



HAGERSTOWN COMMUNITY COLLEGE

ANNUAL SECURITY REPORT

FOR CALENDAR YEARS
2023, 2024, & 2025

Hagerstown Community College
11400 Robinwood Drive,
Hagerstown, MD 21742
240-500-2000

Published September 2026



Table of Contents

Message from the Chief.....	2
Introduction	3
HCC Police Authority	3
HCC Campuses.....	4
Campus Security Officers	5
Training	5
Police & Security Services	5
Reporting a Crime.....	6
Campus Security Authority.....	7
Security Awareness and Prevention.....	8
Crime Prevention Tips.....	8
Reporting Concerning Behavior	9
Behavior Intervention Team.....	9
Crisis Management Team	9
Emergency Operations Plan	9
Timely Warnings & Emergency Notifications	10
Emergency Mass Notification Systems	11
Emergency Alert System.....	13
Standard Response Protocols	15
Active Assailant.....	16
General Evacuation Procedures	17
Fire Safety	18
AED & Stop the Bleed.....	19
Access to Campus Facilities.....	19
PROGRAMS	20
Crime Prevention and education Programs.....	20
Suicide Prevention	20
Addiction Awareness	20
Cannabis Law Changes 2023	21
Sexual Assault Awareness	21
How to Report a Crime	22
Victim, Witness, and Domestic Violence Assistance	23
Registered Sex Offenders	23
POLICIES	24
Hazing Policy.....	24
Firearms Policy.....	25
Drug and Alcohol Abuse	28
Sexual Misconduct Policies.....	29
CRIME STATISTICS	37
Definitions.....	40
Appendix A – Building Addresses and Abbreviations	43
Appendix B – HCC Campus Clery Geography Map.....	44

HAGERSTOWN COMMUNITY COLLEGE POLICE



MESSAGE FROM THE CHIEF

The individuals of the HCC Police and Security Department are public servants committed to safeguarding the College community and protecting the constitutional rights of everyone. The police department is focused on real and sustainable community policing efforts. The values of Principled Policing and Procedural Justice are used to help guide the police department. Our officers are working hard to increase the public's trust in law enforcement and to make Hagerstown Community College a safe place to learn, work and visit.

Chief Eric C. Byers
Hagerstown Community College
HCC Police & Securities Department
11400 Robinwood Drive
Hagerstown, MD 21742

INTRODUCTION

The safety and security of the college community are of vital concern to Hagerstown Community College. Hagerstown Community College's Annual Security Report (ASR) is prepared and distributed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Higher Education Opportunity Act (HEOA), and all implementing regulations issued by the US Department of Education (34 C.F.R. Part 668.46). The report reflects policies and services designed to provide a safe environment and set a standard of conduct which is most conducive for a safe college campus. Our goal is to promote a culture of respect and safety at Hagerstown Community College.

The HCC Police Department composes the Annual Security Report. This report contains three calendar years of reported crimes that occurred on the HCC campuses, public areas contiguous to the campus, or property owned, leased, or controlled by Hagerstown Community College. The statistics include information reported to Campus Security Authorities (CSA) and crimes reported to outside law enforcement agencies (Washington County Sheriff's Office, Hagerstown Police Department, and the Maryland State Police). The police department works with Title IX reporters and other administrators to ensure we are capturing all the mandated reports. Each year before October 1, all employees and members of the college community are notified by email that the Annual Security Report has been posted on the college's website and can be accessed at the following link:

<https://www.hagerstowncc.edu/hcc-police-annual-security-report>. This report includes crime statistics from January 1, 2023, to December 31, 2025.

Hard copies of this report will be provided upon request by contacting the HCC Police office at 240-500-2308.



Hagerstown Community College
Police & Security

HCC POLICE AUTHORITY

The Hagerstown Community College Police are sworn law enforcement officers that have authority granted under the Maryland Code, Education Article 16-707.1. HCC Police Officers may exercise powers of a police officer on the property that is owned, leased, operated by, or under the control of the Hagerstown Community College. HCC Police are stationed on the main campus located at 11400 Robinwood Drive, Hagerstown, MD 21742 in the Learning Resource Building (LRC) room 115. HCC police officers wear navy blue shirts, ballistic vests, and dark tan pants. All HCC police vehicles are appropriately marked and equipped with police lights and sirens.

HCC Police officers are armed and have sworn law enforcement powers on the main campus and properties owned, leased, or operated by the college. Maryland House Bill 478 was approved in May 2025 and signed by the Governor of Maryland on July 1, 2025. House Bill 478 recognizes the state-wide jurisdiction of the HCC Police officers and allows them to respond off campus in a life-threatening emergency. The HCC Police Department works in collaboration with local law enforcement agencies to help keep the campus community safe and notified. The HCC Police Department has a professional relationship with the Washington County Sheriff's Office, the Maryland State Police, and the Hagerstown City Police Department and work together to address problems and provide a safe and secure community. The HCC Police Department has official Memorandum of Understanding (MOU) agreements with the Washington County Sheriff's Office and the Hagerstown Police Department.

HCC MAIN CAMPUS

Hagerstown Community College (HCC) was founded in 1946 as Maryland's first community college. More than 100 programs of study are available for university transfer, career preparation, or personal development, as well as non-credit continuing education courses, customized training programs and Washington County's adult education programs. Associate degrees, certificates and letters of recognition are awarded. The 319-acre picturesque campus encompasses 18 buildings and includes a full-service business incubator, numerous gardens, and an outdoor amphitheater. The main campus is located at 11400 Robinwood Drive, Hagerstown, Maryland 21742. All of the student used buildings contain separate addresses that are utilized by the Washington County Emergency Communications Center. This helps provide precise address locations for responding emergency services. A list of those building addresses has been included at the end of this report in Appendix A.

NON-CAMPUS LOCATIONS

Under the Clery Act, a non-campus location refers to off-campus properties that are owned or controlled by the college, used for educational purposes, and frequently used by students. Crimes occurring in these areas must be reported by HCC in the Annual security report. HCC has leased off-campus property located in the Valley Mall at 17301 Valley Mall Road, Hagerstown, Md. 21740. The college uses this location to teach continuing education and personal enrichment courses. The Washington County Sheriff's Office provides primary law enforcement services at the HCC Valley Mall. There are two additional locations used by the college for the commercial motor vehicle programs. One of those commercial range locations is a 2-acre satellite training location behind the Hagerstown Aviation Museum for range training and to store vehicles. The address of this location is 14547 Industry Lane Hagerstown, Maryland. The Washington County Sheriff's Office has primary responsibility for calls for service at this location. The second location used for CVT training is at New Heights Industrial Park, 18450 Showalter Road, Hagerstown, MD 21742. The Sheriff's Office provides law enforcement services at this location. When compiling the ASR the HCC Police Department requests crime statistics from these non-campus locations from the Washington County Sheriff's Office.

D.M. BOWMAN FAMILY WORKFORCE TRAINING CENTER (BTC)



The D.M. Bowman Family Workforce Training Center (BTC), located at 562 Northern Avenue, in Hagerstown, is home to HCC's non-credit classes including commercial truck driver training, diesel tech, forklift instruction, and a variety of other workforce and personal enrichment courses. The Bowman Training Center is referred to as the BTC. This location has been designated as a separate campus. According to the Clery Act, a separate campus is a non-contiguous, institution-controlled location with an organized program of study and on-site administrative staff. The BTC is a separate campus that contains classes from the Barr Construction Institute and the Workforce Solutions and Continuing Educational programs. This campus was opened in May of 2025 and classes started at that time. This annual security report will capture Clery Crime data from the time the campus was open until the end of the 2025 calendar year. The BTC campus will not be entered into the National Department of Education Campus Security Survey until next year. The requirements are more than 11 months of crime data before entering the new location as a separate campus in the Campus Safety Survey. The BTC will be entered as a new campus in next year's survey.

The Hagerstown Police Department provides emergency police response and after-hours services to the Bowman Training Center (BTC). In 2026 Hagerstown Community College established written Memorandums of Understanding (MOU) with the Hagerstown Police Department. The BTC is a five-acre campus situated inside the Hagerstown City Police jurisdiction. The Hagerstown City Police provide emergency response services to the BTC. Police officers from the HCC Police Department can respond to the BTC to handle routine calls for service. HCC security officers are stationed daily at the BTC and are responsible for providing services to students, faculty, staff and visitors at this site. There is a separate Daily Crime Ledger at the BTC. HCC Security officers are trained Campus Security Officers and ensure incidents are documented accordingly.

CAMPUS SECURITY OFFICERS

Hagerstown Community College utilizes unarmed security officers to help supplement the staffing in the HCC Police Department. These security officers do NOT possess arrest powers and are not authorized to conduct traffic enforcement. HCC Security Officers are dressed in tan colored security shirts and black BDU style pants. Security officers patrol campus/BTC and are trained to observe and report incidents. If an HCC Police Officer is not available, the security officer will contact the Washington County Sheriff's Office or the Hagerstown Police Department. HCC Security Officers are considered a Campus Security Authority (CSA) and are trained to document and report incidents, as required under the Clery Act. HCC Security Officers can be reached by calling 240-500-2308 or by stopping by the office at LRC 115 or if at the Bowman Center, call 240-500-2508.

TRAINING

HCC police officers participate in annual In-Service training that meets the standards set forth by the Maryland Police & Corrections Training Commission (MPCTC). In addition, HCC Police officers complete annual firearms training that meets the MPCTC standards. In 2025 HCC Police Officers complete the required number of hours of In-Service Training. HCC Police officers are encouraged to complete additional training courses and attend seminars related to the field of policing at institutions of higher education. HCC Police are trained Campus Safety Authority reporters and follow all Clery-based regulations. HCC Police and Security Officers are Certified Crowd Managers and receive biannual CPR/AED/First Aid Training. In 2025 HCC police officers attended the following MPCTC approved training:

- Cultural and Gender Diversity
- OC/Taser Recertification
- Implicit Bias Training
- Identity Theft Training
- Less Lethal Impact Munitions Training
- Firearms Training
- Physical Agility Assessment

POLICE & SECURITY SERVICES

The HCC Police Department is comprised of full-time sworn police officers and full-time security officers. The Maryland Police & Corrections Training Commission (MPCTC) certifies HCC Police officers. HCC Police officers can enforce Maryland traffic laws and make criminal arrests on the main campus of HCC. The police officers on campus carry police radios and are communicate with the Washington County Emergency Communication Center. In the event of an emergency, call 911 and an HCC Police officer and/or a police officer from local law enforcement, will be dispatched to your location.

The HCC Police and Security Officers patrol the campus, investigate incidents, enforce all college traffic and parking regulations, and provide student escorts when needed. HCC Police and security hours of operation are Monday through Friday 7:00 am to 10:00 pm and Saturdays from 8:00 am to 4:00 pm. To reach an officer in the event of a non-emergency, call 240-500-2308, or dial 2308 from any college phone. There are red phones located in most campus buildings. You can use these phones to dial 2308 or 911 to connect you with emergency services. The HCC Police Office is in the Learning Resource Center (LRC) building, room 115. The security office phone number is 240-500-2308. The Chief of Police can be reached at 240-500-2501.

During off-hours on the main campus, contact the Washington County Sheriff's Office non-emergency number 240-313-2100 or 911. If you are at the Bowman Training Center after hours contact the Hagerstown City Police Department non-emergency number, 301- 797-3700 or 911.

Other services provided by the police include, but are not limited to:

- Fire Prevention
- Emergency Operation Planning
- Crisis intervention
- Respond to medical emergencies to assist with contacting emergency medical services
- Security surveys
- Crime detection and prevention
- Criminal investigations/Police Reports
- Roving patrols
- Parking coordination for special groups
- Student escorts (when needed)
- Assist students, faculty and staff motorists with dead batteries, without charge. (Note: This service is provided at the officer's discretion)

REPORTING A CRIME OR AN EMERGENCY

All students, employees and visitors of the college are encouraged to report crimes to the HCC Police Department. If you observe a crime in progress, call 911. The Washington County Emergency Communication Center can dispatch HCC Police, allied law enforcement agencies, and/or fire & EMS to the college campus if needed. If you are the victim of a crime, you can report the crime to the HCC Police Department. The HCC Police Department is responsible for collecting all Clery Crime Data and reporting it to the Department of Education. If you are reporting a crime that happened in the past or a non-emergency, dial 240-500-2308. This number will go straight to the HCC Police Department during normal business hours. You can email concerns or questions to the HCC Police Department email, campopol@hagerstowncc.edu. As an employee, you can contact Dr. Mike Markoe at 240-500-2600 to report a Title IX complaint. If you are a student, you can contact the Dean of Students office at 240-500-2526. You can use any of the red emergency phones on campus to call 911 or to call 2308.

HCC Police officers are trained to investigate and document criminal acts that occur on campus. Special consideration will be given to victims of a crime and allow for anonymous or confidential reporting. HCC Police officers understand that a victim of a sexual assault (misconduct/assault/harassment) may want to report the incident but remain anonymous (Jane Doe Reporting). When dealing with some of the more serious Part I Criminal Offenses (murder & rape) the HCC Police would contact the Washington County Sheriff's Office to take over the investigation. The Washington County Sheriff's Department is a full-service police department with trained criminal investigators and the ability to collect and process crime scenes. The HCC Police Department would assist with the investigation and ensure all related Clery requirements (notifications and reporting) are met. Personal identifying information will not be published and only shared with college and law enforcement officials on a need-to-know basis.

Upon receiving a report of a crime or emergency, the HCC Police Department will make contact with the reporting party or victim. The officer can respond to the location and begin gathering information. Based on the situation, the HCC Police Officer can choose to initiate a police report. The HCC Police Department utilizes a NIBRS (National Incident Based Reporting System) certified report management system. HCC police Offices can initiate a police report and share information with local law enforcement. The HCC Police Department follows mandatory crime reporting to the State of Maryland, the FBI Uniform Crime Report, and Department of Education (Clery). The HCC Police Department report management system can be utilized by officers to write and track incidents on campus. The HCC police officers have access to view cases that occur on or near the campus. This helps officers know when to alert the campus community to a threat near the college.

The HCC Police Department worked with the Washington County Emergency Communication Center to set up email alerts for incidents occurring on or near the main campus and the Bowman Training Center. These email alerts are sent to select members of the HCC Police Department. The emails contain the date, time, location, and call type. Alerts are sent 24 hours a day, 7 days a week. This allows officers to know when the police/fire/ambulance are called to the HCC campuses for any calls for service. If there was a Clery reportable crime that occurred after the college is closed or on a holiday, the police department will get notified. The HCC Police Department can then research the case number and determine if any additional actions need to be taken to help ensure safety and compliance on campus. The department can then determine if the incident is a reportable incident under Clery, and if so, it will be included in the Annual Security Report.

TO REPORT A CRIME

- Emergency and/or life threatening – Call 911
- Non-Emergency request for Police/Security 240-500-2308 or 2308 from any College phone. This phone number is forwarded to the on-duty officer's cellphone. If you are at the Bowman Training Center call 240-500-2508 to reach campus security.
- Email – Camppol@hagerstowncc.edu
- In person, HCC Police Office – Learning Resource Center (LRC) room 115 on HCC's main campus. If you are at the Bowman Training Center call 240-500-2508 or stop by the HCC Security Office located at the front of the building.
- Red phones – there are red phones in most student-use buildings. These phones can be used to call 911, or 240-500-2308, or just 2308

CAMPUS SECURITY AUTHORITY

Other than the HCC Police or Security Officers, a Campus Security Authority (CSA) is defined as an official with significant responsibility for students, campus activity, student discipline, control of college property or campus judicial. HCC recognizes the need to have non-law enforcement personnel assigned to the role of a CSA. Not everyone feels comfortable reporting crimes to police or security officers. HCC has designated positions that are responsible for collecting and reporting information on crimes that include: homicide, murder/non-negligent manslaughter, negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft/attempted theft, arson, Hazing, liquor law violations, domestic violence, dating violence, stalking and other crimes manifesting hate or bias.

In 2020 the Chief of HCC Police was designated as the CSA coordinator at Hagerstown Community College. HCC has identified specific positions on campus and assigned those positions as CSAs. The Campus Security Authority Power Point training was developed in 2020 and was utilized to remotely train CSAs on campus. The training identified the roles and responsibilities of a CSA and helped prepare CSAs for reporting incidents. In 2023 that training was updated and is still located on the HCC Police website at the following link:

<https://www.hagerstowncc.edu/hcc-campus-security-authority-training>. This training still contains a lot of great information on Campus Security Authorities and their role at HCC. Each year the HCC Police Department provides updates and new training to CSA's. That training includes any updates from the Federal Government and a test that all CSA's must complete. This process ensures we are keeping up with training standards. The list of CSA's at HCC has expanded to include advisors, athletic coaches and other members of departments that have significant contact with students and campus activities. For a complete list of CSA's at HCC contact the Chief of HCC Police at 240-500-2501 or go to <https://www.hagerstowncc.edu/hcc-campus-security-authority-training>.

In the Fall of 2024, a CSA training update was developed and distributed to all CSA's as part of their required annual training. All CSA's were required to take a written test and receive a passing score of 70% or higher. Updated CSA lists are maintained by the police department and made assessable on the HCC Police website. In 2024, Officer Scott Lewis with the HCC Police Department took over sending out message and CSA training information to faculty and staff.

In January of 2025, a training bulletin was sent out to all CSA's on a newly enacted law covering hazing which was passed at the end of 2024. The Stop Campus Hazing Act amended the Jeanne Clery Campus Safety Act, introducing groundbreaking measures to increase transparency, accountability, and prevention of hazing across U.S. higher education. The training bulletin covered what is hazing, what campuses are required to do, and what CSA's must do. The legislation adds hazing to the list of reportable offenses and requires CSA's to report all issues of hazing immediately.

HCC has an electronic CSA report form that is accessible, through the HCC webpage, for all campus security authorities. The report can be filled out online and prompts the reporting party to provide all the required information. Once the CSA Report has been submitted, it sends an automatic notification to the HCC Police Department, BIT Team Members and the Dean of Students. Once the alert has been received, the police department can then decide if immediate action needs to be taken, or if it can be followed up on a later date. Any CSA reports submitted can be recalled and electronically stored for auditing purposes. The CSA reporting form can be found on the HCC Police CSA Training tab, or use this link, [https:// www.hagerstowncc.edu/hcc-campus-security-authority-training](https://www.hagerstowncc.edu/hcc-campus-security-authority-training). The information can be filled out using a cellphone. This was intended to aid in ensuring reports are submitted in a timely fashion.

SECURITY AWARENESS AND PREVENTION

Everyone at the college helps support the mission of the HCC Police Department by actively promoting safety and security on this campus. However, a truly safe campus can only be achieved through cooperation of all college community members and external partners. A critical component of a security plan is the use of security camera surveillance system. Security cameras are installed throughout campus to deter crime, assist with investigations and protect the safety of persons and property. The College respects the privacy of the campus community and adheres to all laws and best practices when utilizing the system. Signs are posted on all the buildings indicating the use of surveillance cameras.

The video system is a tool utilized by the HCC Police Department to assist their efforts to provide a safe and secure environment. These protocols address the College's safety and security needs while respecting and preserving individual privacy rights.

The college has created protocols to regulate the use of security cameras used to observe and record public areas for the purposes of safety and security. The protocols set guidelines within which the College will employ surveillance cameras. It also establishes standards and best practices for the installation of cameras, and for the accessing, viewing, recording, and releasing surveillance system footage.

The existence of these protocols does not provide, imply, or guarantee that cameras will be monitored in real time – 24 hours a day, 7 days a week. Video surveillance shall be used exclusively for purposes of campus safety and asset protection. The primary use will be to record images for future identifications of individuals in the event of criminal or policy violations. HCC Police may use the video in real time monitoring as an additional tool to ensure campus safety and security. Real time monitoring will not be used as a means to replace foot or vehicle patrols by police or security personnel.

CRIME PREVENTION TIPS

- Be aware of your surroundings and alert to the presence of strangers
- Avoid potentially dangerous situations
- Park and walk in well-lit and frequently traveled paths
- Avoid walking alone at night
- Utilize campus escorts by HCC Police/Security
- Know your exact location and be prepared to provide it to the 911 operator or HCC Police/Security
- Program the HCC Police number (240-500-2308) in your phone

- Always lock your vehicle and do not leave valuables in plain view
- Do not leave personal items unattended
- Always report suspicious activity to HCC Police – “If you see something, Say Something”.
- Reports about concerning behaviors can also be sent to HCC BIT team by completing a student report form-
<https://www.hagerstowncc.edu/faculty-staff/incident-reports/student-report-forms>

REPORTING CONCERNING BEHAVIOR “IF YOU SEE SOMETHING, SAY SOMETHING”

Hagerstown Community College participates in the Department of Homeland Security campaign, “If You See Something, Say Something”. The program encourages students, faculty, and staff to report suspicious or concerning behavior. HCC has created a culture on campus where students feel comfortable reporting concerning/suspicious information to the Behavior Intervention Team (BIT) as well as HCC Campus Police. To report suspicious behaviors, call 911 or HCC Police at 240-500-2308. If you are at the Bowman Training Center, you can dial 240-500-2508 to reach an HCC Security Officer. Here are examples of behaviors you should report:

- Suicidal ideations or statements
- Treats of violence or threats involving guns
- Drug addiction and/or overdose
- Sexual assaults or information related to sex abuse crimes
- Acts of domestic violence
- Criminal acts against students, faculty or staff or directed towards the college

BEHAVIOR INTERVENTION TEAM

A BIT team is a team of student services personnel that meet regularly and receives and tracks reports of disruptive, problematic, or concerning behavior or misconduct. The BIT team responds to behavior reports made by faculty and staff across campus and follows up accordingly. When appropriate, this follow-up involves performing threat assessments using NaBITA tools. The BIT Team also functions as a CARE team in providing intervention, support and follow up services to students in need of non-academic support. The BIT Team utilizes a computing software system that allows faculty and staff to report a concerning student behavior issue. The BIT team focuses on early detection, prevention and when needed intervention efforts to address concerning behavior. The BIT team may be called upon during an incident to assist the Crisis Management Team. BIT/CARE team members hold graduate degrees in counseling, social work, or a related field.

CRISIS MANAGEMENT TEAM

Crisis Management Team (CMT): The Crisis Management Team is the College’s emergency management team that will run the Emergency Operations Center. The Crisis Management Team evaluates the condition of the College, the campus community, and the surrounding environment, and makes decisions regarding the opening and closing of the College, manpower allocation, purchase and allocation of resources, budget and financial issues, personnel issues, and issues relevant to the county and community at large (such as the dissemination of public information, the use of HCC’s facilities for community sheltering, and related matters).

EMERGENCY OPERATIONS PLAN

The safety and security of the college community are of vital concern. Hagerstown Community College is committed to providing and maintaining a safe environment for all employees, students, visitors, and guests. The college has developed an all-hazards approach to managing disasters/emergencies (“emergency incident”) to include mitigation, preparedness, response, and recovery.

The Emergency Operations Plan (EOP) was prepared by Hagerstown Community College to develop, implement, and maintain a viable all-hazards response capability and to establish a comprehensive approach to providing consistent, effective, and efficient coordination across a spectrum of activities. The EOP draws upon the nationally recognized standards of the National Incident Management System (NIMS) and the Incident Command System (ICS) developed by the Department of Homeland Security/Federal Emergency Management Agency. The EOP supersedes all previous plans.

The purpose of developing this Emergency Operations Plan is to define and describe the process taken by the college community to effectively prepare/plan for, mitigate, respond to, and recover from various critical incidents, major events, emergencies, or disasters that may affect lives, property, and the institution.

Hagerstown Community College's administration gives its full support to this plan and requires all college personnel with emergency management responsibilities to read and understand all components within this plan. In addition, the College administration urges all faculty, staff, and students, individually and collectively, to be familiar with the plan.

In 2025 the HCC Emergency Operations Plan went through a revision and design process. The newly updated plan was then placed on the faculty/staff side of the HCC website. All employees of the college can access the EOP by logging into the HCC website to view/download a copy of the plan.

<https://www.hagerstowncc.edu/docs/emergency-operations-plan>

RESPONSE

Concepts presented in the Emergency Operations Plan (EOP) consider the full spectrum of responses, from minor incidents to a total involvement from destructive impacts. Some incidents or events will be planned or preceded by buildup periods that, if recognized and analyzed effectively, can provide advance preparation or warning to individuals on campus who might be affected. Other emergencies occur with little or no advance warning, requiring mobilization and commitment of campus resources just prior to or after the onset of the emergency. All available elements of the EOP organization must respond promptly and effectively to any foreseeable emergency. The EOP is designed to effectively coordinate the use of college and community resources to protect life and property both during and immediately following a major crisis or disturbance on or near the Hagerstown Community College or its offsite location. It shall be placed into operation whenever an emergency affecting the College cannot be controlled by using daily operating procedures.

HCC has created an emergency response plan for the following events:

Active Shooter	Weather Emergencies	Bomb Threat
Civil Disturbance	Fire Emergencies	Haz Mat Incident
Infrastructure Failure	Medical Emergencies	Opioid Overdose

Many isolated or minor incidents (**Level 1 and 2 Incidents**) may not require the activation of a formal Incident Command Post or the Emergency Operations Center. However, every major incident, planned event or disaster (**Level 3, 4 and 5 Incidents or Level 2, 3 Planned Events**) will require the identification of an incident commander (IC) and the establishment of an Incident Command Post (ICP), in close proximity to the incident, in keeping with the principles of the Incident Command System. Response activities and work assignments will be planned, coordinated, and delegated from the Incident Command Post.

TIMELY WARNINGS & EMERGENCY NOTIFICATIONS

A crisis or an emergency on the college campus is defined as an incident or event that presents a significant threat to the operations and/or safety of the students, faculty, staff, and visitors. A crisis may be sudden and strike the college with little or no advance notice. These crises usually pose a health or safety threat such as fire, campus violence or a severe student injury. Hagerstown Community College's Crisis Management Team (CMT) is committed to disseminating factual, timely and accurate information during a crisis or emergency. The Crisis Management Team and HCC Police have the authority to assess the situation, determine what immediate communication is needed and move forward to deliver that communication to the campus community. The HCC

Crisis Management Team is comprised of staff members and directors from several different divisions on campus. For example, if there is a major fire in an academic building, the HCC Police would be responsible for initial emergency communications (via HCC Alert, internal speakers & signboards, and outdoor siren) with the campus. In the absence of the chief, another member of the police department or a trained college administrator can send messages. HCC recognizes that no one system or person will enable the college to fully warn everyone in a timely manner because each system has limitations. It is imperative to utilize multiple systems and train staff to effectively broadcast the message to as many of the college students, faculty, staff, and visitors. The college has adopted various modes of communication that can be used in an emergency.

Under the Clery Act, there are two specific alerting requirements that help keep the campus community informed about threats to their own safety and security.

- **Timely Warnings** – HCC will issue a timely warning to the campus community in the event of crimes (i.e. criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft and arson) hate crimes, VAWA Offenses (domestic violence, dating violence and stalking) and arrests and referrals for disciplinary action (weapons, law violations, drug abuse violations, and liquor law violations). In determining if a timely warning should be issued, the HCC Police and CMT will consider the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Timely warnings can be issued using any of the modes of communications (HCC Alert, Valcom PA System, college email, college website). When issued, Timely Warnings will include the date the alert was issued, a succinct statement of the incident, physical description of the suspect(s) and other relevant and essential information.
- **Emergency Notifications** – Emergency notifications have a broad applicability and will be used to notify the campus community of any “significant” emergency or dangerous situation. Emergency notifications are limited to the situations that occur on the Hagerstown Community College Campus and satellite locations (Valley Mall/Truck Driving Range). Examples of situations that would warrant the issuance of an emergency notification are an armed assailant on campus, a terrorist incident, civil unrest on campus, a gas leak, a severe weather condition, serious illness, or a hazardous waste spill. HCC will utilize multiple communication platforms to alert and inform the campus community.

There were NO Timely Warnings or Emergency Notifications sent during the 2025 calendar year.

EMERGENCY MASS NOTIFICATION SYSTEMS

1. In the event of an incident that requires mass notification of a campus or the entire college community, the following modes of mass communication will be utilized.
2. The Chief of HCC Police and/or members of the Crisis Management Team will determine the notification level after considering factors such as type of incident (weather, criminal, accident, etc.), speed of incident, effect on and/or proximity of incident to the college.
3. In a life-threatening emergency, such as an active shooter/active threat; fire/explosion; tornado, hazmat spill, etc. that directly affects life-safety of college constituents or visitors, any Crisis Management Team member or officer of HCC’s Police department is authorized to send an HCC Alert, or other appropriate electronic warning, when the sender determines that the failure to act immediately may result in death or serious injury.
4. This process complies with the mandates of the Clery Act, which dictates prompt notification (a Timely Warning) during the occurrence of a serious and continuing threat to the college community.
5. When a Timely Warning message is created, the sender will ensure that the message contains **(1) the nature of the threat** (such as “Tornado impact imminent”), as well as **(2) prevention or safety information** (such as “Take shelter in severe weather shelters. DO NOT leave your building or enter a vehicle”).

Hagerstown Community College utilizes a combination of the following notification systems as appropriate for the

determined level of crisis and the specific incident: Audible Outdoor Siren, Audible Outdoor PA System, HCC Alert system (Everbridge), HCC Email, HCC Website, Mass Media, HCC Campus Phone System. The incident classification level corresponds with the HCC Crisis Classification Levels. This chart indicates the mode of communication, at what level it will be utilized and the intended audience.

HCC Campus Crisis Communication Modes		
Communication Mode	Classification	Audience
Audible Outdoor Siren	3,4,5	Students, faculty, staff & visitors on campus
Audible Outdoor PA System	3,4,5	Students, faculty, staff & visitors on campus
HCC Alert mass notification system SMS & email	1,2,3,4,5	Students, faculty, staff and any subscribers
HCC electronic mail	1,2,3,4,5	Students, faculty and staff
HCC Website	3,4,5	Students, faculty, staff and general public
HCC Social Media Sites	1,2,3,4,5	General public
Mass Media	3,4,5	General Public
HCC Campus Phone System	3,4,5	Students, faculty, staff and general public
HCC Alert Desktop Takeover (if available)	1,2,3,4,5	Students, faculty and staff

*These serve as guidelines for the type of notification that will most likely be used for each level of crisis. However, each incident may require more or less notification depending upon the nature of incident within that level.

MESSAGE STRATEGY AND PROTOCOL FOR CRISIS COMMUNICATIONS

For all classification levels, an attempt to reach HCC Police should be made prior to issuing the initial campus alert. Cases involving personal safety and security, i.e. a shooting, fire or explosion, may necessitate contacting 911, then when safe to do so, call HCC Police or the Crisis Management Team.

Messages related to reported crimes and/or alleged criminal activity in most cases should be brief, general, and non-descript, based only on confirmed facts. However, serious offenses considered to be an ongoing threat and safety risk may warrant release of descriptions that are detailed in nature. No photos, videos or other evidence will be released, unless specifically directed to share such evidence by allied law enforcement agencies. Example: Robbery reported at HCC in the Building. Police are investigating. Use caution.

Subsequent follow-up messages should be issued, if warranted to provide additional information and/or safety tips. If confirmed facts can allay fear, these should be included. Example: the reported sexual assault at HCC was an isolated incident involving persons known to one another.

Messages should not provide details about suspects who are part of the police investigation, unless directed to do so by the HCC Police Department or the Washington County Sheriff's Office, or when warranted to enhance the safety of the campus (as noted above).

In the case of an active shooter or other major critical incident or disaster where the Washington County Sheriff's Office or Emergency Management has taken over Incident Command, Hagerstown Community College will follow the Washington County Sheriff's Office lead, retweeting and reposting from WCSO to ensure clarity and consistency of message.

SAMPLE MESSAGES FOR CRISIS COMMUNICATIONS (INCLUDING CAMPUS ALERTS)

1. (Police/fire/other) activity reported at HCC. Stand by for more information.
2. Due to (police/fire/other) activity at HCC, the campus is on lockdown. Please do not come to campus. Stand by for more information.
3. (Police/fire/other) activity at HCC in _____ Building. Evacuate the area.
4. (Police/fire/other) activity at HCC in _____ Building. Shelter in place. Stand by for more information.
5. Reported (type of emergency) near HCC. Avoid the area.
6. A person(s) with a (weapon) has/have been reported at HCC in/near _ Building. Avoid the area. Police investigating. Stand by for further instructions.
7. HCC Police and/or Washington County Sheriff's Office investigating a reported incident (robbery/ sexual assault/other crime) at HCC in/near (building). Use caution. Contact HCC Police at 240-500-2308 with information.
8. Earlier report of (crime) at HCC was unfounded. All alerts have been lifted.
9. Fire reported at HCC in _ Building. Evacuate and avoid the area. Police and fire units are on the scene.
10. A hazardous spill/gas leak at HCC has been reported in _____ Building. Evacuate the area immediately.
11. The hazardous spill/gas leak at HCC has been resolved. It's safe to return to __.
12. Severe weather warning near HCC. Seek shelter indoors.
13. A tornado sighted near HCC. Seek shelter immediately.
14. An earthquake reported in the vicinity of HCC. Evacuate the building and go to an open area away from the building.
15. Campus emergency at HCC has been resolved. All clear.

EMERGENCY ALERT SYSTEM (EAS)/NATIONAL TERRORISM ADVISORY SYSTEM (NTAS)

All federally licensed broadcast stations and cable systems monitor the national EAS and their state-wide EAS. All participants in the EAS may also initiate their own localized emergency messages.

You can listen to any local radio station or watch any local television station for national or state-wide EAS announcements. Washington County government has a local emergency alert system for citizens. This opt-in system provides text message alerts to members of the community. <https://www.washco-md.net/emergency-management/washcomdalerts/>

The National Terrorism Advisor System (NTAS) provides information on homeland security issues and threats. DHS distributes information regarding threats toward the United States. The types of advisories are bulletin, elevated alert and imminent alert. Bulletins describe current developments or general trends regarding threats of terrorism. Elevated alert warns of a credible terrorism threat against the United States. Imminent alert warns of a credible, specific and impending terrorism threat against the United States. NTAS information can be found at <https://www.dhs.gov/national-terrorism-advisory-system>

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in your area or room until the "All Clear" is announced
Do business as usual

INSTRUCTORS AND STAFF

Close and lock the door
Account for students, visitors and others
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

INSTRUCTORS AND STAFF

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students, visitors and others
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

INSTRUCTORS AND STAFF

Recover people from hallway if possible
Close and lock the door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

INSTRUCTORS AND STAFF

Lead evacuation to specified location
Account for students, visitors and others
Notify if missing, extra or injured people



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

INSTRUCTORS AND STAFF

Lead safety strategy
Account for students, visitors and others
Notify if missing, extra or injured people

© Copyright 2009-2020. All Rights Reserved. The "I Love U Guys" Foundation. Conifer, CO. The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per "SRP Terms of Use". SRP HED 2021 Poster | V 4.0
| Revised: 07/16/2020 | <http://iloveguys.org>



STANDARD RESPONSE PROTOCOLS

SHELTER IN PLACE

Sheltering in place means that individuals must seek immediate shelter inside buildings and remain there until emergency management officials issue additional instructions or declare that emergency conditions have ended. Stairwells are good locations to seek shelter in the event of a storm.

BASIC INFORMATION

Sheltering in place is one of several options that are available to emergency management officials in the event of certain emergencies.

Sheltering in Place is intended as a short-term option for limiting the potential exposure of persons to hazards that may be present outdoors. These situations may include, but are not limited to:

- Hazardous material (HAZMAT) incidents
- Weather emergencies
- Chemical, nuclear, or biological incidents caused accidentally or intentionally.
- A criminal incident that occurs off-campus or adjacent to the campus

NOTIFICATIONS

Ways you may be notified to shelter in place include, but are not limited to:

- Alert sirens
- PA speakers or digital signboards
- Emails and text messages via HCC Alert
- College telephone notifications
- Bullhorn or oral notification

ADDITIONAL ACTIONS

- Close all doors and windows to the outside.
- Do not use elevators as they may pump air into or out of buildings (emergency-specific based on the type of hazard).
- Turn off all machinery and air handlers if appropriate.
- If in laboratories, reduce all operations to safe conditions as quickly as possible, pull-down sashes on chemical fume hoods, and discontinue laboratory processes that may create hazards if chemical fume hoods, bio-safety cabinets, or building ventilations systems are turned off.
- Limit the use of telephones so that emergency communications will not be hindered by non-essential calls.
- Tune radios or televisions to Emergency Alert System (EAS) stations for further information.
- Restrict outside access to the interior of the building if an exterior chemical or radiological exposure is suspected (keep contaminated persons from entering the shelter area).
- Do not go outside or attempt to drive unless you are specifically directed to evacuate.
- Remain in place until college or emergency management officials tell you it is safe to leave or until information is announced through radio or television broadcasts alerting you that it is safe to do so.

LOCKDOWN PROCEDURES

In the event of a criminal or violent act that has been committed at HCC or in the adjacent areas near the campus, it may become necessary to lock down campus buildings. When notified by the HCC Police and/or the Crisis Management Team to lock down, these procedures will be followed:

1. All students, faculty staff and visitors will immediately seek shelter in the nearest room with a door (locking door if available). HCC has installed thumb-style locks on classroom doors on the main campus. Labels have been placed above the locks to clearly distinguish when the door is locked or open.
2. Close and lock all windows and doors. If the door has no lock or cannot be locked manually from the inside, barricade

with available items (desks, chairs, bookshelves, etc.).

3. If possible, cover all windows and door windows using shades or curtains.
4. Stay away from all doors and windows, move to interior walls and sit on the floor.
5. Turn off all lights.
6. Remain quiet, silence cellphone ringers and lock (or place phones face-down) to darken the screen.
7. Do not leave until instructed to by law enforcement personnel.
8. If outdoors, safely seek shelter in the nearest building and follow the above procedures.

ACTIVE ASSAILANT TRAINING

Hagerstown Community College participates in the Department of Homeland Security program, RUN, HIDE, FIGHT. Officers are knowledgeable on how to deal with an active assailant and can provide group or individual training to students, faculty, and staff. Campus Safety and Emergency Preparedness brochures are printed each year and distributed to new students. The brochures are then posted on the HCC Police webpage as an electronic document.

The Student Handbook features a section titled, “How to respond if an active shooter is on campus”. This section provided information on RUN, HIDE, FIGHT. Information was also provided to the students regarding how to respond when law enforcement arrives. There was also information included on how to recognize the signs of potential campus violence.

The HCC Police Department uses tabletop exercises to provide training to students, faculty, and staff. This is an excellent form of training to generate discussions about realistic scenarios. In July of 2025 a Run/Hide/Fight video was added to the New Student Online Orientation. The link to the video can be found below. The HCC Police Department created this video as a training tool for new students at HCC. The video outlines the steps to take when confronted with an active assailant situation. <https://youtu.be/FFLNDWDUFNQ?si=T7nqAaoQadMzF0Ii> During in-person new student orientation a member from the HCC Police Department provides a safety briefing. All new students are instructed on Emergency Notifications, how to contact police, RUN/HIDE/FIGHT and how to lock down.

The HCC Police Department conducted an active assailant drill at the new DM Bowman Workforce Training Center. This training drill took place on December 17, 2025. The training defined Clery Act Requirements regarding Emergency Notifications, Timely Warnings, Emergency Response Plan and Prevention/Education tactics. The team simulated drills inside the BTC and activated the alarms. Participants practiced locking down inside the new building. Members from the HCC Crisis Management Team were in the training and testing the internal signboards and internal/external speakers. An after-action report was prepared after the training to document strengths and areas to improve. As a result of the training, several changes were made, and plans were made to order additional external emergency equipment.

In March of 2025 the HCC Crisis Management Team conducted a tabletop review of a possible incident on campus. HCC has a dedicated group of staff members that are trained to send emergency messages and if necessary, activate and run an Emergency Operations Center on campus. This team used the tabletop scenario to discuss Emergency Messaging on campus and a response plan.

In July of 2025 the HCC Police Department hosted a FEMA class instructed by Texas A&M Engineering Extension Service (TEEX). The class was MGT361-Crisis Management Affecting Institutions of Higher Education. Approximately 29 staff members from HCC attended the training. This course is designed to train college campuses and community members in the roles and responsibilities to effectively manage a critical incident. This was a two-day course that used case studies and activities to aid participants in recognizing potential gaps in their current crisis management program. The simulated role-play exercise allowed the teams to understand the complex decisions required when managing incidents on a college campus.

In August of 2025 HCC police officers conducted an active assailant training with the HCC students in the LPN Nursing class. This training did a quick review of the Virginia Tech case and showed a quick video. The training discussed emergency messaging and how to safely lock down in a classroom. Officers explained how police would respond to an active assailant on campus. The officers then demonstrated and allowed students to practice the use of a tourniquet. HCC has Stop the Bleed kits on campus and provides training for students, faculty, and staff. The students were able to use practice tourniquets during the training.

In August of 2025 the HCC Police Department conducted active assailant training in the CBES Building. The bottom floor of this building was taken offline. A message was sent out to all students and staff alerting them to the training. The message to the HCC students included information on lockdown procedures and how to respond to an active assailant on campus. The training objectives for police were how to recognize potential threats, utilize tactical movements when entering a building, communication, and prioritizing live-saving actions.

ACTIVE SHOOTER OR ACTIVE ASSAILANT PROTOCOLS

If you are involved in a situation where someone has entered the area and started shooting, or you hear shooting (or a disturbance), the following is a list of actions that are recommended. Take these actions without delay!

It should be noted that these types of incidents are unpredictable. The guidelines below are recommendations that are based on past experiences and advice from the Department of Homeland Security. You may have to alter some of these responses, changing as conditions around you change, depending on the situation.

- **RUN** - Exit the building immediately, (only if it is safe to do so). When safe to do so call 911.
 1. If there is an escape route, evacuate immediately
 2. Leave your belongings behind
 3. Do not try to move wounded people
 4. Prevent others from entering the area
- **HIDE** - Seek shelter in a safe location and await instructions from HCC Police, the Washington County Sheriff's Office, the Maryland State Police or any other readily identifiable police officer.
 1. If exiting the building is not possible, the following actions are recommended:
 2. Go to the nearest room or office. Be aware of lockable sheltering room locations on your floor.
 3. If safe, allow others to seek refuge with you.
 4. Close and lock the door. If the door has no manual interior lock, barricade it with large, heavy, available items (desks, chairs, bookshelves etc.).
 5. Cover the door windows. Turn off lights. Close the blinds or shades to increase darkness in the room.
 6. Keep quiet and act as if no one is in the room. Stand along adjacent walls out of sight. Silence cell phones.
 7. DO NOT answer the door.
 8. Notify the 911 operator of your location and status.
 9. Treat the injured. Remember basic first aid – Utilize public access individual bleeding control kits (STOP THE BLEED) in the AED Boxes see the MEDICAL EMERGENCIES section.
 10. Wait for HCC Police or the Washington County Sheriff's Office/Maryland State Police to assist you out of the building.
- **FIGHT** - Defend yourself, or others, as if you are under attack and this action is your only option. Remember: you may only use force sufficient to stop and overcome the attack. The force you use may not be excessive or punitive. If able to do so, try and separate the suspect from the weapon. If the weapon is a long gun, try to take the gun to the floor and disarm the suspect. You should act quickly to disorient and disarm the suspect. Be aggressive and commit to your actions.
 1. Notify anyone you may encounter to exit the building or hide immediately.
 2. Call 911 from a phone.
 3. Give the 911 operator the following information:
 - Your name, campus, and building
 - Location of the incident on campus (be as specific as possible: campus, building, floor, room number)
 - Identification or description of shooter(s)

- Number of people who may be involved, direction of travel if they have left the building
- Number of potential victims



POLICE RESPONSE

Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter(s). Officers will move quickly and directly. Early in an incident, officers may not be able to rescue people because their main goal is to get to the shooter(s).

People involved need to try to remain calm and patient during this time so as not to interfere with police operations. Bleeding control kits are located across the campus. These kits contain medical supplies used to control/stop serious bleeds. These kits are designed and put in place to provide a means to provide lifesaving capability to those people involved in an active assailant incident.

Cooperate with officers who may ask you for information concerning the incident. Normally, a rescue team is formed shortly after the first responding officers enter the building. They will be the officers who will search for injured parties and get everyone safely out of the building. Follow all directions of officers at the scene or respond to the scene. Comply with orders given by officers.

Keep your hands in sight and do not make sudden moves towards officers.

GENERAL EVACUATION PROCEDURES

When evacuating your building or work area:

1. Stay calm, do not rush and do not panic.
2. Safely stop your work.
3. Gather your ESSENTIAL personal belongings, including outerwear, keys and cell phone, only if safe to do so. (Reminder: take your prescription medications with you if possible; it may be hours before you are allowed back into the building).
4. If safe, close your office door and window, lock them for security reasons.
5. Use the safest stairs and proceed to the nearest exit. Do not use the elevator. Proceed to the designated Emergency Assembly Area unless the evacuation is for a bomb threat. In that case, assemble as directed by law enforcement officers and Evacuation Coordinators.
6. Wait for instructions from emergency service workers.
7. Do not re-enter the building or work area until you have been instructed to do so by the emergency service workers.

FIRE SAFETY

Each year Hagerstown Community College hosts a program called College for Kids. For two months over the summer children from the local public school system come to HCC for a college experience. Each week, the police department works with the Facilities Department to test and conduct fire drills in the various buildings. This gives the college the opportunity to test the fire alarms and practice fire safety drills.

All HCC police and security officers are trained as Crowd Mangers through the State of Maryland. In addition to this, various other departments on campus participate in sporting events, vendor shows, and the theater are also certified through the Crowd Manager program. This is a 2-year certification and is maintained on an as needed basis. Security Officers with the HCC Police Department conduct monthly fire extinguisher inspections. Fire extinguishers are placed inside all the buildings on campus and are inspected each month to ensure they are in working condition.

In May of 2025 HCC partnered with the Washington County Department of Emergency Management to host an unannounced drill. The college wanted to conduct an evacuation drill in the Learning Support Center. This drill was designed to see if staff members could safely evacuate the building when the fire alarm was activated. Once the drill was complete, the emergency management team from Washington County provided training on how to use fire extinguishers. This training involved the use of simulated fire and fire extinguisher training devices.

AEDS & STOP THE BLEED BOXES

The College has Automatic External Defibrillators (AEDs) in all of the student-used buildings on campus. HCC Police Department have partnered with the local health department to obtain doses of Naloxone (NARCAN) to place inside each of the AED boxes. Maryland Senate Bill 1099 requires the colocation of Naloxone with the AED's inside public building. Each AED box has approximately 2 doses of NARCAN inside with a pair of rubber gloves, and an instructional sheet. If the door is opened on the AED box, an alarm will sound alerting others in the area to the emergency. These boxes are clearly labeled with a purple sticker indicating the presence of an "Opioid Overdose Emergency Kit "Naloxone".

There are Stop the Bleed boxes located in the buildings on campus. These emergency kits can be used to treat serious injuries and help save lives. HCC works with the Washington County Health Department to provide Stop the Bleed training on campus.

ACCESS TO CAMPUS FACILITIES

During normal business hours many of the buildings and grounds are open to the public, provided there is no disruption to classes, staff or college events. To assure the college provides safety and security conducive for an institution of higher education, the college reserves the right to restrict access to any or all campus and non-campus buildings; parts of the campus or the entire campus as the need arises. After normal business hours, the buildings are locked utilizing the electronic locking system and access to the buildings is prohibited except by authorized personnel. The electronic locks can be used to lock the exterior doors on one or all the campus buildings from a remote location.

The normal business hours are Monday through Friday, 8:00 a.m. to 10:00 p.m. and Saturday, 8:00 a.m. to 4:30 p.m. The college is closed on Sundays, except for motorcycle safety classes held during the summer months. Access to the college facilities is limited to those areas and classes. The college is also closed on all official holidays recognized by the college. During inclement weather or extreme emergencies, the College may announce it is closed. Notification of such closures will be broadcasted on the college website, emails will be sent using the HCC email system, and text message will be sent using HCC Alert. HCC Alert is a cell phone text messaging system that is part of the Emergency Communication System.

HCC is committed to maintaining a safe and productive learning environment for students, employees, and authorized visitors. Consistent with Maryland law, MD Education CODE § 26-102 regarding access to higher education institutions, access to indoor spaces, classrooms, office and non-public facilities is limited to individuals with a legitimate education or business purpose. Visitors must have scheduled appointments, official business with a college department, authorization to use a facility, or participation in an approved College program or event.

Individuals who do not have authorized purpose in non-public areas, or whose presence interferes with college operations, may be directed to leave. Failure to comply may result in referral to the HCC Police Department and trespass charges pursued as allowable under Maryland law. Expressive activity in designated outdoor public areas is allowable as defined by Board of Trustees Policy # 8068.

<https://www.hagerstowncc.edu/docs/presidents-office/board-trustees-policy-manual>

PROGRAMS

CRIME PREVENTION AND EDUCATION PROGRAMS

The HCC Police Department creates a Campus Safety and Emergency Preparedness flyer every year for students. The flyer is placed in the new student welcome packet. This flyer contains information on addition awareness, sexual assault awareness and how to report a crime or suspicious activity.

- The flyer can be found on the HCC website at: <https://www.hagerstowncc.edu/docs/campus-safety-emergency-preparedness>
- There is a situational awareness training program that was posted to the HCC Campus Police webpage and can be found here, <https://www.hagerstowncc.edu/docs/hcc-situational-awareness-presentation>
- The HCC Police Department created a quick video on public safety on how to respond to an active assailant. That video can be found at this link: <https://youtu.be/FFLNDWDUFNQ?si=T7nqAaoOadMzF0li>
- For community Resources, Hotlines, and Helplines please go to: <https://www.hagerstowncc.edu/docs/student-affairs/bit-community-resources>
- Mental Health and Wellness programs at HCC can be accessed by going to: <https://hagerstowncc.libguides.com/student-wellness>
- Hagerstown Community College offers various education programs throughout the year. Those programs can be found on the HCC website at this link <https://www.hagerstowncc.edu/calendar>.

SUICIDE PREVENTION

September is Suicide Prevention Awareness Month. The HCC Brish Library provided information on how to learn about the warning signs, normalize help-seeking, and let people know there are proven treatments that work. This notice also provided a Suicide Prevention Month toolkit <https://www.samhsa.gov/about/digital-toolkits/suicide-prevention-month> and access to HCC Student Mental Health Resources <https://hagerstowncc.libguides.com/student-wellness/home> In 2025, a notice was also sent out regarding World Suicide Prevention Day. This event was held in STC 182 and was done to help raise awareness, reduce stigma and promote hope.

HCC partnered with **safeTALK** to provide suicide alertness training. Staff members from the HCC Police and BIT Team attended this training. The focus of this training was connecting someone in need with professional resources. This training program was offered on campus for those staff members that work directly with students.

ADDICTION AWARENESS

HCC has teamed up with the Washington County Health Department to provide regular NARCAN training classes on campus. The Behavioral Health Unit at the Washington County Health Department has also provided large doses of NARCAN to be distributed across the campus. HCC Police Department have placed several doses of NARCAN in all the AED boxes. These boxes are in all the student-used buildings on campus. During orientation, new students are provided with information on the dangers of opioids and addiction awareness training.

In addition, a NARCAN video was created at HCC with assistance from the local health department. This brief video describes the signs of an opioid overdose, provides information on NARCAN, and where it can be found on campus. The video also urges the viewers to reach out for help if they or someone they know are struggling with addiction. Hagerstown Community College has a Behavioral Intervention Team (BIT) that can connect students or staff to resources to deal with someone that is struggling with an addiction. There were no reported incidents of NARCAN being used on campus in 2025.

The HCC Police department provides First Aid, CPR and AED training to staff members on campus. During that

training police train staff on the use of NARCAN and provide them with doses. There are monthly Narcan trainings hosted at HCC throughout the calendar year.

HCC Goes Purple from August 31 – September 30, 2025: HCC Participated in Washington County Goes Purple to raise awareness for opioid addiction and overdoses. During that time, HCC Hosted several events on campus to raise awareness and help prevent opioid overdoses in the community. On Monday September 8, 2025, the college hosted “From Dope Dealer to Hope Dealer” in the Kepler Theater. This was a powerful story of substance abuse addiction that turned into hope, healing and transformation. The Washington County Health Department hosted a Narcan training on campus on September 4, 2025.



CANNABIS LAW CHANGES 2023

Hagerstown Community College, like other colleges and universities across the state, receives funding from the federal government. As a result of this, HCC falls under the 1989 Drug-Free Schools and Communities Act (DFSCA). This act requires institutions of higher education to establish policies that address the unlawful possession, use or distribution of alcohol and illicit drugs for faculty, staff and students. Under federal law, cannabis is still considered a controlled substance. Therefore, Hagerstown Community College *prohibits the possession and/or use of cannabis on all college properties and college-sponsored activities.*

HCC prohibits the possession and use of all cannabis, including recreational and medical cannabis. You may not possess or use medical cannabis on any college property or at any college-sponsored event. The HCC Student Code of Conduct will be used to address students found to be in possession and/or use of cannabis on college property. The HCC Police Department will continue to enforce this policy on campus. Those students who violate the HCC campus policies will be subject to disciplinary action from the Dean of Student’s Office and potential civil fines from the state of Maryland. Expectations and consequences for employees regarding possession or use of cannabis on college property or during college-sponsored activities are outlined in the Employee Handbook. The possession, use and/or distribution of cannabis on the campus of Hagerstown Community College can result in civil penalties if the offender is determined to have more than the personal use amount or is under the age of twenty-one. Those violations can result in monetary fines being placed against students, faculty, and staff in the form of civil citations. A message regarding these changes was sent out to the entire campus community in August of 2023. There are signs located on campus indicating cannabis is prohibited.



Use, possession, or sale of marijuana is prohibited

SEXUAL ASSAULT AWARENESS

Hagerstown Community College understands how important it is to raise awareness and to be an advocate. HCC has a working relationship with the local Citizens Assisting and Sheltering the Abused (CASA) organization in Washington County. The local CASA office is located at 116 W. Baltimore Street in Hagerstown, Maryland. For more information on programs and services with CASA or information on how to “Stop the Silence” you can stop by the HCC Police Department Office or go to the Casa website, www.casainc.org.

If you or someone you know is a victim of domestic violence, teen dating violence or the victim of a sexual assault/ rape would you know what to do? There are resources right here at Hagerstown Community College. You can request assistance by reaching out to the Hagerstown Community College BIT/Care Team. The HCC BIT/ Care Team can connect you, or someone you know with various resources in Hagerstown and in the surrounding states. For a list of resources available go to: <https://hagerstowncc.libguides.com/student-wellness> This page has information on RAINN: Rape, Abuse, and Incest National Network (24/7) 800-656-4673. This is a national hotline that is available 24 hours a day, 7 days a week.

To refer a student or staff member for help you can complete a Student Assistance Form. Once this form has been

completed it will go directly to a member of the HCC BIT/Care Team. All reports will be kept confidential. The Dean of Students sends emails to the HCC students with information on how to file a report and the services available. The Student Assistance form can be found on the HCC website or at the link below.

www.hagerstowncc.edu/student-affairs/student-assistance

HOW TO REPORT A CRIME TO LAW ENFORCEMENT

Domestic Violence and sexual assaults can be reported to HCC Police Department. HCC Police officers at HCC are certified by the Maryland Police & Corrections Training Commission as sworn police officers. If this is an on-going or life-threatening incident, always dial 911. If you would like to speak to an HCC Police Department officer or report an incident that has occurred in the past, call 240-500-2308. You can also stop by the HCC Police Department Office located in Learning Resources Center room 115. HCC Police Department have an excellent working relationship with the Washington County Sheriff's Office, the Maryland State Police, and the Hagerstown Police Department. HCC Police can assist you with contacting the appropriate law enforcement agency and the Washington County State's Attorney's Office for cases that exceed the scope of the HCC Police Department or if the incident occurred off campus.

Washington County Sheriff's Office 500
Western Maryland Parkway
Hagerstown, Md 21740
240-313-2100

Maryland State Police
Hagerstown Barrack
18345 Col. Henry K. Douglas Drive
Hagerstown, Maryland 21740
301-766-3800

Hagerstown Police Department 50
North Burhan's Blvd.
Hagerstown, Maryland 21740
301-790-3700

ADDITIONAL WAYS TO REPORT A CRIME OR INCIDENT

We realize that not all victims of crime will report incidents to police. A victim of a domestic violence or sexual assault may feel more comfortable reaching out to an advisor or counselor. At HCC you can report a crime or incident of sexual harassment, domestic violence, or sexual assault to any of the members on the campus Title IX Team. The following HCC employees serve as Title IX Coordinators and can assist victims of sexual misconduct. All reports are confidential. More information about HCC's Title IX Sexual Misconduct Policy and Procedures is found at www.hagerstowncc.edu/titleix

Dr. Christine Ohl-Gigliotti, Dean of Students
Title IX Coordinator for Students
HCC - Student Center (STC), room 142 11400
Robinwood Drive
Hagerstown, MD 21742
240-500-2526 or caohl-gigliotti@hagerstowncc.edu

Dr. Mike Markoe, Executive Director for Human Resources & Campus Safety Title IX Coordinator for Employees
HCC - Administration and Student Affairs (ASA), room 700
11400 Robinwood Drive
Hagerstown, MD 21742
240-500-2260 or mmarkoe@hagerstowncc.edu

VOLUNTARY CONFIDENTIAL REPORTING OPTIONS

Campus Security Authorities (CSA) are required to report crimes to the HCC Police Department. Personally identifying information on persons involved in a crime can be withheld from the CSA report at the request of the

victim. CSAs are required to provide the following information to the HCC Police Department about all crimes and incidents that were reported to them:

- What crime occurred
- Where the crime occurred
- When the crime occurred
- When the crime was reported to the CSA

These offenses must be reported to the HCC Police Department in a timely manner so that the information can be reviewed. The HCC Police Department must then determine if there is a need to make a Timely Warning to the campus. This information will also have to be included in the HCC Annual Security Report. A professional and pastoral counselor are not considered CSA's. Their information does not have to be included in the annual report if they are working within the scope of their employment.

VICTIM, WITNESS, AND DOMESTIC VIOLENCE ASSISTANCE

The HCC Police Department created a brochure for victims of domestic violence, dating violence, and sexual assault. This brochure provides the victim information on counseling services in Washington County. There is also information on the State-wide VINE notification system. VINE stands for Victim Information and Notification Every day. The website is www.dpscs.state.md.us Victims can register through VINE to be alerted when a defendant is being released from jail. The brochure covers harassment, exposure to HIV and what services are provided by the Washington County State's Attorney. The information provided on domestic violence covers how to file for criminal charges, how to apply for a protective/peace order, and how to make a safety plan. Resources related to Citizens Assisting and Shelter the Abused (CASA) are listed on the back of the brochure. To receive a copy of this information, stop by the HCC Police Department located in room 115 in the Learning Resource Center.

For more information on protective orders go to the Washington County Sheriff's Office webpage, <https://www.washcosheriff.com/resources/65b29188d4930921a800ae83> The information on this page defines what a protective order is and who can apply for one. There is information on what acts are considered abusive and which forms need to be filled out. There are links on this page to download the necessary forms to apply for a protective order. The website provides information on what happens after the order is filed and what forms of safeguards are put in place. Where can you get help with filing a protective order? The Maryland Network Against Domestic Violence is a great resource <http://mnadv.org/> If you are on campus and have questions or concerns, call 240-500-2308 or stop by the HCC Police Department to speak with an officer.

REGISTERED SEX OFFENDER INFORMATION

The Adam Wash Child Protection and Safety Act of 2006 (42U.S.C. 16921), requires Institutions of Higher Education (IHE) to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.

All registered sex offenders who want to take classes at HCC must first meet with the Dean of Students and a representative from the HCC Police Department. Sex offenders must apply virtually to HCC and receive a student ID number before this meeting and are not allowed on campus until this meeting takes place. Prospective students can request a meeting by emailing studentaffairs@hagerstowncc.edu or calling 240-500-2526.

At the meeting, college expectations and parameters for being on campus will be reviewed. A document will be signed to show mutual understanding. After the meeting, sex offenders may take placement tests and meet with a Student Support Advisor to plan their classes. Once registered for classes, the Dean of Students will let the student know if any additional rules need to be followed, based on their class schedule and educational goals. If the sex offender has attended HCC before, their past behavior at the college will also be considered. Continuing students may need to meet with the Dean of Students and the HCC Police Department before each new semester to review

their new classes and update parameters for the sex offender's time on campus, if needed. HCC may change parameters each semester, depending on the student's behavior and campus safety needs. Registered sex offenders should allow up to four weeks to complete this process before starting classes.

Sex offender information is available on the Maryland State Sex Offender Registry

at: www.dpscs.maryland.gov/onlineservs/socem/default.shtml

The national Sex Offender Registry - <https://www.nsopw.gov/>

POLICIES

HCC HAZING POLICY (BOT 4043) APPROVED SEPTEMBER 18, 2018

The Stop Campus Hazing Act was passed into law in December of 2024. HCC reviewed Board of Trustee Policy No 4043 and made revisions in 2025. Those revisions were approved in September of 2025.

Hagerstown Community College is committed to providing a safe and healthy environment for students and is therefore adopting a Hazing Policy effective October 1, 2018. In consideration of hazing incidents, college administration shall offer anti-hazing awareness and educational programming that encourages individuals to immediately report hazing behaviors to appropriate College officials.

This Hazing Policy applies to acts that take place in all Hagerstown Community College facilities and at on-campus and off-campus events that are sponsored by Hagerstown Community College. Hazing behaviors of any sort do not reflect the values and mission of Hagerstown Community College and are an expressed violation of the Code of Student Conduct. The College administration shall provide students with educational programming on hazing, including information on hazing awareness, information on hazing prevention and Hagerstown Community College's policy on Hazing. The programming and awareness will take place via Hagerstown Community College's new student orientation programs and, as available, during meetings with specific student groups or organizations. The College administration shall encourage prompt reporting and investigation of reported incidents, within the established guidelines of the Code of Student Conduct.

The College administration will report before June 1 each year to the Maryland Higher Education Commission the number of hazing incidents reported at Hagerstown Community College in the prior academic year and the outcomes of the incidents.

State Definition: "Hazing" means an act that is prohibited under Section 3-607 of the Criminal Law Article and includes the following. A person may not recklessly or intentionally do an act or create a situation that subjects a student to the risk of serious bodily injury and/or that may negatively impact a student's physical or psychological well-being, for the purpose of an initiation into a student organization and/or group of a college. The implied or expressed consent of a student to hazing is not a defense of hazing activity. A Hagerstown Community College student who violates Section 3-607 of the Criminal Law Article will be subjected to on campus disciplinary review as well as off-campus review; individuals may be found guilty of a misdemeanor and on conviction subject to imprisonment not exceeding 6 months or a fine not exceeding \$500 or both.

Student Code of Conduct: Hazing Maryland statute defines hazing as "recklessly or intentionally doing an act of creating a situation that subjects a student to the risk of serious bodily injury for the purpose of an initiation into a student organization of a school, college, or university." The same statute establishes hazing as a misdemeanor subject to a maximum penalty of \$500 and/or six months imprisonment. HCC complies with state law. Suspected hazing incidents at HCC should be reported to the Dean of Students or HCC Police Department for prompt investigation as soon as possible.

There are many examples of hazing, and it would be impossible to list all of them. We are providing examples of activities and behaviors that would meet the standards of Hazing definitions. Subtle forms of hazing could manifest when team members start to call another member a demeaning name or having members refer to senior members by titles. Another example of this could be to assign new members with degrading duties such as cleaning the bathrooms after practice. Harassment hazing can be any activity that causes mental or physical discomfort directed towards a member. An example of this would be to have a member wear an embarrassing costume around campus. A more serious form of this type of hazing could be a senior member requiring another member to drink alcohol in excess causing them to become sick.

To report a hazing incident on campus, contact the HCC Police Department at 240-500-2308. If you are a Campus Security Authority, you can report a Hazing incident using the report for located at: <https://www.hagerstowncc.edu/docs/hcc-campus-security-authorities> The HCC Police Department will work closely with the Dean of Students Office and the Human Resources Office at the college to investigate all reports of hazing. HCC police officers are certified law enforcement officers and are

trained to investigate crimes. If the investigation reveals a student violated the HCC college policy, state or federal law, the student can face student code of conduct charges and/or criminal charges. For information on the student code of conduct, please refer to the HCC Student Handbook <https://www.hagerstowncc.edu/docs/student-handbook> If a faculty/staff member is determined to have violated policy or law they can receive sanctions from Human Resources and/or criminal charges.

HCC FIREARMS POLICY (BOT 8096) APPROVED SEPTEMBER 20, 2022

Hagerstown Community College (HCC) prohibits the possession of weapons at the main campus, of-campus location and other locations owned, leased, occupied or used by and under the control of the College. Weapons include guns, firearms, ammunition, explosives, dangerous chemicals, metal knuckles, knives with blades more than 3 inches long, electronic devices/Taser, other weapons and any object or instrument which has been designed or altered to appear to be a weapon, or which can reasonably be construed or used as a weapon (dependent on the circumstances of its use, possession or display). This prohibition applies to employees, students, guests, tenants, visitors, and other persons on Hagerstown Community College properties.

- Employees in violation of this policy are subject to discipline up to and including termination of employment in accordance with the Hagerstown Community College Employee Handbook.
- Students in violation of this policy are subject to disciplinary action up to and including expulsion in accordance with HCC's student Code of Conduct.
- Other persons in violation of this policy will be barred from Hagerstown Community College locations.

Where applicable, criminal sanctions for violation of state, federal or local law relating to the illegal or unauthorized possession of weapons will be sought. This prohibition (of handguns) does NOT apply to:

- A law enforcement officer in the regular course of the officer's duty;
- A law enforcement officer-recruit in the regular course of the recruit's training;
- An off-duty law enforcement officer or
- A retired or past law enforcement officer in good standing from a law enforcement agency of the United States, the State, or a local unit in the State who has met the standards of LEOSA (the Law Enforcement Officer's Safety Act) provided that:
 1. the officer or retired officer is in possession of the officer's or retired officer's badge or credential (and a current LEOSA card for retired or past officers);
 2. The weapon carried or possessed by the officer or retired officer is concealed, or worn openly as part of the officer's uniform or official dress; and
 3. The officer or retired officer is authorized to carry a concealed handgun in Maryland.
- A uniformed employee of an armored car company who is authorized to carry a firearm in Maryland in the regular course of employment.
- A Maryland Correctional Officer, certified/authorized by the Division of Corrections to carry a firearm, in the regular course of the officer's duty.
- Persons who are granted permission to possess a weapon or replica weapon by the Campus Chief of Police for historical or educational purposes, or for other good reasons.

DRUG AND ALCOHOL ABUSE POLICIES

Hagerstown Community College supports the efforts of the State of Maryland and the United States to provide workplaces and learning centers free of illegal drug and alcohol use. The College supports the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act Amendments of 1989, and drug and alcohol abuse policies of the Maryland Higher Education Commission.

It is the college's intention to provide and maintain a work environment for the employees and students that is drug-free, healthful, safe, and secure. Employees are expected and required to report to work each day on time in an appropriate mental and physical condition, free of any illegal drugs/alcohol, and capable of fulfilling their daily duties. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (as defined by the Controlled Substance Act 21 U.S.C. section 802 and further defined at 21 D.F.R. sections 1300.11 - 1300.15) and the unlawful possession or use of alcohol on college property or as part of any college activities of-campus is absolutely prohibited. Any unlawful activity with controlled substances or alcohol by students or employees while involved with a college activity, on or of the campus, will not be tolerated.

Certain student financial aid awards may only be made if the student is willing to certify or pledge that they will not engage in unlawful activities regarding drugs and alcohol.

HEALTH RISKS

Although the College recognizes drug/alcohol dependency as an illness and a major health problem affecting society, it also recognizes illegal drug use and activity as a potential health, safety, and security problem. Students and employees requiring assistance to deal with drug or alcohol abuse or dependency are encouraged to seek counseling and/or medical assistance using the college's health insurance plan, as may be appropriate, or through the Student and Employee Assistance Program which offers counseling and referrals. The following is a brief description of several drugs and their health risks.

1. Alcohol: When alcohol is abused, the consequences to the body can be severe. All systems of the body are affected. The effects on the central nervous system include poor memory, premature aging of the brain, and loss of reasoning ability. There is also the possibility of an increase of cancer of the mouth, larynx, and the esophagus along with the possibility of heart rhythm disturbances. In addition, alcohol abuse can lead to significant liver damage.
2. Marijuana: Users often have chronic bronchitis and run the added risk of lung cancer. Heavy users, especially among the young adult population, may show slow and confused thinking, loss of energy, and physical discomfort caused by abdominal cramps and diarrhea. Other side effects associated with chronic use of marijuana are chromosome damage, decreased levels of the male sex hormone, and brain damage.
3. Cocaine: Cocaine abusers often have a stuffy, runny nose with eczema around the nostrils and possible perforation of the nasal septum. In addition, cocaine can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.
4. Amphetamines: These drugs can cause very rapid or irregular heartbeat, tremors, loss of coordination, collapse, and even death from heart failure or from burst blood vessels in the brain. Heavy users are prone to irrational acts.
5. Heroin: This is an opiate drug that causes the body to have diminished pain reactions. Some of the risks associated with the use of heroin include slowing of the heart rate so much that coma and death can be induced. In addition, chronic constipation and depression of male and female sex hormones are other associated risks from heroin.
6. Prescription Drugs: These drugs are not illicit if they are used in accordance with the prescription. However, sharing prescription medication with someone else is illegal and could be very harmful.

STUDENT & EMPLOYEE RESPONSIBILITIES

As a condition of employment, College employees must abide by the terms of this statement. In addition, employees have an affirmative duty to report any conviction under any criminal drug or alcohol abuse statute or other law within five days of conviction. This duty to report is required whether the criminal violation occurred on or off campus.

Violations of this policy statement shall be immediately addressed by the college and may result in disciplinary action which could include expulsion for students or termination for employees. The College may also refer violations for criminal prosecution by civil authorities where circumstances warrant.

INTERVENTION & REFERRAL

Hagerstown Community College's drug/alcohol abuse policy focuses primarily on prevention through early intervention, providing referral services and education as needed.

1. Hagerstown Community College Employees
 - a. Any intervention by a supervisor in a drug/alcohol related situation pertaining to a member of the college faculty/staff must be directly related with job performance or an on-campus problem arising from drug/alcohol abuse.
 - b. Due to the sensitive nature of drug/alcohol abuse problems, individuals suspected of substance abuse will be approached only by their immediate supervisor and only after reasonable cause has been shown. The employee will be approached in a caring manner and in an atmosphere of strict confidence.
 - c. The availability of counseling will be discussed. The supervisor and/or personnel officer may contact the counseling agency to confirm that the employee has made and kept the appointment.
2. Hagerstown Community College Students
 - a. Intervention by an instructor, advisor, or supervisor in a drug/alcohol-related situation pertaining to a student must be associated with the student's academic performance, an on-campus problem, or performance or problems occurring during a college-sponsored of-campus activity.
 - b. Students suspected of substance abuse will be approached by the instructor, advisor, or supervisor in a caring manner. If circumstances warrant, the student may be reported and processed according to the Code of Student Conduct as set forth in the Student Handbook.

EDUCATION

Education will include periodic student activities/engagement events, seminars, college courses, and brochures which describe the hazards of drug use and abuse. Referral resources, including a list of agencies in the area which may be called for counseling services, is available via the BIT/CARE team, Dean of Students, or HCC Police.

Information concerning drug and alcohol abuse is a part of new student orientation. Information pamphlets are available to college employees through the Human Resources Office. Brochures on the Employee Assistance Programs are directly mailed to all employees annually.

IMPAIRED STUDENT MANAGEMENT POLICY

Hagerstown Community College (HCC) is committed to maintaining a safe, healthy, and productive learning and working environment. The College recognizes that substance use, and other health-related factors may impair a student's capacity to perform safely and competently. This policy aligns with all applicable local, state, and federal laws, HCC's Board of Trustees Policies related to Alcohol, Tobacco, Opioid, and Other Drug-Free Awareness Policy (8030) and the Code of Student Conduct (4040).

This policy applies to:

- All students actively enrolled at HCC.
- Newly enrolled students completing requirements prior to the official start of coursework, including but not limited to program orientations.
- All campus-affiliated activities, including but not limited to classroom learning, college-sponsored events, clinical or experiential education, internships, externships, apprenticeships, job shadowing, and practicum experiences.

The use, possession, distribution, or being under the influence of the following while on campus or during college-affiliated activities is strictly prohibited:

- Illicit drugs (as defined under federal law)
- Unauthorized prescription medications
- Marijuana (cannabis), including recreational or medical use, regardless of state law
- Alcohol, unless explicitly approved for educational purposes in a supervised setting
- Synthetic or designer drugs (e.g., K2, Spice, bath salts)
- Any over-the-counter products used outside of intended guidelines/standards for the purpose of causing impairment

The full Student Impairment Policy (6081) can be viewed online at:
<https://www.hagerstowncc.edu/docs/presidents-office/board-trustees-policy-manual>

EARLY INTERVENTION AND REFERRAL

Early intervention and referral services will be provided to employees and students by the Employee and Student Assistance Programs. Free short-term counseling and referrals to agencies and private practitioners will be included. Training sessions for supervisors also will be conducted so that employees with substance abuse problems can be identified and helped.

DISCIPLINARY ACTION

Disciplinary actions play a secondary role to education, counseling, and guidance however;

1. Should the offender be an employee of the college, the charges will be submitted in writing and signed by the person(s) making the charges, and submitted to the appropriate administrator, and action taken will be in accordance with current disciplinary policy.
2. If an employee found to be in violation of said policy refuses to cooperate with the college by using the Employee Assistance Program for counseling or referral, appropriate personnel action will be taken up to and including termination.
3. Should a student violate the college drug/alcohol abuse policy, action may be taken in accordance with the Code of Student Conduct and the student discipline policy in the Student Handbook.

ALCOHOL/TOBACCO/OPIOIDS #8030 **REVISED SEPTEMBER 16, 2025, POLICY APPROVED**

Purpose:

The College is committed to an alcohol, tobacco, and drug-free learning and working environment. The College adheres to the responsibilities set forth in applicable local, state, and federal laws.

All members of the College community, visitors, guests, and volunteers are required to comply with the Alcohol, Tobacco, Opioid, and Other Drug Free Use Policies established by the Board and in compliance with state and federal law.

The manufacture, sale, distribution, dispensation, possession, or use of illegal drugs or controlled substances, and the abuse or unauthorized use of alcohol by anyone on College premises, at any College-sponsored activities, or in College vehicles is prohibited.

Vaping and the use of all tobacco products is prohibited on College premises by any member of the College community, visitor, or guest.

Compliance with the standards set forth in this policy is mandatory.

The Dean of Students Office ensures students receive information about this policy and conducts a biennial review of its student drug, cannabis, and alcohol abuse prevention program to assess effectiveness, ensure consistent enforcement, and implement necessary changes.

Definitions:

Controlled Substance is defined to include legal, decriminalized drugs and illegal drugs. The use and possession of legal drugs (i.e. those drugs for which a valid prescription is required before the drug is to be used or possessed) is not prohibited by this policy unless that use or possession is inconsistent with the prescription or where no such prescription has been provided, or when such use impairs performance.

Illegal Drugs is defined as controlled substances not taken under the supervision of a licensed health care professional or otherwise in accordance with federal law. This includes all such drugs of which the use, sale, possession, distribution, manufacture, or transfer is prohibited by law and includes, but not limited to, narcotics, hallucinogens, stimulants, depressants, and so-called designer drugs.

Workplace is defined as any College premises or work site, including the College's vehicles and public and private means of transportation while engaged in College work and/or business.

Curricular or co-curricular campus life is defined as any College-sponsored activity in which a student participates by virtue of their active enrollment in credit-bearing or non-credit bearing courses, or as a prospective student who has formally submitted an application for admission with the intent to enroll in such courses.

Employee Requirements:

It shall be unlawful and prohibited for an employee to manufacture, distribute, dispense, possess or use a controlled substance or illegal drugs on College property, in a College vehicle, or while engaged in the discharge of College duties on College premises.

This prohibition also applies to other locations during work hours or on nonworking time, and on or off College property to the extent it impairs or compromises an employee's ability to perform job duties, or when such activities negatively affect the reputation of the College to the general public or threaten the integrity of the College.

Consequences:

Employees - The College will refer violations to law enforcement officials for prosecution where appropriate and take necessary disciplinary action against the offender up to and including dismissal.

Students – The College will refer violations to the Dean of Students for enforcement as is outlined within the Code of Student Conduct, found within the Student Handbook. Violations will result in disciplinary action, up to and including disciplinary probation, suspension or expulsion. The College may also refer student violations to appropriate law enforcement authorities for criminal prosecution to violation of State and Federal law.

Required Rehabilitation:

Employees - The College may require the employee to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program. An employee's willingness to participate in a rehabilitation program and the employee's ability to perform their assigned job responsibilities may be contributing factors in determining whether the employee's employment will continue.

Students – The College may require the student to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program. The student's willingness to participate may be a contributing factor in determining continued or future enrollment.

Voluntary Seeking Assistance:

Employees - An employee who voluntarily seeks assistance for a substance abuse problem before the problem affects job performance and before a positive test is confirmed will not be subject to disciplinary procedures for reporting such a problem. In such a case, the employee will confidentially be referred to the College's Employee Assistance Program and reasonable accommodations will be evaluated to treat the problem, to the extent required by law.

Students – A student who voluntarily seeks assistance for a substance abuse problem before the problem affects their behavior in a curricular or co-curricular campus life activity will not be subject to disciplinary procedures for reporting such a problem. In such a case, the student will confidentially be referred to an appropriate student health and wellness program.

Under the Influence – Drugs:

Employees may not report to work or work while under the influence of illegal drugs, nor may any employee report to work under the influence of legal drugs for which no prescription has been issued or where the use of

the legal drugs is inconsistent with a prescription, or any drug when it is impacting performance on the job. Likewise, students may not participate in any aspect of curricular or co-curricular campus life, including in an online setting, while under the influence of legal drugs for which no prescription has been issued or where the use of the legal drugs is inconsistent with a prescription, or any drug when it is impacting student performance.

Under the Influence – Cannabis:

Employees may not possess or be under the influence of cannabis while they are acting in the scope of their employment with the College. Likewise, students may not possess or be under the influence of cannabis while they are participating in any aspect of curricular or co-curricular campus life, including in an online setting. Although Maryland law decriminalized non-medical marijuana allowing individuals 21 and older to possess 1.5 ounces of marijuana, cannabis is controlled under federal law and is not permitted on the College campus per the Federal Drug Free Schools and Communities Act. This Act applies to Hagerstown Community College as a recipient of federal funding.

FAQ's : <https://mmcc.maryland.gov/Pages/cannabisfaq.aspx>

Under the Influence – Alcohol:

Employees may not report to work or work while under the influence of alcohol. When a test for alcohol is performed, employees who fail a test, refuse to take a test, or violate this policy may be subject to disciplinary action up to and including dismissal from the College.

3

Likewise, students may not participate in any aspect of curricular or co-curricular campus life, including in an online setting, while under the influence of alcohol.

Health Risks

The use of illicit drugs, cannabis and abuse of alcohol pose significant health risks including, but not limited to, addiction, liver disease, heart disease, impaired judgement, and increased risk of injury or death.

Alcohol Testing:

Employees may be subject to unannounced alcohol testing if:

1. Their job is a safety critical position, or
2. There is reasonable suspicion or belief they are in violation of the policy.

Students may be subject to unannounced alcohol testing if:

1. They are enrolled in a specific academic program that outlines an alcohol or other drug testing process if there is a reasonable suspicion or belief they are in violation of the policy.
2. They are engaged in a co-curricular activity that outlines an alcohol or other drug testing process if there is reasonable suspicion or belief they are in violation of the policy.

Exceptions: Alcohol Possession and Use on Campus Property:

With the written approval of the President, alcohol may be served on college property for functions such as banquets, dinners, receptions, and fundraisers. When alcohol is permitted, all laws and regulations governing the use and possession of alcohol must be observed. No other use or possession of alcohol on College property is permitted.

Employee Drug Testing

Pre-Employment

The College may conduct pre-employment drug testing as a condition of employment. In this case, a job offer is contingent on a prospective employee signing a consent and release form (as part of the application process) and testing negative for the presence of illegal drugs. Any individual who refuses to submit to a drug test will not be considered for employment.

Employees

Employees may be subject to unannounced drug testing if:

1. The job is a safety critical position, or
2. There is reason to suspect or believe there is a violation of the policy.

Employees who fail a test, refuse to take a test, or violate this policy may be subject to disciplinary action up to and including dismissal from the College.

Contractors

Contractors or individuals working at the College through a temporary agency who are on site or expected to be on site for thirty (30) days or more may be subject to a mandatory drug screening through their temporary/contracting agency at the College's request.

Employee Duty to Report Convictions:

Employees are required to report any crimes for which they have been convicted under a criminal drug statute for violations occurring on College property, in a College vehicle, or off College property.

Reports of convictions must be made within five (5) days after the conviction to the area Dean or President and to the Executive Director of Human Resources.

Use of Tobacco and Smoking:

The College is committed to providing a safe and healthy working and learning environment for students, faculty, staff, and visitors on its campus, and is therefore a Tobacco Free Campus.

Definitions:

"E-cigarette" is defined as any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

Smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or any form.

"Smoking" also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in outlined in these procedures.

Tobacco is defined as any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amount of nicotine that is manufactured, offered for sale, sold, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence

Employee & Student Requirements

Smoking and the use of tobacco and e-cigarette products shall not be permitted on any College property, including all buildings and facilities and vehicles, owned or leased and regardless of location, walkways,

recreational and athletic areas, building entrances, and parking lots.

This prohibition applies to all students, faculty, staff, and other persons on campus, regardless of the purpose of their visit.

Consequences

Consequences for violations may include fines and/or disciplinary action.

Smoking Cessation

Employees and students are offered ongoing tobacco cessation programs to assist and encourage individuals who wish to quit. The Tobacco-Free Policy applies to all College facilities and vehicles, owned or leased, regardless of location.

Heroin and Opioid Addiction and Prevention

The College is committed to promoting personal wellness and responsibility and recognizes that drug addiction is an illness of increasing concern throughout the state of Maryland and our country.

The Heroin and Opioid Education and Community Action Act requires all incoming full-time students to participate in an in-person or electronic heroin and opioid addiction and awareness training.

The law requires the College to obtain and store a supply of overdose reversing medication to be used in an emergency situation.

College police and security personnel, as well as designated administrators, are trained to recognize the symptoms of an opioid overdose, in procedures for administration of overdose reversing medications, and in the proper follow-up emergency procedures related to an opioid overdose. Further, the College makes available instruction in substance use disorders, effective treatment for substance use disorders, and pain management.

The College also follows all reporting requirements related to this Maryland law.

Per state law, except for any willful or grossly negligent act, campus police, or other designated personnel who have been trained in use of overdose medications and who respond in good faith to the overdose emergency of a student, may not be personally liable for any act or omission in the course of responding to the emergency.

Legal References:

Drug Free Workplace Act, 1998, 41 USC §8102; Heroin and Opioid Education and Community Action Act 2017 (Start Talking Act of MD); Annotated Code of Maryland, Education Article

GOOD SAMARITAN LAW

Maryland's Good Samaritan Law (Annotated Code of Maryland, Criminal Procedures §1-120) provides immunity from arrest and prosecution for specific low-level crimes if you call 911 to save someone experiencing a drug or alcohol-related medical emergency. The purpose of this law is to encourage any person who observes a medical emergency caused by the ingestion or use of alcohol or drugs to seek medical assistance without fear of arrest or prosecution. If you see or suspect someone is suffering from an overdose, call 911 right away and if safe to do so, remain on scene with the individual. HCC has Narcan located inside the AED boxes on campus. If you suspect a person is suffering from an opioid overdose, send someone to retrieve Narcan and administer it as soon as possible.

SEXUAL MISCONDUCT POLICIES

Hagerstown Community College is committed to having a positive learning and working environment for its students and employees and will not tolerate sexual harassment or sexual violence.

STUDENT MISCONDUCT POLICY #8071

Policy Approved, Board of Trustees: September 15, 2020

Hagerstown Community College complies with current Title IX sexual harassment and discrimination regulations, as is mandated by federal and state regulations, including published regulations from the United States Department of Education Title IX of the Education Amendments Act of 1972. In addition, some forms of sexual misconduct violate the criminal laws of the State of Maryland. The college is committed to taking necessary measures in an effort to prevent incidents of sexual misconduct and taking action to support all parties involved, ensure a fair review process for all parties involved, and take appropriate action should an incident be reported. Sexual misconduct is an umbrella term that encompasses various types of prohibited conduct, including sexual harassment, sexual assault, domestic violence, dating violence and stalking.

Hagerstown Community College will not tolerate acts of sexual misconduct in any form and will maintain procedures compliant with federal and state regulations; procedures can be found in detail on the College web page.

TITLE IX SEXUAL HARASSMENT GUIDELINES & GRIEVANCE PROCESS REPORTS

The Title IX Sexual Harassment Guidelines & Grievance Process outlines HCC's commitment to address this prohibited conduct, the procedures for investigating and resolving complaints and the resources available to both a Complainant and a Respondent. Detailed information is available at <https://www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures>. This information applies to all members of the campus community and to conduct occurring during college activities and programs, including the following:

- On Hagerstown Community College premises, in any College facility or on college owned or controlled property.
- At any Hagerstown Community College sponsored, recognized, or approved program, visit, or activity, regardless of location.
- In any building owned or controlled by a Hagerstown Community College group that is officially recognized by the College.
- At locations, events, and circumstances over which Hagerstown Community College exercises substantial control over both the complainant and respondent's behavior and the context in which sexual misconduct occurs.

That limits equal access to any Hagerstown Community College education program or activity, negatively impacts the education or employment of a member of the College community, and that may threaten the safety and/or health of any member of the College community.

All Hagerstown Community College employees (faculty, staff, and administrators) are required to report actual or suspected sexual misconduct to the designated HCC Title IX Coordinator immediately. More information about HCC's Sexual Harassment Guidelines and Grievance Procedures is found at; www.hagerstowncc.edu/titleix

Dr. Christine Ohl-Gigliotti, Dean of Students
Title IX Coordinator for Students
Dean of Students Office - Student Center Room
142 11400 Robinwood Drive
Hagerstown, MD 21742
240-500-2526
caohl-gigliotti@hagerstowncc.edu

Dr. Mike Markoe
Deputy Title IX Coordinator for Employees
Human Resources Office- ASA building, Room
700 11400 Robinwood Drive
Hagerstown, MD 21742
240-500-2260
mmarkoe@hagerstowncc.edu

The Title IX Coordinator will ensure that the complainant:

- receives a copy of and understands the Title IX Grievance process
- is advised of the option to notify law enforcement and is assisted in doing so if desired;
- is advised of HCC's investigative obligations and process;
- is advised that even if the complainant chooses not to pursue the complaint, HCC may proceed with its investigation;
- is advised of available interim measures; and
- is advised about available resources for counseling, health, mental health, victim advocacy, and legal assistance.

HCC's complete Title IX Sexual Harassment Guidelines & Grievance Process is available at www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures.

TITLE IX REPORTING FOR STUDENTS

HCC's Dean of Students serves as the College's Title IX Coordinator. The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX and coordinating HCC's compliance with Title IX in all areas covered by the implementing regulations. Responsibilities include responding to concerns of sex-based discrimination, including, but not limited to addressing sexual misconduct (including sexual harassment), sexual violence (including sexual assault and domestic/dating/intimate partner violence), and stalking. Students may report online by completing the [Title IX Student Gender Discrimination/Sexual Harassment Form](#). These reports go directly to the Title IX Coordinator. Anonymous reports are accepted but can give rise to a need to investigate. Hagerstown Community College seeks to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as HCC respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows HCC to discuss and/or provide supportive measures. Upon notice of an alleged incident of sexual misconduct/harassment, HCC's Title IX Coordinator will review the Title IX Sexual Harassment Guidelines & Grievance Process with the reporting student and determine next steps in accord with the College's Title IX Sexual Harassment Guidelines & Grievance Process. A meeting with the Title IX Coordinator can be requested through the Dean of Students' Office, 240-500-2526, studentaffairs@hagerstowncc.edu, or Student Center Room 142.

REQUEST FOR REASONABLE ACCOMMODATIONS – PREGNANT OR PARENTING STUDENTS

Title IX prohibits discrimination on the basis of sex—including pregnancy and related conditions—in educational programs and activities that receive federal funding. The College is committed to supporting pregnant and parenting students by providing reasonable and appropriate accommodation based on medical necessity due to pregnancy, termination of pregnancy, and/or lactation.

Examples of the types of accommodation that may be appropriate based on pregnancy symptoms and pregnancy-related medical conditions include (but are not limited to):

Excused absences and/or tardiness
Returning to an academic program with the same status a student held before pregnancy-related leave of absence

Opportunity to make up/earn participation and attendance points lost due to excused absences or tardiness

Extensions on assignments, examinations, and opportunities to make up missed assignments due to pregnancy symptoms or related conditions, including bed rest, hospitalization, recovery from childbirth

Supports for pregnant persons, including access to workspaces and chairs functional for the pregnant student, frequent restroom breaks, food and water in classrooms where otherwise prohibited and does not create safety risk
Privacy space for lactation accommodations
To request an accommodation, students are asked to complete the [Pregnant/Parenting Students Request Form](#). Faculty and staff are asked to direct any student who indicates they need any academic adjustments due to pregnancy or pregnancy-related conditions to the Dean of Students.

TITLE IX/SEXUAL MISCONDUCT SUPPORT MEASURES

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all parties or the College's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available upon receipt of a report or a complaint alleging possible sexual harassment. At the time that supportive measures are offered, the College will inform the Complainant, in writing, that they may file a formal complaint with the College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the parties to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The College shall maintain the confidentiality of the supportive measures to the greatest extent reasonably practicable, provided that confidentiality does not impair the College's ability to provide supportive measures or otherwise fulfill its obligations under this Process. The College will implement measures in a way that does not unreasonably burden the other party.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, referral to medical or healthcare services, referral to community-based services, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

MHEC-PROVIDED ATTORNEYS

The Maryland Higher Education Commission (MHEC) provides for licensed attorneys who have indicated they will represent complainants or respondents (who are current students or were students at the time of the underlying alleged Prohibited Conduct), in Title IX proceedings. For information on costs and how to apply for these services, please go to, <https://mhec.maryland.gov/Pages/Title-IX-Campus-Sexual-Assault-Proceedings---Attorney-List.aspx>. Students may also choose to be represented by private counsel or through other legal service agencies or organizations.

AMNESTY FOR COMPLAINANTS AND WITNESS

HCC encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the College community that Complainants choose to report misconduct to college officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, the College may offer parties and witnesses amnesty from minor violations of other College policies – such as underage alcohol consumption or personal use of illicit drugs – that may be associated with the incident.

Amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

GETTING HELP

Being a victim of crime is a traumatic experience that may have physical and psychological effects. It is important for anyone who has been the victim of a sexual harassment, dating violence, domestic violence, or stalking to go to a safe place and seek assistance as soon as possible. HCC encourages any person who believes he or she has been a victim of an act sexual misconduct occurring at HCC or during the course of an HCC-sponsored activity to call HCC's HCC Police (240-500-2308 or 240-500-2334) as soon as possible. HCC Police are available every day that the college is open and when campus activities are scheduled; specific hours of operation can be found at hagerstowncc.edu.

HCC Police will inform an alleged victim of sexual misconduct of the right to notify the appropriate law enforcement agency to file criminal charges and the importance of preserving evidence associated with the crime. With the victim's consent, the HCC Police will notify the Washington County Sheriff's Department to conduct an official criminal investigation of any allegation and where appropriate will arrange for the victim to be transported to Meritus Medical Center for medical evaluation and treatment.

Student victims will be connected with HCC's Title IX Coordinator and a member of the HCC CARE Team for support through the reporting process. The CARE Team will also refer the student victim to off-campus resources specifically experienced in dealing with sexual offense crises. Only those HCC employees with a legitimate need-to-know will be informed of reported incidents. Normally that will include the Title IX Coordinators, and the Vice President of Academic Affairs and Student Services.

Preserving physical evidence is critically important to the sexual assault legal process. The collection of evidence from a crime is based upon a scientific principle that states that whenever two surfaces come in contact there will be an exchange of material. Physical evidence, such as DNA from semen, saliva and skin cells, fingerprints, hair, and fibers are all types of evidence that can be transferred from the suspect to the victim and from the victim to the suspect. It is important that evidence be collected in a timely manner, free from contamination, and stored properly in order for that evidence to be used in criminal proceedings. The victim of a sexual assault should not change clothes, smoke, bathe/shower, urinate, douche, wash hands, brush teeth, eat or drink before the evidence can be collected.

If a victim of sexual assault elects to go to the hospital, an advocate or designated hospital staff member will provide the following options:

- report to police and receive a forensic exam
- receive a forensic exam as an anonymous report
- receive medical treatment only

Sexual Assault Forensic Evidence (SAFE) kits are collected by a trained Forensic Nurse Examiner (FNE). FNEs are nurses, not law enforcement personnel, who have been specially trained in the collection of sexual assault evidence.

A victim may decline to have a SAFE kit collected or may elect to have a kit collected as an anonymous reporting (i.e., “Jane Doe” kit). Anonymous reporting/Jane Doe kits allow the victim of a sexual assault to have a SAFE kit collected without having to report the crime to law enforcement. The evidence will be collected, given a tracking number, and stored for future use. It is important to note that Jane Doe kits are merely stored for potential use if the victim decides in the future to make a report. The evidence is not examined at the time it is collected; therefore, investigative leads, such as identifying a suspect, are not developed.

If the anonymous report option is selected, the victim will be told:

- the benefits of anonymous reporting (e.g., time to weigh options before participating in the criminal justice system)
- the drawbacks of anonymous reporting (e.g., challenges for the investigation and prosecution)
- the length of time for which evidence will be stored
- who to contact, and how, if the victim decides to report

For more information on anonymous reporting, visit the Governor’s Office of Crime Control and Prevention’s website: goccp.maryland.gov/victim/. For additional information on Sexual Assault Forensic Exams go to the Maryland Coalition Against Sexual Assault (MCASA) <https://mcasa.org/survivors/getting-medical-attention>. This website provides information and additional resources to victims of sexual assault. There is a PDF on this website titled, “Medial Treatment & Evidence Collection for Adult & Adolescent Survivors of Sexual Assault & Domestic Violence”. The information in that PDF answers a lot of questions regarding forensic exams and provides a list of resources for victims. The National Sexual Assault Hotline is: 1-800-656-4673. To find your local Rape Crisis Center call 211 or visit MCASA’s website: <https://mcasa.org/survivors/find-a-rape-crisis-center>

SEXUAL MISCONDUCT EDUCATIONAL AND TRAINING RESOURCES

HCC Police works with Student Affairs to provide resources and educational opportunities, including crime prevention programs and services:

- The CARE Team sponsors education on healthy relationships.
- Students & Sexual Assault – Legal and Practical Issues brochure available to students.
- Title IX training is offered to employees.
- Title IX information is shared with new students during new student orientation, with all student athletes, and with all students at the beginning of every semester.
- Sexual harassment and misconduct training are completed annually by employees.
- The following additional efforts to prevent sexual misconduct are in place in the Athletics Department:
- All coaches and other staff receive a copy of the HCC Sexual Harassment Guidelines & Grievance Process and review it once a year at an annual staff meeting.
- The Athletic Handbook references the HCC Sexual Harassment Guidelines & Grievance Process.
- Head coaches review the HCC Sexual Harassment Guidelines & Grievance Process with student-athletes on their respective teams during the team’s preseason meeting; and
- Student athletes are encouraged to attend educational programs.

TITLE IX TRAINING 2025 – 2026

HCC requires all faculty & staff to complete Title IX training. This training identifies what Title IX is and what it protects. The training also covers why these protections are important. Title IX prohibits sex-based discrimination and ensures equal opportunities for employees and students. The training is online and self-paced for staff members to complete. The training covers how to report Title IX complaints on campus and what happens after a report is made. To view a copy of the training video go to this link:

<https://hagerstowncommunitycollege1.h5p.com/content/1292882230419162948>

DEFINITIONS

All Hagerstown Community College employees (faculty, staff, administrators) are required to report actual or suspected sexual misconduct that occurs in coordination with an HCC activity or event or on an HCC campus to the designated HCC's Title IX Coordinator immediately. Reporting is not optional.

Sexual Harassment/Misconduct

Sexual Harassment has the meaning set forth below and may be committed by any person upon any other person, regardless of the sex, sexual orientation, gender and/or gender identity of those involved. Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

1. **Quid Pro Quo:** a college employee, agents, or other persons authorized by the College to provide aid, benefit, or service in its program, conditions the provision of aid, benefit, or service of the College, on an individual's participation in unwelcome sexual conduct
2. **Sexual Harassment:** Unwelcomed conduct, determined by a reasonable person to be so severe, and pervasive, and, objectively offensive, that it effectively denies a person equal access to the College's education program or activity.
3. Sexual Assault defined as:
 - a. **Sex Offenses, Forcible or Non-forcible:** Any sexual act directed against another person, without the consent of the Complainant, including instances in which the Complainant is incapable of giving consent.
 - b. **Forcible Rape:** 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 Complainant.
 - c. **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - d. **Sexual Assault with an Object:** The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - e. **Forcible Fondling:** The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - f. **Sex Offenses, Non-forcible: Incest:** Non-forcible sexual intercourse, between persons who are related to each other, within the degrees wherein marriage is prohibited by Maryland state law. **Statutory Rape:** Non-forcible sexual intercourse, with a person who is under the statutory age of consent of Maryland state law.
4. **Dating Violence,** defined as: violence, on the basis of sex, committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant, The existence of such a relationship shall be determined based on the Complainant'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. For the purposes of this definition Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

5. **Domestic Violence**, defined as: violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the state of Maryland. By any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of the state of Maryland.

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6. **Stalking**, defined as: engaging in a course of conduct, on the basis of sex, 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. For the purposes of this definition— Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. A reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Force, Coercion, Consent, and Incapacitation

As used in the offenses above, the following definitions and meanings apply:

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent.

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes it clear that they do not want to engage in certain sexual activity, 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.

Consent: Refers to a knowing, voluntary, and affirmatively communicated willingness to participate in a particular sexual activity or behavior. Only a person who has the ability and capacity to exercise free will and make a rational, reasonable judgment can give consent. Consent may be expressed either by words and/or actions, as long as those words and/or actions create a mutually understandable agreement to engage in specific sexual activity. It is the responsibility of each party to ensure that they have consent from the other party and that the other party is capable of providing consent.

- Lack of protest or resistance is not consent. Silence, in and of itself, cannot be interpreted as consent. For that reason, relying solely on non-verbal communication can lead to misunderstandings.
- Previous relationships, including past sexual relationships, do not imply consent to future sexual acts.
- Consent to one form of sexual activity does not automatically imply consent to other forms of sexual activity.
- Consent must be present throughout sexual activity and may be withdrawn at any time. If there is

confusion as to whether there is consent or whether prior consent has been withdrawn, it is essential that the participants stop the activity until the confusion is resolved.

- Consent cannot be obtained by use of physical force, threats, intimidating behavior, or coercion.

Incapacitation: A person cannot consent if they are unable to understand what is happening or are Disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. A Respondent violates these guidelines if they engage in sexual activity with someone incapable of giving consent.

It is a defense to an alleged sexual assault violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they cannot give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction). Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk. This process also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

Hagerstown Community College’s Title IX Sexual Harassment Guidelines & Grievance Process is available online <https://www.hagerstowncc.edu/student-affairs/sexual-misconduct-procedures>

BYSTANDER INTERVENTION

HCC encourages members of the campus community to understand the concepts of “Bystander Intervention”. When a member of the campus community observes or identifies a dangerous or harmful situation, we want them to report it immediately to police or a faculty/staff member. When it is safe to do so, we encourage people to interrupt the situation. The 5 Ds of bystander intervention are listed below:

- Distract – Derail the incident without addressing it directly. If you can interrupt the acts by starting an unrelated conversation or asking for directions
- Delegate – Seek out a person of authority to de-escalate the situation.
- Document – Safely document the situation by making notes or using your phone to take photographs or videos when appropriate.
- Direct – If it’s safe to do so, address the perpetrator directly and ask them to stop. Confront the behavior calmly and ask the targeting person if they are okay.
- Delay – Check in with the victim, ask if they need assistance, and provide resources.

Bystander intervention can be used to prevent and/or stop forms of sexual harassment, hazing, and other potentially criminal offenses from happening. The golden rule is to always remember your personal safety. Only intervene when safe to do, call 911 and report **ALL** incidents to the HCC Police Department.

CRIME STATISTICS

DAILY CRIME LOG

The HCC Police Department maintains a daily crime log of all crimes reported. The log is available for public view in accordance with the 1998 amendments to the Campus Security Act. The log can be viewed in the HCC Police Office during normal business hours or by appointment without charge. The crime log is kept in the security force and can be viewed by the campus community and the public. the HCC Police Department Office is located on the main campus in the Learning Resource Center (LRC) room 115. The most current 60 days of information are available and open to public inspection. HCC Police Department retain archived records for seven years. These records are available, and access may be made by calling the Chief of HCC Police at 240-500-2501. The request can also be sent to ecbyers@hagerstowncc.edu. Requested information will be made available within two business days of the request for public inspection.

CRIME STATISTICS

The HCC Police department prepares and discloses the crime statistics for Hagerstown Community College annually. Members from the HCC Police meet with the Title IX Coordinator (Dean of Students) to review the incident reports from the previous year. This group reviews cases to determine incident classification and if the case meets the reporting requirements. In addition, the group shares information on cases to ensure all incidents were documented and reported. Prior to the submission of the ASR, an email is also sent out to the CSAs asking for all reports to be forwarded for review.

The HCC statistics reflect the enumerated crimes for the past three-year-period occurring on campus, at specific off-campus locations, and on public property reasonably contiguous to the campus, as mandated by the Jeanne Clery Act. the statistics are taken from reports filed by the HCC Police, information furnished to the HCC Police by the Washington County's Sheriff 's Department, the Hagerstown City Police Department, the Maryland State Police Department, and the Office of the Maryland State Fire Marshal regarding crimes reported to those agencies, and from notifications to the HCC Police or College Security Authority regarding the occurrence of an enumerated crime. All incidents reported to the HCC Police or College Security Authority are included in the crime statistics, regardless of whether the victim filed charges, or an arrest was made. In cases where the victim/complainant wanted to remain anonymous, confidentiality is maintained, but the incident is included in the statistics. the crime statistics are part of this report and follow the written policies of the College.

The Chief of Police from the HCC Police Department meets with the Dean of Students to review cases reported throughout the year. The Dean of Students reports to the Maryland Higher Education Commission every 2 years. It is important to review cases report to the Dean's office and other Title IX areas to ensure there are no missed cases or reports that meet the Clery Crimes reporting mandates. Each case is reviewed and documented to show proof of work.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates the manner in which statistics are to be collected and the format in which statistics are to be published. Recent amendments to this Act changed the collection and publication process.

2025 Annual Crime Statistics

HCC Main Campus 11400 Robinwood Drive, Non-Campus, Public Property

Statistics	On Campus				Non-Campus Property/Building				Public Property		
Crime Statistics	Year				Year				Year		
Category	2023	2024	2025		2023	2024	2025		2023	2024	2025
Murder/Non-negligent Manslaughter	0	0	0		0	0	0		0	0	0
Negligent Manslaughter	0	0	0		0	0	0		0	0	0
Rape	0	0	0		0	0	0		0	0	0
Fondling	0	1*	0		0	0	0		0	0	0
Incest	0	0	0		0	0	0		0	0	0
Statutory Rape	0	0	0		0	0	0		0	0	0
Robbery	0	0	0		0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0		0	0	0
Burglary	3	0	0		0	0	0		0	0	0
Motor Vehicle Theft	0	2**	0		0	0	0		0	0	0
Arson	0	0	0		0	0	0		0	0	0
Hazing	0	0	0		0	0	0		0	0	0
Unfounded	0	0	0		0	0	0		0	0	0
Hate Crimes	0	0	0		0	0	0		0	0	0

Violence Against Women Act (VAWA)	Year				Year				Year		
	2023	2024	2025		2023	2024	2025		2023	2024	2025
Dating Violence	0	0	1		0	0	0		0	0	0
Domestic Violence	0	0	0		0	0	0		0	0	0
Stalking	0	0	0		0	0	0		0	0	0
Unfounded	0	0	0		0	0	0		0	0	0

Arrests	Year				Year				Year		
	2023	2024	2025		2023	2024	2025		2023	2024	2025
Weapons Possession	0	0	0		0	0	0		0	0	0
Drug-Related Violations	0	0	0		0	0	0		0	0	0
Liquor Law Violations	0	0	0		0	0	0		0	0	0

Campus Disciplinary Referrals	Year				Year				Year		
	2023	2024	2025		2023	2024	2025		2023	2024	2025
Weapons Possession	0	0	0		0	0	0		0	0	0
Drug-Related Violations	0	0	0		0	0	0		0	0	0
Liquor Law Violations	0	0	0		0	0	0		0	0	0

*Reported in 2025, but occurred in 2024

**2 Separate cases where electric scooters were stolen from campus in 2024. An electric scooter is defined as a motor vehicle under the Clery Act.

Hate crimes include all of the above reported crimes and include crimes of larceny-theft, simple assault, intimidation, vandalism/damage/destruction of property, motivated by a bias from one of the bias categories. (Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin & Disability)

Reports are classified as either On-Campus, Non-Campus Buildings, or Public Property.
On-Campus -HCC Main Campus 11400 Robinwood Drive, Hagerstown, Maryland 21742

Bowman Training Center (BTC)
562 Northern Avenue, Hagerstown, Maryland 21742

Statistics	On Campus			Non-Campus Property/Building			Public Property		
Crime Statistics	Year			Year			Year		
Category	2025			2025			2025		
Murder/Non-negligent Manslaughter	0			0			0		
Negligent Manslaughter	0			0			0		
Rape	0			0			0		
Fondling	0			0			0		
Incest	0			0			0		
Statutory Rape	0			0			0		
Robbery	0			0			0		
Aggravated Assault	0			0			0		
Burglary	0			0			0		
Motor Vehicle Theft	0			0			0		
Arson	0			0			0		
Hazing	0			0			0		
Unfounded	0			0			0		
Hate Crimes	0			0			0		

Violence Against Women Act (VAWA)	On Campus			Non-Campus Property/Building			Public Property		
	2025			2025			2025		
Dating Violence	0			0			0		
Domestic Violence	0			0			0		
Stalking	0			0			0		
Unfounded	0			0			0		
Arrests	On Campus			Non-Campus Property/Building			Public Property		
	2025			2025			2025		
Weapons Possession	0			0			0		
Drug-Related Violations	0			0			0		
Liquor Law Violations	0			0			0		
Campus Disciplinary Referrals	On Campus			Non-Campus Property/Building			Public Property		
	2025			2025			2025		
Weapons Possession	0			0			0		
Drug-Related Violations	0			0			0		
Liquor Law Violations	0			0			0		

- There are no non-campus buildings associated with the BTC.
- Hate crimes include all of the above reported crimes and include crimes of larceny-theft, simple assault, intimidation, vandalism/damage/destruction of property, motivated by a bias from one of the bias categories. (Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin & Disability)



Non-Campus Buildings – HCC Training Center 17301 Valley Mall Road, Hagerstown, MD 21740

Non-Campus Building – HCC Commercial Vehicle Transportation Range 14547 Industry Drive, Hagerstown, MD 21742

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.” ~ The Handbook for Campus Safety and Security Reporting. The Washington County Sheriff’s Office has primary law enforcement jurisdiction on the public property surrounding the Main Campus. The Sheriff’s Office handles reporting at the non-campus locations and the surrounding Public Property. Crime statistics are obtained from the Washington County Sheriff’s Office for those locations. A request for crimes statistics is also made to the Maryland State Police, Hagerstown Barracks.

CRIME AWARENESS AND CAMPUS SECURITY ACT CRIME DEFINITIONS

Clery Act Crime definitions

Definitions used by the United States Office of Education come from the FBI’s Uniform Crime Reports (UCRs). These are used to report the crimes identified via the Clery Act.

For a copy of the 2016 edition of The Handbook for Campus Safety and Security Reporting go to the following link:

<https://www.ed.gov/sites/ed/files/admins/lead/safety/handbook.pdf>

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.

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

Criminal Homicide – Manslaughter by Negligence: The killing of another person through gross negligence.

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

Aggravated Assault - An unlawful attack 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. Note: It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle (defined as any self-propelled vehicle on land). This includes cases where persons do not have lawful access even though the vehicles are later abandoned, to include joyriding.

Larceny/Theft - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

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.

Intimidation - 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.

Destruction/Damage/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.

Hate/Bias Crimes - Any criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. All such crimes should be reported to Office of Public Safety. The Clery Act includes the following categories in this area: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability. Hate crimes include any of the following offenses that are motivated by bias: Murder and non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle thief, arson, larceny-theft, simple assault, intimidation, and destruction of property/vandalism.

SEX OFFENSE DEFINITIONS

Rape - Rape is 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. This offense includes the rape of both males and females.

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 incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest - Sexual intercourse between people who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent.

VAWA OFFENSE DEFINITIONS

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. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

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 cohabitated 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.

Stalking - Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Drug, Liquor & Weapons Violations Definition

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.

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. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapon Law Violations - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Hazing is defined as any intentional, knowing, or reckless act committed against a student—regardless of their willingness to participate—that is linked to initiation, affiliation, or maintaining membership in an organization, and that creates a substantial risk of physical, mental, or psychological injury.

APPENDIX A – BUILDING ADDRESSES & ABBREVIATIONS:

Campus Buildings:

1. Administration and Student Affairs (ASA), 11439 Academic Boulevard
2. Advanced Technology Center (ATC), 20142 Scholar Drive
3. Amphitheater (AMP), 11670 ARCC Lane
4. Amphitheater Auxiliary (AMPA), 11670 ARCC Lane
5. Athletic, Recreation and Community Center (ARCC), 20175 Scholar Drive
6. Athletic Storage/Restroom (AS)
7. Baseball Press Box (PB)
8. Behavioral Sciences and Humanities Building (BSH), 20120 Student Circle
9. Career Programs Building (CPB), 20106 Shae Drive
10. Career Program Storage (CPS)
11. Central Plant (CNP), 20110 Shea Drive
12. Kepler Theater/Performing Arts Education Center (KEP), 11512 Kepler Drive
13. Learning Resources Center (LRC), 11432 Academic Boulevard
14. Learning Support Center (LSC), 20108 Student Circle
15. Maintenance Equipment Storage (MES)
16. Motorcycle Storage Building (MSB)
17. Robinwood Center, 20111 Shea Drive
18. Science Technology Engineering and Mathematics Building (STEM), 20114 Student Circle
19. Student Center (STC), 20101 Student Circle
20. Center for Business and Entrepreneurial Studies (CBES), 20140 Scholar Drive
21. Vehicle Maintenance Garage (GAR)
22. Valley Mall Center (VMC), Valley Mall Hagerstown, MD
23. Bowman Training Center (BTC), 562 Northern Avenue

APPENDIX B - HCC CAMPUS CLERY GEOGRAPHY MAP



