



ANNUAL SECURITY &
FIRE SAFETY REPORT 2025
FREDERICK COMMUNITY COLLEGE
CAMPUS POLICE & PUBLIC SAFETY



CRIME DATA FOR CALENDAR YEARS 2022, 2023, & 2024
PUBLISHED SEPTEMBER 2025

7932 Opossumtown Pike ■ Frederick, Maryland 21702 ■ 301.846.2400 ■ www.frederick.edu

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This report represents our ongoing commitment to transparency, accountability, and partnership in maintaining a safe campus environment for learning, work, and visitation.

Letter from the Chief

Each year, colleges and universities across the country publish an Annual Security Report (ASR) in compliance with the federal Clery Act. This report presents statistics on specific crimes, arrests, and disciplinary referrals, along with key policy statements that outline our safety and security programs, procedures, and resources. The Frederick Community College Annual Security Report covers all Clery Act–required policies and statistics for geographic areas owned or controlled by FCC, including our Main Campus and the Monroe Center. Where policies or procedures differ by location, those differences are noted within the report.

You may notice that this year's report looks a little different than in previous years. This reflects a deliberate effort by the Department of Campus Police & Public Safety, working in collaboration with partners across the College, to make the document more transparent, more accessible, and more useful to our students, employees, and visitors. At FCC, the health, safety, and well-being of our community remain our highest priorities. This report represents our ongoing commitment to transparency, accountability, and partnership in maintaining a safe campus environment for learning, work, and visitation.

Sincerely,

Dr. Robin Shusko

Chief of Campus Police & Director of Public Safety





Introduction

This annual security report is intended for use by Frederick Community College (FCC or the College) students, employees, and visitors. It provides helpful information and references for issues relating to main campus and the Monroe Center safety, defines types of crimes that may occur, suggests safety and crime prevention tips, provides procedures for reporting crimes on the main campus and the Monroe Center (including who and where to call in emergencies), and identifies safety-related programs and resources (e.g., drug and alcohol awareness programs, sexual assault response procedures) in an effort to promote a safe and secure college environment. Safety is ultimately the responsibility of individuals, and their cooperation is essential to improve security for everyone. This report is required by federal law and is published each year by October 1 to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). Data for 2022, 2023, and 2024 are included for certain types of crimes reported to have occurred on the main campus, the Monroe Center, in off-campus buildings, or on property owned and controlled by the College.

FCC has two locations: the main campus and the Monroe Center. The Monroe Center contains labs, classroom space, and equipment for vocational training in the building trades, healthcare careers, and culinary arts, and is located at 200 Monroe Ave., Frederick, Maryland 21701.

If you are a frequent visitor to FCC, we recommend adding the Campus Police phone number (301-846-2453) to your cell phone's directory. This will allow you to contact the Department of Campus Police & Public Safety quickly and conveniently if services are

required. To further assist you, faculty and staff members display FCC identification. Please consider them as a resource for aid or information.

FCC places a high priority on maintaining a safe learning and working environment for all students, employees, and visitors. The Department of Campus Police & Public Safety officers routinely patrol the FCC main campus and the Monroe Center, providing various services, including evening accompaniment to vehicles, assistance to ill or injured persons, and help with lost property. During the 2024 reporting period, Public Safety officers at Frederick Community College did not possess arrest powers; however, they worked closely with local law enforcement. However, following an external review of the Department of Public Safety, the College began transitioning to a hybrid model effective July 1, 2025. This model encompasses both non-sworn Public Safety Officers and sworn Campus Police Officers, as recommended by the external consultant review to enhance campus safety and improve response times to emergencies.

The newly established Department of Campus Police & Public Safety now includes sworn officers who are commissioned under Maryland law as Special Police Officers/Campus Police Officers. These officers have full law enforcement authority on all Frederick Community College properties throughout the State of Maryland. This includes the power to issue citations, obtain warrants, affect arrests, and perform all other duties required of sworn law enforcement personnel.

All uniformed members of the Department of Campus Police & Public Safety wear clearly identifiable badges and uniforms that distinguish sworn from non-sworn officers. The Department of Campus Police & Public Safety maintains a visible presence on campus through regular patrols in marked vehicles and on foot.

FCC is committed to the principles of equal opportunity and strictly prohibits discrimination against any person based on age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment. All members of the College community are expected to abide by this non-discrimination policy and to comply with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, and amendments.

The Annual Safety Report is available on the FCC website by visiting www.frederick.edu and searching "Annual Security Report." Requests for printed copies of the report can be made through the Department of Campus Police & Public Safety office located on the main campus in the Student Center (H-116).

MISSION STATEMENT

The mission of the Frederick Community College Department of Campus Police & Public Safety is to protect and serve the college community while fostering a safe, inclusive, and academically supportive environment.



The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the [Clery Act](#)) requires colleges and universities to comply with the following three broad categories:

1. Clery Act crime statistics and security-related policy requirements that every institution must meet: These requirements include collecting, classifying, and counting crime reports and statistics; issuing campus alerts that include “Timely Warnings” and “Emergency Notifications”; providing educational programs and campaigns that promote the awareness of dating violence, domestic violence, sexual assault, and stalking; having procedures for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault, and stalking; publishing an Annual Security Report; and submitting crime statistics to the US Department of Education.
2. If your institution maintains a campus police or security department, you must keep a daily crime log of alleged criminal incidents that is open to public inspection.
3. If your institution has any on-campus student housing facilities, you must disclose missing student notification procedures and fire safety information related to those facilities.

Reporting a Crime or Other Emergencies

EMERGENCIES	911
FCC PUBLIC SAFETY	301-846-2453
FREDERICK POLICE DEPARTMENT NON-EMERGENCY	301-600-2102
EMAIL	PublicSafety@frederick.edu
MONROE CENTER	200 Monroe Ave. Frederick, MD 21701
MAIN CAMPUS	7932 Opossumtown Pike Frederick, MD 21702

Members of the FCC community are encouraged to report crimes and emergencies accurately and promptly to the Department of Campus Police & Public Safety, as well as to the appropriate law enforcement agencies, including when the victim of a crime elects to, or is unable to, make such a report.

If you are the victim of or witness to a crime that puts yourself or others in imminent danger, you should immediately report it to the police by calling or texting 911 and report the incident to the Department of Campus Police & Public Safety by dialing 301-846-2453 (X2453 from any College phone), providing as many details as possible.



VICTIM RIGHTS, OPTIONS, AND RESOURCES

Complainants of sexual assault, domestic violence, dating violence, and stalking have specific rights, options, and resources guaranteed to them by the Clery Act.

PREVENTION EDUCATION

Institutions are required to provide students and employees with introductory and ongoing prevention and awareness programs on the crimes covered above. These programs must include material on bystander intervention and risk reduction aimed at recognizing the warning signs of these crimes.

STUDENT AND EMPLOYEE RIGHTS

Institutions must provide complainants of the crimes covered above with a written explanation of their rights. These rights include the option to relocate or change housing, transportation, or academic course assignments. They also include access to counseling services, legal assistance, and notification to law enforcement.

DISCIPLINARY PROCEEDINGS

All disciplinary proceedings must be conducted by trained individuals or panels at the institution. Proceedings must be prompt, fair, and impartial, and they must confer certain procedural rights on both the accuser and the accused.

Complainants of dating violence, domestic violence, sexual assault, or stalking should follow these procedures when reporting an incident, including:

- **Preserving Evidence:** It is essential to preserve any evidence that may assist in proving that the alleged criminal offense occurred or may help to obtain a protection order. This may include leaving the crime scene undisturbed, saving clothes, withholding bathing, and/or seeking medical attention to document injuries.
- **How and to Whom to Report:** Incidents should be reported to the Department of Campus Police & Public Safety (301-846-

2453) or to the local police (911 for emergencies, 301-600-2100 for non-emergencies in Frederick). Crimes may also be reported to individuals or offices known as Campus Security Authorities (CSAs).

□ **These crimes should also be reported to the FCC Title IX Coordinator.**

- **Notifying Law Enforcement:** Complainants are encouraged to notify proper law enforcement authorities, including on-campus (FCC Department of Campus Police & Public Safety) and local police (Frederick Police Department).
- **Assistance by Campus Authorities:** FCC Department of Campus Police & Public Safety authorities will assist complainants in notifying law enforcement authorities if the complainant so chooses.
- **Declining Notification:** Complainants have the option to decline to notify law enforcement authorities.

DISCLOSURE OF DISCIPLINARY PROCEEDINGS

In accordance with the Higher Education Opportunity Act (HEOA), Frederick Community College will, upon written request, disclose to the complainant of a crime of violence (as defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is accused of such crime or offense. If the complainant is deceased as a result of such crime or offense, the next of kin of such complainant shall be treated as the complainant for purposes of this paragraph.

“Crime of violence” means:

- a. An offense that has, as an element, the use, attempted use, or threatened use of physical force against the person or property of another, or
- b. Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the

person or property of another may be used in the course of committing the offense.

The results of a disciplinary proceeding mean only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

INSTITUTIONAL PROCEDURES FOR REPORTED INCIDENTS OF DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING.

FCC is committed to prompt, fair, and impartial proceedings for all allegations of dating violence, domestic violence, sexual assault, or stalking. The College will provide students and employees who report dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, a written explanation of their rights and options as described below.

Procedural Details for Disciplinary Action: FCC's institutional disciplinary process for alleged dating violence, domestic violence, sexual assault, or stalking is designed to be prompt, fair, and impartial from the initial investigation to the final result. The procedures include:

- **Description of Disciplinary Proceedings:** The College utilizes a clear investigative and adjudicative process, generally involving:
 - **Initial Report/Complaint:** Filed with the Title IX Coordinator.
 - **Assessment:** The Title IX Coordinator assesses the report, offers supportive measures to the complainant, and explains reporting options.
 - The assessment may lead to an informal investigation, resulting in a resolution option of mediation or other agreed-upon support.
 - **Formal Complaint (if applicable):** If a formal complaint is filed, an investigation is initiated.
 - **Investigation:** Trained investigators gather evidence, interview relevant parties, and compile a report.
 - Investigators receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, trauma-informed care, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability
- **Hearing/Adjudication:** The investigative report is reviewed by a decision-maker or panel (depending on the nature of the alleged misconduct and specific policy) who makes a determination based on the evidence.
- **Sanctioning (if applicable):** If a violation is found, appropriate sanctions are determined.
- **Appeal:** Both parties have the right to appeal the outcome.
- **Anticipated Timelines:** The College aims to complete disciplinary proceedings within reasonably prompt timeframes. While timelines may vary based on the complexity of the case, extensions may be granted for good cause, provided that written notice is given to both the complainant and respondent, along with the reason for the delay.



- **Decision-Making Process:** Decisions are made by trained, impartial individuals or panels based on the evidence presented during the investigation.
- **Determining Type of Proceeding:** The Title IX Coordinator or designee determines the appropriate policy (e.g., Title IX and Sexual Discrimination Policy and Procedures, Code of Student Conduct) and corresponding proceeding based on the circumstances of the allegation, including the nature of the conduct, the relationship of the parties, and the location of the incident.

Standard of Evidence: In all institutional disciplinary proceedings arising from an allegation of dating violence, domestic violence, sexual assault, or stalking, FCC uses a preponderance of the evidence standard. This means that the College will determine whether it is "more likely than not" that a policy violation occurred.

Possible Sanctions: Following the results of any institutional disciplinary proceeding, FCC may impose a range of sanctions.

- **For Students:** Sanctions are outlined in the **College Code of Student Conduct Policy** (www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduresdocuments/code-of-student-conduct.aspx) and may include: warnings, probation, suspension, expulsion, educational assignments, or restrictions from campus facilities.
- **For Employees:** Sanctions are outlined in the **Employee Misconduct Policy** (<https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduresdocuments/employee-misconduct.aspx>) and may include warnings, mandatory training, suspension, or termination of employment.

Supportive Measures: FCC may offer a range of supportive measures following an allegation of dating violence, domestic violence, sexual assault, or stalking, regardless of whether the complainant chooses to report to campus police or local law enforcement. These measures, which are reasonably available and provided if requested, include:

- Changes to academic situations: such as course schedule adjustments, withdrawal from a course, or academic support.

- Changes to living situations: (if applicable, though FCC has no on-campus housing).
- Changes to transportation situations, such as escorts or assistance with parking.
- Changes to working situations: for student employees, such as job reassignment or schedule changes.
- No Contact Orders: Formal directives prohibiting contact between the parties.
- Orders of Protection/Restraining Orders: Information and assistance in obtaining civil protection orders from a criminal, civil, or tribal court, or similar lawful orders issued by the institution.

Prompt, Fair, and Impartial Proceedings: All proceedings for alleged dating violence, domestic violence, sexual assault, or stalking are conducted in a manner that:

- Is consistent with the institution's policies and transparent to the complainant and respondent.
- Includes timely notice of meetings at which the complainant, respondent, or both may be present.
- Provides timely and equal access to the complainant and respondent and appropriate officials, to any information that will be used during informal and formal disciplinary meetings and hearings.
- Is conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
- Provides the complainant and respondent with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.
- Will not limit the choice of advisor or presence for either the complainant or respondent in any meeting or institutional disciplinary proceeding; however, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- Requires simultaneous notification, in writing, to both the complainant and respondent, of:
 - The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking.
 - The institution's procedures for the complainant and respondent to appeal the result of the institutional disciplinary proceeding, if such procedures are available.
 - Any change to the result.
 - When such results become final.

Definitions for these proceedings:

- **Advisor:** Any individual who provides the accuser or accused support, guidance, or advice.

- **Proceeding:** All activities related to a noncriminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceedings do not include communications and meetings between officials and complainants concerning accommodations or protective measures to be provided to a complainant.

Confidentiality of Victims: FCC is committed to protecting the confidentiality of victims and other necessary parties to the extent possible. The College will:

- Complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim. This applies to all institutional public recordkeeping, such as the daily crime log and timely warnings.
- Maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Written Notification of Services and Options: FCC will provide written notification to students and employees about:

1. FCC Live Well (Counseling & Wellness) <https://www.frederick.edu/student-resources/live-well.aspx>
2. Health Services: Referral to community health resources.
3. Mental Health Services: Frederick County Mental Health Services (301.694.1755), Mental Health Association of Frederick County (301.662.2255).
4. Victim Advocacy Services: Heartly House (www.heartlyhouse.org/).
5. Legal Assistance: Referral to community legal aid services and assistance with protective orders.
6. Visa and Immigration Assistance: (If applicable, referral to relevant support services).
7. Other services available for victims both within the institution and in the community, such as 2-1-1 Maryland, Community Resource Directory.

VOLUNTARY CONFIDENTIAL REPORTING

FCC Department of Campus Police & Public Safety encourages anyone who is the victim of or a witness to any crime to promptly report the incident (to either the Department of Campus Police & Public Safety or local police). However, because police reports are public records, under state law, the FCC Department of Campus Police & Public Safety cannot hold all crime reports in confidence. If you are the victim of a crime at the College and do not want to pursue action within the FCC system or the criminal justice system, you may still consider making a confidential report. With your permission, FCC Department of Campus Police & Public Safety can file a report on the details of the incident without revealing your identity unless prohibited from doing so by law or by a Memorandum of Understanding (MOU) with the FPD. The purpose of this type of report is to comply with your wish to keep the matter confidential while taking steps to ensure

the future safety of yourself and others. With this information, FCC can maintain an accurate record of the number of incidents involving students, identify patterns of crime related to a particular location, method, or assailant, and alert the College community to potential dangers. Reports filed in this manner are counted and disclosed in the institution's annual crime statistics.

Pastoral and professional counselors are not required to report crimes for inclusion in the Annual Security Report. However, FCC encourages such counselors, when they deem it appropriate, to inform the persons they are counseling of procedures for reporting crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, as permitted by law. Counselors are provided information about these procedures annually through the Department of Campus Police & Public Safety, which offers Victim/Witness Rights pamphlets. Additionally, this is accomplished through policy updates, counselor resource materials, and the Annual Security Report, which is distributed annually and available on the FCC Public Safety webpage. These resources explain the voluntary and confidential reporting options available, including confidential reporting through the Public Safety Office, the online Maxient reporting form, and reports to designated Campus Security Authorities. This process ensures that counselors have accurate and up-to-date information to share with those they counsel.

ADDITIONAL CRIME REPORTING INFORMATION, OPTIONS, AND SUPPORT RESOURCES

Any suspicious activity or person seen in the parking lots, loitering around vehicles, or inside or outside the buildings should be reported to the FCC Department of Campus Police & Public Safety. Do not approach or attempt to apprehend the person(s) involved in an alleged crime. Be a good witness by noting the descriptors of people and vehicles involved. Try to obtain an accurate description of the offender(s), including weapon, method of flight, vehicle tag number, etc. You may call or text 911, but we request that you also notify the Department of Campus Police & Public Safety. Only take actions that are necessary for self-defense. If you are safe, stay where you are until the Department of Campus Police & Public Safety arrives. Otherwise, try to move to a safe location.

For off-campus concerns or issues, if you are in the Frederick area, contact the Frederick Police Department directly by dialing 301-600-2100 or calling or texting 911 for emergencies. FCC Campus Police & Public Safety works with local law enforcement during mutual investigations, arrests, and prosecutions. The FCC Department of Campus Police & Public Safety also collaborates with local allied law enforcement agencies to exchange ideas and address issues that may concern the College community.

After receiving information concerning a crime or an emergency, FCC Department of Campus Police & Public Safety will ensure an effective investigation and appropriate follow-up actions, which may include issuing timely warning notifications to alert the College community about crimes that pose a serious or continuing threat to safety or issuing emergency notification and evacuation procedures to alert the College community about significant emergencies or dangerous situations. Reporting all incidents to the FCC Department of Campus Police & Public Safety also allows for accurate reporting of crime statistics in public disclosures such as the Annual Security Report and the daily Crime and Fire Log. On occasion, the FCC

Department of Campus Police & Public Safety collaborates with local law enforcement agencies, including the Frederick Police, the Frederick County Sheriff's Office, and the Maryland State Police, as well as other state or federal agencies, such as the Federal Bureau of Investigation or the Drug Enforcement Administration. For the main campus and the Monroe Center, specific incidents involving FCC students and employees are referred to various College officials for separate administrative investigations of suspected violations of College policy.

ON-CAMPUS:

Title IX Coordinator – monitors FCC compliance with Title IX and coordinates the investigation, response, and resolution of all reports of sexual and gender-based harassment/misconduct and other interpersonal violence <https://www.frederick.edu/titleix.aspx>

Associate Vice President for Student Engagement and Wellness – responsible for resolving allegations of misconduct under the Code of Student Conduct Policy <https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduresdocuments/code-of-student-conduct.aspx>

- *Reporting a violation:* Complete the Student Behavior Incident Report Form <https://cm.maxient.com/reportingform.php?FrederickCC>

FCC Live Well (Counseling and Wellness Services) <https://www.frederick.edu/student-resources/live-well.aspx>.

Counselors serve as a resource for students in crisis; however, students with ongoing, long-term, or therapeutic counseling needs are referred to community agencies for further support. Contact information for some Frederick County counseling resources is provided to all students. These include:

- [Community Resource Directory](#)
- [Frederick County Hotline website](#) or phone: [301.662.2255](tel:301.662.2255)
- [Frederick County Mental Health Services website](#) or telephone: [301.694.1755](tel:301.694.1755)
- [Mental Health Association of Frederick County, Inc.](#), or phone: [301.662.2255](tel:301.662.2255)
- [2-1-1 website](#) or telephone: [2-1-1](tel:2-1-1)
- 24/7 Crisis support:
 - Suicide and Crisis Lifeline: 9-8-8
 - Crisis Text Line: Text HELLO to 741741
- [FCC Alcohol, Tobacco, Opioid, and Other Drug Use and Awareness Policy](#)
- [80 Awesome Mental Health Resources](#)
- [Opioid Addiction Resources](#)
- [Title IX Resources](#)
- [Sheppard Pratt](#)
- [Brooklane](#)

While FCC prefers that College community members promptly report all crimes and other emergencies directly to the Department of Campus Police & Public Safety or the local police, we also recognize that some may prefer to report specific non-emergency incidents or crimes to people other than the FCC Department of Campus Police & Public Safety or the local police agency. Thus, crimes may also be reported to individuals or offices known as Campus Security Authorities.

WHAT IS A CAMPUS SECURITY AUTHORITY?

A CSA is a term that describes the college officials who are required to report Clery reportable crimes to the FCC Department of Campus Police & Public Safety that occur within the college's Clery geography. The function of a campus security authority (CSA) is to report to the FCC Department of Campus Police & Public Safety allegations of Clery Act crimes that the CSA receives. CSAs include the FCC Department of Campus Police & Public Safety, to whom the College instructs that crimes should be reported, as well as College officials who have significant responsibility for student and campus activities. Members of the community are helpful when they immediately report crimes or emergencies to the FCC Department of Campus Police & Public Safety and/or CSAs for the purpose of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notice (see page 19 for definition), when deemed necessary.

CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as CSAs. This means that CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about indirectly.

At the end of the calendar year, CSAs are asked to complete a Crime Statistic Reporting Form for any incidents that went unreported. CSAs may also use this form during the calendar year to report Clery Act incidents. Not every college employee is a CSA. Some are confidential employees (such as professional counselors) who are exempt from providing this information.

In addition to Campus Security Authorities, the College also requests statistics of Clery Act crimes that occur within the College Clery geography from local law enforcement agencies that have jurisdiction over that geography.

When engaging in an intimate relationship:

- **Respect personal boundaries.**
- **Clearly communicate intentions to the potential sexual partner prior to initiating any sex act.**
- **Don't assume that someone wants to engage in sex, is available, or can give consent. If there are mixed messages or ambiguous responses, then there is not consent. If there are any doubts about whether your potential partner consents to sexual activity, don't initiate the activity.**
- **Go slow. Allow all partners to clearly communicate their intentions.**
- **Don't take advantage of someone who is drunk or drugged. Personal state of intoxication from alcohol or other drugs, when acting as the initiator, is never an excuse for sexual misconduct.**
- **Realize that a potential partner might be intimidated or in a state of fear. There may be a power advantage because of gender, size, or conduct.**

Reporting Sexual Misconduct

Persons who have experienced sex discrimination, sexual harassment, sexual assault, dating/domestic violence, stalking, or other crimes have control over whether, when, and how they report a matter to the College. The College has trained professionals available to help identify reporting options and support services.



RESOURCES EXEMPT FROM REPORTING UNDER THE CLERY ACT

The Clery Act exempts pastoral and professional counselors from reporting Clery Act crimes they become aware of in their role as counselors, unless there is an exception, such as a threat of future violence. A professional counselor is a college employee whose official duties include providing psychological services to members of the college community. While they may choose not to report a crime disclosure, consistent with their obligations, the college encourages professional counselors, when appropriate, to inform the person they are counseling about voluntary and confidential reporting options, which could include the crime in federal reporting under the Clery Act.

MEMORANDUM OF UNDERSTANDING AND COMMUNITY PARTNERSHIPS

FCC recognizes that laws and rules are necessary for society to function and supports the enforcement of laws by governmental agencies, as well as the adherence to rules by FCC officials. All persons at the College are always subject to these laws and regulations. While FCC is public property, and Constitutional protections apply, law enforcement officers may enter the College to conduct business as needed. Additionally, the officers are invited to patrol the College to help deter crime. All law enforcement agencies are asked to check in with the Department of Campus Police & Public Safety when on campus; Public Safety enjoys a positive relationship with the FPD and local allied agencies.

FCC Department of Campus Police & Public Safety, as well as the FPD, each have specific responsibilities for the safety of FCC students, employees, and visitors, as well as for the citizens of Frederick. The common good would be served by an agreement between the parties outlining responsibilities concerning the buildings and grounds located at FCC. The exercise of that authority is described in a memorandum of understanding (MOU) between FPD and the FCC Department of Campus Police & Public Safety, which outlines which law enforcement agency will have jurisdiction over which types of incidents. FCC Campus Police Officers have full authority

as sworn police officers on all college-owned and leased property, including the power to issue citations, obtain warrants, and effect arrests. FCC Public Safety officers have no arrest authority beyond that of an ordinary citizen. FCC Public Safety officers are expected to render all possible assistance, provided such aid can be given without significantly endangering the officer or others not involved in the crime. FPD is notified of all serious crimes at the College and is immediately notified of major crimes via telephone or two-way radio to provide assistance.

FCC relies on the telephone or two-way radio to contact the FPD dispatcher, who is located at the Frederick County emergency dispatch center for fire and emergency medical needs. All complainants are offered the opportunity to report crimes to the FPD, where appropriate, under the MOU. Annually, the FPD is provided with a summary of all crimes occurring at the College, and special needs are communicated between agencies as they arise.

FCC also has a partnership with the “Heartly House.” The Heartly House serves Frederick County residents and provides comprehensive services for complainants and survivors of intimate partner abuse, rape/sexual assault, human trafficking, and child abuse. Heartly House has been providing services for over 40 years. Services include a 24-hour hotline, emergency shelter, individual and group counseling, victim advocate services and legal representation, medical advocacy services for complainants of sexual assault, abuser intervention groups, transitional housing, community outreach, and professional education.

The partnership is entered into by Heartly House and FCC to strengthen sexual assault prevention and response through the provision of easily accessible domestic violence and sexual assault support services to students and employees of FCC. Both Heartly House and FCC have provided input on each party’s ability to participate in the partnership. More information can be found on the Heartly House webpage (<https://www.heartlyhouse.org/>).

FCC does not have any recognized non-campus student organizations and therefore does not use local police to monitor criminal activity by students.

DAILY CRIME LOG

A daily crime log, as mandated by the Jeanne Clery Act for colleges and universities with a police or security department, is a publicly accessible record of all criminal incidents reported to the department. Its purpose is to provide transparency and timely information about crimes on and around campus. The log outlines details of the crime (e.g., date, time, and location), the nature of the crime, and how the crime was handled.

FCC maintains a Daily Crime Log in the Department of Campus Police & Public Safety office, located in the Student Center, H-116. The log is posted outside H116 and is available for public inspection during regular business hours, including all crimes reported to the FCC's Department of Campus Police & Public Safety within the past 60 days. Entries are added within two business days of the initial report unless disclosure would jeopardize an ongoing investigation or the safety of an individual. Log entries older than 60 days are available within two business days upon request.

Crime Prevention & Risk Reduction Programs

Frederick Community College (FCC) provides education programs to promote awareness of domestic violence, dating violence, rape, acquaintance rape, stalking, and other sex offenses for students and employees annually. These programs meet the requirements of the Clery Act and the Violence Against Women Act (VAWA) by providing both primary prevention and awareness programs for all incoming students and new employees, as well as ongoing prevention and awareness campaigns throughout the year.

FCC's primary prevention and awareness programs for all incoming students and employees include:

- **Statement of Prohibition:** FCC strictly prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in this report.
- **Definitions:** Dating Violence, Domestic Violence, Sexual Assault, and Stalking under Maryland law and the Clery Act (see "Crime Definitions" section for details).

- **Consent:** In Maryland, consent to sexual activity must be freely and affirmatively given, communicated through clear and unambiguous words or actions, and can be withdrawn at any time. Silence, passivity, or unconsciousness does not imply consent. (Further details are provided in FCC's educational programs.)
- **Bystander Intervention:** FCC programs encourage community members to intervene safely and positively when they observe potentially harmful situations, with emphasis on safe and effective strategies.

During new student orientation sessions each semester and in employee onboarding, information is presented about safety, security, and emergency preparedness procedures, as well as FCC's commitment to preventing sexual violence and supporting survivors. Additionally, faculty show all students the FCC Safety and Emergency Preparedness video at the beginning of the semester.

ONGOING AWARENESS AND CRIME PREVENTION PROGRAMS

FCC recognizes that a well-informed community is a safer community. One of the department's primary goals is to prevent crime before it occurs through education, awareness, and proactive outreach. Public Safety collaborates with Student Leadership & Engagement, FCC Live Well, and other campus offices to provide programming throughout the academic year, including:

- Sexual assault prevention, sexual harassment awareness, and consent education programs.
- Safety and security awareness campaigns led by Public Safety, such as Coffee with a Cop, safety tabling events, and interactive outreach programs.
- Emergency response education, including active assailant response, evacuation drills, and preparedness workshops.
- Tailored programs by request, designed for student organizations, employee groups, or academic departments.

A common theme across all programs is to encourage students and employees to recognize their personal responsibility for their own safety and the security of others.



ADDITIONAL RESOURCES

- The Public Safety website provides the Annual Security Reports and other safety-related resources.
- Student Wellness offers co-hosted programs on wellness and safety, and can tailor workshops to specific organizations or populations.

For more information or to request programming, contact the Student Leadership & Engagement Office at 301-624-2793 or the Department of Campus Police & Public Safety at 301-846-2453.

WHAT IS BYSTANDER INTERVENTION?

Bystander intervention is crucial in preventing sexual violence, dating violence, domestic violence, and stalking. Bystanders are those who witness violence or its contributing factors and choose to take action or speak up. Frederick Community College aims to foster a culture of community accountability and encourages bystanders to intervene if the situation is safe to do so.

How to be an active bystander:

If you or someone else is in immediate danger and it is not safe for you to intervene, call 911. If you do feel safe intervening, here are ways you can step in. Direct, delegate, and distract.

Direct

Confront those involved. If you see someone who looks like they could be in trouble or need help, ask if they are ok.

Example: “Hey, what are you doing?” “Are you OK?”

Delegate

Call for help from someone else.

Example: a friend, bartender, bouncer, police, etc.

Distract

Redirect attention of the people involved.

Example: Talk loudly, drop something, tell someone you are not feeling well and need to go home.

Options explained:

- Direct Intervention: Confronting the situation or person causing harm directly, if safe to do so.
- Distraction: Creating a diversion to interrupt the situation.
- Delegation: Seeking help from authority figures (e.g., Public Safety, faculty, staff) or friends.
- Delay: Checking in with the person at risk after the immediate situation has passed to offer support.
- Documentation: Recording the incident, if safe, to provide evidence for reporting. (These options are taught in detail during Bystander Training and other awareness programs.)
- Information on Risk Reduction: FCC provides information and tips to reduce the risk of becoming a victim of crime, including dating violence, domestic violence, sexual assault, and stalking. This includes being aware of surroundings, avoiding dangerous situations, not walking alone at night, utilizing escort services, and understanding the impact of alcohol and drugs on awareness.
- Description of Ongoing Prevention and Awareness Campaigns: FCC maintains ongoing prevention and awareness campaigns for students and employees throughout the academic year through various events and resources.

CAMPUS SEX CRIMES PREVENTION ACT

The federal Campus Sex Crimes Prevention Act requires institutions of higher learning to advise members of the College community where they may obtain information concerning registered sex offenders in the state. In Maryland, this information is available on the [Maryland Comprehensive Sex Offender Registry Website](https://www.familywatchdog.us/). The National Sex Offender Registry can be accessed online at www.familywatchdog.us.

CAMPUS SAVE ACT

Under the most recent changes to the Clery Act, FCC shall compile statistics for crimes where a domestic or dating relationship is present. If there is any indication of a domestic or dating relationship, this information would be documented. [The Campus Save Act - FAQ](#).

CRIME PREVENTION TIPS

Your best protection is being aware of potential dangers and being willing to minimize risks. You should take steps to protect yourself and your possessions and use common sense, particularly when walking around the College at night. Your cooperation and involvement in the FCC safety program are imperative.

Members of the College community must assume responsibility for their safety and the security of personal and College property by taking simple, common-sense precautions:

- Be aware of your surroundings and stay alert to the presence of strangers.
- Avoid potentially dangerous situations.
- Park and walk in well-lit, frequently traveled areas.
- Avoid walking alone at night.



- Utilize College escort services provided by the Department of Campus Police & Public Safety.
- Learn where emergency telephones are located at the College.
- Program the Campus Police phone number into your cell phone. (301.846.2453)
- Always lock your vehicle and do not leave valuables in plain view.
- Do not leave personal items unattended at any time.
- Always report suspicious persons or activities to the Department of Campus Police & Public Safety.

DATING SAFETY TIPS

- When you feel uncomfortable in a situation, trust your instincts.
- When you mean “no,” say “NO.” Do not allow room for misinterpretation by being ambiguous in your actions. Be firm. You should clearly communicate your intentions and limits from the outset.
- Do not immediately transfer your trust from an old friend to a new one. Remember, trust must be earned.
- Control the environment. You should be the one to choose or agree to the dating activity and location.
- Be alert to diminished awareness caused by alcohol and drugs.
- Do not allow others to violate your personal space.

UNUSUAL BEHAVIOR

If you observe any unusual behavior, contact the Department of Campus Police & Public Safety by dialing 301.846.2453 (X2453 from any College phone). If you reach voicemail, immediately dial “0,” which will transfer you to the Campus Police cell phone. If the individual appears to be violent or the situation is serious, in addition to the above, call 911. Your personal safety is FCC’s top priority.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

FCC is committed to providing a secure environment while maintaining an open campus that facilitates academic and community activities. Policies concerning security of and access to campus facilities, including academic buildings, administrative offices, and common areas, are as follows:

- **Access:** Campus buildings are generally open during regular business and academic hours. Access outside of these hours may be restricted to authorized personnel via key card access or other security measures. Public Safety patrols are conducted regularly.
- **Security Considerations:** Security considerations in the maintenance of campus facilities include ensuring proper lighting in parking lots and walkways, and functional locking mechanisms on doors and windows. Maintenance requests related to security are prioritized.
- **Separate Campuses:** These policies apply equally to both the main campus and the Monroe Center. Access hours and specific security features may vary slightly by location, depending on the facility type and usage, with details communicated to users of each facility.





Weapons Policy and Procedures

FCC is committed to providing a safe learning and working environment for all students, employees, and visitors. No persons are permitted to possess, conceal, transport, or store weapons as defined in the FCC Weapons Policy and Procedures on any FCC premises. Violations of this policy are subject to administrative and/or criminal sanctions set forth by FCC as well as the Maryland Criminal Penal Code.

The complete policy can be found at <https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduresdocuments/weapons-policy-and-procedures-final.aspx>.

If you see or suspect that someone has a weapon, immediately contact the Department of Campus Police & Public Safety by dialing 301.846.2453 (X2453 from any College phone). For emergencies, dial 911. If someone has a weapon in the open and threatens your life or the lives of others, dial 911 as soon as possible.

Fire

The protection of life is paramount in a fire. If you see fire or smoke, notify the Department of Campus Police & Public Safety by dialing 301.846.2453 (X2453 from any College phone). Follow fire safety protocols if in a science lab or chemical storage area. Fire extinguishers are located throughout the College buildings at various points. Those who need assistance evacuating should proceed to "Areas of Rescue Assistance." Campus Police Officers, Public Safety Officers, and other trained staff will assist you in evacuating the area.

EVACUATE AND NOTIFY

- Evacuate the building by using the closest exit or stairway. Do not use elevators during a fire emergency. When smoke is present, crawl on your hands and knees to evacuate.

- Direct individuals with disabilities or those who are unable to evacuate to the closest "Areas of Rescue Assistance." As needed, Stair Chairs will be utilized to assist with and support evacuation.
- Pull a fire alarm while exiting the building and notify the Department of Campus Police & Public Safety as soon as possible. For imminent danger, call 911.
- Proceed to designated FCC evacuation locations (see Appendix 1 – FCC College Evacuation Map). Refer to Evacuation Maps and Emergency floor plans. Do not re-enter a building until the "All-Clear" is given. If an evacuation area is unsafe, respond to an alternate safe location.
- If evacuation paths are blocked, call 911 and identify your location.

Medical Emergencies

If an individual is unconscious and/or appears to need immediate attention, call 911, then contact the Department of Campus Police & Public Safety by dialing 301.846.2453 (X2453 from any College phone). If you reach voicemail, immediately dial "0," which will transfer you to the Campus Police cell phone. Staff will direct the ambulance to the incident location when needed. The Vice President for Student Experience or a designee will contact a family member if applicable.

- Make sure the scene is safe before you approach someone who is injured.
- If able, provide the name of the injured person, detailed location, and any helpful information for responders, such as medical bracelets or patient history.
- Remain with the person until help arrives and only move the person if a greater hazard exists.

All injuries to employees, students, and visitors must be reported to the Department of Campus Police & Public Safety, no matter how insignificant an accident or injury may appear.



Automated External Defibrillators (AEDs) are stationed in each College building. You can locate each AED either on the Emergency Floor Plans or in the [Emergency Response Guide](#), which are posted throughout each building. Within each AED wall unit, a hemorrhage control kit, known as “Stop the Bleed,” is also available.

For non-emergency medical assistance, contact the Department of Campus Police & Public Safety by dialing 301.846.2453 (X2453 from any College phone).

Timely Warnings

The Clery Act requires institutions of higher education to maintain two types of alerting systems, each serving distinct purposes.

Emergency Notification: A campus alert that an institution must disseminate immediately upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

Timely Warning: A campus alert that an institution must disseminate as soon as pertinent information is available about a reported Clery Act Crime within the institution’s Clery Act Geography that represents an ongoing threat to the safety of students or employees.

The alert will be issued via text and/or email through the FCC mass notification system to all subscribers, including students, employees, and visitors.

All FCC employees and students are expected to sign up for the FCC Alert (<https://frederick.omnilert.net/subscriber.php>) to receive the most accurate and timely announcements regarding closings, delays, and emergencies. Additional FCC Alert information can be located at <https://www.frederick.edu/student-resources/it-services/fcc-alert-faqs.aspx>.

Emergency Response

FCC is committed to ensuring the safety of its campus community. The College’s emergency response procedures are designed to provide immediate notification and guidance during significant emergencies or dangerous situations involving an immediate threat to the health or safety of students or employees occurring on campus.

Notification of emergencies:

If a situation arises that needs to be communicated to the College community, information is disseminated in a variety of ways, including the following:

- “FCC Alert,” sent out via text and/or email by authorized administrators.
- Post on the College intranet messaging system, known as Communication Central.
- Facebook, Instagram, and Twitter posts (responsibility of the Director of Communications).
- Message on the College-wide public address system (responsibility of the Department of Campus Police & Public Safety).
- Post on the FCC website (responsibility of Director of Web Services).
- Phone message on the College switchboard (responsibility of the Director of Communications).
- Press release and other appropriate media outreach (responsibility of the Director of Communications).
- Alert on the FCC cable channel (responsibility of the Digital Media Manager).
- Email sent to all FCC student accounts (responsibility of the Chief Information Officer, Information Technology).
- Orange emergency fliers posted at building entrances (the Department of Campus Police & Public Safety).

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus, Frederick Community College (FCC) will issue an emergency notification without delay, unless issuing such a notification would, in the professional judgment of responsible authorities, compromise efforts to assist victims, contain the emergency, respond to the situation, or mitigate the emergency.

FCC follows the steps below when issuing an emergency notification:

1. Confirm the Emergency

- Confirmation is based on the professional judgment and experience of Public Safety officers responding to the incident.
- FCC may also rely on information from external sources, such as National Weather Service alerts, 911 calls, or notifications from Frederick Police/Fire dispatch.
- Confirmation means that an emergency is occurring or is imminent, not that all details are known.

2. Determine the Appropriate Segment of the Campus to Notify

- FCC officials decide whether the notification will go to the entire campus community or to a specific segment of the community, based on the nature and location of the emergency.
- For example, a chemical spill in one building may prompt notification only to those in or near that building, while a tornado warning would be sent to the entire campus.
- In some cases, FCC may issue alerts to the entire community for awareness, even if the threat is localized.

3. Determine the Content of the Notification

- FCC uses pre-scripted templates as a starting point, which are then updated with specific details about the situation (e.g., location, protective actions to take).
- The Public Information Officer (PIO) reviews and coordinates message content when time permits, ensuring accuracy and clarity.
- Updates and follow-up messages are also coordinated by the PIO.

4. Initiate the Notification System

- The PIO is responsible for initiating the emergency notification using FCC's alert systems (e.g., text, email, website postings, and digital signage).
- If the situation is urgent and coordination with the PIO is not possible, the Chief of Campus Police or designee has the authority to issue the initial alert without delay.
- After the initial message, the PIO assumes responsibility for providing updates and ongoing communication until the situation is resolved.

Backup personnel have been designated for every responsibility listed, in case those with primary responsibility are unable to perform their duties.

Timely Dissemination: The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Dissemination to the Larger Community: Emergency information for the larger community is disseminated through various channels. In addition to the primary broadcast sources listed below, the College leverages its partnerships with local media outlets, including radio and television stations, to inform the broader community during significant emergencies. These broadcast sources are utilized when it is determined that the emergency extends beyond the immediate campus community.

Primary Broadcast Sources

- Frederick Community College Information Center - 301.846.2400
- Frederick Community College Website – www.frederick.edu

Other Broadcast Sources

- Radio: WFMD (AM 930); WFRE (FM 99.9); WAFY (FM 103.1); WARX (FM 106.9)
- TV: NEWS4 (ch. 4); ABC (ch. 7); WUSA-TV (ch. 9); WJZ-TV (ch. 13); WTTG Fox-5 (ch. 5); News Channel 8; WBAL (ch. 11); WHAG-TV (ch. 25)

Social Networks

- Facebook/Twitter/Instagram

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The purpose of evacuation drills is to prepare building occupants for an orderly evacuation in the event of an emergency. Evacuation drills are used to educate and train occupants on issues specific to their building, such as evacuation routes and procedures. During the drill, occupants practice evacuation procedures and familiarize themselves with the sound of the fire alarm, the location of exits, and evacuation staging areas. In addition to educating the occupants of each building about evacuation procedures, the process also provides FCC an opportunity to test the operation of fire alarm system components.

Emergency evacuation drills are conducted annually and monitored by the Chief of Campus Police and Public Safety to evaluate egress and behavioral patterns. Deficiencies in equipment are reported to ensure immediate repairs, while recommendations for improvements are submitted to the appropriate departments or offices for consideration. The Chief of Campus Police and Public Safety conducts numerous pre-announced and unannounced drills and exercises each Fall and Spring semester of the academic year, as well as conducts assessments and evaluations of emergency plans and capabilities.



FCC publicly announces its emergency response and evacuation procedures in conjunction with at least one test per calendar year, including through this Annual Security Report and campus-wide communications. For each test, a description of the exercise, the date, time, and whether it was announced or unannounced is documented and maintained by the Department of Campus Police & Public Safety.

EMERGENCY RESPONSE GUIDE

The [Emergency Response Guide](#) is the official College Safety and Security Plan. It is posted in all classrooms and office suites and is provided to new employees during orientation. It is also available on the College intranet and from the Department of Campus Police & Public Safety (Student Center, H-116).

The Emergency Response Guide supplies readily accessible information for use in emergencies. For emergencies, dial 301.846.2453 (X2453 from any College phone). Employees are expected to keep a copy of this guide accessible at their desk or by their office door and review it regularly.

The complete guide can be reviewed at <https://www.frederick.edu/faculty-staff/download/campus-security/emergencyguidebook.aspx>

The FCC's emergency response video can be found on the Public Safety page of the FCC's main website. [College Emergency Response Video - YouTube](#)

BUILDING EVACUATION

- Everyone must exit the building during fires or drills.
- Be sure to shut off open flame devices in laboratories.
- The fire alarm will sound continuously until the building is evacuated.
- Move out in an orderly manner.
- Close interior doors.
- Do not run.
- If you are able, help others who have physical disabilities.

- If smoke has filled the hallways, crawl on your hands and knees.
- Once outside, move away from the building to a designated evacuation area (see Appendix 1 – FCC College Evacuation Map).
- Staff must check to determine if everyone has left the building.
- If you are in an actively burning building, there are additional evacuation procedures to follow:
- REMAIN CALM. Feel the doors for heat by using the back of your hand before opening them.
- IF HOT: Do not open. Seal cracks around the door with any material available. If you have access to water, wet the materials. Hang objects out of the window or take any steps necessary to attract attention.
- IF NOT HOT: Brace yourself against the door and open it slowly. If significant hot air or fire rushes in, close the door and seal the room as noted above.
- If you can leave, close all doors behind you and proceed to the nearest safe exit.
- Evacuate to a safe distance, and do not return to a burning building for any reason.

LOCKDOWN PROCEDURES

Immediately enter or remain inside a structure or room, lock the doors and windows, barricade the door, and remain quiet and out of sight. Silence cell phones. Be alert for further directions.

SHELTER-IN-PLACE

Immediately move into designated emergency shelter locations inside the nearest building, and while inside, close exterior windows and interior doors.

ACTIVE THREAT

If you see someone with a weapon, call or text 911 and call the Department of Campus Police & Public Safety by dialing 301.846.2453 (X2453 from any College phone). The National "RUN-HIDE-FIGHT" campaign video can be accessed on the Security page of the FCC main website.

[RUN. HIDE. FIGHT.® Surviving an Active Shooter Event - English with Subtitles - YouTube](#)

1. *AVOID* the incident
 - Know your exit plan.
 - Move away from the threat as quickly as possible.
2. *DENY* the threat/lockdown
 - Keep a distance between you and the threat.
 - Create barriers to prevent or slow down the threat from getting to you. Barricade your door (move furniture, desks, copiers, tables, chairs). Improvise by using your belt, shoestrings, computer cable, or other cords to secure a door.
 - Turn off lights and cover interior windows.
 - Remain out of sight and quiet behind large objects and silence your phone.
3. *DEFEND* yourself
 - Be prepared to defend yourself and others if you cannot "Avoid" or "Deny."
 - Be aggressive and committed to your actions.
 - Do what it takes to survive.

Behavioral Evaluation and Response Team

FCC is committed to having a safe environment to ensure the well-being of all students, employees, and visitors. By establishing an effective communication and assessment process, the College community can respond more effectively to student support and well-being concerns. Concerns related to student well-being, safety, or behavior should be communicated through the [Student Behavior Incident Report Form](#). All reports will be addressed by the Associate Vice President for Student Engagement and Wellness or designee. Reports involving student well-being, safety, or disruptive behavior may be referred to the College Behavioral Evaluation and Response Team (BERT). The BERT process is designed not only to assess potential risk but also to connect students with the appropriate support services at the earliest opportunity. The goal is to create a campus environment where students in distress, disruption, or difficulty are met with care, coordination, and access to resources.

Role and Function of BERT:

- Makes an appropriate evaluation of student behavior of concern using the National Behavioral Intervention Team Association (NaBITA) standardized risk assessment rubrics.
- Makes recommendations and assigns responsibility in response to behaviors of concern.
- Monitors case progress until closure is recommended.
- As appropriate, recommends referral to existing College or community services or resources.

View the complete BERT Policy and Procedures at <https://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduredocuments/bert.aspx>.

Employees should report concerns related to student well-being, safety, or behavior by completing the [Student Behavior Incident Report Form](#). Students who are concerned about the well-being or behavior of fellow students are encouraged to speak with any FCC employee or submit the form. Examples may include, but are not limited to, expressions of emotional distress or hopelessness, significant changes in attendance or engagement, aggressive or threatening behaviors, suicidal thoughts, or any concerning communication observed by peers or employees.

For immediate response to a crisis and/or a threat to safety, to self, or others that appears imminent, call 911 and then the Department of Campus Police & Public Safety by dialing 301.846.2453 (X2453 from any College phone). A [Student Behavior Incident Report Form](#) must also be completed after the situation and/or threat has been reported.

Individuals unable to access the Student Behavior Incident Report Form can submit a verbal report or send a written report by email to the Associate Vice President of Student Engagement and Wellness. Reports involving potential threats to the safety or security of FCC will be communicated to the President or designee and to the Senior Leadership Team.

Title IX Policy – Information on Sexual Harassment

FCC has a responsibility to establish and maintain a learning and working environment that is free from sexual misconduct, discrimination, and harassment, and that respects and protects the dignity and value of every member of the College community.

Title IX sexual harassment is a form of sexual discrimination prohibited by federal and state discrimination laws, including Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act, and is strictly prohibited by FCC. The FCC Title IX and Sexual Discrimination Policy and Procedures apply to all members of the College community. Sexual harassment can be committed by a person of any sex or gender identification, and it can occur between people of the same or different sex or gender identification.



Notice of Non-Discrimination (Title IX): Frederick Community College is committed to the principles of equal opportunity and strictly prohibits discrimination against any person based on age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment. All members of the College community are expected to abide by this non-discrimination policy and to comply with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, and amendments.

The full text of the FCC Title IX and Sexual Discrimination Policy and Procedures can be found on the College website at <http://www.frederick.edu/jobs-hr/policies-and-procedures/policyproceduresdocuments/titleix.aspx>.

FCC designates the Associate Vice President of Title IX and Accessibility Compliance as the employee responsible for coordinating efforts to comply with and carry out responsibilities under Title IX. Questions about Title IX, including the application of the regulations, may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights of the U.S. Department of Education.

Title IX Coordinator Contact Information: Klaire Williams at 301-846-2711 or by email at klwilliams@frederick.edu. Frederick Community College 7932 Opossumtown Pike, Frederick, MD 21702.

United States Department of Health and Human Services; Office for Civil Rights (OCR) 200 Independence Avenue, S.W. Washington, D.C. 20201 Telephone: (800) 368-1019, TDD toll-free: (800) 537-7697. Email OCRMail@hhs.gov.

TRAINING, EDUCATION, AND PREVENTION

FCC is committed to the education of prevention and elimination of sexual harassment. Creating an environment free from sexual harassment is the responsibility of all members of the College community. Therefore, FCC encourages prompt reporting, prohibits retaliation, and promotes timely, fair, and impartial investigations and resolutions of sexual harassment cases.

To ensure that students understand their rights and responsibilities under Title IX, FCC provides awareness, knowledge, and skill-building workshops, as well as events organized by the Center for Student Leadership & Engagement. Specific education, resources, and services about alcohol and drug abuse, sexual assault, and dating violence are also provided. This is a dedicated FCC webpage with resource information and links. These events are offered in a variety of formats throughout the year, and include, but are not limited to:

- National Collegiate Drug and Alcohol Awareness Month programming occurs each October and provides information, workshops, films, and social events designed to help students understand high-risk behaviors and how to make wise choices.
- National Health and Wellness Month programs run throughout March and April and include experts from local agencies sharing health and safety tips, including sexual assault prevention, education, and bystander intervention and training.
- Scheduled events offered by the Center for Student Engagement either independently or co-sponsored by FCC clubs and organizations that feature speakers presenting topics such as sexual assault, anti-bias awareness, and sexual harassment as part of co-curricular programming.
- Sexual Assault Awareness Month, which occurs each April. FCC offers a series of workshops and events, including *Bystander Training*.
- FCC committees and workgroups lead or participate in the development of ongoing New Student Orientation, Convocation, and other student programs.

Other education and prevention resources include, but are not limited to:

- Online Title IX training is provided for all students, faculty, and staff through Vector Solutions – Vector LMS, Higher Education Edition (previously *SafeColleges*). Certificates of completion are issued to those who complete the training.
- Title IX brochures are available in hard copy and online, describing FCC and community resources, confidential services, and support for students and employees who deal with sexual abuse and violence.
- The FCC Annual Security Report, which includes statistics regarding certain crimes as required by the Clery Act. The report is posted on the FCC website and updated annually in October.

REPORTING

Any person who believes they have been a victim of sexual harassment or any person who has observed or learned about an incident of sexual harassment should report the incident immediately to the applicable Title IX Coordinator or any responsible employee of FCC.

Any responsible employee of FCC who receives a report of sexual harassment must immediately refer the report to the Title IX Coordinator by providing a written notice that includes as much detail as possible about the alleged incident. If any person believes a crime has been committed, it should also be reported to law enforcement. The name of the FCC Title IX Coordinator is posted



on bulletin boards throughout the College, on the FCC website, and in College publications, including the [Student Handbook](#).

Prompt reporting is encouraged to maximize the FCC's ability to obtain evidence, identify potential witnesses, and conduct a thorough, prompt, and impartial investigation. FCC recognizes the importance of confidentiality. All reasonable efforts will be made to ensure the confidentiality of information received to protect the complainant, respondent, and the College community.

Hazing Policy and Prevention Programs

POLICY STATEMENT

Frederick Community College (FCC) is committed to fostering a safe, inclusive, and respectful educational environment. Hazing undermines the dignity, health, and safety of students, employees, and visitors and is strictly prohibited by College policy, state law, and federal law. All forms of hazing, whether occurring on or off campus, in person or online, are forbidden. Participation in hazing is not excused by a person's willingness to engage in such acts. Consent is not a defense under FCC policy or Maryland law.

<https://www.frederick.edu/FCC/media/Jobs-HR/Anti-Hazing.pdf>

DEFINITION OF HAZING

Hazing is defined as any intentional, knowing, or reckless act committed by a person (whether individually or with others) against another person in connection with initiation into, affiliation with, or membership in a student organization that creates a risk of or causes physical or psychological harm. Examples include, but are not limited to:

- Physical abuse such as striking, whipping, or forced calisthenics.
- Sleep deprivation, exposure to the elements, or confinement in small spaces.
- Forced consumption of alcohol, drugs, or other substances.
- Coercion to engage in sexual acts or unlawful activity.
- Threats of harm or requiring unlawful acts.

APPLICABLE LAWS

Hazing is prohibited under both **Maryland Criminal Law §3–607** and **Maryland Education Code §26-101**:

- **Maryland Criminal Law §3–607:** It is unlawful for any person to recklessly or intentionally do an act or create a situation that subjects a student to the risk of serious bodily injury for the purpose of initiation into a student organization. A person who violates this law is guilty of a misdemeanor and, upon conviction, is subject to imprisonment not exceeding six months, a fine not exceeding \$500, or both. Consent of the student is not a defense under this section.
- **Maryland Education Code §26-101:** Hazing is also prohibited under Maryland's higher education law. This statute requires institutions to address hazing by student organizations, prohibits consent as a defense, and mandates that institutions impose sanctions and publish transparency reports on organizations found responsible for hazing.

In addition, hazing activities may violate **local, State, or Tribal laws** when they include assault, harassment, unlawful detention, or other criminal conduct.

REPORTING HAZING

All members of the FCC community must report known or suspected hazing incidents. Reports may be made to:

- FCC Campus Police & Public Safety,
- Any designated Campus Security Authority,
- The Office of the Vice President for Student Experience (or designee), or
- The College's online reporting form: Maxient Report Form.

Campus Security Authorities are mandatory reporters of hazing. Reports may be submitted anonymously, and retaliation against any individual who reports hazing or participates in an investigation is strictly prohibited.

INVESTIGATION PROCESS

Once notice is received, FCC proceeds with a preliminary investigation:

1. Reports naming a student are referred to the Office of Student Experience and addressed under the Code of Student Conduct.
2. Reports naming an employee are referred to the Office of Talent & Culture.
3. FCC may initiate investigations even when a complainant requests no action, if necessary to protect community safety.
4. Public Safety may also investigate if potential criminal violations are identified.

SANCTIONS

- Students found responsible are subject to disciplinary sanctions ranging from warning to dismissal, as outlined in the Code of Student Conduct.
- Student organizations may lose recognition or authorization to operate.
- Employees may face disciplinary action under Talent & Culture procedures or applicable bargaining agreements.
- Violations may also result in referral to law enforcement for prosecution.

TRANSPARENCY

In compliance with Maryland law, FCC publishes a Campus Hazing Transparency Report twice annually on its website. This report identifies student organizations found responsible for hazing, summarizes the violation, and includes relevant dates. Statistics for hazing incidents reported to FCC or law enforcement are also included in this Annual Security Report.

PREVENTION AND AWARENESS PROGRAMS

FCC provides research-informed, campus-wide prevention and awareness programs to reach students, staff, and faculty. These include:

- Policy dissemination on the College website.
- Integration of hazing awareness into new student orientation.
- Online hazing prevention training for all students and employees.
- Mandatory training for student leaders, athletes, student government, and advisors to student groups.
- Annual training for staff and volunteers who advise or coach student organizations.
- Campus-wide workshops and educational programming on hazing awareness and bystander intervention.

PRIMARY PREVENTION STRATEGIES

FCC's strategies are designed to stop hazing before it occurs by:

- Requiring student organizations to complete annual anti-hazing education as a condition of recognition.
- Integrating prevention messages into orientation, athletics, leadership programs, and student engagement activities.
- Promoting a campus culture of safety, respect, and accountability.
- Offering tailored training sessions and ongoing awareness campaigns to reinforce the College's zero-tolerance approach

Policy Statement on Alcohol and Other Drugs

In accordance with the Higher Education Opportunity Act of 2008, each postsecondary institution in the United States that participates in Title IV student aid programs must annually distribute, in writing, to each student and each employee, information about the Drug and Alcohol Abuse Prevention Program. This document includes standards of conduct for all students, employees, and visitors, a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol, a description of the health risks associated with the use of illicit drugs and abuse of alcohol, information regarding local drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available, and a statement of our disciplinary sanctions for faculty, staff, and employees. The full Alcohol, Tobacco, Opioid, and Other Drug Use and Awareness Policy and Procedures (ATODA) can be found on the FCC website at [alcohol_tobacco_opioid_otherdruguse_awareness.aspx \(frederick.edu\)](https://www.frederick.edu/alcohol_tobacco_opioid_otherdruguse_awareness.aspx)

FCC is committed to an alcohol, tobacco, and drug-free learning and working environment. FCC adheres to the responsibilities outlined in applicable local, state, and federal laws. All members of the College community, visitors, guests, and volunteers are required to comply with this policy and procedure. FCC provides education and prevention resources related to the use of alcohol, tobacco, opioids, and other drugs. FCC utilizes educational strategies to increase awareness of drug, alcohol, or tobacco use. In response to the nationwide heroin and opioid epidemic, incoming full-time students are required to participate in prevention awareness training, and incoming part-time students are provided with resources that

alert and educate them regarding heroin and opioid addiction and prevention (<https://www.frederick.edu/opioid-resources.aspx>).

FCC's Drug and Alcohol Abuse Prevention Programs (DAAPP), as required by the Drug-Free Schools and Communities Act of 1989, are extensively described within this "Policy Statement on Alcohol and Other Drugs" section. The College also maintains a comprehensive DAAPP report, which can be cross-referenced for additional detail on program effectiveness and biennial review findings.

Any student, employee, visitor, guest, or volunteer who uses illicit drugs or alcohol, or abuses any drug on College premises or during a College-sponsored activity, may be subject to prosecution and punishment by the civil authorities. Students and employees may also be subject to disciplinary proceedings by FCC. Information provided by those who voluntarily avail themselves of tobacco, drug, or alcohol counseling or rehabilitation services will be kept confidential. FCC reserves the right to refuse any advertising or promotional activities that focus on the consumption of alcoholic beverages, tobacco, or drugs that might encourage use or abuse.

FCC provides resources to educate, prevent, and address alcohol, tobacco, opioid, and other drug use and abuse. Resources, including awareness information, counseling services, and referral services, are available to faculty, employees, and students. A list of community resources is available to students and all employees through the following offices: Adult Services, Student Engagement and Wellness, Student Wellness & Support, Human Resources, and the Vice President for Student Experience.

For information, "2-1-1 Maryland" connects you to health and human service resources in your community and is available 24 hours a day, 7 days a week, in over 180 languages. You can also reach them at 866.411.6803. For more information, visit the [2-1-1 website](#) or phone 2-1-1.

For eligible employees and their families, FCC provides an Employee Assistance Program that offers a comprehensive set of support services and resources (paid for by FCC). The services are confidential and available 24 hours a day, 7 days a week, 365 days per year. Contact the Human Resources office located in Gambrill Hall (G-223) for details. Additional information is available on the FCC website at [Benefit Summaries - Frederick Community College](#).

Students are required to acknowledge and agree to comply with the ATODA Policy and Procedures by signing their admissions application or by acknowledging this agreement on their student profile.

FCC issues an annual written notice to students and employees of the College Alcohol, Tobacco, Opioid, and Other Drug Use and Awareness Policy and Procedures. The VP of Student Experience is responsible for overseeing ATODA programs, tracking incidents, reporting, and implementing sanctions for students. The Vice President for Talent and Culture (Human Resources) is also responsible for overseeing ATODA programs and tracking incidents, reporting, and implementing sanctions for employees.

FCC complies with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act of 1986, as amended in 1989, and the Heroin and Opioid Education and Community Action Act (Start Talking Maryland Act). FCC conducts a biennial review of its ATODA programs and policies to assess program effectiveness, consistency of sanctions, enforcement, and identify any necessary changes. The VP of Student Experience and the Vice President for Talent

and Culture (Human Resources) collaborate to review all ATODA programs, co-author, and submit the Biennial Review Report by December 31 of each even-numbered year to the Senior Leadership Team and are responsible for the oversight and implementation of recommended changes.

FCC's online orientation program addresses opioid addiction and prevention education strategies. Additionally, FCC offers workshops and programming during National Drug and Alcohol Awareness Month, Wellness Month, and at various other times throughout the year.

HEALTH RISKS

The adverse physical and mental effects of the use of alcohol and other drugs are well-documented. Use of these drugs may cause blackouts, poisoning, overdose, and death; physical and psychological dependence; damage to vital organs such as the brain, heart, and liver; inability to learn and remember information; and psychological problems, including depression, psychosis, and severe anxiety. Risks associated with specific drugs are described later in this section.

Impaired judgment and coordination resulting from the use of alcohol and other drugs are associated with acquaintance assault and rape; DUI/DWI arrests; hazing; falls, drowning, and other injuries; contracting sexually-transmitted infections, including AIDS; and unwanted or unplanned sexual experiences and pregnancy.

The substance abuse of family members and friends may also be of concern to individuals. Patterns of risk-taking behavior and dependency not only interfere with the lives of the abusers but can also have a negative impact on the affected students' academic work, emotional well-being, and adjustment to college life.

Alcohol - Alcohol abuse is a progressive disorder in which physical dependency can develop. Even low doses of alcohol impair brain function, judgment, alertness, coordination, and reflexes. Very high doses cause suppression of respiration and death. Chronic alcohol abuse can produce dementia, sexual impotence, cirrhosis of the liver, and heart disease; and sudden withdrawal can produce severe anxiety, tremors, hallucinations, and life-threatening convulsions.

SOME OF THE NEGATIVE CONSEQUENCES THAT DRINKING ALCOHOL CAN HAVE, BOTH AS A RESULT OF YOUR DRINKING AND OTHERS' DRINKING:

- hangovers
- academic problems--missed classes, getting behind in schoolwork
- arguing with friends
- engaging in unwanted and/or unprotected sexual activity
- weight gain--the "Freshman 15" isn't all due to campus dining!
- getting injured/assaulted/sexually assaulted
- damaging property or having your property damaged
- requiring treatment for alcohol poisoning
- trouble on campus or with the police
- being insulted or humiliated

- having your study or sleep interrupted
- developing tolerance, dependence, or addiction
- death from alcohol poisoning or alcohol-related injury

Neuroscience research shows that alcohol impairs the formation of new memories and learning, especially in the developing brain--and as traditional college-aged students, your brains are still developing. Alcohol use can cause both short-term and long-term problems for those who choose to use it. Alcohol is a central nervous system depressant whose effects depend on how much you drink. These effects may range from loss of inhibition with only one drink to making someone “stumbling drunk” to acute alcohol poisoning with loss of consciousness and difficulty breathing. **Acute alcohol poisoning** usually occurs in situations of **rapid alcohol intake**, such as shots, funneling, keg stands, and drinking games. Even after someone passes out, their BAC (blood alcohol concentration) can continue to rise from the alcohol still in their stomach. Medical attention is critical to prevent serious injury or death.

Women are affected by alcohol to a greater degree than men. They become more impaired than men when drinking the same amount of alcohol due to their higher percentage of body fat--alcohol is water-soluble, so there is a greater concentration of alcohol in a woman's bloodstream after drinking. Because women tend to be smaller than men, alcohol is less diluted upon reaching the brain than in larger individuals. Women also become intoxicated more easily 1-3 days before their menstrual periods. Finally, women absorb more alcohol into their bloodstreams because they lack the enzyme alcohol dehydrogenase in their stomach, which in men breaks down some alcohol before it is absorbed.

Alcohol is addictive, and regular use can lead to dependence and addiction/alcoholism, even in college-age students. People with a family history of substance abuse are 4 - 10 times more likely than the general population to develop substance abuse and addiction in their lifetime and tend to do so at an earlier age. People who begin drinking before age 15 are 5x more likely to develop substance abuse issues in their lifetime, as well. Some warning signs of dependence are: more frequent use; needing more and more to get the same effect (tolerance); spending time thinking about and planning for alcohol use; spending more money than you have on it; missing class or failing to finish assignments because of alcohol use; continuing to drink despite repeated negative consequences; making new friends who drink a lot and neglecting old friends who don't; finding it's hard to be happy without regular alcohol use, etc.

Warning signs of addiction include all the above and physical withdrawal symptoms after a drinking episode, such as anxiety, tremors, sleep disturbances, hallucinations, and seizures.

Prescription Opioids – Prescription opioids used for pain relief are generally safe when taken for a short time and as prescribed by a doctor, but they can be misused. Opioids bind to and activate opioid receptors on cells located in many areas of the brain, spinal cord, and other organs in the body, especially those involved in feelings of pain and pleasure. When opioids attach to these receptors, they block pain signals sent from the brain to the body and release large amounts of dopamine throughout the body. This release can strongly reinforce the act of taking the drug, making the user want to repeat the experience. In the short term, opioids can relieve pain



and make people feel relaxed and happy. However, opioids can also have harmful effects, including drowsiness, confusion, nausea, constipation, euphoria, and slowed breathing.

Health effects. Opioid misuse can cause slowed breathing, which can cause hypoxia, a condition that results when too little oxygen reaches the brain. Hypoxia can have short- and long-term psychological and neurological effects, including permanent brain damage, coma, or death.

Researchers are also investigating the long-term effects of opioid addiction on the brain, including whether damage can be reversed. People addicted to an opioid medication who stop using the drug can have severe withdrawal symptoms that begin as early as a few hours after the drug was last taken. These symptoms include muscle and bone pain, sleep problems, diarrhea and vomiting, cold flashes with goosebumps, uncontrollable leg movements, and severe cravings. An opioid overdose occurs when a person uses enough of the drug to produce life-threatening symptoms or death.

Opioid Overdose. When people overdose on an opioid medication, their breathing often slows or stops. This can decrease the amount of oxygen that reaches the brain, which can result in coma, permanent brain damage, or death.

How can an opioid overdose be treated? If you suspect someone has overdosed, the most critical step to take is to call 911 so they can receive immediate medical attention. Once medical personnel arrive, they will administer naloxone. Naloxone is a medicine that can treat an opioid overdose when given right away. It works by rapidly binding to opioid receptors and blocking the effects of opioid drugs. Naloxone is available as an injectable (needle) solution, a hand-held auto-injector (EVZIO®), and a nasal spray (NARCAN® Nasal Spray).

Drug-Facilitated Sexual Assault Drugs. Three specific drugs are commonly utilized in drug-facilitated sexual assault: Rohypnol®, Ketamine, or GHB (Gamma Hydroxybutyric Acid):

ROHYPNOL®

Rohypnol, also known as flunitrazepam, is not approved for use in the United States, although it is available as a prescription sleep aid in other countries. It is most commonly found as a tablet, which is consumed by dissolving it in a liquid or swallowing it whole.

SHORT-TERM HEALTH EFFECTS

The possible short-term health effects include drowsiness, sedation, sleep, amnesia, blackout, decreased anxiety, muscle relaxation, impaired reaction time and motor coordination, impaired mental functioning and judgment, confusion, aggression, excitability, slurred speech, headache, slowed breathing, and heart rate. When combined with alcohol, the possible health effects include severe sedation, unconsciousness, and slowed heart rate and breathing, which can lead to death.

LONG-TERM HEALTH EFFECTS

At this point, the long-term health effects of Rohypnol® are still unknown. Rohypnol can take between 36 and 72 hours to leave the body.

GHB (GAMMA HYDROXYBUTYRIC ACID)

GHB is a depressant approved for use in the treatment of narcolepsy, and commonly referred to by the other names of Goop, liquid ecstasy, and liquid X. It is most commonly found as a colorless liquid or white powder, which is consumed through swallowing, often in combination with alcohol.

SHORT-TERM HEALTH EFFECTS

The possible short-term health effects include euphoria, drowsiness, nausea, vomiting, confusion, memory loss, unconsciousness, slowed heart rate and breathing, lower body temperature, seizures, coma, and death. In combination with alcohol, the possible health effects include nausea, problems with breathing, and significantly increased depressant effects.

LONG-TERM HEALTH EFFECTS

At this point, the long-term effects of GHB are unknown. GHB, unlike Rohypnol, is eliminated from the body between 10 and 12 hours after consumption.

KETAMINE

Ketamine is a dissociative drug used as a surgical anesthetic, an anesthetic in veterinary practice, and as a prescription for treatment-resistant depression under strict medical supervision. It is most commonly found in liquid or white powder and is consumed through swallowing, smoking, snorting, or injections.

SHORT-TERM HEALTH EFFECTS

The possible short-term health effects include problems with attention, learning, and memory; dreamlike states, hallucinations; sedation; confusion; loss of memory; raised blood pressure, unconsciousness; and dangerously slowed breathing. If ketamine is consumed with alcohol, there is a risk of adverse effects.

LONG-TERM HEALTH EFFECTS

The possible health effects associated with long-term use include ulcers and pain in the bladder and kidney problems, stomach pain, depression, and poor memory. If an individual believes they or a friend has consumed Rohypnol®, GHB, or Ketamine, they should visit a local healthcare facility that can care for survivors of sexual assault and provide a forensic exam. While receiving care, the individual who has ingested the drug can request the hospital to take a urine sample for drug toxicology testing.

PROHIBITED CONDUCT

The manufacture, sale, distribution, dispensation, possession, or use of illicit drugs or controlled substances, and the abuse or unauthorized use of alcohol by anyone on FCC premises, at any College-sponsored activities, or in College vehicles, is prohibited. These violations may result in disciplinary action, which could include criminal prosecution. The use of all tobacco products is not permitted on FCC premises by any member of the College community, visitor, guest, or volunteer. The use of all tobacco products is always prohibited in College vehicles.

REPORTING/SANCTIONS

Anyone who witnesses or has knowledge of violations of the ATODA policy occurring on FCC premises should contact the Department of Campus Police & Public Safety by dialing 301.846.2453 (X2453 from any College phone). In case of an emergency, call or text 911. Reporting protocols for off-site programs will be followed in the event of violations of this policy.

STUDENTS

Anyone who has ATODA concerns regarding a student should complete a [Student Behavior Incident Report Form](#) and submit it to the Associate Vice President for Student Engagement and Wellness. Students charged with violating the ATODA policy will be adjudicated under the College [Code of Student Conduct](#). Sanctions for students are listed in the [Code of Student Conduct](#).

EMPLOYEES

Anyone with ATODA concerns regarding an employee should contact the Vice President for Talent and Culture (Human Resources), located in Gambrill Hall, Room G-223. The Vice President for Talent and Culture (Human Resources) must then notify the appropriate supervisor and Senior Leader. Sanctions for employees are outlined in the [Employee Misconduct Policy and Procedures](#).

VISITORS, GUESTS, AND VOLUNTEERS

All violations of this policy and procedures by visitors, guests, or volunteers should be reported immediately to the Department of Campus Police & Public Safety by dialing 301.846.2453 (X2453 from any College phone). In case of an emergency, call or text 911. Law enforcement may be called to respond if a visitor, guest, or volunteer is found to violate this policy.

Crime Definitions

The following information comes from a variety of sources, including the Department of Education's Handbook for Campus Safety and Security Reporting (2016); Uniform Crime Reporting Handbook; Sex Offenses definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program; and definitions of domestic violence, dating violence, and stalking adapted from the amendments made to the Violence Against Women Reauthorization Act of 2013. These definitions are used when preparing the annual disclosure of crime statistics.

In addition to the Clery Act definitions, FCC also provides the relevant Maryland State definitions for crimes related to dating violence, domestic violence, sexual assault, and stalking, and for the definition of consent, as these are used in institutional disciplinary proceedings. (For further detail and context, refer to applicable Maryland State Law and FCC's Title IX Policy and Procedures).

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or significant bodily harm. Note: Injury doesn't need to 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 completed.

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.

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 those above.

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

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

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.

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

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

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.

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.

Sex Offenses – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. The term "Sexual Assault" encompasses an offense that meets the definition of the following:

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.

- Maryland Definition of Dating Violence: (Consistent with federal definition, but specific state statutes apply).

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.

- Maryland Definition of Domestic Violence: (Specific state statutes defining domestic abuse apply, often including assault, battery, harassment, stalking, and other violent or threatening acts within specific familial or intimate relationships).

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 their age or because of their temporary or permanent mental incapacity.

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

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.

- Maryland Definition of Sexual Assault (including Rape): (State law categorizes sexual offenses based on the nature of the act, degree of force, and victim's age/capacity, often using terms like "Rape," "Sexual Offense in the First Degree," etc. which broadly align with the Clery definition of rape/sexual assault but with specific legal distinctions).

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

- Maryland Definition of Stalking: (State law defines stalking as a malicious course of conduct that alarms or annoys the victim, causes fear for safety, or causes substantial emotional distress, often requiring a pattern of conduct and specific intent).

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

DRUG, LIQUOR & WEAPONS VIOLATIONS

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); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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.

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; and all attempts to commit any of those above.

Hate Crimes – If any of the aforementioned crimes or larceny-theft; simple assault; intimidation; destruction, damage, or vandalism of property; or any other crime involving bodily injury, manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity/national origin, or disability, then the incident must be reported as a hate crime.

Crime Statistics

The Department of Campus Police & Public Safety, under the direction of the Chief of Campus Police or designee, gathers and compiles crime statistics. These statistics are compiled from the main campus and the Monroe Center, using data collected in the Department of Campus Police & Public Safety office's incident reporting software program. To assure complete data collection, in addition to the crimes reported to the Department of Campus Police & Public Safety, they also solicit information from the VP of Student Experience, the Provost and VP for TLSS, the Vice President for Talent and Culture (Human Resources), the FPD, and the Frederick County Sheriff's Office. Crime statistics in this report, compiled from off-campus venues and adjacent streets, were gathered in collaboration with the latter. FCC records and discloses the total number of "unfounded" crime reports for each of the three most recent calendar years. An "unfounded" report is a crime report that, according to law enforcement, is deemed to be false or without merit.

The Clery 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. The new format was introduced for statistics starting in calendar year 1998. The statistics for 1997 are in the old format. It is worth noting that the Campus Security Act was amended in 1998. Any marked increase across years or in the revised

statistics from previous years can be attributed to the fact that the geographic boundaries for reporting were significantly expanded in 1998, and the reporting of drug, alcohol, and weapons violations was also broadened to include not only arrests but also disciplinary referrals and other relevant incidents.

CRIME STATISTICS RATES

FCC, in accordance with the Crime Awareness and Campus Security Act of 1990, is required to disclose specific crime statistics, including those related to violations of liquor and drug laws. The Clery-reportable crime statistics for 2022, 2023, and 2024 are included in the official statistical tables at the end of this section. These data are compiled annually by the FCC Department of Campus Police & Public Safety, in cooperation with the Frederick Police Department and other law enforcement agencies, and reflect incidents reported within FCC's Clery geography.

CLERY CRIME GEOGRAPHIC CATEGORIES

1. On-Campus – any building or property owned or controlled by an institution within the campus boundaries, including classrooms, administrative offices, libraries, labs, and parking lots, and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes. Frederick Community College operates two separate campuses: the main campus and the Monroe Center. FCC confirms that it complies separately with all requirements of the Clery Act for each of these distinct campuses. Where policies or procedures differ by location, those differences are noted within this report.
 - a. FCC main campus – 7932 Opossumtown Pike, Frederick, Maryland 21702
 - b. FCC Monroe Center – 200 Monroe Ave., Frederick, Maryland 21701
2. Non-Campus Buildings or Property – any building or property owned or controlled by a student organization that is officially recognized by the institution or any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the main campus or the Monroe Center boundaries but is used for educational purposes or student activities.
3. Public Property – all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus bounds or immediately adjacent to and accessible from the College. Public property refers to property owned by a public entity, such as a city or state government.

Clery Reportable Criminal Offense Data Tables

GEOGRAPHIC LOCATION – MAIN CAMPUS					
Offense	Year	On-Campus Property	Non-Campus Property	Public Property (within the campus bounds or immediately adjacent to)	Total
Murder/Non-Negligent Manslaughter	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Manslaughter by Negligence	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Rape	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Fondling	2024	0	0	0	0
	2023	1	0	0	1
	2022	0	0	0	0
Incest	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Statutory Rape	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Robbery	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Burglary	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Motor Vehicle Theft	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Arson	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
HATE CRIMES REPORTING TABLE (MAIN CAMPUS)					
	Year	On-Campus Property	Non-Campus Property	Public Property	Total
Hate Crimes	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0

VAWA (VIOLENCE AGAINST WOMEN ACT) OFFENSES REPORTING TABLE (MAIN CAMPUS)									
Offense	Year	On-Campus Property		Non-Campus Property		Public Property		Total	
Dating Violence	2024	0		0		0		0	
	2023	0		0		0		0	
	2022	0		0		0		0	
Domestic Violence	2024	0		0		0		0	
	2023	0		0		0		0	
	2022	0		0		0		0	
Stalking	2024	0		0		0		0	
	2023	0		0		0		0	
	2022	0		0		0		0	
ARRESTS AND DISCIPLINARY REFERRALS REPORTING TABLE (MAIN CAMPUS)									
Offense	Year	On-Campus Property		Non-Campus Property		Public Property		Total	
ARRESTS									
Weapons Possession, Carrying, Etc.	2024	0		0		0		0	
	2023	0		0		0		0	
	2022	0		0		0		0	
Drug-Related Violations	2024	0		0		0		0	
	2023	0		0		0		0	
	2022	0		0		0		0	
Liquor Law Violations	2024	0		0		0		0	
	2023	0		0		0		0	
	2022	0		0		0		0	
DISCIPLINARY REFERRALS									
Weapons Possession, Carrying, Etc.	2024	0		0		0		0	
	2023	0		0		0		0	
	2022	0		0		0		0	
Drug-Related Violations	2024	0		0		0		0	
	2023	0		0		0		0	
	2022	1		0		0		1	
Liquor Law Violations	2024	0		0		0		0	
	2023	0		0		0		0	
	2022	0		0		0		0	
UNFOUNDED CRIMES (MAIN CAMPUS)									
	Year	On-Campus Property		Non-Campus Property		Public Property		Total	
Unfounded Crimes	2024	0		0		0		0	
	2023	0		0		0		0	
	2022	0		0		0		0	
FIRE STATISTICS (MAIN CAMPUS)									
Campus	2022			2023			2024		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Main Campus	0	0	0	0	0	0	0	0	0
Monroe Center	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

FCC does not operate on-campus student housing facilities; the College is not required to publish a separate Annual Fire Safety Report or maintain a Fire Log. This section is provided for informational purposes and to confirm that the fire safety reporting requirements under the Clery Act do not apply to FCC.

GEOGRAPHIC LOCATION – MONROE CENTER					
Offense	Year	On-Campus Property	Non-Campus Property	Public Property (within the campus bounds or immediately adjacent to)	Total
Murder/Non-Negligent Manslaughter	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Manslaughter by Negligence	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Rape	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Fondling	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Incest	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Statutory Rape	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Robbery	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Burglary	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Motor Vehicle Theft	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
Arson	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
HATE CRIMES REPORTING TABLE (MONROE CENTER)					
	Year	On-Campus Property	Non-Campus Property	Public Property	Total
Hate Crimes	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0

VAWA (VIOLENCE AGAINST WOMEN ACT) OFFENSES REPORTING TABLE (MONROE CENTER)									
Offense	Year	On-Campus Property	Non-Campus Property	Public Property	Total				
Dating Violence	2024	0	0	0	0				
	2023	0	0	0	0				
	2022	0	0	0	0				
Domestic Violence	2024	0	0	0	0				
	2023	0	0	0	0				
	2022	0	0	0	0				
Stalking	2024	0	0	0	0				
	2023	0	0	0	0				
	2022	0	0	0	0				
ARRESTS AND DISCIPLINARY REFERRALS REPORTING TABLE (MONROE CENTER)									
Offense	Year	On-Campus Property	Non-Campus Property	Public Property	Total				
Arrests									
Weapons Possession, Carrying, Etc.	2024	0	0	0	0				
	2023	0	0	0	0				
	2022	0	0	0	0				
Drug-Related Violations	2024	0	0	0	0				
	2023	0	0	0	0				
	2022	0	0	0	0				
Liquor Law Violations	2024	0	0	0	0				
	2023	0	0	0	0				
	2022	0	0	0	0				
Disciplinary Referrals									
Weapons Possession, Carrying, Etc.	2024	0	0	0	0				
	2023	0	0	0	0				
	2022	0	0	0	0				
Drug-Related Violations	2024	0	0	0	0				
	2023	0	0	0	0				
	2022	0	0	0	1				
Liquor Law Violations	2024	0	0	0	0				
	2023	0	0	0	0				
	2022	0	0	0	0				
UNFOUNDED CRIMES (MONROE CENTER)									
	Year	On-Campus Property	Non-Campus Property	Public Property	Total				
Unfounded Crimes	2024	0	0	0	0				
	2023	0	0	0	0				
	2022	0	0	0	0				
FIRE STATISTICS (MONROE CENTER)									
CAMPUS	2022			2023			2024		
	FIRES	INJURIES	DEATHS	FIRES	INJURIES	DEATHS	FIRES	INJURIES	DEATHS
Main Campus	0	0	0	0	0	0	0	0	0
Monroe Center	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

FCC does not operate on-campus student housing facilities; the College is not required to publish a separate Annual Fire Safety Report or maintain a Fire Log. This section is provided for informational purposes and to confirm that the fire safety reporting requirements under the Clery Act do not apply to FCC.



Contact Information

The College Department of Campus Police & Public Safety office is located in the Student Center, H-116, and can be contacted at 301.846.2453 or by dialing x2453 from any campus phone.

REPORT PREPARED BY:

Dr. Robin Shusko,
Chief of Campus Police & Director of Public Safety
301-624-2858
rshusko@frederick.edu

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Appendix A: FCC Campus Map



BUILDINGS

- | | |
|------------------------------------|--|
| 1 Annapolis Hall (A) | 9 Jefferson Hall (J) |
| 2 Athletics Center (D) | 10 Linganore Hall (L) |
| 3 Braddock Hall (B) | 11 Mercer-Akre Kiln (K) |
| 4 Carl & Norma Miller Building (M) | 12 Plant Operations (P) |
| 5 Catoclin Hall (C) | 13 Student Center (H) |
| 6 Conference Center (E) | 14 Sweadner Hall (S) |
| 7 FCPS Career & Technology Center | 15 Visual & Performing Arts Center (F) |
| 8 Gambrill Hall (G) | 16 Monroe Center |

ATHLETICS

- | |
|-------------------------------|
| 17 Athletic Fields Facilities |
| 18 Baseball Field |
| 19 Practice Field |
| 20 Soccer Field |
| 21 Softball Field |
| 22 Tennis Courts |

PARKING

- | | |
|------------------|--------------------------|
| 23 Parking Lot 1 | 30 Parking Lot 8 |
| 24 Parking Lot 2 | 31 Parking Lot 9 |
| 25 Parking Lot 3 | 32 Parking Deck |
| 26 Parking Lot 4 | 33 Staff Parking |
| 27 Parking Lot 5 | 34 Visitor Parking |
| 28 Parking Lot 6 | 35 Monroe Center Parking |
| 29 Parking Lot 7 | |

 **Frederick Community College**
7932 Opossumtown Pike, Frederick, MD 21702

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7932 Opossumtown Pike
Frederick, Maryland 21702
301.846.2400
www.frederick.edu