

MCC's Annual Security Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (34CFR668.46), also known as the "Clery Act", is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. The act is named in memory of Jeanne Clery, a 19-year old Lehigh University freshman who was assaulted and murdered in her residence hall on April 5, 1986.

Manchester Community College's Annual Security report has been prepared to meet the requirements of this act. It presents college policies concerning campus security (e.g. policies concerning alcohol and drug use, crime prevention, and the reporting of crimes) and statistics for the previous three years concerning reported crimes that occurred on campus and on public property immediately adjacent to and accessible from the campus.

The Annual Security Report is available on the MCC website at:
www.manchestercc.edu/offices/police/ASR.php

A copy of the report can also be obtained by contacting the MCC Police Department (L-170) at (860) 512-3680.

Connecticut's Office of Victim Services (OVS)

1-800-822-8428

(8:00 am to 4:30 pm Monday through Friday

www.jud.ct.gov/crimevictim

Information regarding services available for crime victims (pursuant to C.G.S. § 54-222a

Domestic Violence: Advocacy, emergency shelter, counseling, and other services: 1-888-774-2900 Statewide Toll-Free

Sexual Assault: Counseling and advocacy

1-888-999-5545 Statewide Toll-Free

(En espanol: 1-888-568-8332)



MANCHESTER
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Personal Safety and Crime Prevention Guide

This guide provides information about the College's Annual Security Report and reminds everyone about crime prevention and personal safety.

**To Report a police, fire or medical emergency,
call the MCC Police:**

From campus phone: 3111

From cell phone: (860) 512-3111

From blue pole emergency phone: push the call button

To report to Town of Manchester 911 Dispatch Center

From campus phone 9-911

From cell phone: 911

Reduce Your Vulnerability To Crime

Personal safety and crime prevention starts with *you*, *your* use of common sense, and *your* actions.

Be aware of your surroundings. Pay attention to what you're doing, where you are, and who is around you.

Don't leave valuables unattended. Don't leave your purse, wallet, backpack, cellphone, or textbooks on a table and walk away. It only takes a second for someone to grab them.

Textbooks are expensive and therefore a target of theft. To reduce their value to a thief (who wants to re-sell them), write your name on the inside cover and put identifying marks on several pages (e.g. your driver's license number of the same page of each book you own). This will assist you, the Bookstore, and the police identify a book if it is stolen.

Keep your car locked at all times. This means when you're parked on campus, in your driveway, or when you're driving down the street.

- Park in well-lit areas and have your keys in your hand when you leave a building to go to your car. (You won't be fumbling around for your keys when you reach your car and the keys can be used as a defensive weapon.)
- Check the back seat when you get into the car.
- Keep any valuables (purse, cell phone, electronics, textbooks) out of sight. Lock valuables in the trunk of your vehicle.

If you are alone and feel uncomfortable walking to your car: contact the MCC Police at **ext 3680** and an escort will be provided to you.

If you feel that you're being followed or you sense something is wrong, take action. Head for a well-lit area where there are other people or go to an emergency phone where you will be in direct contact with the police. Blue emergency phones are strategically located throughout the campus. Don't isolate yourself or try to hide. **Don't hesitate to contact the police.**

Report it. Report any suspicious activities, persons, or vehicles on campus to the MCC Police immediately.

Crime prevention is a team effort and the police would always prefer checking on something that turned out to be "nothing" rather than *not* learning something that turned out to be serious.

When an audible alarm or warning is sounded:

- Leave the building immediately by the nearest exit and alert others to do the same.
- Do not question whether an alarm or warning is false; simply evacuate.
- Do not use the elevator.
- Assist others who may need help in evacuating.
- Evacuate in a calm and orderly manner.
- Take only those belongings you can gather immediately (e.g. purses, keys) and dress appropriately for the weather.
- Do not use the phone system except to sound the alarm or report the location of casualties or people with disabilities who may need assistance.
- Do not enter or return to an evacuated building until told to do so by public safety officials.
- Do not assume that because an audible alarm has been silenced, it means you can return to an evacuated building.

When an announcement is made to Shelter-in-Place:

If the reason is a fire or hazardous material spill, the goal is to seek shelter in a classroom or office and to seal the room to the extent possible and to call attention to yourself.

- Use clothing or any other available material to seal an entry way against smoke or fumes.
- Place something (a piece of cloth or paper) in a window or on a door that would signal rescuers your location.
- Await notification that it is safe to evacuate.

If the reason is an armed hostile intruder, the goal is to seek shelter in a classroom or office and to hide.

- Secure (lock and/or barricade) the classroom or office door(s)
- Keep the room dark and silent. (Turn off the lights and any equipment that makes noise or light, silence cell phones, close any window treatments.
- Stay quiet and out of sight.
- Await notification that it is safe to evacuate.