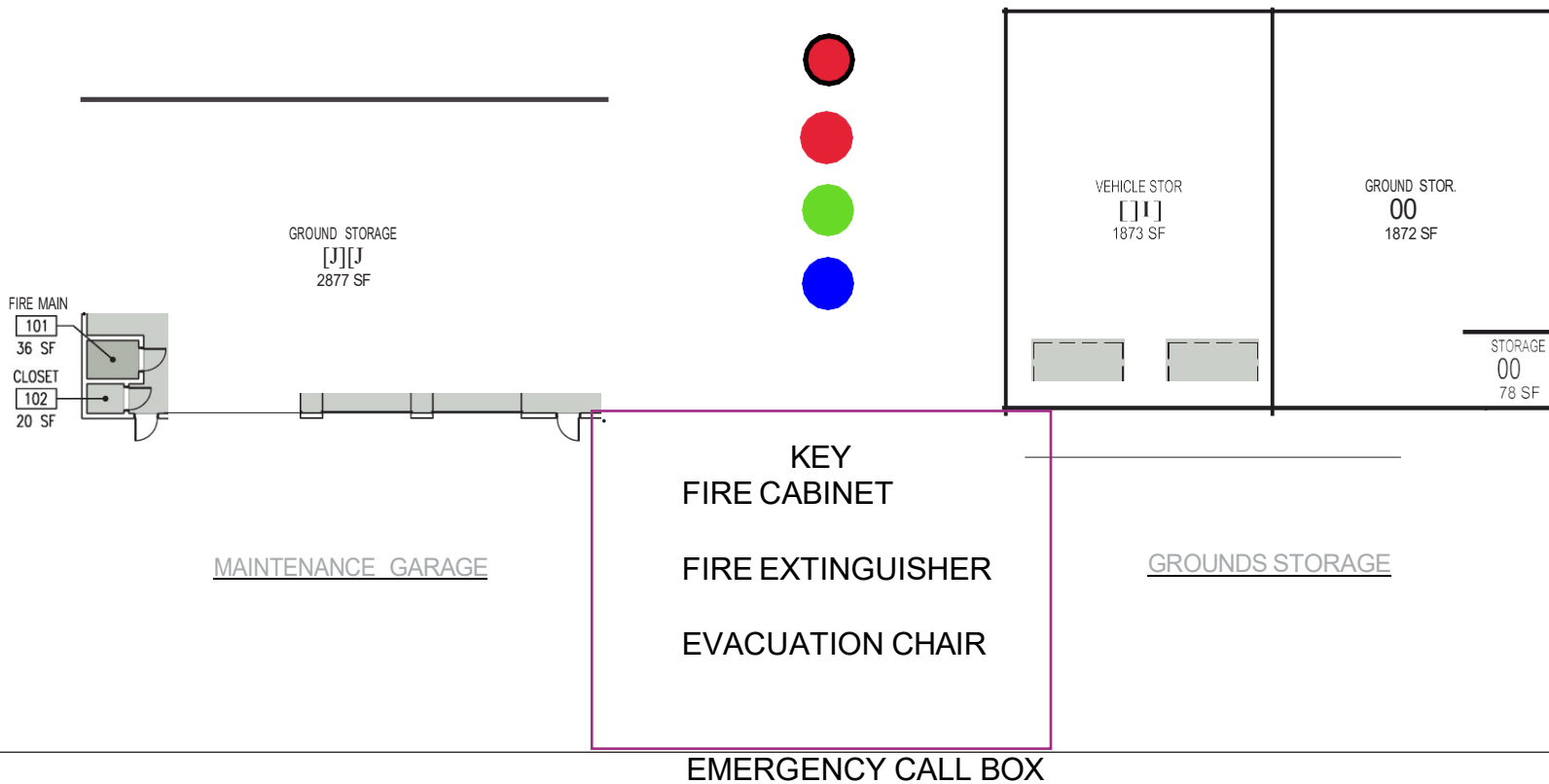
- FIRE CABINET
- FIRE EXTINGUISHER
- EVACUATION CHAIR
- EMERGENCY CALL BOX

MW- Maintenance

FIRST AND SECOND FLOOR PLAN

Clarke Caton Hintz
Architects
Planners
Landscape Architects



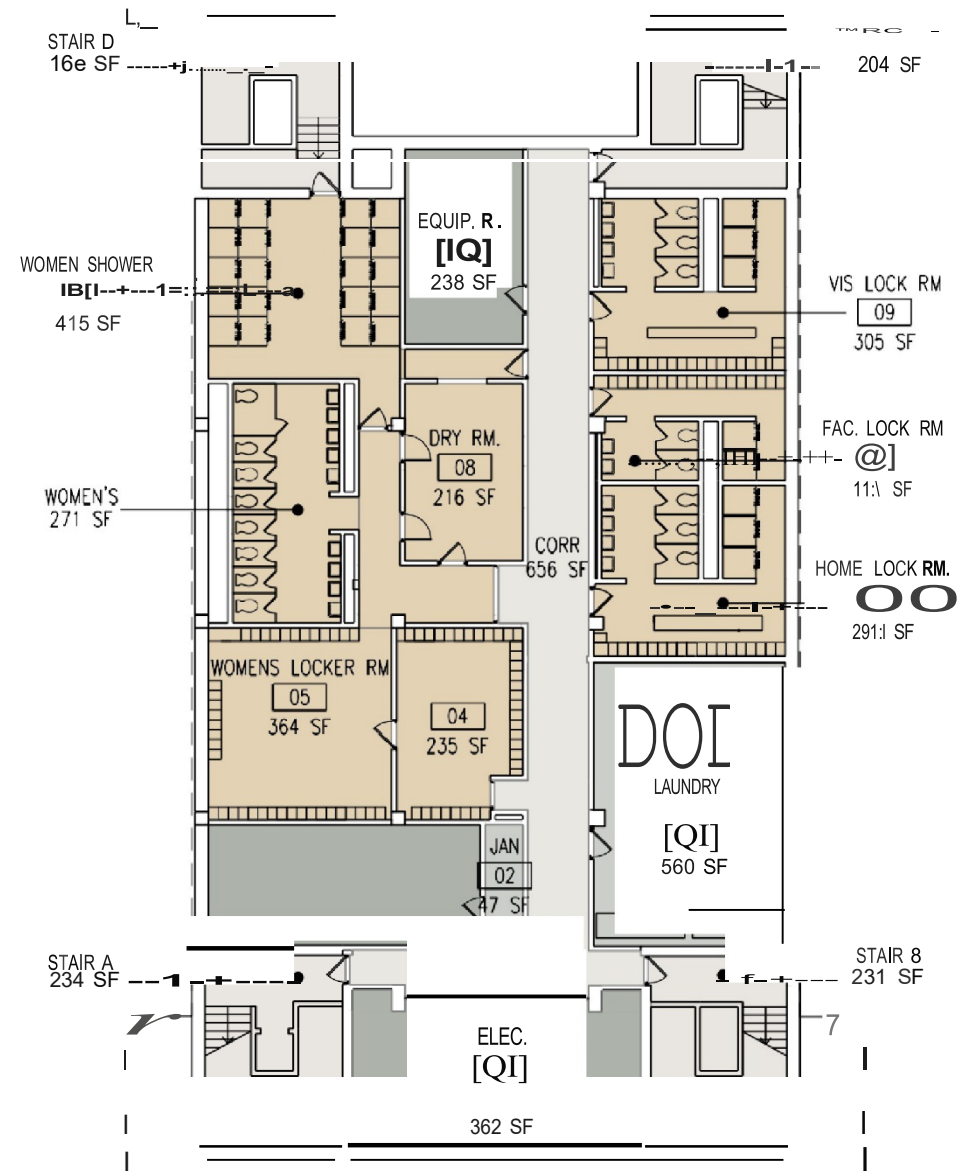


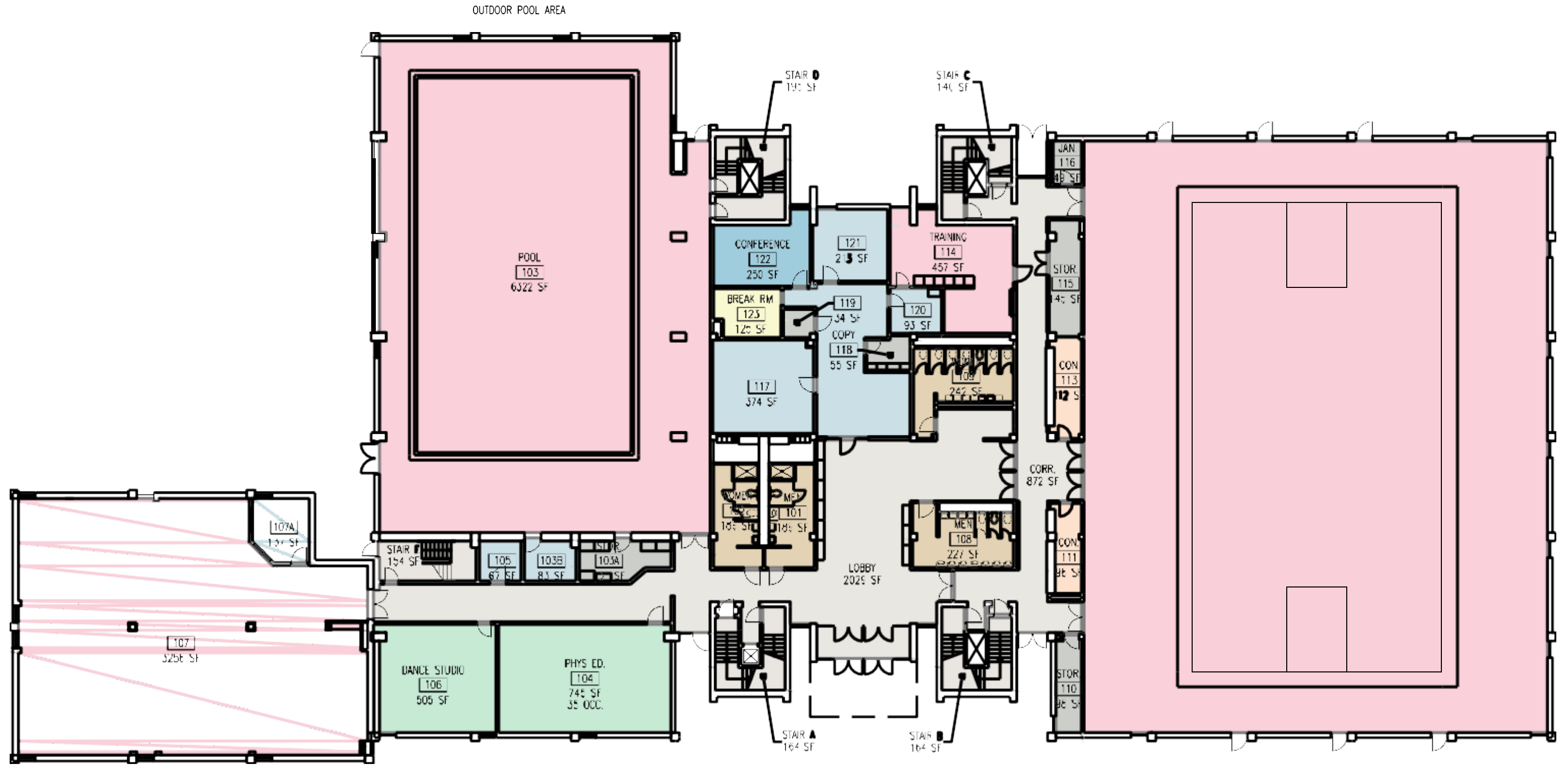
MW- Maintenance Garage & Grounds Storage

FIRST FLOOR PLANS

Clarke Caton Hintz
Architects
Planners
Landscape Architects





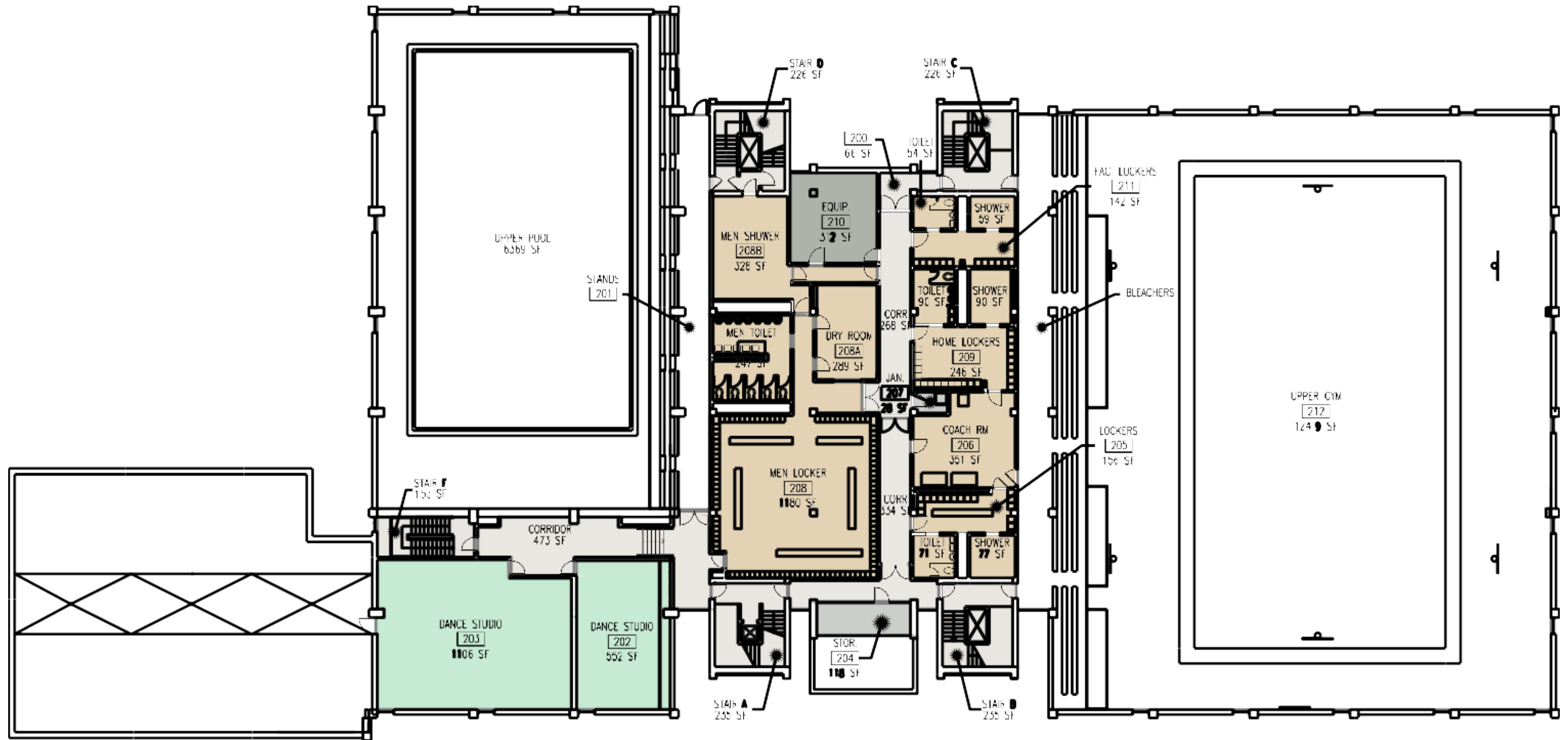


PE- Physical Education

FIRST FLOOR PLAN

Clarke Caton Hintz
Architects
Planners
Landscape Architects





PE- Physical Education

UPPER FLOOR PLAN

Clarke Caton Hintz
 Architects
 Planners
 Landscape Architects





SC- Student Center

FIRST FLOOR PLAN

Clarke Caton Hintz
 Architects
 Planners
 Landscape Architects



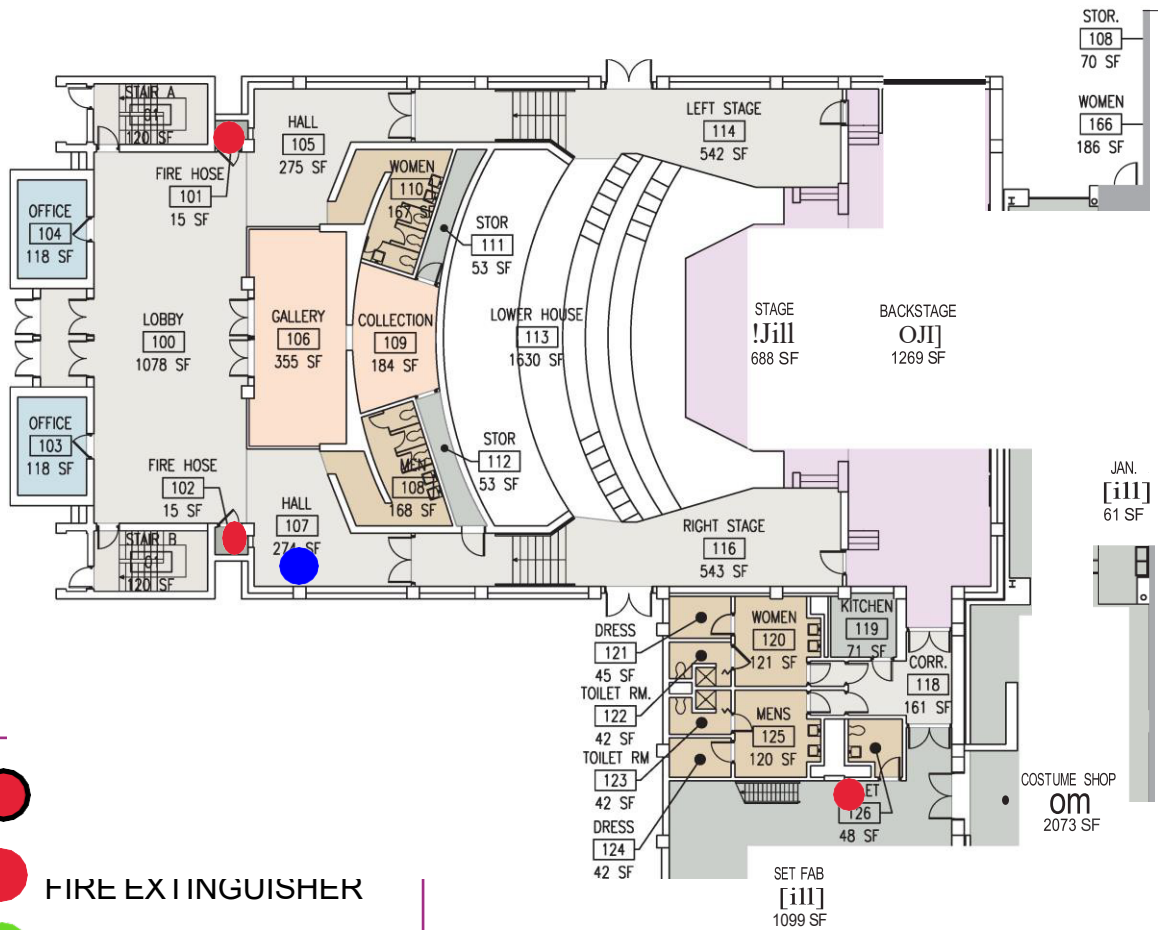


SC- Student Center

SECONDFLOOR PLAN

Clarke Caton Hintz
Architects
Planners
Landscape Architects





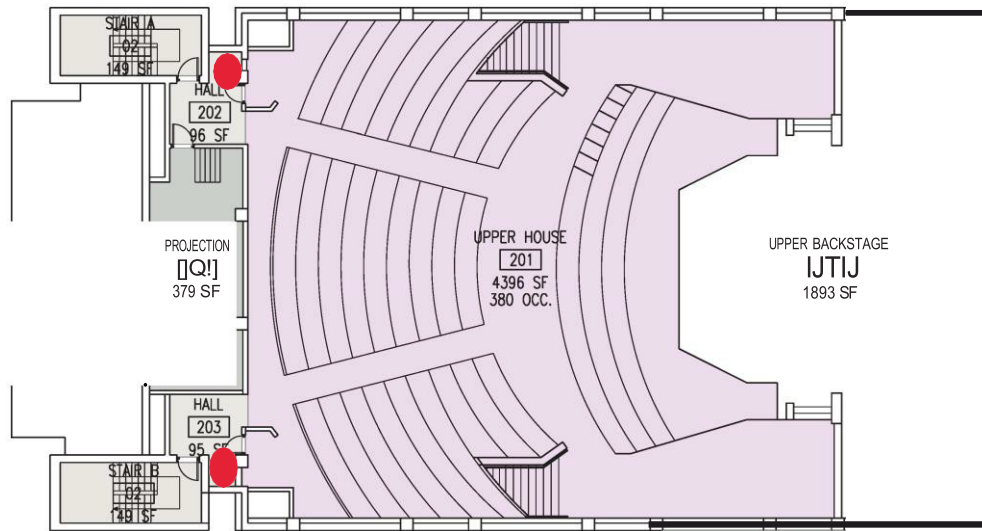
● FIRE EXTINGUISHER
● EVACUATION CHAIR
● EMERGENCY CALL BOX

TH-Theater

FIRST FLOOR PLAN

Clarke Caton Hintz
 Architects
 Planners
 Landscape Architects





KEY

- FIRE CABINET
- FIRE EXTINGUISHER
- EVACUATION CHAIR
- EMERGENCY CALL BOX

MECH
205
716 SF



UPPER SHOP
[i11]
1211 SF



TH-Theater

SECOND FLOOR PLAN

Clarke Caton Hintz
Architects
Planners
LandscapeArchitects



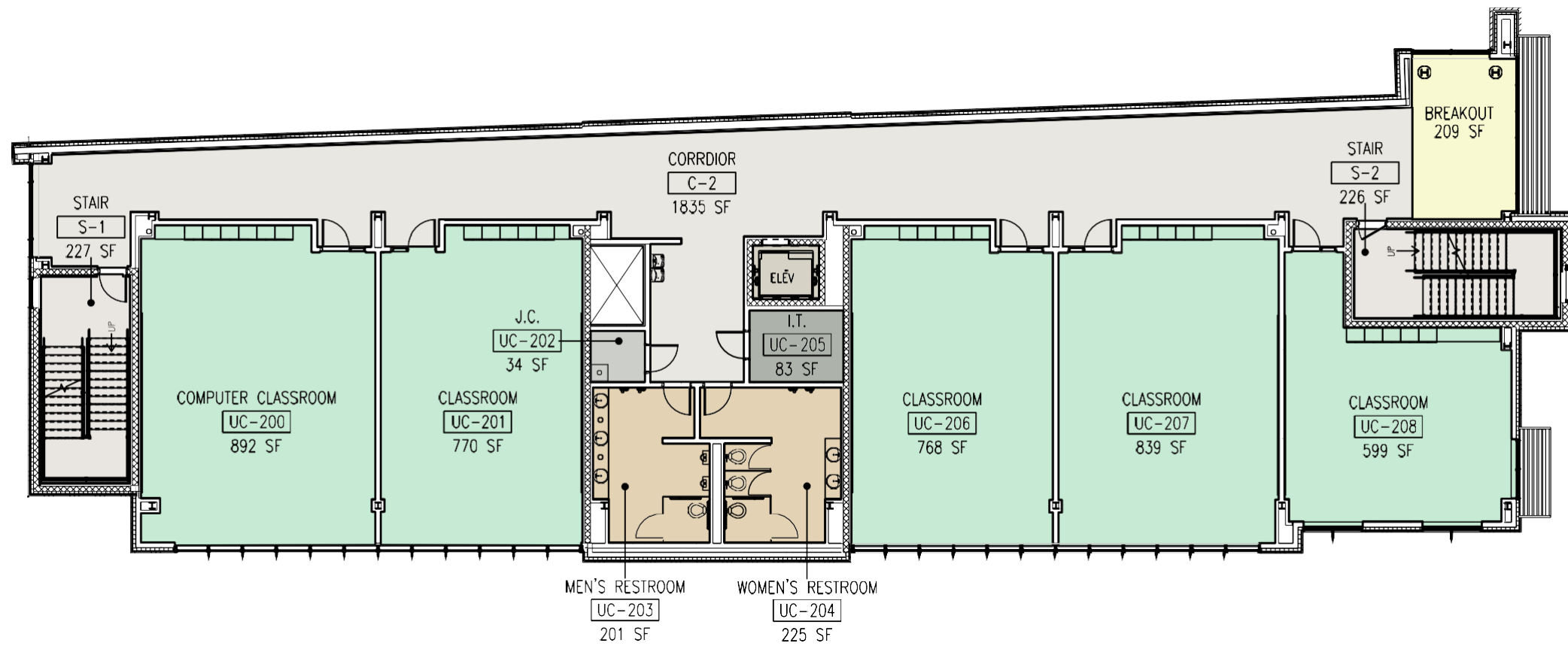


UC - UNIVERSITY CENTER

FIRST FLOOR PLAN

Clarke Caton Hintz
Architects
Planners
Landscape Architects



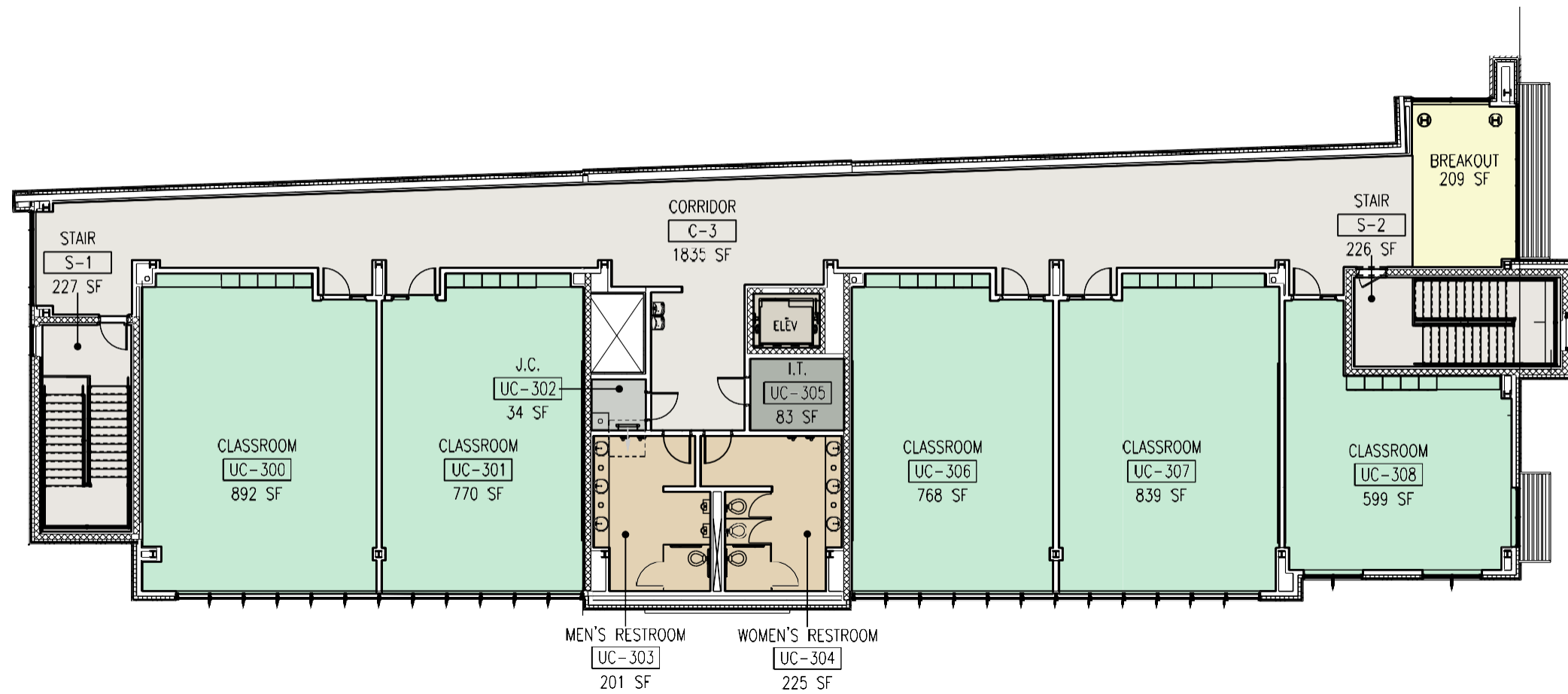


UC - UNIVERSITY CENTER

SECOND FLOOR PLAN

Clarke Caton Hintz
 Architects
 Planners
 Landscape Architects



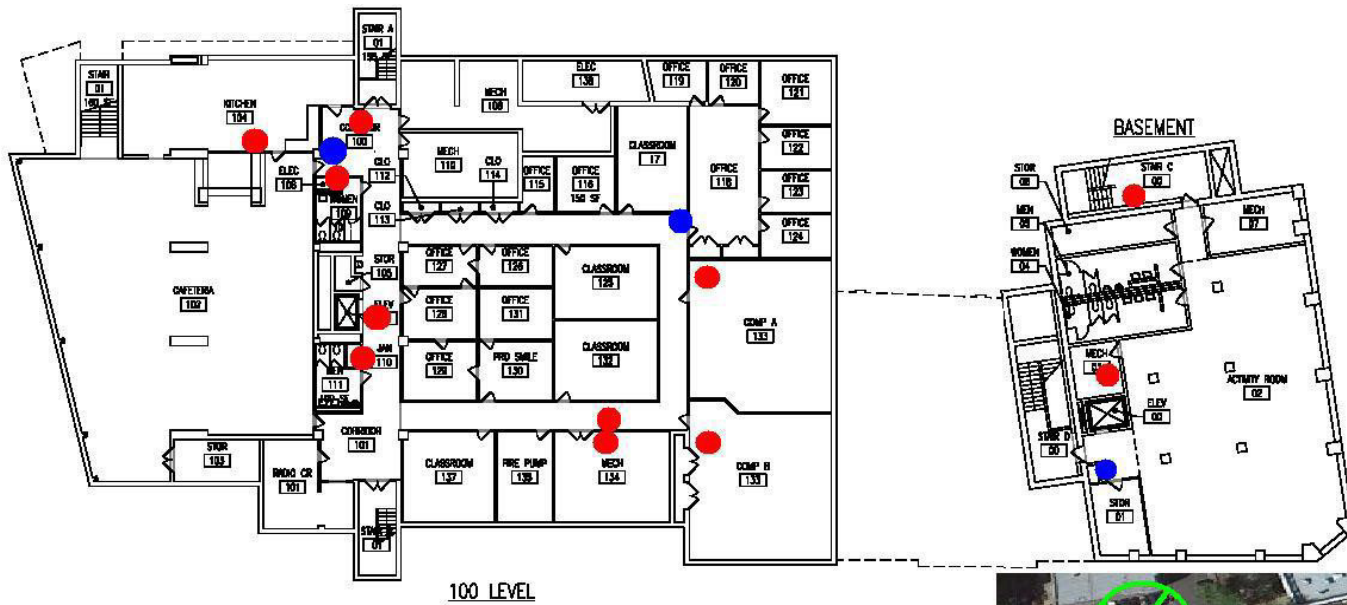


UC - UNIVERSITY CENTER

THIRD FLOOR PLAN

Clarke Caton Hintz
 Architects
 Planners
 Landscape Architects





100 LEVEL

BASEMENT

- KEY**
- PRIMARY EXIT
 - SECONDARY EXIT
 - FIRE EXTINGUISHER
 - CALL BOX
 - EVAC CHAIR
 - EMERGENCY BAG

SECURITY 570-3175

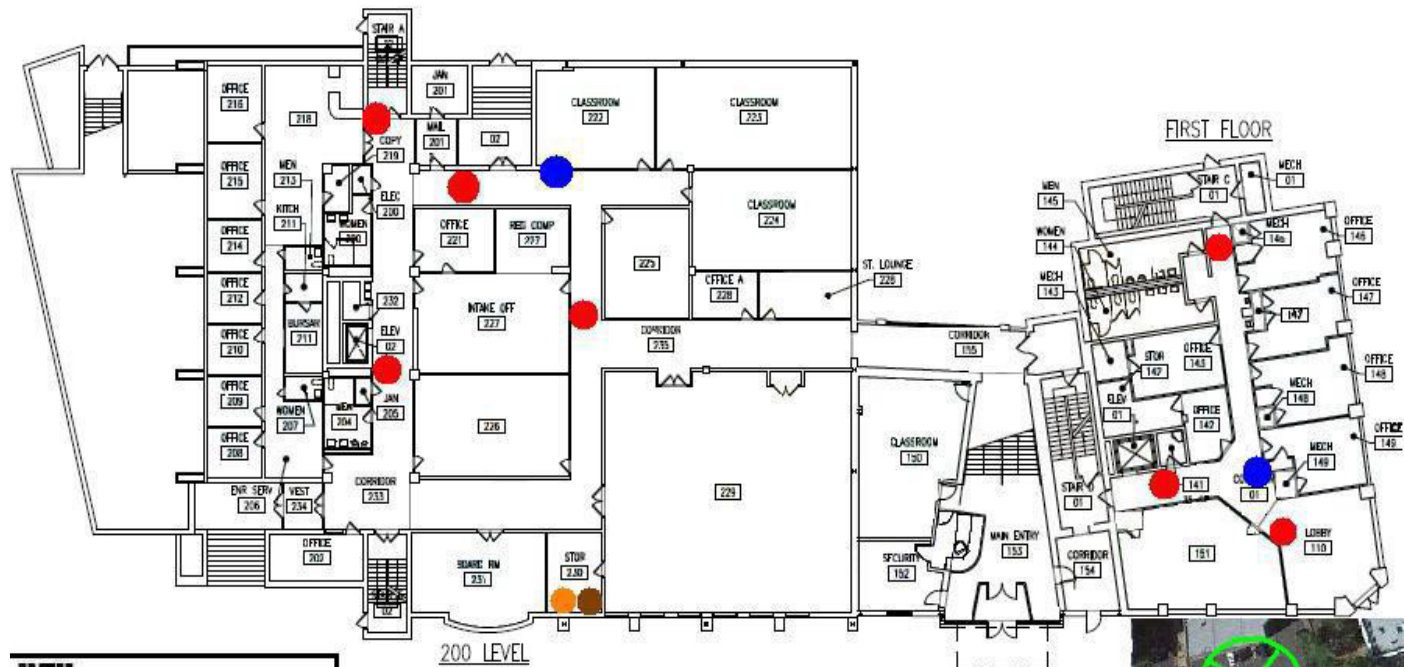
▲ YOU ARE HERE

Area of Refuge & Mobility Impaired Staging/Evacuation Sites

JK- James Kerney Campus

FIRST FLOOR PLAN





FIRST FLOOR

200 LEVEL

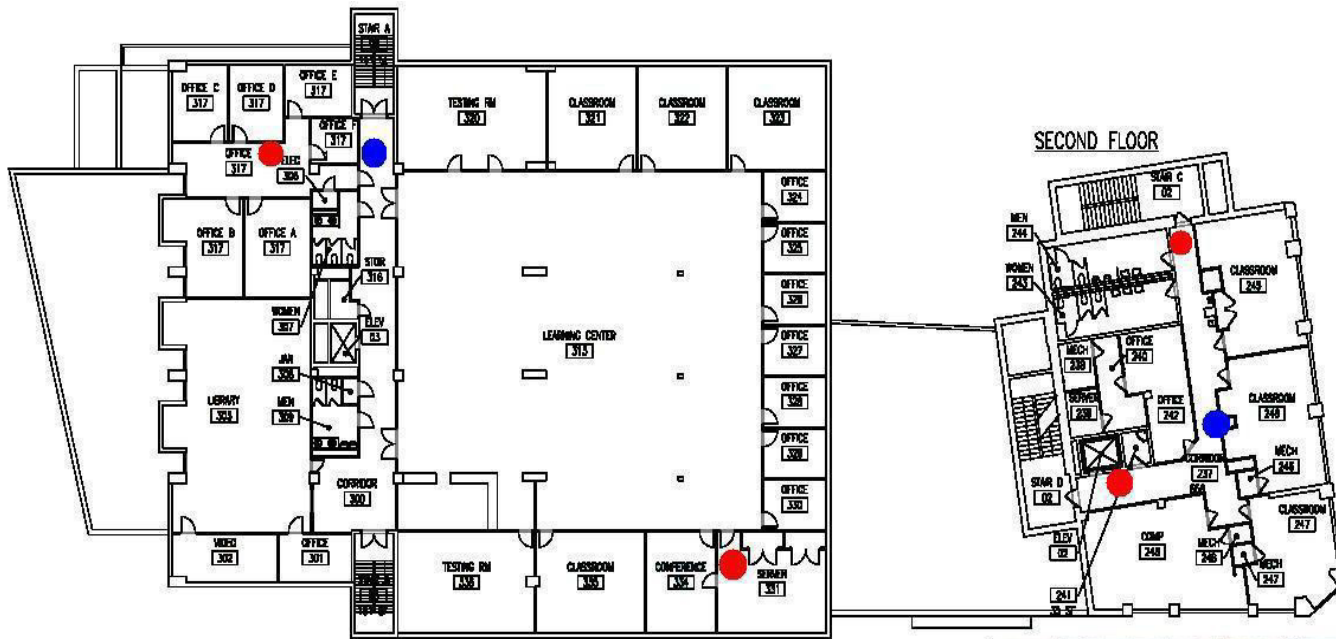
- KEY**
- PRIMARY EXIT
 - SECONDARY EXIT
 - FIRE EXTINGUISHER
 - CALL BOX
 - EVAC CHAIR
 - EMERGENCY BAG

SECURITY 570-3175

- ▲ YOU ARE HERE
- ⊗ Evacuation point
- ♿ Area of Refuge & Mobility Impaired Staging/Evacuation Sites

JK- James Kerney Campus
SECOND FLOOR PLAN





300 LEVEL

SECURITY 570-3175

- KEY**
- PRIMARY EXIT
 - SECONDARY EXIT
 - FIRE EXTINGUISHER
 - CALL BOX
 - EVAC CHAIR
 - EMERGENCY BAG

▲ YOU ARE HERE

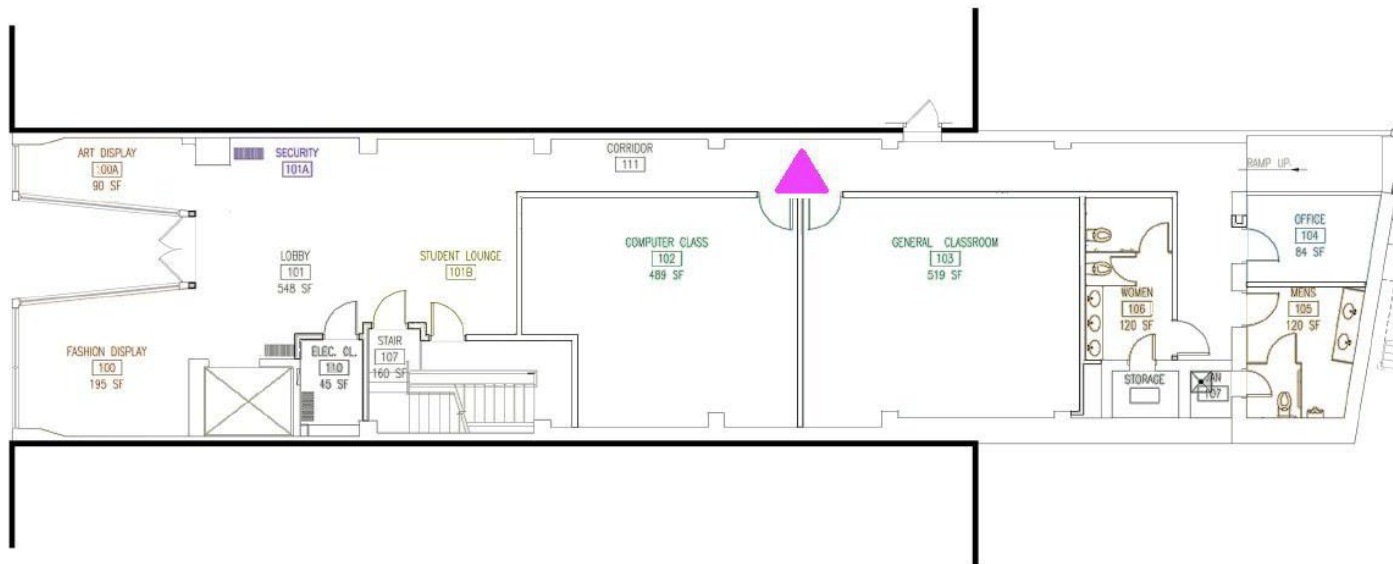
♿ Area of Refuge & Mobility Impaired Staging/Evacuation Sites

⊗ Evacuation point

JK- James Kerney Campus

THIRD FLOOR PLAN





- KEY**
- PRIMARY EXIT
 - SECONDARY EXIT
 - FIRE EXTINGUISHER
 - CALL BOX
 - EVAC CHAIR
 - EMERGENCY BAG

SECURITY 570-3175



AREA OF REFUGE

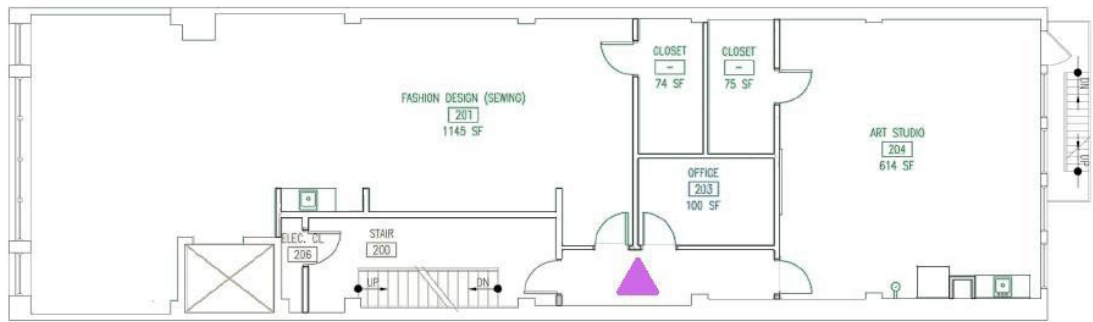


YOU ARE HERE

MCCC - Trenton Hall

FIRST FLOOR PLAN





- KEY**
- PRIMARY EXIT
 - SECONDARY EXIT
 - FIRE EXTINGUISHER
 - CALL BOX
 - EVAC CHAIR
 - EMERGENCY BAG

SECURITY 570-3175



AREA OF REFUGE

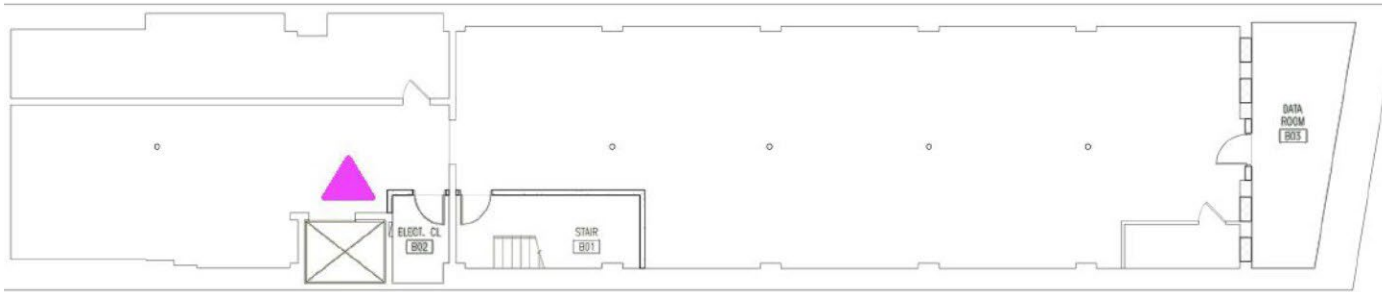


YOU ARE HERE

MCCC - Trenton Hall

SECOND FLOOR PLAN





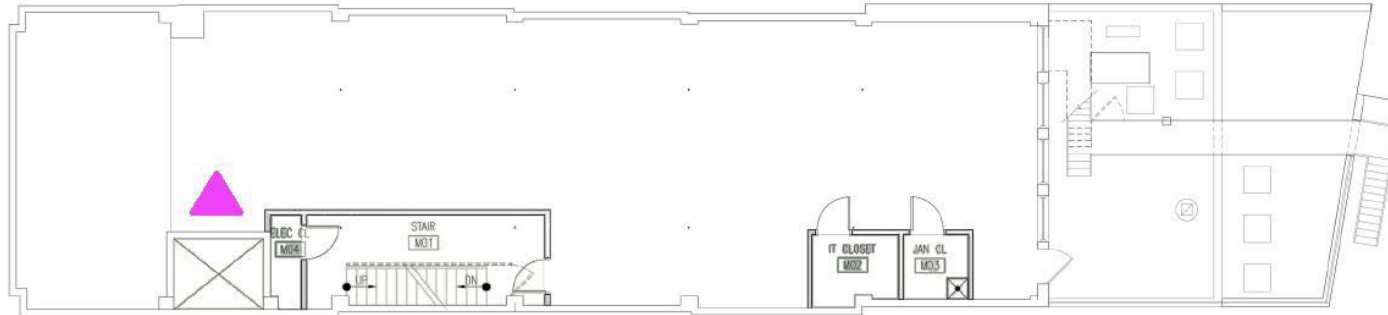
AREA OF REFUGE

YOU ARE HERE

MCCC - Trenton Hall

BASEMENT FLOOR PLAN





KEY	
	PRIMARY EXIT
	SECONDARY EXIT
	FIRE EXTINGUISHER
	CALL BOX
	EVAC CHAIR
	EMERGENCY BAG

SECURITY 570-3175



AREA OF REFUGE



YOU ARE HERE

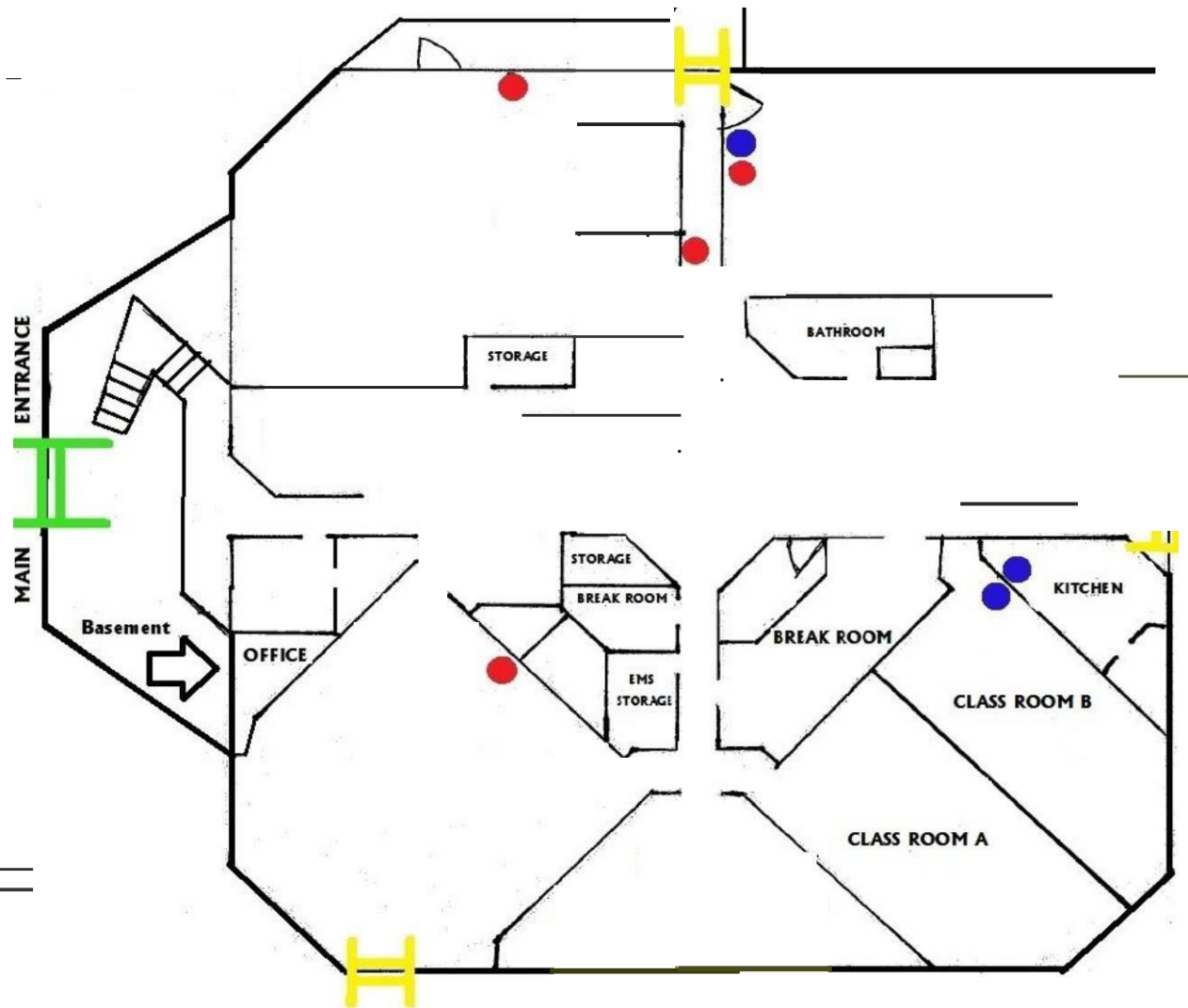
MCCC - Trenton Hall

MEZZANINE FLOOR PLAN

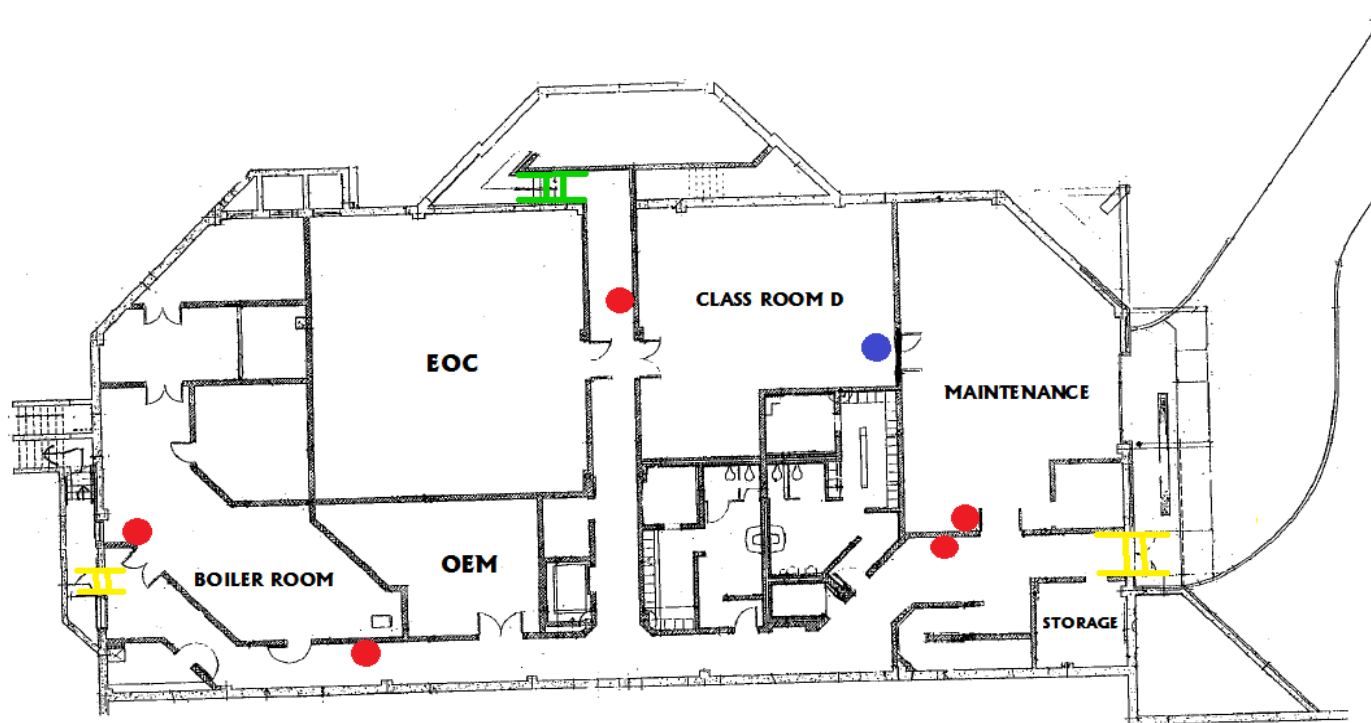


SECONDARY E
XI

- errUE.VT\CUSHER
- eCAUBOX
- EVAC CHAIR
- ©MERCENCY BAG



DEMPSTER FIRE ACADEMY – BASEMENT



KEY	
■	PRIMARY EXIT
■	SECONDARY EXIT
●	FIRE EXTINGUISHER
●	CALL BOX
●	EVAC CHAIR
●	EMERGENCY BAG



APPENDIX B

AREAS OF REFUGE

Appendix - B

AREAS OF REFUGE

Areas of Refuge are located in the stairwells that are accessible from outside of the buildings. The locations of these Areas or Refuge are indicated on the attached building plans. Areas of Refuge are located on each floor and are there to serve as a collection point for Emergency Responders. These locations have been established so that Police, Fire and EMS personnel can quickly and safely locate and evacuate persons with disabilities or special needs.

If there is no one available to assist a person with a disability or a special need, he or she should proceed to the closest designated Area of Refuge. Once in the designated area, persons should not block the doorways or position themselves such that they will interfere with the activities of the Emergency Responders. If there are other persons using the stairways, ask for assistance in evacuating the building. Do not assume that others know your particular needs!

Once in the Areas of Refuge, persons should take steps, where practical and warranted, to close all doors leading to common hallways and classrooms behind them and at all times move toward the 1st floor exits leading to the outside. Also, it is important that you locate the marker sign affixed to the wall in each of these areas and use the location number when calling for assistance.

These identification numbers are there to provide a reference for Emergency Responders and to assist them in locating you. When calling the Office of Safety & Security (609-570- 3503 at West Windsor *or* 609-570-3175 at the James Kerney Campus *or* 609-570-3200 from any location) be prepared to tell the dispatcher the location and let them know how many people are with you and what specific needs you have (equipment, need to be carried, etc.).

Where phone or other methods of electronic communication is not possible, an occupant of an Area of Refuge should hang an article of cloth or other method of visible identification out of the door to identify the Refuge location to the responding rescuers.

SMOKE

If smoke becomes present in the Area of Refuge, occupants should attempt to cover cracks or openings around doors, windows, and other openings (e.g., ventilation grills and utility penetrations) with cloth (preferably wet) or duct tape if possible. If smoke continues to invade, place a cloth (preferably wet) over the mouth and nose to filter smoke and to improve air exchange. Area of Refuge occupants must not panic.

Staff, Members of the Safety & Security team, Emergency Event Coordinators, Rescue Team members and Police/Fire will repeatedly monitor and check each of the Areas of Refuge for people in need of assistance during all evacuations.



APPENDIX C

COUNSELING AND SUPPORT SERVICES

COUNSELING AND SUPPORT SERVICES

Recovery after a crisis includes coping with ongoing stress and upsetting feelings and thoughts.

Some responses to trauma include:

- Fatigue
- Hyper-vigilance
- Headaches
- Changes in sleep and appetite
- Irritability
- Anger
- Fear
- Guilt
- Anxiety
- Problems with organization
- Problems with concentration
- Social isolation

Counseling and Support Services

Reach out for counseling if you:

- are experiencing emotional distress, e.g., anxiety, depression, hopelessness, etc. that interferes with your ability to function
- need help with self-care or positive calming and coping skills.

Director, Counseling Center:

Yannick Ladson, EdD,LPC (609) 570 – 3354

Reach out to Success Coaches or Student Support Services if

- Help with positive calming and coping skills
- Identify safe areas
- Maximize your ability to self-care
- Learn relaxation strategies
- Help connections with family and social support
- Help with organization and concentration

Protocol for Assisting Student in Psychological Crisis

If a student expresses suicidal ideation (to include thoughts having occurred in the last 72 hours, plans, intent, and/or access to means to harm self), or that someone is currently causing or threatening harm to them, please follow the steps below.

If the student is at WWC:

Hit the panic button on your office/classroom computer and Security will come to your location. If you are not near a computer, call **MCCC Security at 609-570-3503**.

OR

Walk with the student over to Security or to the Counseling Center (open M-F 8:30am - 4:30pm) in SC 229. Complete the [Student of Concern Reporting Form](#).

If the student is at JKC:

Hit the panic button on your office/classroom computer and Security will come to your location. If you are not near a computer, call **MCCC Security at 609-570-3175**. Complete the [Student of Concern Reporting Form](#) .

If student is off-campus:

Call 9-1-1 to request a welfare check/emergency medical services (EMS) for student. The police dispatcher will assist you in reaching the appropriate location/jurisdiction.

OR

If you are uncomfortable involving the police, then contact the county psychological mobile crisis unit.

Mercer County:

Capital Health Regional Medical Center Emergency Mental Health Services 609-396-4357
Mercer County Crisis Intervention/Suicide Hotline 609-896-2120

Burlington County: Legacy Treatment Services 609-835-6180

Middlesex County: Rutgers University Behavioral Healthcare 732-235-5700

It is important to provide as many details as possible about the person in crisis, to include the following (feel free to ask the student):

- Student's full name
- Student's cell phone number
- Date of birth or approximate age
- If student is alone, or if there are any other parties present
- Address/stated location if student is not at home

- Any quotes and identified methods of harm

After contacting emergency services, contact MCCC Security to advise them that you requested a welfare check (share which agency you contacted), and provide the student's MCCC ID number (if you have it).

Complete the [Student of Concern Reporting Form](#).

Created by Dr. Yannick Ladson, MCCC Counseling Center rev. 01/26/2022



APPENDIX D

RIGHT TO KNOW

- General Information
- Materials Safety Data Sheet (MSDS) Locations
- Hazardous Materials Electronic Reporting
- State of NJ Public Health RTK Brochure

RIGHT TO KNOW

GENERAL INFORMATION

New Jersey public employers must comply with the requirements of the New Jersey Worker and Community Right to Know Act. The four major requirements are:

1. Report all hazardous chemicals listed on the Right to Know Hazardous Substance List that are present at each of your facilities by completing a **Right to Know Survey** and **Right to Know Survey Updates** for each active facility. This survey update is conducted by the New Jersey Department of Health and Senior Services (NJDHSS) as required by the Worker and Community Right to Know Act (N.J.S.A. 34:5A-1 et seq) and regulations (N.J.A.C. 8:59). It is mandatory that this survey be entered electronically into the New Jersey Department of Health and Senior Services website by the due date.

The purpose of the Right to Know Survey is to:

- Inform your employees about hazardous chemicals present at your facility.
 - Provide an inventory of hazardous chemicals present at your facility to your local fire, police and health departments and local emergency planning committee (LEPC), so that they may adequately plan for and respond to emergencies, and to provide the public with access to this information.
2. **Label** containers of chemical products.
 3. Establish a Right to Know **Central File** at each facility that reports the presence of hazardous chemicals.
 4. Post a RTK **poster** in each facility.

If you have questions regarding the law or survey you should contact the NJDHSS Info line at (609) 984 – 2202, or email the Right to Know Program at rtk@doh.state.nj.us.

You can download documents explaining the above requirements from the Right to Know Program's website at www.nj.gov/health/rtkweb.

Appendix D: RTK – General Information



RIGHT TO KNOW – MATERIALS SAFETY DATA SHEETS (MSDS)

INFORMATION AND FILE LOCATIONS

MSDS Binders & Emergency Responder Quick Reference Guides

Division	Building	Contact	Location
Arts & Communication			
Ceramics	ES	Michael Welliver	ES121
Photography Lab	FA	Michael Dalton	ET125
Theater	TH	Kate Pinner	TH130
Business			
Funeral Services	MW	Michael Daley	BS105
Conference Center			
Dining Services	MC	Courtney Edwards	MC149
Cafeteria	SC	Courtney Edwards	SC136
Facilities & College Safety			
College Safety	FA/SC	Todd Sparks	FA107
Maintenance Shops			
Administrative Office*	MW	Fred Carella*	MW107
Carpentry		Robert Seeds	MW115
Electrical		Steve Zsenak)	MW116
Paint		William Horn	MW114
Plumbing		Steve Tryba	MW113
Print Shop/Mail Room		Ray Andrejck	MW117
Science & Health Professions			
Chemistry	MS	Mary Ann Norcross	MS345
Microbiology	MS	Dawn Cook	MS230
Horticultural Science	GH	Amy	GR-HS

Fitness Center

PE

Mike DeAngelis

PE131

RTK Electronic Reporting System

The NJ State Department of Health has established a new requirement on the reporting of all Right To Know data. Effective for reporting year 2013 the State of New Jersey required electronic reporting of all qualifying hazardous substance products. The system is available online and requires entering of all data through this portal for the Five Year Survey Report and all future report additions and changes. All products are reported by the host department(s) and entered via this website.

Additional information is available on the state website: www.nj.gov/health/eoh/rtkweb

Click on "2018 RTK Survey Online Filing Requirements"

The screenshot displays the 'Employer and Facilities' page for Mercer County Community College. The page includes a navigation menu on the left with options like 'About RTK', 'Facilities', 'Fact Sheets', 'User Management', and 'Logout'. The main content area shows the employer's details and a table of facilities.

EIN	Facility ID	Facility Name	County	Hazardous Chemicals Reported	2013 Survey Status	Facility Status	Surveys
44013300	44013300000	MERCER CO COMM COLLEGE - WEST WINDSOR CAMPUS	Mercer	none	Ongoing	Active	Surveys
44013300	44013300001	MERCER CO COMM COLLEGE - TRENTON CAMPUS	Mercer	none	Ongoing	Active	Surveys
44013300	44013300002	MERCER CO COMM COLLEGE - T M AIRPORT-SHAD	Mercer	none	Not Started	InActive	Surveys

The following three agencies work together to implement the *Worker and Community Right to Know (RTK) Act*:

*New Jersey Department of Health and Senior Services
Right to Know Program
PO Box 368
Trenton, NJ 08625-0368
(609) 984-2202
<http://www.nj.gov/health/eoh/rtkweb/index.shtml>*

Enforces all provisions of the *RTK Act* in public workplaces and *RTK* labeling in private workplaces. The Program prepares Hazardous Substance Fact Sheets, the *RTK* brochure, and other materials to increase awareness of hazardous chemicals and help employers comply with the *RTK Act*. Printed materials are available upon request. Many are translated into Spanish.

*New Jersey Department of Environmental Protection
Office of Pollution Prevention and Right to Know
PO Box 406
Trenton, NJ 08625-0406
(609) 292-6714
www.nj.gov/dep/opppc/crtk/*

Enforces the community provisions of the *RTK Act* in the private sector (except for labeling). The Department is also responsible for implementing Title III (Emergency Planning and *Community Right to Know*) of the federal Superfund Amendments and Reauthorization Act (SARA), which establishes requirements for industry regarding emergency planning and reporting of hazardous chemicals.

*New Jersey Department of Labor and Workforce Development
Office of Public Employees Occupational Safety and Health
PO Box 386
Trenton, NJ 08625-0386
(609) 292-7036
http://wd.state.nj.us/ltsa/employer/Public_Employees_OSH.html*

Collects *RTK* fees from private employers and investigates complaints by public employees who suspect they are being discriminated against for exercising their rights under the *RTK Act*.

HOW TO OBTAIN INFORMATION LOCALLY

You can obtain copies of the *Right to Know Survey*, *Community Right to Know Survey*, and Hazardous Substance Fact Sheets from your designated *Right to Know* county agency listed below:

Atlantic	(609) 645-5971	Ext. 4295
Bergen	(201) 634-2785	
Burlington	(609) 265-5521	Ext. 5521
Camden	(856) 374-6046	
Cape May	(609) 463-6413	
Cumberland	(856) 327-7602	Ext. 1129
Essex	(973) 497-9401	
Gloucester	(856) 218-4103	
Hudson	(201) 223-1133	
Hunterdon	(908) 788-1110	
Mercer	(609) 278-7165	
Middlesex	(732) 745-8480	
Monmouth	(732) 431-7456	
Morris	(973) 631-5484	
Ocean	(732) 341-9700	Ext. 7477
Passaic	(973) 225-3651	
Salem	(856) 935-7510	
Somerset	(908) 231-7506	
Sussex	(973) 579-0370	
Union	(908) 654-9730	
Warren	(908) 475-7960	

**YOU HAVE A
RIGHT TO KNOW
ABOUT HAZARDOUS
SUBSTANCES
IN YOUR
WORKPLACE AND
COMMUNITY.
USE IT.**

516

2054

YOU HAVE THE RIGHT TO KNOW



**ABOUT HAZARDOUS SUBSTANCES IN
YOUR WORKPLACE AND COMMUNITY**



Chris Christie, Governor
Kim Guadagno, Lt. Governor



Poonam Alagh, MD,
MSHCPM, FACCP
Commissioner

**Public Health Services
Division of Epidemiology, Environmental and
Occupational Health
Consumer, Environmental and
Occupational Health Service
Right to Know Program**



APPENDIX E

Covid 19 Pandemic Preparation and Plan

Pandemic Policy

- A. PURPOSE.** This policy documents the authority of the College to act in order to maintain safe university operations during the declaration of a public health emergency, pandemic, or other serious public health threat and outlines the principles under which related directives and mandates will be enacted, communicated and implemented.
- B. APPLICABILITY.** All faculty, staff, administration, students, and other individuals accessing either the West Windsor campus, James Kerney campuses, and any other instructional sites.
- C. POLICY.** The Mercer County Community College Board of Trustees has the authority to direct the College Administration to take all actions necessary and expedient for the ongoing operations of the College and to create and/or revise bylaws, rules and regulations required. During times of public health emergency (as declared by federal, state or local authorities), the Board of Trustees, the President and College Administration will ensure that the College's operations are maintained in compliance with any applicable emergency order.

In addition to complying with College rules and regulations that may be adopted by the Board of Trustees from time to time, all faculty, staff, students and visitors must adhere to the provisions of this policy and any standard, operating procedure or campus rule promulgated under this policy.

In the event of a public health emergency due to a communicable disease emergency or pandemic, policies, standards and operating procedures (whether system-wide, campus-specific or unit-level) developed under this policy will be enacted, communicated and implemented in accordance with the following principles. All such mandates will:

1. Conform to applicable federal, state, and local laws, regulations, and orders (executive and public health).
2. Conform to any specific directives and procedures issued by the College and, if requested by the Board of Trustees, be timely presented to the Board for review and ratification.
3. Reflect feedback from stakeholder engagement to the extent practicable given the circumstances of the public health emergency.
4. Be communicated to all relevant College stakeholders through official channels of campus communications, including email, campus websites and local media.
5. Faculty, staff, students and contractors are expected to monitor the stated communication so they remain informed. Faculty, staff and students who do not adhere to mandates promulgated under this policy, whether provisional or interim in nature, may be subject to appropriate discipline, up to and including termination or expulsion.

- D. PUBLIC HEALTH SAFETY PRACTICES:** Measures prescribed by public health officials as a way to prevent or curb the transmission of a communicable disease. The term includes a wide range of practices that vary depending on the nature of the disease, including but not

limited to the following:

1. Hand washing
2. Wearing face covering or other protective gear
3. Social distancing/physical distancing
4. Utilizing protective equipment, such as plastic/glass barriers or plastic covers that can be changed between use
5. Cleaning/sanitizing shared workstations, desks, equipment, and the like
6. Disease testing
7. Vaccination
8. Quarantine

E. ROLES AND RESPONSIBILITIES. The Office of Human Resources (OHR) is responsible for putting together detailed guidance for supervisors on public health emergency precautions, the applicability of Family and Medical Leave Act (FMLA), use of sick time, prohibiting employees from coming to work, and sending people home. Generally, supervisors should encourage employees to stay home when sick, discourage public conversations about the health status of any employee, and continue to follow all applicable laws and policies. The College stresses the following guidance:

1. Supervisors and Faculty should NOT:

- a. Ask employees or student to disclose their personal health status or medical conditions.
- b. Discuss, question or list concerns regarding an employee's or student's symptoms or perceived medical condition publicly or in open spaces.
- c. Threaten the status of an employee's employment or a student's enrollment based upon recent travel or based upon their exposure to somebody who has travelled.
- d. Assume an employee or student has traveled to an area or country that has been identified under the public health emergency that they should call the OHR for guidance and resources prior to returning to the Campus.

2. Supervisors and Faculty SHOULD:

- a. Discourage interoffice conversations that include negative comments about colleagues that blame them for the spreading of contagion, assume someone has any medical condition, mock those who have any medical condition and/or disclose the personal health status and medical conditions of others.
- b. Send an employee home if they are exhibiting observable symptoms and/or behaviors in alignment with a severe cold, flu or current illness as defined under the public health emergency or are otherwise "under the weather" in a manner that impacts their ability to successfully perform their duties. The College will follow [CDC guidance](#) regarding quarantine and/or isolation.
- c. Explain to employees that the guidelines to request to utilize sick leave and/or file a claim or report off under FMLA still apply. If an employee is unwell and/or required to practice social distancing and unable to work they should notify their direct supervisor and the OHR.

- d. Require employees that are returning from FMLA approved leave to provide OHR with a Medical Release to Full Duty.
- e. Maintain any information in connection with an employee request for leave based upon a medical condition confidential in compliance with HIPAA requirements, and the Americans with Disabilities Act (ADA).
- f. Refer students to a licensed medical person or the college counselor with an LPC based upon HIPAA or ADA for when there is a medical condition confidential in compliance with HIPAA requirements, and the Americans with Disabilities Act (ADA).
- g. Encourage an educational and healthy workplace by promoting and requesting that employees and students adopt infection control practices in the workplace.
- h. Refer to the College's website for more information.
- i. Refer to the College's Procedure Website for specific procedures regarding pandemic, and standards and operating procedures (whether College-wide, or division-level)

F. USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE). Based on the nature of the public health emergency, all measures will be taken in accordance with NJ State requirements. All students, faculty and staff are required to follow those measures.

The College will inform the Campus Community when these measures are active and when they are suspended through the Office of Public Relations and Communications, on the website and the Blackboard Learning Management System.

G. ENFORCEMENT: Compliance this policy is mandatory.

1. Employees: Any employee found to have violated, intentionally or unintentionally, this policy may be subject to performance feedback and/or disciplinary action, up to and including termination of employment.
2. Students: Failure to comply with campus signage or a verbal directive from campus personnel not limited to social distance, wearing of a protective face mask, personal protective equipment required by the course syllabus, congregating in common areas and parking lots, a 14 day quarantine period due to exposure and/or at stay home order following a positive test, is a violation of the Student Code of Conduct.
 - a. First Violation = Student receives a written warning notice, suspending campus access (14 days), restricted to remote access only. Student may be reinstated, after the 14th day with letter of petition to have campus access;
 - b. Second Violation = Student campus access is suspended for the balance of the semester, restricted to remote access only, up to and including suspension from all classes.
 - c. Third Violation = Student jeopardizes enrollment, up to and including suspension from classes and campus for the balance of the academic year and/or Expulsion from the college.
3. No refunds of tuition will be granted to students serving a Suspension. Students on federal and state aid will need to be mindful of a loss of aid, and fund balances which must be paid to the college prior to reinstatement.
4. Additional related student code of conduct violations may apply.