



KEENE STATE COLLEGE

DEPARTMENT OF CAMPUS SAFETY

CAMPUS CRIME AND FIRE SAFETY REPORT

2013

In compliance with the
Jeanne Clery
Disclosure of Campus Security Policy
and Campus Crime Statistics Act
and the
Higher Education Opportunity Act

Compiled by the
Keene State College Department of Campus Safety
(603) 358-2228
www.keene.edu/campussafety/

Wise choices for a safer campus

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MESSAGE FROM THE DIRECTOR

Welcome to Keene State College. The safety of students, faculty, staff and visitors is our highest priority. Our collective efforts as a community create and maintain a safer campus environment where we can live, work, study and play.

This report, compiled by the Department of Campus Safety in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act, was developed to provide information about crime and fire safety, and to provide information about reporting, services and other resources and policies available to students, faculty, staff, and visitors.

Keene State College is located in the City of Keene, a quiet New England city of 25,000 residents with a very low crime rate. Because of our environment, we are not subject to some of the problems of a large city campus; however, we are not insulated from crime. We encourage members of our community to partner with us in identifying and notifying us of risks and decreasing the opportunities for crime.

Most of the serious incidents reported on campus occur between students or parties known to one another, and many involve the use of alcohol. Theft is the most common crime on any college campus and most thefts occur when rooms and offices are left unlocked “for just a minute.” We encourage all members of the community to properly record, secure and mark valuables to prevent theft and facilitate recovery, if necessary. Information on crime prevention and awareness is available to all Keene State College community members through various campus programs or with a phone call or email. We encourage everyone to be actively involved in crime awareness and prevention.

We are prepared for and have responded to many emergencies and incidents and know that we must continue to plan and practice to ensure we provide the best possible campus environment. The College has a comprehensive Emergency Operations Plan to respond to the myriad potential crises that can occur on a college campus. The College’s senior staff reviews the plan annually, has participated in emergency training, uses the plan when needed, and debriefs to ensure our response is appropriate. During an emergency requiring immediate action, Keene State College can notify registered community members via text, cell phone and/or email through the [City Watch Emergency Notification system](#). The campus can also use an emergency siren and public address system, in addition to email, telephone, and postings on the web.

The Department of Campus Safety is an integral part of the emergency response and management plan and campus life. Campus Safety officers are on duty 24 hours a day year-round, patrolling campus and responding to emergencies and requests for assistance. Campus Safety officers have full authority, granted by Keene State College and the Board of Trustees of the University System of New Hampshire, to enforce the policies as outlined in the Student Handbook, the Parking and Motor Vehicle Policies, and the Operating Staff and PAT Handbooks.

Campus Safety is conveniently located in Keddy House at the corner of Main St. and Wyman Way in a state-of-the-art facility that is open 24 hours a day. Full-time Campus Safety officers attend a 50-hour campus safety academy within the first year of employment. Additional in-service training is provided throughout the year on topics such as CPR/AED, First Aid, Incident

Command, Critical Incident Management, Management of Aggressive Behavior (MOAB), cultural diversity, student development, communications, drug identification, and other programs.

Representatives from Campus Safety work with the Office of Residential Life, Physical Plant, the Keene Police and Fire Departments and many other stakeholders to ensure the safety of the entire Keene State College community. This year we developed the Campus Safety Advisory Group as an additional means to communicate potential community concerns and we held our second annual Campus Crime and Fire Safety Awareness Fair in recognition of September as National Campus Crime Awareness Month *and* National Campus Fire Safety Awareness Month.

Here are some sources for information regarding Campus Safety at Keene State:

www.keene.edu/campussafety
<http://sites.keene.edu/campussafety/>

Keep this information in a convenient location, as it may be helpful throughout the year. Please feel free to contact me by phone or email if you have any questions.

Sincerely,
Amanda Guthorn Warman, Director of Campus Safety
(603) 358-2766
awarman@keene.edu

Wise choices for a safer campus

INTRODUCTION

The Department of Campus Safety provides a variety of programs and services in an effort to deter crime, identify and mitigate risks, and educate the community.

Campus Safety operates 24 hours a day, seven days a week, and is responsible for the protection of life and property, responding to calls for assistance, facilitating the movement of persons and vehicles around campus and documenting activity that violates state and federal laws or campus policies. We commit our efforts and design our operation toward:

1. Preventing and detecting crime,
2. Providing service to students, faculty, staff, and guests,
3. Ensuring compliance with the policies and regulations of the College, the ordinances of the City of Keene and the laws of the State of New Hampshire.

Mission Statement

The Department of Campus Safety is committed to creating and maintaining a safe and secure environment by providing effective, efficient, and consistent service to every member of the college community.

Guiding Principles

The Department of Campus Safety provides service by adhering to the following principles:

- Respect: Every individual will be treated with respect.
- Education: Every interaction is an educational opportunity.
- Diversity: Recognize and appreciate the values each individual brings to the campus.
- Commitment: Demonstrate commitment to the mission of the college.
- Participation: Be an integral part of and participate in the life of the college.

Vision and Goals

- Provide protection of persons and property through crime and loss prevention initiatives.
- Achieve voluntary compliance with rules, regulations, ordinances, and laws through equal application of enforcement.
- Establish a cohesive and supportive work environment – one that encourages innovation with an emphasis on the quality of service.
- Promote campuswide awareness of safety issues.
- Continue to develop a Campus Safety department that is a forerunner in the field, widely respected and trusted.

REPORTING CRIMES AND EMERGENCIES

All members of the Keene State College Community and visitors to the campus are encouraged to report emergencies and suspected criminal activity to the Department of Campus Safety immediately.

Reports can be made in a variety of ways:

- **Call 9-1-1 for any EMERGENCY**
 - Cell phone calls to 9-1-1 will be routed through the state 9-1-1 dispatch in Concord and sent to Keene.
 - Calls to 9-1-1 from any on-campus phone will go directly to our regional Mutual Aid dispatcher and also be displayed at Campus Safety dispatch with the location of the caller.
- Call **358-2228** (8-2228 from on campus) to reach **Campus Safety** dispatch
- Call 357-9815 to reach the Keene Police Department
- Emergency phones are located throughout campus and are illuminated with a “blue light” above each one.
- Report in person at Keddy House on Wyman Way.
- While Campus Safety does not take reports via email, they can be contacted at campussafety@keene.edu for non-emergencies. **This email is not for reporting emergencies or crimes in progress and is not monitored 24 hours.**
- Campus Safety also has a [Silent Witness](#) form on its homepage for reporting information via anonymous email. **This email is not for reporting emergencies or crimes in progress and is not monitored 24 hours.**

When reporting a crime or emergency:

1. **Remain calm.**
2. **Give the location of the incident** - building name, room number, parking lot name.
3. **Identify yourself** and give a **callback telephone number**. Your identity will remain confidential if you wish; however, it is important we be able to contact you if we need additional information.
4. **State the incident you are reporting** (e.g. theft, medical emergency, fire).
5. **Describe the scene** – who and how many people are there, if medical treatment is being given, description of subjects, and other information.
6. **State the subject’s direction of flight**, if applicable.
7. **Stay on the phone** until the dispatcher has recorded all of the information.

Individuals may also report incidents or tips anonymously via the [Silent Witness](#) program. Silent Witness is not monitored 24 hours a day - **Do not use this page to submit information on emergencies or crimes in progress. For incidents in progress, call Campus Safety at 358-2228 or 9-1-1.** Submissions are reviewed during College business hours, Monday through Friday 8 a.m. to 4:30 p.m.

When a crime or other serious incident is reported:

- A Campus Safety officer will be dispatched to the scene to render assistance and investigate the incident. The Keene Police may also be contacted if circumstances dictate.
 - If the responding officer determines the situation presents a significant or imminent danger to the Keene State College Community, s/he will contact the Director of Campus Safety or designee and/or the Vice President of Student Affairs to provide timely warning to the Community.
- The Keene Fire Department responds to all medical emergencies, fires, fire alarms, and hazardous materials incidents along with Campus Safety personnel.
- Incidents identified as Residence Life- or Maintenance-related will be referred to the on-duty or on-call personnel in the specific department needed.

ACCESS TO CAMPUS FACILITIES AND RESIDENCE HALLS

Community members may use campus facilities for advertised public events, as authorized guests of the Spaulding Gym, Mason Library, Redfern Arts Center, Putnam Theatre, Thorne-Sagendorph Art Gallery, Zorn Dining Commons, Alumni Center and L.P. Young Student Center or as invitees to non-public campus events.

Visitors to a specific department or facility who need parking should stop at Campus Safety on Wyman Way to provide their vehicle license plate number or obtain a parking pass. All vendors must be registered at the Parking Office, located in Keddy House. Unauthorized persons found on campus will be deemed trespassers and may be subject to criminal prosecution.

Access to Administrative and Academic Buildings

Administrative and academic facilities are secured at the earliest possible hour, given their projected use each day. Many facilities are controlled by an automated access control system programmed with opening and closing times determined by building use. Some areas on campus, such as computer rooms, laboratories, and studios, are restricted from access without prior written authorization. Authorization must be in writing from the person in charge of the area and must be on file at the Campus Safety Office for these areas prior to access being granted. Access forms are available by contacting Campus Safety.

Valid KSC identification (Owl Card) is necessary to confirm authorization for access. Campus Safety reserves the right to grant or deny access to any area if deemed necessary or in case of emergency.

Access to Residence Facilities

All traditional style residence halls and apartment buildings having a shared entrance have electronic access control and are accessible to authorized individuals with the Owl Card. Other exterior doors are equipped with door prop alarms that sound if the door is left open. An alarm indication is also sent to Campus Safety dispatch. Many residence halls are also equipped with CCTV cameras both outside and inside in common areas for expanded security coverage. CCTV is not in use in areas that would be considered private such as residence hall rooms or restrooms.

Residence hall rooms have combination locks that are changed annually, when a room occupant moves out or when otherwise deemed necessary. Stand alone apartments (Bushnell, Tisdale) have either combination locks or key locks. Students may request a combination change through the Residence Director if they feel the combination has been compromised or shared with unauthorized individuals.

During the academic year, exterior doors to residence halls are locked 24 hours a day. Desk attendants are on duty during the evening hours in traditional style residence halls to ensure only authorized students and their guests gain entrance. During summer camps and conferences, exterior doors to residence halls are either locked and/or monitored by a conference office staff member to ensure only authorized personnel are permitted entrance. Campus Safety officers and Residence Life staff members periodically patrol residence halls to check for safety issues.

KSC IDs (Owl Cards)

Faculty, staff, and students are required to carry the KSC Owl Card at all times while on campus. The Owl Card is required to check out materials from the Library, eat in the Dining Commons

(for students on the meal plan or individuals with Keene Kash accounts), use College athletic facilities, access some residence halls and for admission to campus events and high security areas. Identification must also be presented to a Campus Safety officer or other College official when requested. Owl Cards are issued during orientation or at time of hire for employees, and replacements can be obtained at the Zorn Dining Commons or Campus Safety. A fee will be charged for replacement of lost Owl Cards. See www.keenestatedining.com/owlcard.html for more information about the Owl Card.

Lock-outs, Lost Keys and Lost Owl Cards

Students and employees occasionally get locked out of rooms and offices. Residence Life staff can unlock student rooms during office hours (8 a.m. to 4:30 p.m.) and during duty hours. At other times, students can call or come to Campus Safety for assistance. Employees should contact Campus Safety for office lock-outs.

In the case of a lost key, code or Owl Card

- Students should immediately notify the Residential Life Office for a lock or combination change or replacement key.
- Replacement Owl Cards are available at the Zorn Dining Commons Monday-Friday 8 am to 4:30 p.m. or from Campus Safety at Keddy House after hours. A fee will be charged for replacement cards.
- Faculty and staff members should notify their supervisor/department head and Campus Safety as soon as possible if keys to buildings or offices are lost, in compliance with the College's [Key and Building Security policy](#).

MAINTENANCE ISSUES AND SAFETY

Maintenance problems affecting the safety and security of the campus are given high priority. Exterior campus lighting and blue light emergency telephones are surveyed regularly by Campus Safety and deficiencies are reported to Physical Plant and Information Technology (phones) for repair. These repairs are considered high priority items and will be rectified as quickly as possible given the type of repair that is required.

Physical Plant personnel are on-call around the clock to rectify problems that present an immediate compromise to safety. Students in need of emergency repairs should contact their Residence Life staff member or Campus Safety as soon as the problem is observed so maintenance can be notified.

Campus Safety officers and Residence Life staff document and report maintenance needs as part of their regular responsibilities. The staff in both areas works closely with Physical Plant and housekeeping personnel to maintain a safe and pleasant environment for living and working.

AUTHORITY AND RELATIONSHIP WITH OTHER AGENCIES

The Officers of the Keene State College Department of Campus Safety, acting as agents of the College, are authorized to enforce policies and regulations of the College and to refer those individuals in violation to the Director of Campus Safety and the Student Conduct Office. Officers do not have sworn police powers.

The Director of Campus Safety regularly reviews police logs and reports from the Keene Police Department to monitor off campus student behavior and refers those reports to the Dean of Students and Student Conduct Office.

The College maintains a cooperative relationship with the City of Keene, and Campus Safety officers work closely with law enforcement officers from the City, surrounding communities, the State and federal agencies. A City of Keene police officer serves as a liaison between the two departments and maintains an office on campus in the Campus Safety building.

Campus Safety periodically works with state and federal organizations on investigations, programs, training and executive protection.

The College does not have any off-campus student organizations; however, the College employs a Coordinator of Student and Community Relations who is responsible for supporting the off-campus student population and enhancing communication between the College, the City of Keene, neighborhood groups and area landlords. The Coordinator provides resources and educational programming for students so that they have successful experiences transitioning to and living off campus and works with students, neighbors, and city partners to develop strategies and initiatives that improve the quality-of-life in the community.

PREPARATION OF THE ANNUAL CRIME AND FIRE SAFETY REPORTS

The Associate Director of Campus Safety compiles the statistics for the Campus Crime Report and the Director of Campus Safety reviews policy statements and other information. The Office of Institutional Research is responsible for on-line registration and data entry to the Department of Education website. The office of Marketing and Communications is responsible for online publication of the report.

Statistics for crimes that occurred on or near campus are gathered from Campus Safety incident reports, Residential Life incident reports and Keene Police reports. The Keene Police provide the statistics regarding alcohol, weapon, and drug arrests on and in the area surrounding campus. The Coordinator of Student Conduct compiles statistics on disciplinary referrals for drug and alcohol violations, which are provided to the Associate Director of Campus Safety for inclusion in the report. It is the practice of the College that incidents reported to other offices are reported to Campus Safety for documentation and follow-up if necessary.

The statistics represented in the annual report reflect activity that was reported to one of the offices or individuals above to have occurred during the previous calendar year.

CONFIDENTIAL REPORTING

While it is preferable for crime reports to be made to Campus Safety, we understand that some victims may choose not to speak with an officer. Therefore, a victim (reporting individual) may report a crime on a confidential basis to the following people:

- Brian Quigley, Director of the Counseling Center
 - Or any Counseling Center staff member
- Any Center for Health and Wellness medical practitioner

With the reporting party's consent, a confidential "Third Party Report" with information regarding the incident will be completed; however, no names or identifying information will be used without the consent of the reporting individual. The "Third Party Report" will be forwarded to the Director of Campus Safety for inclusion in the annual crime statistics report.

Although Counseling Center and Health and Wellness Center personnel are precluded from mandated reporting of criminal incidents due to patient privacy laws, they are encouraged to use the "Third Party Report" with the consent of the reporting individual.

Incidents can also be reported via a confidential ["Silent Witness"](#) web form. The Silent Witness program is for reporting crimes/incidents and/or serious policy violations which may affect the health, safety or welfare of the Keene State College Community. Silent Witness submissions are reviewed by the Director of Campus Safety during College business hours to determine if follow-up or further investigation is warranted. Information is confidential; however, contact information may be submitted voluntarily. No follow-up or investigation will be conducted without the consent of the victim or reporting party. It is important to note that the "Silent Witness" is not monitored 24 hours a day. For immediate response to incidents, contact Campus Safety at 358-2228.

POSSESSION, USE AND SALE OF ALCOHOL AND DRUGS

Underage possession or use of alcoholic beverages is prohibited. By state law, no one under 21 years of age is permitted to consume, purchase, transport, or possess any alcoholic beverage. The College does not condone violation of criminal law, including underage drinking. The laws of the State of New Hampshire govern all matters relating to alcohol on College premises, or at College-sponsored events. As members of the general public in this state, students are assumed to have full knowledge of these laws. The New Hampshire Revised Statutes Annotated is available in the Mason Library and [online](#).

Use, possession, or distribution of narcotics or other controlled substances, except as expressly permitted by law (e.g. prescription drugs) are forbidden. Federal and state law regarding narcotics and controlled substances shall be strictly observed and enforced. Drug-related devices are forbidden on college premises; in accordance with state law.

The full text of the Keene State College [Policy on Alcohol and Other Drugs](#) can be found online in the Student Handbook.

SEXUAL MISCONDUCT POLICY

Introduction

Keene State College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an environment free of all forms of harassment, exploitation, violence, and intimidation.

Forcing or coercing someone to have sexual intercourse or engage in other sexual contact, or the threat of such contact, is a violation of an individual's physical and emotional integrity and is unlawful. Keene State College's Code of Conduct expressly prohibits sexual harassment, sexual assault, and sexual conduct that occurs without the consent of the individual and/or when the individual is unable to give consent.

Sexual Misconduct Policy Definitions

The following are definitions for this college policy and may differ from legal definitions. Sexual offenses may occur along a continuum that includes verbal statements which create a hostile environment through physical acts such as unwanted and/or forced sexual contact. It is impossible for a policy to depict all circumstances of sexual offenses. Thus, a sexual offense at Keene State College includes, but is not limited to, the following:

Coercion- to compel someone into an act by force or threat including intimidation; may include other methods intended to persuade a person into compliance (plying with alcohol or other drugs, threatening one's reputation, etc.).

Confidential – a communication made between parties who stand in a confidential relation to each other, and therefore privileged in law such as medical staff and counselors.

Consent– voluntary agreement (should be expressed affirmation).

Incapacitated Sex– sexual contact that occurs when one or both parties are unable to act or respond coherently due to intoxication, illness, physical or mental limitation or disability or any condition that inhibits a person's ability to actively and affirmatively consent to sexual contact.

Intimate Partner Sexual Assault– sexual assault that occurs within the context of a dating or other intimate relationship.

Rape – sexual intercourse with a person without her or his permission, either by force or threat of force or with someone who is unable to give consent. Sexual intercourse may be vaginal, anal, or oral, and may involve the use of a body part or an object. (NIH definition)

Sexual Assault- the intentional touching of the victim's sexual or intimate parts, including breasts and buttocks, and the intentional touching of the victim's clothing covering the immediate area of the victim's sexual or intimate parts. Sexual contact includes only that conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification.

Sexual Exploitation- use or utilization of a sexual nature of another person either for profit, to advance one's own position or power, or in an effort to defame or otherwise embarrass another. Exploitation may take the form of slandering another's reputation regarding sexual activity whether actual or fabricated, recording in any form the sexual activity of another without their knowledge and consent, transmitting such recording of sexual activity via verbal, written or electronic format or any other manner without the knowledge and consent of the participants.

Sexual Harassment- sexual harassment may take the form of unwelcome sexual advances, graffiti, jokes, pranks, slurs, insults, threats, vandalism, assignment of unpleasant duties, or even physical assault which serves to interfere with a person's work or academic life.

Federal and state laws define harassing behavior as occurring when:

- Such contact has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile or offensive working or academic environment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic work.

Stalking- repeated unwanted attention that would create fear in a reasonable person where the intent is to force him/herself into the life/consciousness of the victim through harassing, threatening or frightening behavior(s). Behaviors may include: phone calls; electronic communication such as texting, emails, social networking, etc.; letters and notes; surveillance; entering home/apartment; assault.

Resources for Support

Survivor Concerns

A survivor may experience many conflicting emotions in the aftermath of a sexual assault, including shock, fear, anger, guilt, shame, or numbness. Each survivor's response is unique. Often students who have experienced a sexual assault find that their eating, sleeping, exercise, self-care or social patterns have changed, that they are isolating themselves from others, or that they are unable to concentrate on schoolwork. Whether someone chooses to report an assault or not, talking with a counselor or a trusted friend or family member can be very helpful.

Emergency Contacts

24-hour:

- Campus Safety: 603-358-2228
- Keene Police: 603-357-9813
- Cheshire Medical Center: 603-354-6600
- Monadnock Center for Violence Prevention: 1-888-511-6287
-

Campus Resources

Unless otherwise noted, available M-F, 8 a.m. – 4:30 p.m.

- Counseling Center: 603-358-2437
- Coordinator of Sexual Violence Prevention and Education: 603-358-2437
- Center for Health and Wellness: 603-358-2450
- Dean of Students Office: 603-358-2842
- Office of Student Conduct: 603-358-2839

Community Resources

- Monadnock Center for Violence Prevention: 603-352-3782 , Mon-Fri 8:30 a.m. to 4 p.m.

National Resources

- National Sexual Assault Hotline 1-800-656-4673
- National Sexual Assault Online Hotline <https://ohl.rainn.org/online/>

Reporting a Sexual Offense

Any person who has been the victim of or witness to a sexual assault, whether on or off campus, can report directly to the Department of Campus Safety, a Residential Life staff member, any college official or the Keene Police Department. This does not obligate the reporting person to proceed any further with an investigation or criminal charges.

Any person identified as a Campus Security Authority* as defined by the Clery Act who receives information regarding a sexual assault is obligated to share that information with the Director of Campus Safety for the purposes of Clery Act reporting and compliance. This information can be shared without identifying the victim via a “Confidential Report of Sexual Assault” form available from Campus Safety and/or the Dean of Students Office. This does not obligate the reporting person to talk with Campus Safety or to proceed any further with a report or investigation. In most cases, students will be encouraged to talk with Campus Safety so they can be best advised on their options for proceeding with a college and/or police investigation.

*A Campus Security Authority is defined as an individual or organization to which student and employees should report criminal offenses or an official of an institution who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. (U.S. Department of Education, 2011)

Confidentiality

The matrix below and the following section on investigations of reports illustrate the most frequent offices to whom students report, what happens and with whom information is/isn't shared. Confusion is understandable when words such as “confidential” and “private” are not universally understood.

For the purposes of this policy, “confidential means” that the communication is legally privileged and that the individual the student is reporting to is not obligated to disclose the information to anyone else. Generally, this standard is enjoyed by health professionals including counselors and legal counsel.

“Private” conveys that the information will be shared only with those individuals with a need to know and that all necessary precautions will be taken to protect the identity of the victim and/or reporting student.

Options for On-Campus Reporting of Sexual Assault, Harassment or Other Sex Crimes

	Counseling Center	Center for Health & Wellness	Campus Safety	Res Life
Disclosure of report to others	Confidential	Confidential	Private	Private
Campus Safety Investigation	No	No	Case specific	Case specific

Keene Police Investigation	No	No	Case specific	Case specific
Limited Administrative Notice	No	No	Yes	Yes
Anonymous Notification to Campus Community	No	No	Case specific	Case specific
Medical Exam with Sexual Assault Nurse Examiner	No	No	No	No
Medical Services	No	Yes	No	No

Other Options for Reporting Sexual Assault

	Monadnock Center for Violence Prevention	Keene Police	Hospital
Confidential	Yes	No	Yes
Campus Safety Investigation	No	Case specific	No
Keene Police Investigation	No	Case specific	Case specific
Limited Administrative Notice	No	Case specific	No
Anonymous Alert to Students	No	Case specific	No
Medical Exam with Sexual Assault Nurse Examiner	No	No	Yes
Medical Services	No	No	Yes

Cost for medical and other expenses

When a victim reports a sexual assault and seeks treatment at the hospital, the cost for medical expenses, including the physical examination, will be paid by the State of New Hampshire Office of the Attorney General if the assault is reported to the police. Other expenses related to the assault may also be provided at no cost to the victim through the Office of Victim/Witness Assistance. Specific information on expenses is available through the Monadnock Center for Violence Prevention.

Making a report to Campus Safety

Students can file a report of sexual assault with Campus Safety at any time regardless of where or when the incident occurred. A report does not obligate a student to file charges either with the campus conduct office or with the relevant law enforcement agency. Campus Safety will provide a same-sex officer to take the report if desired by the reporting student. The reporting student may have one support person with them during any Campus Safety interviews or conversations.

Reports to Campus Safety of sexual assault (and other crimes and incidents) are noted in the daily log as required by federal law; however, no personally identifiable information on the reporting individual is released. Campus Safety will also file an anonymous report of sexual assault with the Keene Police Department (or other department if the incident occurred in another jurisdiction).

In making the report, Campus Safety will:

- Encourage the student to go to the hospital emergency room or the Center for Health and Wellness for medical services and offer to transport and/or accompany the student.
- Provide resources to speak directly with the on-call counselor, an advocate from the Monadnock Center for Violence Prevention, or KSC's Sexual Assault Victim Assistance provider for support in understanding, evaluating, and choosing among the services described in this protocol.
- Inform the student of his/her rights and options including the options of filing charges through the student conduct system and Keene Police
- Information shared with Campus Safety is shared with others only on a need to know basis. A campus alert (without identifying the reporting student) may be issued in cases in which the incident presents a clear danger to the campus community. Any and all actions taken, including the possible release of a warning to the community, would be designed to protect the reporting individual's identity.

Investigations of reports

In most cases, the reporting individual has the option of deciding whether Campus Safety and/or the Keene Police will investigate the reported assault. An investigation of the incident by Campus Safety would include questioning of all parties involved and gathering property potentially associated with the assault. Campus Safety will make all efforts to maintain the reporting student's anonymity during the investigation. The reporting student's identity will not be revealed to the press, discussed in Campus Safety radio transmissions that might be monitored or discussed in any public area.

If a reporting student chooses to pursue a full investigation, he or she will have the option of filing charges when it has been completed. If the student pursues disciplinary action through the college, the results of the investigation will be released to the coordinator of student conduct, hearing board members, the reporting student, and the accused student in compliance with federal law. If the reporting student decides to file criminal charges through the Keene Police, the results of the investigation will be released to the County Attorney's Office (CAO). The CAO will evaluate the case to determine if the case will move forward to a trial.

The health and safety of a reporting student is of primary concern. Campus Safety will refer the student to appropriate campus offices for support with possible changes in living arrangement for safety reasons and help in managing academic demands.

KSC Sexual Assault Victim Services

Keene State College recognizes that the experience of a sexual assault is a traumatic event and that the recovery process can be difficult. Decisions to seek medical care and/or to pursue charges criminally or institutionally are just two of the many challenges facing a victim/survivor.

Confidential support can be received through the KSC Counseling Center and Center for Health and Wellness. Additionally, Rape Victim Advocates are also available at the Monadnock Center for Violence Prevention through their 24-hour emergency hotline 1-888-511-MCVP (6287).

Friend and/or Bystander Support

What to do if someone confides in you?

1. Believe them
 - a. Listen without judging
 - b. Use their language to identify what's happened
2. Listen respectfully
 - a. Don't probe for information
 - b. Do summarize/clarify/paraphrase
 - c. Don't tell them your own stories
3. Help identify other resources and safe people in her/his support network
 - a. Ask what they need to feel safe
 - b. Encourage your friend to seek medical attention and counseling
 - c. Encourage your friend to report the assault if they feel comfortable doing so

What to do if you see a sexual offense happening?

1. Think Safety
 - Don't jump into a situation without thought; use your words, not fists
2. Get Help
 - Ask a friend, RA, RD, or others to help
3. Act Together
 - Decide together how best to intervene to keep everyone safe

College Conduct Process

The College's conduct process begins once a report and/or investigation is received by the Coordinator of Student Conduct. The process for notification of charges and hearing board meetings is described in full at: <http://www.keene.edu/handbook/code/>. Below are additional elements in the conduct process that are taken into consideration in the case of sexual assault.

Charges

Upon receipt of a complaint, which is a report received and investigated by the Department of Campus Safety, the Coordinator of Student Conduct will review the materials and determine, based on the behaviors described in the complaint, what College policies may have been violated. These alleged policy violations constitute the charges filed against the alleged perpetrator when the matter proceeds through the Conduct System.

Advisors

Both the alleged perpetrator(s) and impacted party may choose an advisor to assist them through the Conduct process. Advisors are limited to members of the College community (student, staff, or faculty), unless concurrent criminal or civil charges have been filed in association with the incident. In such cases, the advisor may be a non-College-related attorney.

Witnesses

When a hearing is scheduled, members of the College community that may have first-hand information regarding the alleged incident will be summoned to the hearing to present information. Non-College-related individuals may attend the hearing as a witness, however it is the obligation of the student who wants them to attend to notify them of the date, time, and location of the hearing. Additionally, a student must notify the Office of Student Conduct at least 24 hours prior to the hearing if they have requested a non-College-related individual(s) to serve as a witness. The College's Conduct System does not allow expert or character witnesses, or witnesses providing second hand or hearsay information.

Possible Outcomes

A criminal conviction in and of itself may lead to disciplinary action by the College. In addition, behaviors which are both illegal and in violation of the Student Code of Conduct may be handled separately in court and on campus even though the incident and the individuals involved are the same. Finally, certain offenses of a sexual nature which may not be considered unlawful or are not pursued in criminal court for other reasons may still be regarded as violations of the Student Code of Conduct.

Sexual assault and other types of unprivileged sexual contact could result in costly fines and other criminal penalties including incarceration, and/or strong College sanctions, such as suspension or dismissal. In instances where student organizations are involved, these organizations may also have sanctions taken against them, such as the rescinding of their institutional recognition.

Students who would like more information regarding either the New Hampshire sexual assault statute or College conduct expectations may review the law and the [Student Code of Conduct](#) and College Discipline System. They may also contact the Director of Campus Safety, the Dean of Students, the Director of Residential Life and Housing Services, or the [Coordinator of the Sexual Assault/Harassment Student Education and Prevention Program](#).

Leave of Absence/Withdrawal

An alleged victim who requests a leave of absence or withdrawal from the College does not forfeit his/her right to resolution of the complaint.

Any student charged with sexual misconduct violation(s) of the Code of Conduct who requests a leave of absence or withdrawal from the College prior to a hearing will still incur relevant administrative actions. Depending on the case circumstances, these actions may include but not be limited to: the continuation of the conduct process, interim suspension, and/or withdrawal with disciplinary case pending. This latter action makes the charged student ineligible to register or attend classes at any USNH institution for as long as the charge remains pending.

Statement of the Rights of the Alleged Victim

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators;
- The right to be treated with respect by college officials;
- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities;

- The right to notification of and assistance in options for changing academic and living situations after an alleged sexual assault incident ;
- The right to be present throughout the portions of the hearing during which statements are being presented regarding the incident and to be accompanied by a person of the victim's choice;
- The right not to have the victim's past sexual history introduced as part of the testimony unless determined to be relevant by the coordinator of Student Conduct or his/her designee;
- The right to make a victim-impact statement and to have that statement considered by the board in determining its sanction;
- The right to be informed immediately of the outcome, pending all appeals;
- The right to the appropriate handling of requests for information from the press, concerned students, parents, and the community.

Sexual Assault FAQ's

What happens when a person who has been engaging in underage drinking reports a sexual assault?

Keene State College's primary concern is the health and safety of its students. When conducting an investigation of an alleged sexual assault, the college's focus will be on addressing the sexual assault and not on lesser policy violations that may be discovered or disclosed. The College may, however, provide referrals to counseling or require other educational options.

What happens when the sexual assault happens off campus? Who do I report this to? Can Campus Safety be called?

Campus Safety will take any report of a sexual assault, even if the assault occurred off campus. While Keene Police Department has primary jurisdiction, some students may feel a greater sense of comfort reporting to a campus department. If the student does not wish to make a report with KPD, a report that does not identify the victim will be made on the student's behalf by Campus Safety to notify them that an assault has occurred.

What do I do if the sexual assault happened last week? Last month? Last semester? Longer ago?

Report as soon as possible even if some time has passed. While timely reporting increases the likelihood of obtaining more accurate information during an investigation, reporting at any time will ensure that you receive information on available support services. For a victim considering criminal charges, the legal statute of limitations for reporting a sexual assault in New Hampshire is three years from the time of the assault until the time someone is charged.

What if I have a relationship with the person who assaulted me?

It is never okay to force, threaten or coerce someone into having sex against their will, even if they are in a relationship or are married.

What happens if someone falsely reports a sexual assault?

False reports of sexual assault are extremely rare, estimated at less than 2% of all reports. If an allegation of sexual assault moves forward to a student conduct hearing and/or a legal proceeding, and the accused party is found not responsible or not guilty, this does not necessarily mean the assault did not occur; it merely indicates that the burden of proof was not met. If,

during the investigation, it is determined that the allegation was made falsely, the reporting party may be charged with “false reports to law enforcement” under NH RSA 641:4.

CRIME AWARENESS AND PREVENTION PROGRAMS

Crime awareness is the key to crime prevention. The following services and programs are provided by Campus Safety and Student Affairs to educate community members:

- *KSC: Keep Safe on Campus*
This program, conducted in a game show format during first-year student orientation is a staple in the orientation program. Contestants and audience members answer questions about crime, crime awareness, drug and alcohol policies and emergency procedures during this introduction to Campus Safety and its services.
- *R.A.D. (Rape Aggression Defense) for Women*
R.A.D. is a 12-hour self-defense program for women only. The course includes lecture, discussion and self defense techniques, suitable for women of all ages and abilities. Classes are scheduled at least once each semester. This course has its foundation in education and awareness.
- *R.A.D. (Resisting Aggression with Defense) for Men*
This course, which focuses on how men can be partners in preventing violence against women, includes discussion and self defense techniques, suitable for men of all ages and abilities. Classes range from nine to twelve hours in length. The course has its foundations in education and awareness.
- *Campus Safety Advisory Group (CSAG)*
The Campus Safety Advisory Group, in its premier year, is an institutional advisory committee consisting of faculty, staff and students whose primary purpose is to advise the Director of Campus Safety on issues and concerns related to the safety of community members and the Keene State College campus. CSAG provides a means for communicating concerns and suggesting solutions with the goal of reducing opportunities for crime and increasing overall campus safety to make Keene State a safer environment in which to study, live, work and recreate.
- *Training for Residence Life staff*
Campus Safety personnel participate in and provide training during Resident Assistant orientation and at various times during the year. Training has included crisis management, alcohol and drug awareness, fire safety and crisis intervention.
- *Rape Awareness Seminars*
Seminars on rape awareness give an overview of the issue and what to do if a student becomes a victim. An introduction to the R.A.D. class is included.
- *CSI: Keene (Campus Safety Interactive)* The CSI program pairs Campus Safety officers with first year residence halls and other groups to bring the officers of the Department into closer contact with the campus community in a positive, service-oriented way.
- *Drug and alcohol awareness programs*
Campus Safety personnel are involved in Residence Life programs regarding drug and alcohol awareness.
- *Fire safety*
Campus Safety officer provide information on fire safety on campus and also conduct fire egress drills once each semester in each residence hall.
- *Cyber-crime and cyber-safety education*
- *Periodic crime and campus alerts*
Timely Warnings/Crime Alerts are issued when a crime or pattern of crimes or other activity has occurred which present an immediate and significant danger to the

Community. Crime Alerts are sent out as an email and are posted on those areas affected; notification is made to Residence Life staff, if applicable.

Campus Alerts are issued to advise the Community of relevant information in other areas of concern, i.e. weather or storm advisories, traffic advisories, potential or real power outages, etc.

- *Silent Witness* - The Silent Witness program is for reporting crimes, incidents, or serious policy violations which may affect the health, safety or welfare of the Keene State College Community. Silent Witness submissions are reviewed during College business hours and should not be used to report emergencies. Information is confidential however contact information may be submitted voluntarily. No follow-up or investigation will be conducted without the consent of the victim.
- *September is Campus Crime Awareness and Campus Fire Safety Awareness Month*
Campus Safety, in conjunction with several student groups, produces the campus crime and fire safety awareness fair during near the Student Center. The fair is interactive and provides information on crime and fire safety, alcohol and drug information, bicycle registration and other displays.

INFORMATION ON REGISTERED SEX OFFENDERS

In accordance with the Clery Act and state sex offender registration laws, information on registered sex offenders in the City of Keene is available from:

Keene Police Department
350 Marlborough St.
Keene, NH 03430
603-357-9815

or through the [United States Department of Justice Dru Sjodin National Sex Offender Public Website](#).

EMERGENCY MANAGEMENT

Emergency Response and Evacuation Procedures

In case of emergency, Keene State College utilizes a number of communication methods to notify the campus community depending on the specific circumstances of the incident. These may include: email, voice mail, posts on the [Keene State College homepage](#) and/or the student [MyKSC web portal](#), emergency siren broadcast, text messaging, radio and television announcement and/or paper postings. Individuals must register annually to receive text, email and telephone messages via the CityWatch Emergency Notification System: www.keene.edu/campussafety/ens.cfm.

When an incident is reported to Campus Safety that may potentially present an immediate and significant danger to the Community, the Director of Campus Safety or designee is immediately notified to assess the veracity of the report. If it is determined that an emergency message will be disseminated, the method of distribution is determined based on the potential threat presented and the area(s) and/or individual(s) potentially affected. When possible, a draft message of the content of the notification will be reviewed by at least one member of the College's senior staff (President, Provost, VP of Finance and Planning, VP of Student Affairs, VP of Advancement) prior to distribution however the Director of Campus Safety or designee is authorized to activate the College's notification systems immediately if necessitated by the circumstances.

The following individuals are authorized to disseminate emergency notifications:

- College President
- Vice President of Academic Affairs/Provost
- Vice President of Student Affairs
- Vice President of Finance and Planning
- Vice President of Advancement
- Director of Marketing and Communications
- Campus Spokesperson
- Director of Campus Safety

Policy Statement

Keene State College has contracted with Avtex, Inc. to offer the City Watch Emergency Notification System to the Keene State community. The system is designed to send emergency messages to enrolled campus members via SMS (text) message, cellular telephone and/or email when circumstances dictate. The City Watch system is part of the College's overall communication plan.

The Emergency Notification System (ENS) will be used primarily when a situation exists that presents an imminent danger to the campus and/or to notify the College's Emergency Operations Group of an incident. An "imminent danger" is one that threatens the *immediate* safety of the campus community, is not anticipated, and failure to provide such a warning may result in serious harm. Examples of such emergencies are a tornado, a chemical or hazardous material spill, or an armed and actively violent person. ENS messages will not be used unless the situation is determined to be imminent and requires immediate action. ENS messages may also be used to notify the campus community about curtailed campus operations.

Information submitted to the City Watch system will be used only for purposes of emergency communication and will not be sold or used for marketing or any purpose other than those mentioned above.

The ENS can be activated through EOP standard protocol and/or through authorization by: the College President; the Vice President of Academic Affairs/Provost; the Vice President of Finance and Planning; the Vice President of Student Affairs; the Vice President of Advancement; the Director of Campus Safety; the Environmental Health and Safety Manager; or the Director of Marketing and Communications.

The ENS will be tested once annually and/or as part of a campus-wide drill. The purpose of the drill is to ensure that the system is in good working order and that campus community members know what actions should be taken in case of emergency.

Procedures

Registration

1. In order to receive ENS messages, members of the Keene State College community must enroll online and provide contact information indicating by what means they would like to be notified in case of emergency.
2. Enrollment in the system must be done annually beginning July 1 of each year. Previous years' lists will not be active and registrants will not receive notifications unless currently registered.
3. Enrollment in the ENS is available to all members of the Keene State College community through the mechanisms below.
4. Employees:
 - a. Enrollment information will be provided to all new Keene State College employees via the Human Resources orientation process or by the employee supervisor.
 - b. The Director of Campus Safety or designee will send out enrollment messages to faculty and staff on or around August 1st of each year with subsequent messages sent out on during the first weeks of the Fall and Spring semesters. Additional reminder messages may be sent out during each semester to ensure contact information is correct and up-to-date.
5. Students:
 - a. Enrollment information will be provided to all new Keene State College students prior to and during Fall Orientation via email.
 - b. The Director of Campus Safety or designee will send out enrollment email messages to students via MyKSC on or around August 1 of each year, and during the first weeks of the Fall and Spring semesters. Additional reminder messages may be sent out during each semester to ensure contact information is correct and up-to-date.

6. Enrollment is open at all times and is available on the Department of Campus Safety webpage at www.keene.edu/campussafety/ens.cfm.
7. Individuals who choose to enroll will complete the online registration form and submit the information to the City Watch system.

Activation of Emergency Notification System

1. When any individual receives a report that an incident has occurred or may occur that presents an imminent danger to campus, they will immediately notify Campus Safety.
2. When Campus Safety receives a report that an incident has occurred or may occur that presents an imminent danger to campus, the supervisor on duty or on call will immediately be notified of the threat.
3. The supervisor will determine if the incident requires an emergency campus notification via the ENS or if the campus notification can be made effectively via other communication methods (email, voicemail or other).
4. If it is determined that the ENS will be used, the supervisor or other authorized City Watch user will log on to the City Watch ENS and send out the appropriate warning notification.
5. If the supervisor or other authorized City Watch user is not able to access the Internet, he/she will authorize the dispatcher to send out the notification.
6. The dispatcher and/or supervisor will immediately notify the Director of Campus Safety or designee if the ENS is used.
7. The Director of Campus Safety or designee will notify the College President or College administrator in charge (designee) to advise them of the emergency and activate the College EOC if necessary.
8. The College President or designee will indicate which College administrators listed below should be contacted and by whom:
 - a. College President
 - b. Vice President of Academic Affairs/Provost
 - c. Vice President of Student Affairs
 - d. Vice President of Finance and Planning
 - e. Vice President of Advancement
 - f. Director of Marketing and Communications
 - g. Chief Information Officer
 - h. Environmental Health and Safety Officer
9. When the emergency is over, a message will be sent out to the community indicating that the emergency is over.

ENS Testing/Maintenance

The Emergency Notification System will be tested periodically to ensure it is in good working order and/or during a drill.

The following individuals are authorized to request a test of the system:

- College President or designee
 - Director of Campus Safety or designee
 - City of Keene Fire Chief
 - City of Keene Police Chief
1. When a test of the system is authorized, the College will make every effort to notify the Keene State College faculty, staff, and students via web and email postings.
 2. When the test begins, Campus Safety will send out a message indicating that the system is being tested using the procedure described above.
 3. At the conclusion of the test, an email will be sent to Keene State College faculty, staff, and students advising them that the test is concluded and any further emergency notifications should be considered real.

Annual Drill

1. When a drill is authorized, the College will make every effort to notify the Keene State College faculty, staff, and students via web and email postings. An actual emergency that activated the College's Emergency Response Procedures will nullify the need for a drill.
2. Prior to the beginning of the drill, a message will be disseminated to the campus via broadcast email indicating that the following message is associated with a drill and that all community members are to respond as they would in a true emergency.
3. When the drill begins, Campus Safety staff will be advised to send one of the standard emergency messages.
4. In concert with the above message, a message will be sent out via other campus messaging systems announcing the drill and actions to be taken.
5. Drill staff will ensure that the appropriate actions have been taken (building evacuated or shelter taken as directed).
6. When the drill is concluded, an email will be sent to Keene State College faculty, staff, and students advising them that the drill is concluded and any further emergency broadcasts should be considered real.

This policy is subject to periodic review and revision at the request of the College Emergency Operations Planning Core Team.

Emergency Outdoor Message Broadcast Policy and Procedures

Keene State College has a Whelan outdoor emergency broadcast system which is equipped with a siren and the ability to broadcast emergency messages on campus. The siren/loudspeaker is located on the roof of the Spaulding Gymnasium and is controlled by Campus Safety via radio frequency. The system will only be used when a situation exists that presents an imminent danger to the campus. An “imminent danger” is one that threatens the immediate safety of the campus community, is not anticipated, and in which failure to provide such a warning may result in serious harm. Examples of such emergencies are a tornado, a chemical or hazardous material spill, or an armed and actively violent person. An Emergency Outdoor Message Broadcast will not be used unless the situation is determined to be imminent.

Procedure

1. When Campus Safety receives a report that an incident has occurred or may occur that presents an imminent danger to campus, he/she will immediately advise the supervisor on duty or on call of the threat.
2. The supervisor will immediately determine if the incident requires an emergency campus notification via the outdoor broadcast system or if the campus notification can be made effectively via other communication methods.
3. If it is determined that the outdoor broadcast system will be used, the supervisor will advise the dispatcher that activation is required and indicate which of the following warnings will be used:
 - a. Campus lockdown
 - b. Shelter-in-place
 - c. Emergency evacuation
 - d. Tornado warning
4. The dispatcher will activate and play the appropriate message.
5. The dispatcher or supervisor will notify the Director of Campus Safety or designee if the Emergency Outdoor Message Broadcast system is used.
6. The Director of Campus Safety or designee will notify the following individuals to advise them of the emergency and activate the College EOC if necessary:
 - College President
 - Vice President of Academic Affairs/Provost
 - Vice President of Student Affairs
 - Vice President of Finance and Planning
 - Vice President of Advancement
 - Director of Marketing and Communications
 - Campus Spokesperson
7. When the emergency is over, the dispatcher will play the all clear announcement.

Testing/Maintenance

The Emergency Outdoor Message Broadcast system will be tested periodically to ensure it is in good working order and/or during a drill.

The following individuals are authorized to request a test of the system:

- College President or designee
- Director of Campus Safety or designee
- City of Keene Fire Chief
- City of Keene Police Chief

A test may also be requested by Physical Plant after maintenance; however, the test must be authorized by one of the individuals listed above.

- When a test of the system is authorized, the College will make every effort to notify the City of Keene and the community. Notifications will be made to the Fire Chief, the Police Chief, Keene State College faculty, staff and students via web/email postings and via press release to the Keene Sentinel.
- When the test begins, the Campus Safety staff will be advised to sound the “Test” message, using the procedure described above.
- At the conclusion of the test, an email will be sent to Keene State College faculty, staff and students advising them that the test is concluded and any further emergency broadcasts should be considered real.

Annual Drill

The Emergency Outdoor Message Broadcast system, in addition to other campus communication systems, will be used once annually as part of a campus wide drill. The purpose of the drill is to ensure that the system is in good working order and that campus community members know what actions should be taken in case of emergency. An actual emergency in which the Emergency Outdoor Message Broadcast system is used will nullify the need for a drill.

The following individuals are authorized to request a test of the system:

- College President or designee
 - Director of Campus Safety or designee
 - City of Keene Fire Chief
 - City of Keene Police Chief
1. When a drill is authorized, the College will make every effort to notify the City of Keene and the community. Notifications will be made to the Fire Chief, the Police Chief, Keene State College faculty, staff and students via web/email postings and via press release to the Keene Sentinel.
 2. Prior to the beginning of the drill, a message will be disseminated to the campus via broadcast email indicating that the following message is associated with a drill and that all community members are to respond as they would in a true emergency.

3. When the drill begins, the Campus Safety staff will be advised to sound one of the emergency messages.
4. In concert with the message, a message will be sent out via other campus messaging systems (emergency notification system, email, etc.) announcing the drill and actions to be taken.
5. Drill staff will ensure that the appropriate actions have been taken (building evacuated or shelter taken as directed).
6. When the drill is concluded, Campus Safety will sound the “Post test announcement”.
7. At the conclusion of the drill, an email will be sent to Keene State College faculty, staff and students advising them that the drill is concluded and any further emergency broadcasts should be considered real.

This policy is subject to periodic review and revision.

Evacuation Procedures

All campus buildings are posted with evacuation maps. College personnel receive training on emergency procedures during employee orientation and are provided with “Quick Think Emergency Guide Books” for reference during a number of different emergencies.

Residential Life staff members, including student resident assistants, are trained in emergency evacuation procedures for individual residence halls and in case a campus evacuation is required. Evacuation procedures in residence halls are tested during fire egress drills each semester.

Detailed campus evacuation procedures are outlined in the College’s Emergency Operations Plan – Emergency Support Function 1, which is reviewed annually.

MISSING STUDENT POLICY

All students in on-campus housing facilities have the option at residence hall check-in to register a confidential contact person to be notified in the case that the student is determined to be missing. The student may indicate that person to be a parent or guardian or another person if they choose. Use of that notification information is for authorized campus officials, Campus Safety staff and law enforcement in furtherance of a missing person investigation.

Any individual who believes that a currently enrolled Keene State College resident student is missing should immediately notify the Department of Campus Safety at 603-358-2228 (8-2228 from campus phones). Following receipt of this information, the Department will commence an investigation, which may include notification of various College departments to assist in determining if the student is in fact missing. These may include, but are not limited to, the Vice President for Student Affairs, the Dean of Students, the Office of Residential Life, Dining Services, Information Technology Group (ITG), faculty members, roommates, friends and others as needed.

Should the investigation result in the conclusion that the student is missing, and has been missing for 24 hours, Campus Safety will notify the Keene Police and/or the appropriate local law enforcement agency, as well as the student's confidential contact, within a span of time not to exceed 24 hours from the time the student was determined to be missing. If the missing student is under the age of 18, and not an emancipated individual, Campus Safety will notify the student's parent or legal guardian immediately after the Department of Campus Safety determines that the student is missing.

Procedure

1. When a resident student has been reported as missing, the person to whom they are reported should immediately contact Campus Safety.
2. Campus Safety will immediately log the call and open an incident report.
3. Campus Safety will then:
 - a. Contact the Resident Director on duty to notify him/her and to determine the last time the student was seen by roommates and friends.
 - b. Look up the student's ID card via the IdentiPass access control system to determine the last time the ID card was used to gain access to a campus building.
 - c. Contact Dining Services to determine the last time the ID was used for entrance to the Dining Commons or for a food purchase.
4. If the student has not been located, the Director of Campus Safety or designee should be contacted and advised of the actions taken and the outcome. The Director or designee will be responsible for notifying the VP of Student Affairs, the President and the campus spokesperson.
5. Campus Safety should then continue investigating other avenues including:
 - a. Contacting the Dean of Students to determine if the student was recently seen or referred to the Center for Health and Wellness or the Counseling Center;
 - b. Checking Facebook and other social media sites to determine if recent postings have been made;

- c. Contacting faculty members teaching classes in which the student is enrolled;
 - d. Contacting ITG to determine the last time and location the student was logged on to the College's system.
6. If the student has still not been located, Campus Safety must notify the Keene Police Department (or other local police department if applicable) as soon as practical but no later than 24 hours after the student has been determined to be missing.
 7. Campus Safety or other designated person will notify the confidential contact person noted on the housing information form (or the parent or legal guardian if no confidential contact is listed) that the student is missing no later than 24 hours after the student was reported missing.
 8. If the missing student is under the age of 18, and not an emancipated individual, Campus Safety will notify the student's parent or legal guardian immediately after the it has been determined that the student is missing.
 9. Campus Safety will aid and assist the police department in all aspects of the investigation until the missing student has been located.

**THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND
CAMPUS CRIMES STATISTICS ACT**

CATEGORY	VENUE	2010	2011	2012
CRIMINAL HOMICIDE: Murder and Non-Negligent Manslaughter	Total On Campus***	0	0	0
	* <i>Number in dormitories or other residential facilities</i>	0	0	0
	* <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Negligent Manslaughter	Total On Campus***	0	0	0
	* <i>Number in dormitories or other residential facilities</i>	0	0	0
	* <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
SEX OFFENSES: Forcible	Total On Campus***	4	4	2
	* <i>Number in dormitories or other residential facilities</i>	3	4	2
	* <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	1	0	0
Non-forcible	Total On Campus***	0	0	0
	* <i>Number in dormitories or other residential facilities</i>	0	0	0
	* <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
ROBBERY	Total On Campus***	0	0	1
	* <i>Number in dormitories or residential facilities</i>	0	0	0
	* <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	1
AGGRAVATED ASSAULT	Total On Campus***	0	1	3
	* <i>Number in dormitories or residential facilities</i>	0	0	1
	* <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	1	2
BURGLARY	Total On Campus***	24	7	3
	* <i>Number in dormitories or other residential facilities</i>	6	4	1
	* <i>Number in non-residential facilities</i>	18	3	2
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
ARSON	Total On Campus***	2	2	0
	* <i>Number in dormitories or other residential facilities</i>	2	2	0
	* <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0

MOTOR VEHICLE THEFT	Total On Campus***	0	0	0
	* <i>Number in dormitories or other residential facilities</i>	0	0	0
	* <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
ARREST FOR: Liquor law violations	Total On Campus***	36	25	96
	* <i>Number in dormitories or other residential facilities</i>	17	23	69
	* <i>Number in non-residential facilities</i>	19	2	4
	In or on a non-campus building or property	0	0	0
	On public property	33	20	23
Drug-related violations	Total On Campus***	31	38	32
	* <i>Number in dormitories or other residential facilities</i>	20	32	25
	* <i>Number in non-residential facilities</i>	11	6	0
	In or on a non-campus building or property	0	0	1
	On public property	32	12	6
Weapons possession	Total On Campus***	0	0	0
	* <i>Number in dormitories or other residential facilities</i>	0	0	0
	* <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
DISCIPLINARY REFERRALS: Liquor Law violations	Total On Campus***	580	476	765
	* <i>Number in dormitories or other residential facilities</i>	542	454	745
	* <i>Number in non-residential facilities</i>	35	22	18
	In or on a non-campus building or property	0	0	0
	On public property	3	0	2
Drug-related violations	Total On Campus***	207	192	175
	* <i>Number in dormitories or other residential facilities</i>	186	174	156
	* <i>Number in non-residential facilities</i>	21	18	7
	In or on a non-campus building or property	0	0	0
	On public property	0	0	12
Weapons possession	Total On Campus***	0	0	0
	* <i>Number in dormitories or other residential facilities</i>	0	0	0
	* <i>Number in non-residential facilities</i>	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0

*** This category includes all on-campus incidents, including those listed in the categories below, “Number in dormitories or other residential facilities” and “Number in non-residential facilities.” Therefore, the two categories are not cumulative, but duplicative.

Hate Motivated Crimes

Hate crimes motivated by one of the six categories of hate which do not fall into any of the crime categories above, but which result in bodily injury, must be reported, as must hate-motivated larceny-theft, simple assault, intimidation, and vandalism.

Key to Hate Crimes Notations Type of Bias or Prejudice:

Race = ra Gender = g
 Religion = re National Origin = no

 Sexual Orientation = s Gender Identity = gi
 Ethnicity = e Disability = d

		2010	2011	2012
Larceny – Theft • Pocket-Picking	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Larceny – Theft • Purse Snatching	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Larceny – Theft • Shoplifting	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Larceny – Theft • Theft from Building	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Larceny – Theft • Theft from Coin Operated Machine or Device	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Larceny – Theft • Theft from Motor Vehicle	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0

Larceny – Theft • Theft of Motor Vehicle Parts or Accessories	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Larceny – Theft • All Others	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Simple Assault	Total On Campus***	0	0	0
	• <i>Number in dormitories or other residential facilities</i>	0	0	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Intimidation	Total On Campus***	1	1	0
	• <i>Number in dormitories or other residential facilities</i>	1 (g)	1 (ra)	0
	• <i>Number in non-residential facilities</i>	0	0	0
	On or on a non-campus building or property	0	0	0
	On public property	0	0	0
Destruction/ Damage/ Vandalism of Property	Total On Campus***	3	6	15
	• <i>Number in dormitories or other residential facilities</i>	1 (re) 1 (ra)	2 (s) 1 (ra)	2 (ra) 2 (g) 1 (s) 1 (g & s)
	• <i>Number in non-residential facilities</i>	0	2 (ra) 1 (s)	2 (ra) 1 (g) 2 (s) 1 (re)
	On or on a non-campus building or property	0	0	1 (ra)
	On public property	1 (s)	0	1 (ra) 1 (g)

FIRE SAFETY REPORT Fall 2013

Housing Facility Fire Safety Systems

Building	Smoke Detectors		Fire Alarm Notification Directly to:	Sprinkler System	Type
	In-Room	Common Areas			
27 Appleton St.	110 V Non-system	System	Keene Fire Department	yes	Wet
361 Main St.	110 V Non-system	System	Keene Fire Department and Campus Safety	yes	wet and dry
83/85 Blake St.	110 V Non-system	System	Keene Fire Department	yes	Wet
Bushnell Apts.	110 V Non-system	System	Keene Fire Department	yes	Wet
Carle Hall	110 V Non-system	System	Keene Fire Department and Campus Safety	yes	Wet
Fiske Hall	DC System	System	Keene Fire Department and Campus Safety	yes	Wet
Holloway Hall	110 V Non-system	System	Keene Fire Department and Campus Safety	yes	wet and dry
Huntress Hall	DC System	System	Keene Fire Department and Campus Safety	yes	wet and dry
Monadnock Hall	110 V Non-system	System	Keene Fire Department and Campus Safety	yes	Wet
One Butler Ct.	DC System	System	Keene Fire Department and Campus Safety	yes	Wet
Owl's Nest 1	110 V Non-system	System	Keene Fire Department	yes	Wet
Owl's Nest 2	110 V Non-system	System	Keene Fire Department	yes	Wet
Owl's Nest 3	DC System	System	Keene Fire Department	yes	Wet
Owl's Nest 4	110 V Non-system	System	Keene Fire Department	yes	Wet
Owl's Nest 5	110 V Non-system	System	Keene Fire Department	yes	Wet
Owl's Nest 6	110 V Non-system	System	Keene Fire Department	yes	Wet
Owl's Nest 7	110 V Non-system	System	Keene Fire Department	yes	Wet
Owl's Nest 8	DC System	System	Keene Fire Department	yes	Wet
Owl's Nest 9	DC System	System	Keene Fire Department	yes	Wet
Pondside	110 V Non-system	System	Keene Fire Department and Campus Safety	yes	wet and dry
Pondside Apts. Bldg. A	110 V Non-system	System	Keene Fire Department	yes	Wet
Pondside Apts. Bldg. B	110 V Non-system	System	Keene Fire Department	yes	Wet
Pondside Apts. Bldg. C	110 V Non-system	System	Keene Fire Department	yes	Wet
Pondside Apts. Bldg. D	110 V Non-system	System	Keene Fire Department	yes	Wet

Pondside Apts. Bldg. E	110 V Non-system	System	Keene Fire Department	yes	Wet
Pondside III	DC System	System	Keene Fire Department and Campus Safety	yes	Wet
Randall Hall	110 V Non-system	System	Keene Fire Department and Campus Safety	yes	Dry
Tisdale Apartments	110 V Non-system	System	Keene Fire Department	yes	Wet

The following buildings now have carbon monoxide detection which transmits to Campus Safety: Completed AS OF 9-2013 – Pondside 1, Holloway Hall, Fiske Hall, Carle Hall, and Monadnock Hall. In progress–Randall Hall.

The mini-houses have carbon monoxide detection that provides local signaling only with instructional signage telling residents to call 911 if the alarm is active – 27 Appleton St., 361 Main St., 83/85 Blake St.

Fire alarm systems and appropriate procedures are provided for the protection of life and property of students. Tampering with, or misuse of fire alarms, smoke detectors, fire extinguishers, and/or failure to comply with related procedures is a serious infraction of College policy. This includes attaching any items to the sprinkler pipes in the residence halls and misusing exit doors designated for emergency use only.

Fire Safety Education and Training

Fire safety education and training is offered throughout the academic year by Campus Safety, Residential Life and the Coordinator of Environmental Health and Safety. Students are advised of emergency procedures during floor/building meetings at the beginning of the academic year, during the Keep Safe on Campus program at new student orientation, in the Stay Safe on Campus brochures provided all first year students in their residence hall rooms upon arrival and during periodic fire safety programming with Campus Safety and Residential Life.

All new College employees attend fire safety and general occupational safety training during their orientation to the College. They also receive a “Quick Think Emergency Guidebook” which indicates specific actions to take in certain emergencies. Emergency Planning for College Personnel training is offered during the academic year to all College faculty and staff. All full-time Campus Safety officers attend fire safety and emergency management training in the first year of hire and periodically throughout their tenure.

Fire/Egress Drills

Fire/egress drills are conducted minimally once each semester in all campus residence halls to ensure students are familiar with fire and emergency procedures and egress routes. Drills are run and supervised by Campus Safety and Residential Life staff. Retests are conducted in buildings in which occupants fail to evacuate in a safe and timely manner. Drills are documented in the Campus Safety log and a drill report is kept on file for each drill conducted. Forty-four egress drills were conducted in residence halls in 2011. Thirty-six drills were conducted in residence halls in 2010.

Procedures for Student Evacuation

All students and Residential Life staff are required to vacate buildings when a fire alarm sounds or at the request of a member of the Campus Safety or Keene Fire Department staff. Students are provided with information regarding appropriate procedures during floor/building meetings at the start of each semester. Evacuation information is also posted in residence halls. Students remaining in a building after the fire alarm has sounded are documented and referred to the Student Conduct Office for disciplinary action.

In case of fire:

1. Immediately leave the building using the nearest exit notifying others in the building as you exit.
2. Activate the nearest alarm box and/or dial 9-1-1.
3. Do not use elevators.
4. If you encounter smoke, crouch nearest to the floor as you exit. If possible, breathe through a dampened cloth.
5. Meet at the pre-determined meeting area for your building and check in with the RA or RD.
6. Do not return to the evacuated building unless told to do so by the fire department or other official.

Policies Regarding Portable Electrical Appliances, other Prohibited Items, Open Flames and Smoking in Student Housing Facilities

The Residential Life Office publishes policies regarding items and activities prohibited in residence halls. These are also indicated in each student's housing contract.

The following items are prohibited in resident rooms:

- Various electrical appliances, such as halogen lamps, "rainbow" lamps, extension cords, hot plates, heating coils, toaster ovens, air conditioners, George Foreman grills, microwave ovens, space heaters, grills, sun lamps, cooking equipment of any kind, and octopus plugs. (Microwaves, toasters and toaster ovens are allowed in Bushnell, Tisdale, and the Pondside II Apartments, as well as One Butler Court, Pondside III, and the Owl's Nest Suites (3, 8 & 9)).
- Additional furnishings (which may be a concern related to fire safety) not authorized by the Director of Residential Life and Housing Services and/or his or her Designee are prohibited, including dartboards, futons, beanbag furniture, inflatable furniture, including air mattresses, oversized pillows (e.g., 2 feet x 2 feet or larger) except for body pillows.
- Incense or any type of candle or paraphernalia associated with candle burning is not permitted in the residence halls.

The [Keene State College Tobacco Policy](#) prohibits smoking inside all buildings owned and occupied or leased and occupied by KSC. Smoking is prohibited within twenty feet of any building and/or an air intake unit. Students who are not in compliance with this policy are

accountable for their behavior in accordance with the Student Code of Conduct and Judicial Process administered by the Student Conduct Office.

Reporting

In order for campus fire statistics to be accurate, it is necessary that all fires be reported as soon as possible. Fires may be reported to any of the following individuals or offices:

Campus Safety	603-358-2228
Director of Campus Safety	603-358-2766
Director of Residential Life	603-358-2346
Keene Fire Department	603-357-9861

Fire log

2010			
DATE	TIME	LOCATION	DESCRIPTION
9/19/2010	20:27 hours	Owl's Nest 5	Fire in plastic cigarette receptacle just outside building - extinguished itself
10/2/2010	21:17 hours	Owl's Nest 1	Men's 1st floor bathroom toilet paper dispenser set on fire - extinguished by Keene FD
10/28/2010	00:09 hours	Pondside 1	Unknown item set on fire at building entrance - extinguished by student
2011			
DATE	TIME	LOCATION	DESCRIPTION
04/15/2011	23:05 hours	Randall Hall	Papers lit on fire on bulletin board - extinguished itself
2012			
DATE	TIME	LOCATION	DESCRIPTION
02/13/2012	22:19 hours	Randall Hall	Papers lit on fire on door - extinguished itself

Plans for Improvements

As facilities age and technology advances, it is important to continually assess the condition of life safety equipment to ensure the safety of the College's students, faculty, staff, visitors and facilities. As new facilities are built and older facilities renovated, fire and life safety systems are updated and replaced. The College's Physical Plant department has developed a detailed inventory of all campus systems and prioritized systems for upgrade and replacement with priority given to residence halls. A fire alarm master plan is being developed to create a systematic replacement cycle to avoid emergency replacement if and when equipment fails.

For the 2013-2014 academic year carbon monoxide detection that will report to the Campus Safety monitoring center is planned for the following residence halls: Huntress Hall, One Butler Court, Pondside 2 buildings A-E.