

Community Campus Policies and Procedures

Revised Date: November 2016

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General Information

1. Overview, Mission, and History

a. Overview

The Community Campus facility is owned and operated by the Foundation for Seacoast Health, a private charitable foundation created in 1984 when Portsmouth Hospital was sold to Hospital Corporation of America. The proceeds of that sale were placed in a charitable trust, to be used to improve the health and quality of life of Seacoast citizens residing in the following nine towns:

- Portsmouth, NH
- Newington, NH
- Newcastle, NH
- Rye, NH
- Greenland, NH
- North Hampton, NH
- Kittery, ME
- York, ME
- Eliot, ME

In addition to the Foundation for Seacoast Health, eight organizations currently make their homes at the Community Campus:

- Child Advocacy Center of Rockingham County
- Families First of the Greater Seacoast
- Krempels Center
- New Heights: Adventure for Teens
- Portsmouth Senior Activity Center
- Seacoast Community School
- Southern New Hampshire Services- Head Start
- Southern New Hampshire Services-Portsmouth Adult Basic Education

b. Mission

The Community Campus is a multi-tenant nonprofit center. Tenants lease space from the Foundation at below-market rates. Total rental fees cover approximately 40% of the cost of operating the facility. This expense represents an investment in the Seacoast community that is the cornerstone of the Foundation's mission. In addition, the Campus provides space for other nonprofit or municipal organizations to hold meetings and events.

The original vision was to create a community where:

- Every tenant is committed to improving the lives of Seacoast residents.
- Tenants share space and resources, working collaboratively to provide coordinated care.
- It's easy for consumers to get the services and assistance they need.
- Every employee is there because they want to help others.

- Agencies and their employees actively share ideas, activities and resources.

c. History

The idea of a community campus began with the desire to give nonprofit organizations and their clients a high quality, permanent home. Many of the community services funded by the Foundation for Seacoast Health had long struggled with facilities that were cramped, run-down, temporary or inaccessible. A decade of planning and research was invested in the Community Campus project, and many health-related organizations in the Seacoast contributed ideas and opinions about what the Campus should look like.

d. For More Information

To learn more about the Community Campus and its history, please visit the Foundation for Seacoast Health website at www.ffsh.org or email the Foundation for Seacoast Health at ffsh@communitycampus.org.

2. Hours of Operation

a. Normal Operating Hours

The normal business operating hours are Monday through Friday from 7:00 a.m. to 9:00 p.m. Agencies using the conference rooms or gymnasium are expected vacate the building by 9:30 p.m.

b. In Case of Closure

The Community Campus (including all agencies) will be closed on the following days: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

For Inclement Weather please check WMUR.com for closings and delays.

Community Campus Organizations

Child Advocacy Center of Rockingham County provides a safe and child friendly environment, for children 3 to 18 years of age, to be interviewed as part of a child abuse or neglect investigation. Serving over 350 children annually, the Center coordinates public, private and community partners to ensure that the safety, health and well-being of abused children comes first. For more information, call 603-422-8240 or visit www.cacnh.org

Families First of the Greater Seacoast is the Seacoast Region's community health center. It provides a broad range of health and family support services to individuals and families, regardless of ability to pay. Their comprehensive model makes many services and supports available under one roof. Services include primary, prenatal and oral health care; family support and education groups; home visiting for families facing special challenges; and mobile health care for people who are homeless. Families First serves more than 6,000 people each year. For more information, call 603-422-8208 or visit www.familiesfirstseacoast.org

Krempels Center is dedicated to improving the lives of people living with brain injury from trauma, tumor or stroke. In partnership with universities and community volunteers, Krempels Center offers programs that engage members in meaningful and productive experiences and provides ongoing support and resources to those impacted by brain injury. For more information, call 603-570-2026 or visit www.krempelscenter.org

New Heights: Adventure for Teens is an experiential learning organization for youth grades 5-12. New Heights focuses on high quality programs designed to unleash potential and open young minds to new possibilities. They are aware of the challenges facing youth in contemporary society, and strive to create relevant and engaging programs that will prepare today's youth to become tomorrow's inspired citizens. They offer experiential learning opportunities through: exploration of culture, community, and natural environment; expression of unique talents, ideas and creativity; and, engagement in science, technology, arts and outdoor learning. For more information, call 603-422-8235 or visit www.newheightsonline.org

Portsmouth Senior Activity Center strives to connect seniors to activities, programs and resources that are healthy and helpful. The center is open weekdays from 9AM to 3PM. Each day guests can enjoy the Drop-in Lounge for conversation with friends, complimentary coffee, games, Wi-Fi, and computer help. Additionally, there are free and fee-based fitness classes, scrabble and knitting clubs, art classes, wellness clinics, and movies. For more information, call 603-610-4433 or visit <http://cityofportsmouth.com/recreation/senior.htm>

Seacoast Community School provides a nurturing and stimulating early learning environment for children, ages 8 weeks through 12 years, including before and after school care. The mission of SCS is focused to provide high quality child care, to give priority to children from families that are in need, and to take a leadership role in advocating for children. SCS serves 270 children annually. For more information, call 603-422-8223 or visit www.seacoastcommunityschool.org

Southern New Hampshire Services-Head Start is a comprehensive child development program that serves pre-school age children and their families through activities that help them grow mentally, socially, emotionally, and physically. Head Start combines early education for Portsmouth area children with health screenings, family and parenting support, and resource and referral to other community services.

For more information, call 603-422-8231 or visit <http://www.snhs.org>

Southern New Hampshire Services-Portsmouth Adult Basic Education provides quality basic education services to improve the educational and economic well-being of adults in the greater Portsmouth community. Day and evening classroom instruction is available for adults who need to improve basic literacy skills in reading, writing, and math, need to prepare for the high school equivalency exam (HiSET®) or need to improve English language skills. Employment, training, and college counseling services are available, as well as access to a range of community resources and referral services. Limited childcare is available on-site during classes. All services are FREE of charge to adults 18 years and older. For more information, call 603-422-8233 or visit <http://www.snhs.org>

General Information and Policies for The Community Campus Meeting Rooms

- The Community Campus facility and grounds are smoke free and no alcoholic beverages may be brought into or served on the premises of the Community Campus without special permission from the Foundation for Seacoast Health. Permission forms can be obtained from the Executive Assistant.
- The Foundation for Seacoast Health prohibits entry on/in its property/buildings of any person who is carrying a firearm, knife or other weapon, including a licensed concealed handgun. An exception is made for authorized security personnel and law enforcement officials.
- No organization may use the facility for partisan political activities or religious services.
- Normal business hours for the Community Campus are Monday-Friday 7 am to 9 pm.
- Meetings, events, or tenant business may also take place on the weekends with advanced notice/planning.
- Café Services is the vendor contracted by the Foundation for Seacoast Health to provide on-site food services and catering. All on-site catering requests must go through Café Services. If Café Services is unable to meet the needs of the organization, then and only then is the hosting party allowed to use an outside caterer.

Meeting Rooms/Gymnasium/Playing Fields/Tennis Courts-

Who can use them?

- Community Campus tenants
- Nonprofit organizations
- Public schools and municipalities

Please visit our website at www.ffsh.org and click on the Community Campus tab, or call 422-8204 for more information.

Meeting Rooms

- Foundation Board Room (Tenant agencies only)
- Art Room, Movie Room, Indoor Playroom-Fee of \$25.00 per hour for non-tenant organizations
- All meeting rooms have whiteboards and wireless internet access. User name: FFSH GUEST, Password: 3GuestAccess3.

Please visit our website at www.ffsh.org and click on the calendar under the Community Campus tab, to view availability and request a reservation.

Gymnasium/Playing Fields/Tennis Courts/Teaching Kitchen

- Gymnasium- Fee of \$35.00 per hour for non-tenant organizations
- Sports Fields- Fee of \$15.00 per hour for non-tenant organizations
- Outdoor Tennis/Basketball Courts-\$25.00 per hour for non-tenant organizations
- Teaching Kitchen- \$15 per hour for non-tenant organizations

Please visit our website at www.ffsh.org and click on the calendar under the Community Campus tab, to view availability and request a reservation.

The booking party/group is responsible for:

- Identifying a point/contact person with current phone number, mailing address and email address.

- Providing **proof of insurance coverage** before booking can be confirmed.
- Insuring that all participants are familiar with, and abide by, the Campus policies.
- Set-up of the meeting room beyond the standardized set-up.
- Returning the meeting room to its standardized set-up immediately after usage.
- Turning lights off when leaving the room.
- Closing any opened doors or windows at the end of use.
- Maintaining the tidiness of the meeting room(s) and/or recreation space. Basic cleaning products are available in the meeting rooms, as are carpet sweepers. At no time, should anything be affixed to the walls, floors or ceilings of rooms with nails, staples, tape or any other substance.
- Removing trash and securing gates if using outside spaces (fields and courts).

If any property damage is incurred, directly or indirectly, because of any member of a group, the group will be responsible for payment, repair, and/or replacement costs and any other costs relating to the collection of said damages.

The Foundation reserves the right to cancel or stop functions at which unlawful or improper activities may or do occur.

Any fees due must be paid as outlined in the Facility Rental Agreement. There will be no refunds or credit for cancellations due to schedule changes or inclement weather. A refund or credit will be issued if the Campus is closed.

Parking

Parking is available at no charge. Parking on the grass is not permitted. For groups, larger than 20 participants, participants must park in the parking lot on the left as you enter the Campus. Parking locations for night and weekend events will be coordinated at the time of booking.

Security Systems

The building is secured with both manual and electronic locks and an alarm system. In addition, the building uses strategically placed security cameras to assist in ensuring the safety of clients, visitors and staff. The property is also regularly patrolled by local law enforcement.

Fire Alarms and Extinguishers

- All exits are clearly marked in case of emergency.
- If the fire alarm sounds, please have participants immediately exit the building.
- Fire extinguishers are located near all the building exits.
- Fire alarm pull stations are also located throughout the building. The pull stations will trigger a response from the Portsmouth Fire Department.

Weapons Policy

The Foundation for Seacoast Health prohibits entry on/in its property/buildings of any person who is carrying a firearm, knife, or other weapon, including a licensed concealed handgun, an exception is made for authorized security personnel and law enforcement officials.

Automated External Defibrillator (AED)

An AED is located on the main level of the facility adjacent to the lobby just beyond the double doors.

Pets

Except for trained service animals, no pets are allowed in the Campus facility. From time to time, animals may be involved in an organization's programming and this is permitted. Pets are allowed on the walking trails but must be leashed and cleaned up after.

Prohibitions

No person who is either a "sexual offender" or "offender against children" (as those terms are defined by NH RSA 651-B) or otherwise determined by the Foundation for Seacoast Health to be a person whose presence at the Community Campus may pose a risk to the safety of others shall be allowed at, in or upon the Community Campus facility and grounds.

For more information, contact the Executive Assistant at (603) 422-8204 or nhodgdon@communitycampus.org

Parking and Roads

1. Parking Policy

Tenant agencies are required to ensure that employees adhere to the Campus parking policy. It is also expected that agency clients, volunteers, and visitors will be educated regarding the parking policy.

- The following areas have been designated for employee parking. There are no reserved spaces - all parking is on a first come basis:
 - **The first parking area on the left as you enter the Campus property & adjacent to the tennis courts**
 - **The 3rd and 4th rows of the parking area located at the Main Entrance; these rows are located closest to the road**
- Employees needing to park close to the building for specific reasons can submit a request for permanent or temporary exemption through their Executive Director which will be reviewed and approved by the Foundation Executive Assistant.
- The front of the building, at the main entrance level, is designated for buses and senior/handicapped vans.
- The circle in front of the building, at the main entrance level, is designated for drop off/pick up.
- Parking on the grass is not permitted.
- No Parking/Tow Away Zone areas are posted and will be enforced.
- Company vehicle parking will be allowed only in specifically designated spaces.
- Tenants who knowingly violate the employee parking policy may be considered in breach of their lease.

2. Snow Plowing and Removal

- The Foundation contracts with an outside vendor for snow plowing & removal.
- Every effort will be made to plow and clear the driveway, parking lots and sidewalks by 6:30 am.
- With excessive snowfall, the Campus may have a delayed opening to allow plowing to occur safely.
- This will be communicated via the established telephone tree by the Executive Assistant or Facility Manager.
- If a staff person is told or experiences that the Campus roadways, parking lots or outdoor walkways are icy or slick, s/he should call the Facility Manager (422-8205) or Executive Assistant (422-8204) to report the problem.

Care of Facility

1. Housekeeping

The Foundation contracts with an outside vendor for environmental services & housekeeping services. A cleaning schedule is provided to each organization. Those tenants who have specialized needs and/or licensure or accreditation requirements are encouraged to educate the vendor as to those specifics. The schedule includes both the frequency of cleaning and a delineation of which tasks are completed by the vendor and which are the responsibility of the individual agency.

a. Recycling

The Foundation for Seacoast Health provides recycling bins to each tenant, in each meeting room and in the Café.

b. Disposal of Computer Related Equipment & Appliances/Hazardous Waste

It is the responsibility of each tenant to properly dispose of these items.

2. Furniture

Unless otherwise marked, all furniture in the facility belongs to the Foundation for Seacoast Health.

3. Wall Mounted Objects

Agencies may not mount any items on spaces outside of their designated area unless permission is granted from the Foundation for Seacoast Health.

4. Maintenance

Organizations are responsible for maintaining and repairing their own furniture and equipment. When repairs, to Foundation owned furniture or equipment, are needed please complete a "Work Request Form" and submit it to the Executive Assistant.

5. Pets

Except for trained service animals, no pets are allowed in the Campus facility. From time to time, animals may be involved in an organization's programming and this is permitted. Pets are allowed on the walking trails but must be leashed and cleaned up after.

Safety and Security

1. Disruptive Behavior

Disruptive behavior is any behavior on the part of an employee, volunteer, client or visitor to the Campus that presents the concern that it may become violent. Disruptive behavior also refers to inappropriate or obscene behavior such as indecent exposure or excessive use of foul language. **When in doubt, err on the side of safety:** If you are concerned that a situation is or may become violent, err on the side of safety and call the Police.

- **Stay Calm.**
- **Ask The Individual to Leave the Building.**
- **Call 911.** Tell the dispatcher your name, agency and that you are at the Community Campus with an individual/situation of concern. The dispatcher will ask several questions, answer them as objectively and specifically as you can and follow their instructions.
- **File Incident Report.** Once the incident has been resolved, immediately complete an incident report and submit it to the Foundation Executive Assistant. If the incident has also resulted in an injury, you must also complete the accident report on side two of the incident report. An incident report should be filed any time there is violence, a threat of violence, vandalism, or other disruptive behavior such as indecent exposure. If two or more individuals witness the incident, the first one on scene must file the incident report. Incident and accident report forms are due by the end of the day on which the incident occurred.
- **Prepare A “Barment Letter.”** The Foundation for Seacoast Health has the right to prohibit individuals from being present at the Community Campus. If you are concerned that an individual may be a threat to the safety of anyone at the Campus, call the Executive Assistant of the Foundation for Seacoast Health, explain the situation and ask him/her to initiate a barment letter. A barment letter is a written document signed by the CEO of the Foundation for Seacoast Health and served by the police that advises an individual that s/he is no longer welcome at the Community Campus. If the individual comes on-site after having been served with a barment letter, this constitutes cause for immediate arrest by the police. The barment letter is issued at the discretion of the Foundation for Seacoast Health as it must be issued by the property owner. To rescind a barment letter, the Foundation must send written notice to the individual. A barment letter is valid for one year.

2. Building Security

a. Keys

The building uses an electronic key card system for all external doors. The electronic keys are individually programmed. Requests for electronic keys must be submitted by the agency/organization Executive Director to the Foundation for Seacoast Health Executive

Assistant. The request must state the name and credentials of the staff person as well as the areas to which that person may have access.

- Requests to change the hours, areas of access, etc. must be directed to the Foundation Executive Assistant.
- The building uses manual keys for all internal doors. The agency/organization Executive Director must make a request for additional keys to the Foundation Executive Assistant.
- Lost keys must be reported by the agency/organization to the Foundation Executive Assistant.
- The agency/organization is responsible for retrieving keys and notifying the Foundation Executive Assistant when a staff member leaves employment.

b. Security Systems

The building is secured with both manual and electronic locks and an alarm system. In addition, the building uses strategically placed security cameras to assist in ensuring the safety of clients, visitors and staff. The property is also regularly patrolled by local law enforcement.

c. Weapons Policy

The Foundation for Seacoast Health prohibits entry on/in its property/buildings of any person who is carrying a firearm, knife, or other weapon, including a licensed concealed handgun, an exception is made for authorized security personnel and law enforcement officials.

3. Bomb Threat Procedures

- **LISTEN:** Bomb threats are most likely to be called in over the phone. If you are the one receiving the call, stay calm, listen to the caller's information. As you listen to the caller try to pay attention to other factors such as background noises, the caller's voice, special demands or instructions, special knowledge about employees or locations within the building
- **CALL 911:** Once the bomb threat has been made, call 911 and inform the dispatcher. Tell the dispatcher your name and agency and that you are calling from the Community Campus. Inform the dispatcher of the threat that has been made, answer their questions objectively and follow their instructions.
- **CONTACT the FOUNDATION FOR SEACOAST HEALTH:** Contact the Foundation for Seacoast Health (422-8204) and explain the situation. The Foundation, in consultation with emergency response personnel, will determine whether an evacuation is required.
- **ANNOUNCE EVACUATION:** If the decision is made to evacuate the building, use the Public Announcement System to initiate the evacuation. **Immediately dial "603-422-8255" from any phone and announce:**

"This is an emergency. Evacuate the building. Do NOT use walkie-talkies, computers, or cell-phones, until further notice."

- **EVACUATE YOUR OWN AGENCY:** As soon as an evacuation announcement is made, evacuate staff, clients and guests from your agency to your established outside meeting spot. All agencies will meet at one of the two designated evacuation sites outside of the building: either the Front Meeting Place (located at the stop sign exiting the front parking lot) or to the Lower Level Meeting Place (located at the entry to the walking paths across from the entrance to the lower level of the building).
- **CLEAR PUBLIC AREAS:**
Foundation and tenant staff will assist others to evacuate all public areas of the building.
- **TAKE PRECAUTIONS:**
DO NOT: pull the fire alarm or use any electronic instruments such as: two-way radios, cell phones, or computers as these could trigger an explosive device.
DO NOT: move or disturb any items you see in the building. This includes items that you recognize such as back packs, brief cases, boxes, etc. It is important to leave everything behind.
- **WAIT:** Once you have evacuated the building, wait for further instructions from emergency personnel if already onsite or the Foundation for Seacoast Health. S/he will talk to the emergency personnel and issue instructions to each gathering site regarding what to do next.

4. Lock-Down Procedures-Internal Threat

A lock-down is a temporary procedure designed to isolate a violent or potentially violent situation until the situation is resolved or until a controlled evacuation of the building is possible. A lock-down serves to protect people by minimizing confusion and panic and by isolating the violence so that it impacts the fewest number of people.

Any time there is a person in the building who is threatening another person with physical violence it is appropriate to institute a lock-down. It is also appropriate to use a lock-down if a child is lost and there is a need to secure exits. Examples of possible lock-down situations include: an intruder with a gun or another weapon; a hostage situation, lost child, etc.

a. Call 911: Alert the police and fire department of a high-risk situation at the Community Campus.

b. Immediately dial “603-422-8255” from any phone and announce “Lock down. A shooter (or whatever the situation) in (state the area), then state it again Lock-down. A shooter (or whatever the situation) in (state the area)”. This is the phrase to signal an internal lock down. State this message with a louder than normal voice so people hear over children and each other.

c. Evacuate if Possible

If you are in an area that is far enough away from where the lockdown has been initiated and can evacuate the building quickly and safely, do so.

d. Clear Public and Exposed Areas:

When possible, Foundation and tenant staff, will help move individuals from public areas including all lobby areas, cafe, indoor playroom, other meeting rooms and gymnasium. Move as quickly and quietly as possible. Following is suggested:

- Lower lobby and café: into classrooms, Child Advocacy team room, Krempels computer room, Foundation office or public restrooms
- Families First lobby: into Families First administrative offices, parent room, children’s room, support center or public restrooms
- Main lobby, New Heights lobby, gymnasium, upper loft: into New Heights lower level public restrooms, staff room or movie room
- New Heights upper level loft and game room: into movie room or upper level public restrooms
- Families First and SCS infant toddler playgrounds: into adjacent classrooms
- Large playground behind building: proceed to walking path between facility and off-site parking lot

e. Lock-Down

- Lock door(s) to the room(s)
- Barricade if possible
- Close/pull down shades
- Turn off lights
- Move all occupants away from doors and windows
- Remain calm and be quiet
- Do not allow anyone to enter or leave the room
- Await further instructions

f. Evacuation Following Lock-Down

If emergency personnel determine that the building must be evacuated they, or the Foundation for Seacoast Health, will initiate the evacuation.

g. All Clear

Once the danger has passed or the lock-down drill has been completed, Foundation for Seacoast Health staff will announce “all clear” on the building intercom system and walkie talkie channel 5.

5. Evacuation to Off-Campus Site

- a) When Would This Occur?** All staff, clients, and visitors will be evacuated to an off-site “staging area” if it becomes unsafe to remain in the Campus building and it appears that it will not be safe to return to the building for the remainder of the day. Some examples of situations in which this might occur include: the presence of toxic fumes, fire or smoke, a hostage situation, etc.
- b) Who Will Decide if Evacuation to an Off-Campus Site is Necessary?** The Foundation for Seacoast Health in consultation with or as directed by emergency response personnel such as the fire or police departments.

- c) **Where is the Off-Campus Evacuation Site?** Unitil has agreed to serve as our off-campus evacuation site. Should we need to evacuate to Unitil, a Foundation staff member or designee, will call John Folland, Operations Manager, 603-294-5153 and all agencies will evacuate to Unitil.

If for any reason, Unitil is not available, a Foundation staff member or designee, will call Ralph Cresta at National Wrecker at 603- 436-3200 and all agencies will evacuate to National Wrecker.

National Wrecker and Unitil are located next door to one another on West Road and are both within easy walking distance of the Campus.

6. Accident or Injury

a. General

- Every staff person who works at the Community Campus, shall work to ensure the safety of staff, volunteers, clients, and guests.

b. Accidents or Injuries Within Designated Spaces

- Every Campus organization is responsible for establishing and implementing policies and procedures for responding to accidents that take place within their designated space and/or during one of their programs, activities or events.

c. Accidents or Injuries in Public or Shared Spaces at the Campus

- Responsibility to Support and Assist:
 - If someone is injured or involved in an accident in any of the common/public/shared areas of the Community Campus, the staff person(s) closest to the victim will respond immediately to offer support and assistance.
- In Case of Life Threatening Accidents or Injuries
 - **Call 911:** If the staff person or anyone else present, has any concern that the injury may be life threatening, the staff person shall call 911 and request an ambulance immediately.
 - **Stay with the injured person:** The staff person will then remain with the injured party until the ambulance arrives.
 - **Call Families First:** The staff person shall also call Families First Health Center (603-422-8208, option 1 and ask for a nurse) and request their assistance until the ambulance arrives.
 - **Comfort and Assist:** While awaiting the ambulance, the staff shall do all s/he can to comfort and assist the victim.

d. Reporting Requirements

- Agency/organization staff shall complete a Foundation for Seacoast Health Accident report for any incident or accident that occurs on-site that results in injuries of any kind. Accident reports shall be submitted to the Foundation for Seacoast Health by the end of the day on which the incident/accident occurs.
- If the accident or injury occurs in an agency/organization's designated space or during one of the agency/organization's programs, activities, or events, the agency/organization shall also complete the accident/injury report required by their own organization and attach this report to the Foundation for Seacoast Health Accident/Injury Report.

e. Accident Prevention

- If a staff person is told or experiences that the Campus roadways, parking lots or outdoor walkways are icy or slick, s/he will check the area personally, and then call the Foundation for Seacoast Health at 603-422-8204 to report the problem.

7. Fire Safety

a. Fire Alarms and Extinguishers

- Fire extinguishers are located near all building exits. The Foundation for Seacoast Health is responsible for having the extinguishers certified once a year.
- Agencies are encouraged to also purchase fire extinguishers for their offices.
- Fire alarm pull stations are also located throughout the building. The pull stations will trigger a response from the Portsmouth Fire Department.
- Emergency lighting is located throughout the building.

b. Fire Drills

- The Foundation for Seacoast Health will conduct fire drills throughout the year. All staff of agencies/organizations located at the Community Campus and their clients and guests, present at the time of the announced fire drill, are required to vacate the building.
- Tenants will be notified if work is being done on the fire alarm system. If the alarm should inadvertently sound, tenants, clients and guests will be notified of same and will be advised that they may remain in the facility.
- Every agency/organization is responsible for establishing their own evacuation routes and internal policies (i.e. attendance plan, etc.) for use during fire drills. Agencies/organizations are required to keep a copy of their evacuation route on file with the Foundation for Seacoast Health.

- All agencies will meet at one of the two designated evacuation sites outside of the building: either the Front Meeting Place (located at the stop sign exiting the front parking lot) or to the Lower Level Meeting Place (located at the entry to the walking paths across from the entrance to the lower level of the building).
- Every participating agency/organization is responsible for “sweeping” their own designated areas during fire drills.
- Foundation staff will assist others to evacuate all public areas of the building.
- If needed, tenant staff will assist others to evacuate public areas of the building.

8. Hazardous Weather

- The Community Campus will remain open Monday through Friday regardless of weather conditions. However, in case of extreme weather that presents a safety threat (i.e. hurricane, severe blizzard), the Executive Assistant, in consultation with the Facility Manager and/or Foundation CEO, will make the decision to close the building to ensure the safety of Campus staff and visitors.
- If the Community Campus does need to close, the Foundation for Seacoast Health will announce the closure on WMUR- Channel 9.
- If an agency/organization decides to cancel or delay programming due to hazardous weather, the agency/organization should notify the Foundation for Seacoast Health at 603-422-8204 or nhodgdon@communitycampus.org

ADDENDUM – CONTACTS, MAP & FORMS

COMMUNITY CAMPUS
Promoting Health, Growth & Opportunity

Foundation for Seacoast Health

100 Campus Drive, Suite 1
Portsmouth, NH 03801
603-422-8200
CEO: Debra Grabowski
dgrabowski@communitycampus.org

**Families First of the Greater Seacoast
Health and Support Services**

100 Campus Drive, Suite 12
Portsmouth, NH 03801
603-422-8208 ext 120
Executive Director: Helen Taft
htaft@familiesfirstseacoast.org

Prescription Assistance

100 Campus Drive, Suite 13
Portsmouth, NH 03801
603-422-8220
Coordinator: Maria Dagan
mdagan@familiesfirstseacoast.org

New Heights: Adventures for Teens

100 Campus Drive, Suite 12
Portsmouth, NH 03801
603-422-8235
Executive Director: Tracey Tucker
ttucker@newheightsonline.org

Head Start

100 Campus Drive, Suite 21
Portsmouth, NH 03801
603-422-8231
Site Director: Pam Duffy
pduffy@snhs.org

Seacoast Community School

100 Campus Drive Suite 20
Portsmouth, NH 03801
603-422-8223
Executive Director: Peter Gilmore
pgilmore@seacoastcommunityschool.org

**Child Advocacy Center of Rockingham
County**

100 Campus Drive Suite 11
Portsmouth, NH 03801
603-422-8240
Executive Director: Maureen Sullivan
msullivan@communitycampus.org

Krepfels Center

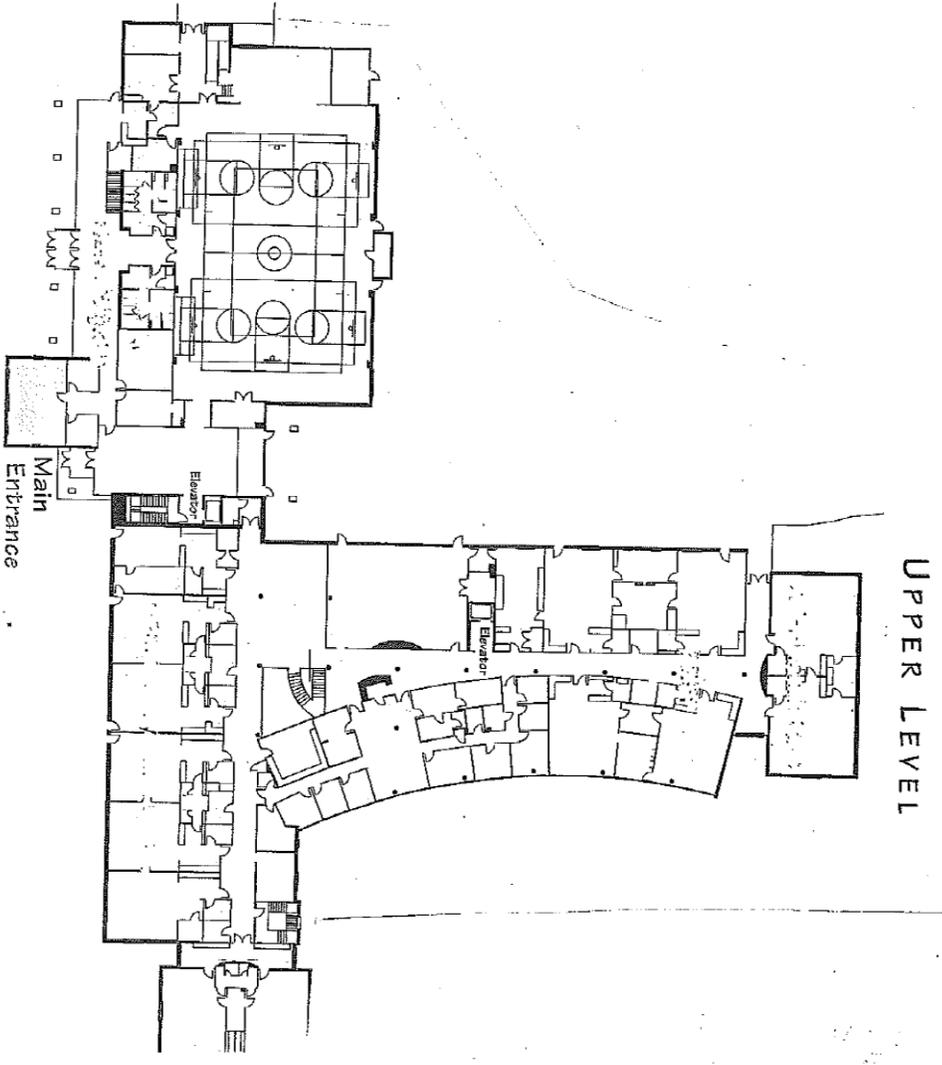
100 Campus Drive
Portsmouth, NH 03801
603-570-2023
Executive Director: Lisa Couture

City of Portsmouth- Senior Center

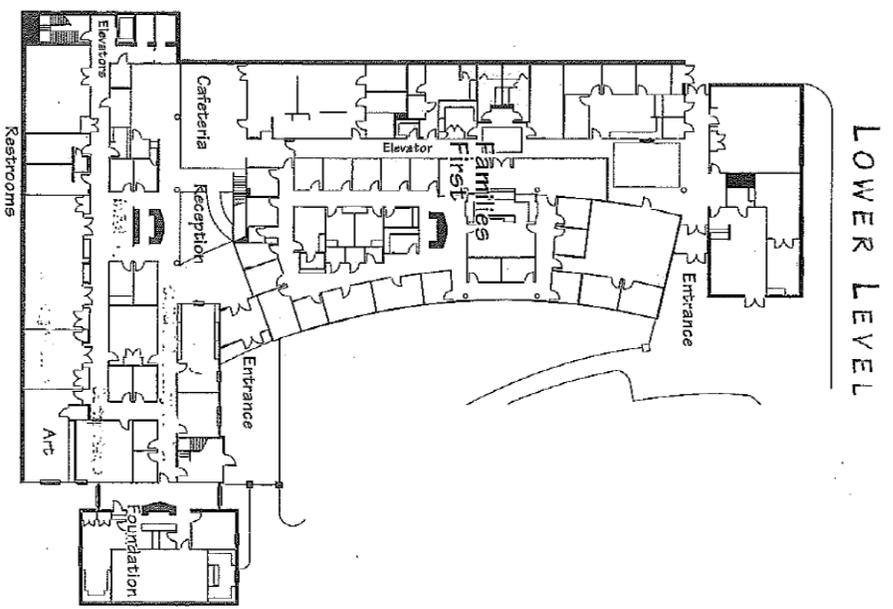
100 Campus Drive
Portsmouth, NH 03801
603-610-4133
Program Director: Brinn Sullivan
bsullivan@cityofportsmouth.com

RCA Adult Education

100 Campus Drive Suite 21
Portsmouth, NH 03801
603-422-8231
Director: Kristie Conrad
kconrad@snhs.org



UPPER LEVEL



LOWER LEVEL

**Foundation for Seacoast Health
Waiver to Serve Alcohol at the Community Campus**

Guidelines for Alcohol Consumption at the Community Campus

1. Only wine or beer are allowed; other types of alcohol are strictly prohibited.
2. No alcohol may be sold under any circumstances at any function.
3. The consumption of alcohol is confined to the designated area.
4. Food must be provided when alcohol is served.
5. Alcohol cannot be served prior to 5:30 pm on weekdays.
6. One individual, who is an employee of the sponsoring agency, must be present at the function and oversee the serving & consumption of alcohol.
7. The organization must agree to indemnify and hold harmless the Foundation for Seacoast Health from all liability arising from any event at which alcohol is served. In addition, a current general liability insurance certificate or policy, naming the Foundation for Seacoast Health as an additionally insured must be provided. Proof of appropriate coverage must be presented at least 48 hours prior to the planned event.
8. At all times the Community Campus shall remain smoke-free.
9. Additional guidelines and restrictions are at the discretion of the Foundation for Seacoast Health.

Organization Requesting Waiver of Alcohol Policy: _____

Date of Event: _____

Time of Event: _____

Name/Description of Event: _____

Location of Event (Room): _____

Individual Responsible for Function Oversight: _____

Email: _____

Cell: _____

Executive Director Signature: _____ Date: _____

Approved by: _____

Date: _____

CEO, Foundation for Seacoast Health

REQUEST FOR MAINTENANCE SERVICES

Agency

Requested by

Room # / Name:

Date Submitted

Description of Requested Services:

Desired Completion Date: _____

All projects will be completed on a priority basis; every effort will be made to complete project by the desired completion date.

****BELOW PORTIONS TO BE COMPLETED BY FFSH MAINTENANCE WHEN CHARGES NEED TO BE EXPENSED TO AN AGENCY****

MAN-HOURS EXPENDED _____

MATERIALS USED _____

SPECIAL INSTRUCTIONS / REMARKS

WORK COMPLETED:

WORK COMPLETED BY _____

DATE COMPLETED _____

FOUNDATION FOR SEACOAST HEALTH COMMUNITY CAMPUS ACCIDENT/INCIDENT REPORT

Person Injured/Impacted: _____

Date of Birth: _____ **Phone:** _____ **Email:** _____

Address: _____

Date of Occurrence: _____ **Time of Occurrence:** _____ **Day of Week:** _____

Location:

Where accident/incident occurred, please be as specific as possible: _____

If applicable: Terrain _____ Weather _____

Incident:

Type of injury or damage sustained: _____

Brief description of accident or incident: _____

Did anyone witness the incident? YES ___ NO ___ Who: _____

Was a physician consulted? YES ___ NO ___ Name of Physician _____

Ambulance called? YES ___ NO ___ Transported to: _____

If not seen by a physician or transported to a medical facility, was any first aid administered?

YES ___ NO ___ If yes, describe onsite treatment administered: _____

If an incident, were the Police informed and a report filed? YES ___ NO ___

Does a barment letter need to be issued? YES ___ NO ___

Name of person completing this report: _____
(When possible, this should be the individual involved)

Signatures

Date: _____

Person Completing Report

Date: _____

Program Director Signature