

Keene State College

2024 ANNUAL SECURITY AND FIRE SAFETY REPORT



In compliance with the
*Jeanne Clery Disclosure of Campus Security Policy
and Campus Crime Statistics Act*

This report contains statistics and policy statements related to crime, emergency management, and fire safety, where incidents occur on, or immediately adjacent to, property owned or controlled by the College. This includes the Region 1 OSHA Training Institute Education Center of New England and Keene State College in Manchester, NH.

If you wish to receive a hard copy of this report, you may contact the Campus Safety Office at 603-358-2228, or visit Keddy House located on Wyman Way.

Compiled by the
Keene State College Clery Compliance Committee
Wise choices for a safer campus
www.keene.edu

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Keene State College is committed to the principle of equal opportunity for all its students, faculty, staff, and applicants for admission and employment. For that reason, Keene State College prohibits any form of discrimination against any person on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, military or veteran status, pregnancy, marital or parental status, citizenship, genetic information, or any other legally protected status. Keene State College adheres to all applicable state and federal equal opportunity laws and regulations.

WELCOME MESSAGE

Keene State College (KSC) considers the safety of students, faculty, staff, vendors, and visitors to be a high priority. Our collective efforts as a community are to create and maintain a safe campus environment where we can live, work, study, and thrive.

The Keene State College main campus is located in the City of Keene, a beautiful New England city of 23,000 residents. Our community enjoys an environment of a small vibrant city with the benefits of a relatively low rate of criminal activity. However, we are not insulated from crime. We encourage members of our community to work in partnership to identify risks, to be active bystanders, to look out for each other, and to decrease the opportunities for crime. Keene State College is committed to working with our community partners to foster an environment where every person, regardless of their identity, is welcome, safe, and valued. We advance these goals by supporting community initiatives, partnering with groups to advance civil rights, and supporting policies that reflect our collective values.

Keene State College has a comprehensive *Emergency Operations Plan* that provides guidance in responding to myriad potential crises that can occur on a college campus. The College's senior staff review the plan annually, participate in emergency training, apply the plan when needed, and conduct incident debriefing to ensure its response is appropriate. During an emergency requiring immediate action, Keene State College can notify registered community members via text, telephone call, and/or e-mail through the *Keene State Owl Alert* Emergency Notification System. This system is provided to all Keene State College Faculty, Staff, and Students, free of charge using their Keene State College NetID and Password. Community members determine the method(s) of notification from any number of devices they choose.

Compiled by the *Keene State College Jeanne Clery Compliance Committee* and approved by the Vice President for Enrollment and Student Engagement, this *Annual Campus Crime and Fire Safety Report* represents our collective and ongoing efforts to provide information about crime and fire safety, crime reporting, services, resources, and policies available to students, faculty, staff, vendors, and visitors. All policies disclosed in this document apply to all properties owned or controlled by Keene State College, including on-campus, separate campus, and noncampus properties. For further information regarding safety on campus, campus resources, or policies at Keene State College, please contact us.

Sincerely,

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ABOUT THE JEANNE CLERY ACT

The [*Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*¹](#), also known as the “Clery Act” is a federal statute codified at 20 U.S.C. §1092(f), with implementing regulations in the Code of Federal Regulations at 34 C.F.R. 668.46. It requires all colleges and universities that participate in federal financial aid programs to:

- Publish an annual security report by October 1st that documents three calendar years of campus crime and fire statistics and certain campus security policy statements;
- Collect, count, and disclose crime statistics information about crime on and around their campuses;
- Maintain a public daily crime log that records all criminal incidents and alleged criminal incidents disclosed to Campus Safety;
- Maintain a publicly accessible fire log of all fires that occurred in on-campus residential facilities;
- Disclose missing student notification procedures for students who reside in on-campus residential facilities;
- Issue timely warning notices to the College community for any *Clery Act* crime that “represents an ongoing or continuing threat to the safety of students or employees;” and
- Issue an emergency notification “when a significant emergency or dangerous situation involves an immediate threat to the health or safety of students or employees on campus.”

The Director of Campus Safety and Compliance or a designee, is responsible for the issuance of timely warnings and emergency notifications, dissemination of the *Annual Security and Fire Safety Report*, compiling crime and fire statistics, and registration and data entry to the [*U.S. Department of Education*](#)² website. The *Clery Compliance Committee* reviews policy statements and collects information from other campus stakeholders, including but is not limited to the Dean of Students Office, Community Living, the Title IX Coordinator, and Keene Police and Fire Departments.

Statistics are gathered through reports to the Department of Campus Safety, Office of Community of Standards, Title IX Office, and information submitted by Campus Security Authorities. Campus Safety also requested crime statistics from outside law enforcement agencies

who have jurisdiction over Keene State property, public property, and noncampus property.

A copy of this report is disseminated to the campus community in an email prior to the October 1st deadline each year.

ACCESS TO CAMPUS FACILITIES AND RESIDENCE HALLS

Keene State College is part of the University System of New Hampshire, and as such, the grounds are open to the public. As authorized guests, community members may use campus facilities for events being held in the Spaulding Gym, Mason Library, Redfern Arts Center, Putnam Theatre, Thorne-Sagendorph Art Gallery, Zorn Dining Commons, Alumni Center, L.P. Young Student Center, and other facilities as designated by the College. Community members may use campus facilities as invitees to non-public campus events.

Campus visitors and vendors are required to register their vehicles with Campus Safety. The College may restrict access to campus facilities or properties at its discretion. Persons who are found within a restricted area or are not authorized to be in a location on campus may be trespassed and/or be subjected to criminal prosecution at the discretion of law enforcement.

In the event of a qualifying emergency, the College has the capability to electronically “secure” a majority of campus buildings, within moments of notification to the Department of Campus Safety. Doors that are held open or unlocked via keys will not be secured via the access control system.

KSC Identification Cards (Owl Cards)

Keene State College issues an identification card – known as an *Owl Card* – to all students, staff, and faculty, and requires that all persons issued with an *Owl Card* carry it at all times when on campus. Vendors and other affiliated members – such as those performing contracted dining or cleaning services – are also issued with an *Owl Card*. *Owl Cards* provide individuals access to various spaces on campus, either for event access, academic or work duties, and to use the campus Recreation Center. Residential Buildings require the presentation of an *Owl Card* to an electronically controlled lock and will unlock only if the *Owl Card* profile has been provided access to that location. Various other locations, specifically academic and administrative spaces, also require the presentation of an

¹ <https://www.clerycenter.org/the-clery-act>

² <http://www2.ed.gov/admins/lead/safety/campus.html>

Owl Card to an electronically controlled lock outside of preset building hours. Individuals who are issued an *Owl Card* are required to present the identification to a college official – such as a Campus Safety Officer, Community Director, Building Staff, or member of the college administration – or law enforcement officer when requested. Failure to present their identification may result in the removal from the location where they were found (in the event of being found in a restricted area), and/or referral to the Office of Community Standards for failure to comply with a college official. Faculty, staff, and other individuals who fail to present their *Owl Card* to a college official may be referred to their supervisor, Office of Human Resources, or college host.

Access to Administrative and Academic Buildings



Academic and administrative buildings on campus are secured at the earliest possible hour, based upon the needs of the college. Academic building hours are based upon the classes being held during the semester, and the needs of the individuals using the office spaces inside them. Administrative buildings are generally open from 7:00 am to 5:00 pm, unless otherwise noted. The Student Center, Recreation Center, and Elliot Center are open for extended hours to support the needs of students. The Technology Design and Safety Center, along with the Student Center and Recreation Center, have building monitors. Access to locations on campus after normal building hours, including computer rooms, practice spaces, laboratories, and studios, is restricted to individuals who have prior card access and authorization to be in the space from the staff or faculty member responsible for the location. [The authorization is submitted to the Department of Campus Safety, with the card access being assigned to the individual thereafter](#)³.

Student access to all spaces on campus will terminate at the end of each semester and will be [renewed following the same process mentioned above](#)⁴.

The Department of Campus Safety conducts periodic building checks of the various buildings on campus, depending upon availability. The Department of Campus Safety does not have members assigned to or posted at the buildings on campus unless deemed necessary based on the individual circumstances present at the specific time the determination is made.

Access to Residential Facilities

All residence halls have electronic access control and are accessible to authorized individuals with an *Owl Card*. Authorized individuals include residents living in the building, their approved guests, and other approved campus community members. Residents gain entry to their assigned residence hall by presenting their *Owl Card* to the card reader located at the main entrance(s) to the building. Other exterior doors are equipped with door prop alarms that sound if the door is opened and an alarm indication is also sent to Campus Safety dispatch. All members of the campus community entering residence halls and other secured buildings are urged not to prop doors or hold doors open to strangers, or people they know who do not have access to that specific building or area. Campus Safety maintains access logs through the access control system.

Guests must register with the Office of Community Living [online](#)⁵ and must be accompanied by a student host at all times. Community Living and Campus Safety have access to guest lists and enforce the College [Visitation Policy](#)⁶ located in the [KSC Student Handbook](#)⁷. If an unaccompanied guest is found, they may be asked to leave the campus depending on the circumstances, or efforts to find their host will be made. Unregistered guests will be addressed via the Office of Community Living and/or the Office of Community Standards.

Most residence hall rooms have combination locks that are changed annually, when a room occupant moves out, or when otherwise deemed necessary.

³ <https://www.keene.edu/campus/safety/access/>

⁴ <https://www.keene.edu/campus/safety/access/>

⁵ <https://keenestate.wufoo.com/forms/q82ue8ilv35b7a/>

⁶ <http://www.keene.edu/administration/policy/detail/handbook/reslife/>

⁷ <http://www.keene.edu/administration/policy/detail/handbook/>



Students may request a combination change through their Community Director if they feel the combination has been compromised or shared with unauthorized individuals. Residents of the Living and Learning Commons (LLC) have dual authentication on their locks: they must use their *Owl Card*, or *Owl Card Number*, and an access code. Students may change their door code [online](#)⁸ at any time using a self-service portal. Students locked out of their residence hall room should contact the Community Assistant on duty or Campus Safety.

During the academic year, exterior doors to residence halls are locked 24 hours a day. Community Assistants serve an evening/nighttime security function in residence halls during the academic year. Campus Safety officers and Community Living staff members periodically patrol residence halls to check for safety issues and to interact with the students.

Exterior doors of residence halls may be left unlocked during summer camp and conference use; however, conference and camp staff members monitor doors to ensure only authorized personnel are permitted entrance.

Most traditional-style residence halls and apartment/suite-style buildings are also equipped with closed-circuit television (CCTV) cameras both outside and inside common areas for expanded security coverage. CCTV recordings are maintained by Campus Safety and are archived for a period of 30 days unless downloaded and saved for a specific incident. All recordings are the property of the Department of Campus Safety.

As a note, Carle Hall and One Butler Court residence halls have CCTV throughout the entire building. There

is a plan in place to expand CCTV coverage to Pondside 3, the Learning and Living Commons, and Huntress Hall in the near future.

Lost Keys, Compromised Door Codes, and Lost Owl Cards

Owl Cards reported lost or stolen will be deactivated and reissued by Campus Safety or the Owl Card Office. In the case of a lost key, code, or Owl Card:

- *Resident students* should immediately notify the Office of Community Living for a lock or combination change or replacement key; lost cards should be reported to Campus Safety or the Owl Card office as soon as possible. In the event this occurs after hours, residents should contact their Community Assistant or Campus Safety.
- *Commuter students* should notify Campus Safety or the Owl Card office as soon as possible.
- *Faculty and staff members* should notify their supervisor/department head and Campus Safety as soon as possible per the College's [Key and Building Security Policy](#).

Access to Manchester Campus Facility

The office suite which is leased in the agreement is one of six office suites in the complex. The complex has a large parking lot, which is open to anyone who is visiting or working at the complex. In order to access Suite 202, there are two entry doors that one must walk through.

The first entrance is at the door which leads in from the parking lot. This door can be opened by either a key fob/card or by someone who has the combination code. The second entrance door is into the suite which houses the OSHA Training Institute. This door is key access only. Administrators and preapproved faculty who teach classes on the weekend are given a key to access the suite.

MAINTENANCE ISSUES AND SAFETY

Campus Safety officers, Community Living staff, and other College officials closely monitor maintenance problems affecting the safety and security of the campus. Exterior lighting is regularly surveyed by Campus Safety and deficiencies are reported to Facilities Services. Members of the campus community can enter a [Maintenance Request Order](#)⁹ (MRO) online or call Campus Safety for assistance with entering one. MROs

⁸<https://login.keene.edu/cas/login?service=https%3A%2F%2Fowlcardaccess.keene.edu%2Flogin%2Fcas.php>

⁹ <https://td.unh.edu/TDClient/60/Portal/Requests/ServiceDet?ID=576>

are used to report unsafe or hazardous conditions and any maintenance-related issues on campus. These reports will be passed on to Facilities Services in a prompt and timely manner.

Emergency “blue light” telephones are tested every two months by Campus Safety, and deficiencies are promptly reported to the Enterprise Services and Technology group for repair. These repairs are considered a high priority and will be rectified as quickly as possible, given the type of repair that is required.

Facilities Services, Community Living, Enterprise Technology and Security group, contracted custodial services, and other College 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 Community Living staff member or Campus Safety as soon as the problem is observed.

Facilities Services has preventative maintenance programs in each of the trades to ensure systems are working as designed. Annual testing of sprinklers and fire alarm systems is required by code and are typically conducted during the summer. During the summertime, a contracted vendor inspects all fire extinguishers on campus for operability. Monthly checks of life safety systems are also conducted. This includes, but is not limited to, emergency exit sign testing, generator tests/inspections, egress lighting functionality, etc. Site lighting issues that are brought to our attention are prioritized to the extent parts and services are available. If the College receives a deficiency report as a result of any of these inspections, an action plan will be created to correct the issues and restore the systems to a satisfactory condition.

Maintenance Issues at Manchester Campus

According to the Lease Agreement which went into effect on November 1, 2022, the landlord of the property is responsible for all of the maintenance at the facility. A service request may be submitted through either of the following channels:

1. Contact the property manager via phone at 603-851-5378
2. Email the property manager at rcate@LPC.com

DEPARTMENT OF CAMPUS SAFETY

The [Department of Campus Safety](http://www.keene.edu/campus/safety/)¹⁰ is committed to supporting the educational mission of Keene State College by creating and maintaining a safe and secure

environment through effective, efficient, and consistent service to every member of the College community.

The responsibilities of the Department of Campus Safety include, but are not limited to, protection of life and property; responding to calls for assistance; documenting activity; preventing and detecting crime; mitigating risks; providing educational programming and services to students, faculty, staff, and visitors; and 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.



The Department maintains a twenty-four-hour communications and dispatch center. Call 603-358-2228 for emergencies (or dial 8-2228 from campus telephones). The communications center has radio and emergency telephone communication links with local emergency response agencies. The central fire alarm receiver is located in the communications center allowing constant monitoring of this system. Security cameras located throughout campus and the access control system are also monitored by the DCS communications center.

Partnerships between the community and Campus Safety are always stronger when the community understands and supports the role of Campus Safety and when the community is confident the actions of Campus Safety are fair and just. Students who fully understand the role of DCS and our efforts to enhance the quality of community life will be better prepared to provide advice to Campus Safety to help shape policies and initiatives.

Authority and Relationship with other Agencies

The officers of the Keene State College Department of Campus Safety do not have sworn police powers or

¹⁰ <http://www.keene.edu/campus/safety/>

powers of arrest; however, Campus Safety officers may refer criminal violations to the Keene Police Department where an arrest or criminal prosecution would be an appropriate response, or otherwise at their discretion.

Acting as agents of the College, 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*](#)¹¹, the [*Parking and Motor Vehicle Policies*](#)¹², and the [*Faculty*](#)¹³ or [*Staff*](#)¹⁴ Handbooks. Violations are referred to the Office of Community Standards or the Department of Human Resources. Campus Safety officers are limited to enforcing College policies on College-owned (on-campus and noncampus) or controlled properties as outlined on pg. 13.

Campus Safety officers have the authority to seize certain controlled substances; however, College officials may not grant legal immunity for controlled substances and will contact the Keene Police whenever necessary.

Campus Safety officers also work closely with officers of the Keene Police Department. Through a *Memorandum of Understanding*, a City of Keene police officer serves as a liaison between the two departments, provides additional patrols in communities adjacent the College, and assists the College with investigations of alleged criminal acts occurring at the College.

Security – Manchester Campus

Keene State College Department of Campus Safety does not patrol the Region 1 OSHA Training Institute Education Center, located in Manchester, NH. The College does not contract for police or security services at this site, and local sworn law enforcement will respond as necessary if notified. Additional campus-specific information is located in the reporting crimes and emergencies section on pg. 9.

There are no residential facilities on this campus.

REPORTING CRIMES AND EMERGENCIES

All members of the Keene State College community and visitors to the campus are encouraged to report emergencies and all suspected criminal activity to the Department of Campus Safety and law enforcement accurately and promptly, especially when the victim of a crime elects to, or is unable (physically or mentally) to make such a report.

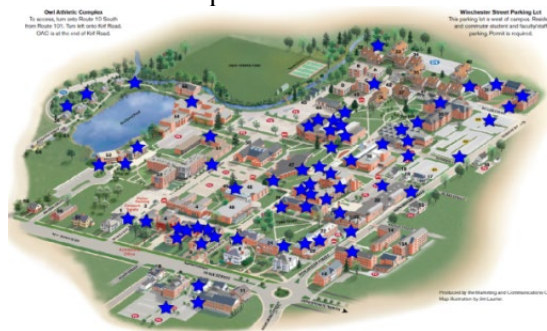
- Call **603-358-2228** (8-2228 from on campus) to reach **Campus Safety Dispatch**.
- Appear in person at the Campus Safety Office located in *Keddy House*, on the corner of Main St. and Wyman Way.
- Submit a *Silent Witness* report. This system is not for reporting emergencies, crimes in progress, or filing a crime report as it is not monitored 24 hours a day.

Reports can be made in a variety of ways:

- Call **9-1-1** for any **EMERGENCY**
- Cellular phone calls made on campus to 9-1-1 will be routed through the regional [*Public Safety Answering Point \(PSAP\)*](#) and then forwarded to the [*Keene Police*](#) or [*Fire Department*](#) after the appropriate jurisdiction is identified.
- Activate a *blue light phone* for a direct connection to Campus Safety.
- Activate a *fire pull station* for direct notification of the Keene Fire Department and notification to building occupants. All KSC academic, residential, and office buildings are equipped with pull stations.

Blue Light Emergency Phones

There are approximately 100 emergency *blue light phones* are strategically placed around campus. Once activated, a large blue light flashes from the top of the phone tower, and the DCS dispatcher is notified immediately. If you need assistance, see something that is suspicious, or see someone else who needs assistance, you should activate a blue light phone and speak directly with the DCS dispatcher.



When reporting a crime or emergency:

- Remain calm.
- Give the location of the incident and include the building name, room number, or the area name (e.g., Winchester Lot, Fiske Quad, etc.).

¹¹ <http://www.keene.edu/administration/policy/detail/handbook/>

¹² <http://www.keene.edu/administration/policy/detail/parking/>

¹³ <http://www.keene.edu/administration/policy/detail/faculty-handbook/>

¹⁴ <http://www.keene.edu/office/hr/benefits/>

- Identify yourself and give a callback telephone number. Your identity will remain private if you wish; however, it is important that we be able to contact you if we need additional information.
- State the incident you are reporting (e.g., theft, medical emergency, fire, etc.).
- Describe the scene such as whom, and how many people are there, if medical treatment is being given, a description of involved parties, the involved party's direction of flight, and other relevant information.
- Stay on the phone until the dispatcher has recorded all of the information.

When a crime or another serious incident is reported on the main campus:

- A Campus Safety officer is dispatched to the caller's location to render assistance and investigate the incident. The Keene Police or Keene Fire Department may also be dispatched if circumstances dictate.
- If the responding officer determines the situation presents a significant or imminent danger to the Keene State College community, they will contact the Director of Campus Safety and Compliance or a designee to provide a timely warning or emergency notification (see *Timely Warning* section on page 11) to the campus 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 related to Community Living or Maintenance will be referred to the on-duty or on-call personnel in the specific department needed.
- Reports of all sexual and relationship violence made to a College official will be referred to the Title IX Coordinator regardless of whether the reporting party chooses to pursue criminal charges.
- Reports of bias-related incidents made to a College official will be referred to the Title IX Office for further follow-up.

Reporting Crimes and Emergencies at the Manchester Campus

Keene State College partners with the U.S. Department of Labor OSHA to maintain the Region 1 Training Institute Education Center of New England. KSC leases space at 1050 Perimeter Road, Suite 202, Manchester, NH, 03103. This property falls under the jurisdiction of

the Manchester Police Department (MPD). Their office is located at 405 Valley Street in Manchester, NH.

Reporting a Crime:

KSC allows staff, faculty, and students, who have been given prior permission to access the center 24/7. During normal business hours: Monday–Friday, 8:00 am – 4:30 pm the main office is staffed by either one of the three full-time administrators the College employs. Crimes can be reported to the administrator either in person or by calling:

- The main desk at 1-800-449-6742
- The main desk at 603-645-0050
- Or by dialing 9-1-1 directly

After-hours crimes can be reported by calling MPD directly at 603-668-8711, or by dialing 9-1-1.

If you observe a crime or suspicious activity or person, call MPD or 9-1-1 immediately. Do not assume someone else has made the call. Try to provide the dispatcher with accurate, detailed information about the problem. When reporting an emergency, try to explain your needs as calmly as you can. **STAY ON THE LINE** until the dispatcher says it is okay to hang up. An activity that you feel is unusual may be a sign of a criminal act. It is crucial that you contact MPD or 9-1-1 immediately whenever you see or hear something suspicious.

- Describe the suspect's appearance, clothing, height, weight, coloring, scars, or other noticeable features
- Describe the location of the incident
- Describe the suspect's vehicle, license plate number, and direction of travel

Reporting an Emergency:

To report a fire or to request an ambulance for a medical emergency, call 9-1-1. You will be connected to the State of New Hampshire Enhanced 9-1-1 Public Safety Answering Point in Concord, NH, which will transfer your call to the local fire department, police department, or ambulance service. Dispatchers are available 24 hours a day to answer your call.

How to Describe a Suspect

- When describing a suspect, make note of anything you can remember about their appearance. It is sometimes easiest to describe from the top (head) to the bottom. If you cannot remember everything, pick out the things that are most noticeable.
 - Height approximation
 - Gender
 - Skin color (light, medium, dark-skinned, etc.)
 - Weight/build (thin, medium, athletic, heavy)
 - Age approximation
 - Hair (color, length, style including bald)
 - Facial hair
 - Hat/glasses
 - Coat/shirt (color and style)
 - Pant/shorts/skirt, etc. (color and style)
 - Shoes (color and style)
 - Weapon

Confidential Reporting

The Wellness Center staff, including licensed mental health providers, conditionally licensed mental health providers working under the supervision of licensed providers, and graduate trainees providing mental health services in conjunction with a placement from their graduate programs (when acting as such), are not required to report crimes for inclusion in the annual disclosure of crime statistics. They are encouraged, if they deem it appropriate, to inform clients being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics and such incidents may be evaluated for the purpose of issuing a timely warning.

While it is preferable for crime reports to be made to Campus Safety, we understand that some individuals may choose not to speak with an officer. Any person may report incidents using the *Silent Witness* program.

The *Silent Witness*¹⁵ program is an online reporting option for anonymously reporting crimes, incidents, and serious policy violations that may affect the health, safety, or welfare of the College community.

Silent Witness submissions are periodically reviewed by the Director of Campus Safety and Compliance or a

designee during College business hours, Monday through Friday 8:00 a.m. to 4:30 p.m., to determine if follow-up or further investigation is necessary. ***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 603-358-2228.

Information provided is confidential; however, contact information may be submitted voluntarily. No further investigation will be conducted without the consent of the victim or reporting party unless the report contains an exigent circumstance that threatens the health or safety of the campus community or is otherwise required by law.

A *timely warning* may be issued if it is determined that there is a serious or ongoing threat to the campus community. Crime statistics stemming from a *Silent Witness* submission may also be included in the *annual disclosure of crime statistics* if they meet *Clery* criteria for reporting. For more information on confidential support services and reporting, see page 37.

Campus Security Authorities

Although Keene State College wants the campus community to report criminal incidents to law enforcement, we know that this doesn't always happen. A student who is the victim of a crime may be more inclined to report it to someone other than a Campus Safety officer. For this reason, the *Clery* Act requires all institutions to collect crime reports from a variety of individuals and organizations that *Clery* considers to be "campus security authorities." The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the campus safety department, those allegations of *Clery* Act crimes that they conclude were made in good faith.¹⁶

A *Campus Security Authority* is defined as an individual or organization to which students and employees should report criminal offenses or an official of an institution who has significant responsibility for student and campus activities. 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.¹⁷

Any person identified as a *Campus Security Authority*, who receives information regarding a *Clery* crime is obligated to share that information with the Director of

¹⁵https://cm.maxient.com/reportingform.php?KeeneStateCollege&layout_id=8

¹⁶ U.S. Department of Education, 2016.

¹⁷ U.S. Department of Education, 2016.



Campus Safety and Compliance (and/or Campus Safety dispatch, 603-358-2228) whenever there is a serious or ongoing threat to the campus community.

Campus Safety will address the situation, provide annual statistical disclosure, and provide a timely warning to the campus community if necessary. In most cases, students will be encouraged to talk with Campus Safety so they can be advised of their options for proceeding¹⁸ with a college and/or police investigation. Any individual who is not obligated by law to report criminal activity is strongly encouraged to share crime information with the Department of Campus Safety for the purpose of annual statistical disclosure and the issuance of timely warnings.

Online CSA Reporting Options

Campus Security Authorities are strongly encouraged to report criminal activity to Campus Safety immediately by appearing at Keddy House or by calling 603-358-2228 (9-1-1 for an emergency); however, incidents that do not pose an immediate threat to the College community may be reported online using one of the following forms:

Any individual may use the [Silent Witness](#) form to report a crime. Silent Witness submissions are reviewed by the Department of Campus Safety during regular business hours only. Although information can be submitted anonymously, CSAs must always identify themselves.

The [Sexual Misconduct and Relationship Violence form](#)¹⁹ may be used to report any possible violations of Keene State College's Sexual Misconduct Policy, including misconduct based on sexual orientation,

gender identity or gender expression, and other forms of sexually exploitative behavior.

When a crime involves student conduct, a member of the College community (especially Community Assistants) should use the [Office of Community Standards Referral form](#)²⁰.

CARES (Concern Awareness REsponse Support) Referral

The online [CARES referral form](#)²¹ is a reporting mechanism offered by the Dean of Students Office for providing a means for early intervention of at-risk students through collaboration with campus departments, faculty, and staff. Students exhibiting behaviors that are of concern in relation to their academic, personal, physical, and emotional well-being should be referred to this team of professionals. Warning signs which may warrant a referral may include but are not limited to:

- Unusual or erratic behavior in class, in the residence halls, during advising sessions, etc.
- Extended absence from class or activities by a typically engaged student
- Written work or creative expression with troubling themes or references
- Written or verbal expressions of suicidal ideation
- Marked changes in academic performance
- Noticeable decline in personal appearance/change in hygiene
- Repeatedly engaging in disruptive behaviors in class
- Excessive or inappropriate anger

Once the form is received, a member of the CARES team reviews the information and takes appropriate action. The KSC CARES team is a multi-disciplinary body of stakeholders from across the College who receive referrals pertaining to students of concern, collect additional information, identifies, and enact appropriate strategies for addressing the situation.

This form is not monitored 24/7; however, a member of the team is available at all times by calling Campus Safety at 603-358-2228.

Larger Community Crime Information

The Department of Campus Safety maintains an open line of communication with the Keene Police

¹⁸ Proceeding is defined as: all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

¹⁹ https://cm.maxient.com/reportingform.php?KeeneStateCollege&layout_id=4

²⁰ https://cm.maxient.com/reportingform.php?KeeneStateCollege&layout_id=2

²¹ <https://www.keene.edu/administration/student-affairs/dean-of-students-office/ksc-cares/>

Department and encourages the Department to immediately notify Campus Safety about any crimes that may impact the College community. In addition, Campus Safety periodically works with state and federal organizations on investigations, programs, training, and executive protection, and encourages open communication with these agencies.

The College also maintains a cooperative relationship with the City of Keene. Although the College does not own or control any noncampus housing or student organization locations, representatives of the Department of Campus Safety, Keene Police Department, and the Office of Community Standards meet weekly during the academic year to discuss off-campus activities that involve the campus community.

The Director of Campus Safety and Compliance or a designee regularly monitors the [Keene Police activity logs](#)²² and disseminates College-related information and off-campus student behavior to various College officials including the Dean of Students and the Office of Community Standards.

There are no recognized student organizations who have sanctioned off-campus or noncampus housing that is owned or controlled by the College.

TIMELY WARNINGS

The *Clery Act* requires institutions to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of a warning regarding a criminal incident(s) is to enable people to protect themselves. This means that a warning should be issued as soon as pertinent information is available.

The Department of Campus Safety provides timely warnings to the College community when the Department becomes aware of serious crime(s), (including but not limited to *Clery* crimes²³) or a pattern of crimes that occur on campus, where it is determined that the incident may pose a serious, or an ongoing threat to members of the Keene State College community, the Director of Campus Safety and Compliance or a designee will develop and disseminate the timely warning notices for the campus community.

Timely warnings will be disseminated by using the Owl Alert *Emergency Notification System (ENS)* (text message and/or email) as described in the *Emergency Management and Notification Procedures* section on page 13. As a general guideline, timely warnings are posted for incidents reported within five days of the date of occurrence.

Decisions to disseminate a warning will be decided on a case-by-case basis in light of all the facts surrounding the crime and the continuing danger to the campus community. The College does not issue *timely warnings* if the threat of imminent danger for members of the KSC community has been mitigated by the apprehension; if the crime was not reported to a Campus Security Authority or the Department of Campus Safety, or if a Campus Security Authority or the Department of Campus Safety was not notified of the crime in a manner that would allow the Department to post a *timely warning* for the community.

A *timely warning* notice will include as much information available as to effectively warn the campus community without compromising law enforcement efforts or the confidentiality of the reporting party. The description of the subject(s) in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual.²⁴

An institution is not required to include a timely warning with respect to crimes reported to a pastoral or professional counselor.

Timely Warnings for the Manchester Campus

Administrators on-site will notify the Department of Campus Safety if there are any incidents that may pose a serious or ongoing threat to the Manchester Area. The administrators will also follow proper procedures agreed upon in the lease agreement with the landlord.

DAILY CRIME LOG

The Department of Campus Safety maintains a public daily crime log containing information on all crimes reported to Campus Safety including the nature, date, time, general location, and disposition of each complaint (if known). The log does not include information that is prohibited by law, would jeopardize an ongoing criminal investigation, pose a risk to the safety of an individual, cause a suspect to flee or evade detention, may result in the destruction of evidence, or would jeopardize the

²² <http://www.ci.keene.nh.us/departments/police/news-public-info>

²³ See *Disclosure of Campus Crime Statistics* section beginning on page 31 for a list of *Clery* crimes.

²⁴ If the only known descriptors are sex and race, that information will not be included in the alert.

confidentiality of the victim. The log is maintained for the most recent 60-day period and is accessible upon request in the Campus Safety office located in Keddy House, 331 Main Street Keene, NH. The log will be made available during normal business hours Monday-Friday, 8:00 am-5:00 pm.

CLERY GEOGRAPHY

On-campus buildings and properties include:

- All properties owned by Keene State College within the contiguous area of the main campus at 229 Main Street;
- Owl Stadium and Athletic Facilities off Krif Road;
- Property and walkway at Martel Court;
- The athletic fields south of Route 101;
- The Winchester Street parking lot; and

The following locations are considered ***on-campus residential facilities*** for the purposes of the *Clery Act* and counting crime statistics: Carle Hall; Holloway Hall; Huntress Hall; Fiske Hall; Pondsides I, II (buildings A-E), & III; One Butler Court; Owls Nest 1-5, 8 & 9; the Living and Learning Commons; and 361 Main St.

Separate campus:

- OSHA Training Institute Education Center located at 1050 Perimeter Rd., Suite 202, Manchester NH.

Public property includes:

- Main Street: Sidewalk, street, and opposite sidewalk/crosswalk between 229 and 361 Main Street;
- Winchester Street: Sidewalk, street, and opposite sidewalk/crosswalk between the Main Street Rotary and 322 Winchester Street;
- Campus Convenience, located at 152 Winchester St.
- Ashuelot Rail Trail between Winchester Street and Krif Road;
- Martel Court from Rt. 12/101 underpass to Athletic Facilities off Krif Road;
- Bruder Street and Appleton Street;

- Sidewalk, street, and opposite sidewalk between the Ashuelot Rail Trail and Rt. 12A on Rt. 12/Rt. 101
- Krif Road: Athletic Complex to Winchester Street; and
- Any other public locations immediately adjacent to and accessible from the campus.



KSC On-Campus Map and Property List



BUILDING KEY (Alphabetical Listing)

115 Winchester Street.....12	Heat Plant.....16	Putnam Science Center.....22
21 Appleton Street.....53	Holloway Hall.....25	Recreation Center.....41
27 Appleton Street.....52	Huntress Hall.....21	Recycling.....40
361 Main Street.....54	Joslin House.....2	Redfern Arts Center.....49
48 Butler Court.....36	Keddy House.....1	Rhodes Hall.....4
Alumni Center.....9	KSC Laundry.....37	River Valley Community College.....13
Blake House.....10	L.P. Young Student Center.....23	Sculpture Studio.....45
Carle Hall.....38	Mason Library.....44	Spaulding Gymnasium.....41
Carroll House.....8	Media Arts Center.....42	TDS Center.....15
Cheshire House.....11	Morrison Hall.....20	Thorne-Sagendorph Art Gallery.....46
Cohen Center for Holocaust & Genocide Studies.....43	One Butler Court.....26	Whitcomb Building.....39
The Commons.....47	Owl's Nests.....27-35	Zorn Dining Commons.....24
Cultural Center.....14	Parker Hall.....19	
Eliot Center.....3	Pondside I.....50	
Fiske Annex.....18	Pondside II.....48	
Fiske Hall.....17	Pondside III.....51	
Hale Building.....6	President's House.....5	
	Proctor House.....7	

PARKING INFORMATION

Campus Parking Permits

CC	Commuter
FS	Faculty/Staff
MSR	Resident
OBC	Pondside II Resident
P2	Pondside III Resident
P3	Pondside III Resident

Winchester Street Lot Parking Permits

FS CC CE WIN
This parking lot is west of campus. Permits are required.



Visit www.keene.edu/campus to view an interactive campus map.

EMERGENCY MANAGEMENT, NOTIFICATION, & EVACUATION PROCEDURES

The Department of Campus Safety notifies the campus community of reports of situations presenting an immediate threat to health or safety as soon as they have been confirmed. The College utilizes several communication methods to notify the campus and larger community, depending on the specific circumstances of the incident. These include postings on the [Keene State College homepage](http://www.keene.edu)²⁵; tones and messages on the emergency broadcast siren and loudspeaker (EBS); activation of the [Emergency Notification System](http://www.keene.edu/campus/safety/emergency-notification/)²⁶ (using text messaging, email, and voicemail); radio and

television announcements; social media; and/or paper postings.

An incident can be reported to Campus Safety using the guidelines found on pages 8 and 9. When an incident is reported to Campus Safety that may potentially present an immediate and significant danger to the community, an officer will be dispatched to the scene to confirm and assess the emergency. The Director of Campus Safety and Compliance or a designee will be immediately notified to assess the urgency and severity of the situation. If it is determined that an emergency message will be disseminated, the method of distribution will be determined based on the potential threat presented and

²⁵ <http://www.keene.edu/>

²⁶ <http://www.keene.edu/campus/safety/emergency-notification/>

the area(s) and/or individual(s) potentially affected. The College will, without delay, and taking into the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Emergency Notification System will be used when a situation exists that presents an *imminent danger* to the campus 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 and is not anticipated, and failure to provide such a warning may result in serious harm. Examples of such emergencies are severe weather, a chemical or hazardous material spill, or an armed and actively violent person. Due to the small size of the campus, Emergency Notifications are disseminated to the entire campus community.

The following individuals (including those serving these job functions on an interim basis) are authorized to disseminate emergency notifications: College President, Provost and Vice President for Academic Affairs, Vice President for Enrollment and Student Engagement, Vice President for Finance and Administration, Marketing & Communications, Director of Campus Safety and Compliance or a designee, and the Director of Strategic Communications. The Department of Campus Safety and the Department of Marketing and Communications will assist the above individuals in communicating the notification.

Evacuation Procedures

Building Evacuation:

- When the building evacuation or fire alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Do not use the elevators in case of fire and/or earthquake.
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building.
- Go to your agreed-upon meeting place so everyone can be accounted for.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building unless told to do so by fire or police personnel on the scene.

Campus-Wide Evacuation:

- When an order is given to evacuate the campus, all non-essential personnel must immediately leave the campus.

- Proceed calmly to your vehicle or other modes of transportation.
- Exit campus via available roadways and walkways.
- Use caution when driving and be on alert for pedestrians and others leaving campus.
- DO NOT RETURN TO CAMPUS until directed by College or public safety officials

Resident Students:

- If the campus is to be evacuated for longer than one day, residential students should meet with their Community Director who will provide information on evacuating the campus.

Evacuation of Individuals with Disabilities:

- In academic/administrative buildings
 - If there is an individual with a disability in your classroom or work area, with the permission of the individual, designate volunteers to assist during the evacuation. The type of assistance necessary will vary depending on the disability.
 - Individuals with disabilities who are unable to evacuate should immediately contact Campus Safety (603-358-2228)
 - Notify Campus Safety of the exact location and need for assistance.
- In residence halls
 - Individuals with disabilities living above the first floor in residence halls should follow established Community Living protocols when they are in their residence hall — either remain in their room or go to the area of refuge on their floor and contact Campus Safety (603-358-2228)
 - Notify Campus Safety of the location and need for assistance.
- Service animals
 - Service animals should be evacuated with the individual.
- In all evacuations
 - Aid occupants that require assistance.
 - Direct others to the closest emergency exit. All emergency exits are marked with red exit signs.

Lockdown Procedures

A lock-down action may be required during an actual or potential threat to the Campus. Campus Safety or other officials will send out an emergency notification to “lock down” the campus. The siren will also be activated. Additional information may or may not be provided at that time. “Lock-down” procedures if you are inside:

- Find a place hidden from view where you can hide out.
- Lock doors and windows.

- Pull the shades or cover windows with paper or clothing to block the view into the room.
- Turn off all the lights and put cell phones on vibrate or silent mode.
- Move away from windows and doors.
- Keep occupants calm, quiet, and out of sight.
- Barricade the door with large objects if possible.
- Remain in place until you receive notification via the campus Owl Alert that it is all clear.
- Unfamiliar voices may be the shooter attempting to lure victims from safety; do not respond to any voice commands from outside the area.
- Monitor cell phones for updates.

Shelter-in-Place Procedures

“Shelter-in-place” means to take immediate shelter where you are. Shelter-in-place” is used to prevent outside air from coming in if chemical, biological, or radiological contaminants are released into the environment. “Shelter-in-Place” warnings may be disseminated by the campus emergency notification system and siren, email, local news media, and/or NOAA or other weather alerting systems. How do I prepare?

- Choose a room in your area in advance for your shelter. The best room is one with as few windows and doors as possible.
 - A large room, preferably with a water supply, is desirable. There may be several people sheltering with you, so you may want to have two (2) locations.
- Know the location of shutoff and controls of fans, air conditioners, and heating systems.
- Prepare an emergency kit including:
 - Duct tape and plastic sheeting to seal off windows and doors
 - First aid kit
 - Flashlight and batteries
 - Radio and batteries
 - Water and non-perishable snacks. Make sure to check these supplies periodically.
- Make an emergency plan for your office or area and assign responsibilities during an emergency including having an alternate for each duty.
- What to do when there is a Shelter-in-Place warning:
 - Secure exterior doors to your office or building.
 - Gather others and go to your predetermined shelter area.
 - Bring your emergency kit.

- Close and lock all windows and exterior doors.
 - If you are told there is a danger of an explosion, close the window shades, blinds, or curtains.
- Use duct tape, plastic sheeting, or any non-porous material to seal cracks around the door, windows, and any vents in the room.
- Turn off fans, heating, and air conditioning systems.
- Notify your emergency contact of where you are and that you are safe.
- Remain in place until you receive the “All Clear” message.

Rave Alert Emergency Notification System (Owl Alert)

Keene State College provides students, faculty, staff, guests, and visitors with a free emergency alert system called the Keene State Owl Alert. This alert system allows Keene State to contact individuals directly by text, email, and/or voice calls. Community members determine the method(s) of notification from any number of devices they want to use. The Keene State Owl Alert system will be used to notify community members of campus emergencies including weather-related events that may lead to a campus closure or curtailed operations.

First use, members of the Keene State College community must log in and update contact preferences. Please log in using your Keene State College NetID and password. Students may choose to add contact information for family members. To manage Owl Alert account preferences now, and on an ongoing basis, visit <https://www.getrave.com/login/keene>²⁷.

The College recognizes the impact that the campus has on our neighbors, as such, we would like to have them informed of events that may occur on campus. The College offers the external community the ability to sign up for our emergency notifications via this form [External Community Emergency Notification Registration](#).

*Please note that while Keene State College offers this service free of charge, your wireless carrier may charge a fee for text messages.

The *Keene State Owl Alert* system is part of the College’s overall communications plan.

²⁷<https://kscolgin.keene.edu/SecureAuth20/?SAMLRequest=fZLNbslwEIRfjKd2HERFRaJROFQJNpGhPbQS2WcLVg4dup1SPv2TaA%2F9FAk3zw7M%2FtpJygrU4tpE3Z2BW8NYlJeK2NRHD9S0ngmESNwsoKUAQliundUvCYidq74JQzJJoigg%2Fa2Zm2FTgC%2FAHreBxtUzJLoQaBaVi28ZbCF4eIFauosVOBzbOQNjFi72tpzmD8WaRPOuh7ayd%2Fyd36MybqttvAewEEPZO>

AJU46Fvzxkl0WKEkpcRJOyV12yYIEPFFFdM8s01JCD5uEzKq06G2MDCYpA2plQzzgZs1L01SwQfCj5%2BJH%2BtduNtqW228sgNicRitv1Oh%2BeVngCj8f6nYBkx6nOAb7M8CXbeU3VZL9xxB%2FGA6wntCzlFNkLe4728U8d0arj2hqjGtnHmSAICSEZqeRvweQfQI%3D&RelayState=https%3A%2F%2Fwww.getrave.com%2Faveshib%2Flogin

Owl Alert messages will not be used unless the situation is determined to require immediate action by community members.

Emergency Outdoor Message Broadcast Siren and Loudspeaker (EBS)

Keene State College has a *Whelen* outdoor emergency broadcast siren and loudspeaker, which can alert the campus and broadcast messages on campus. The siren/loudspeaker is located on the roof of the Spaulding Gymnasium 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 and specific community actions are required.

The siren can be heard up to one mile in any direction from campus.

Activation of Owl Alert and/or EBS

When any individual receives a report that an incident has occurred or may occur that presents an imminent danger to the campus community, they should immediately notify Campus Safety. When Campus Safety receives a report that an incident has occurred or may occur that presents an imminent danger to campus:

- The Campus Safety dispatcher will notify the Keene Police and/or Keene Fire Department.
- The Campus Safety supervisor on duty or on-call will immediately be notified of the threat.
- The Campus Safety supervisor will determine if the incident requires a campus emergency notification via the Owl Alert or EBS, or if the campus notification can be made effectively via other communication methods (e-mail, voicemail, or other means).
- If it is determined that the Owl Alert will be used, the Campus Safety supervisor or other authorized user will log on to the Owl Alert and send out the appropriate warning notification. If the Campus Safety supervisor or other authorized Owl Alert user is not able to access the Internet, they will authorize the Campus Safety dispatcher to send out the notification.
- If it is determined that the EBS will be used, the Campus Safety supervisor will authorize the Campus Safety dispatcher to activate the EBS system.
- The Campus Safety dispatcher or supervisor will immediately notify the Director of Campus Safety and Compliance or a designee if the Owl Alert or EBS is used.

- The Director of Campus Safety and Compliance or a designee will notify the College President or College administrator in charge (designee) to advise them of the emergency and activate the College *Emergency Operations Center* if necessary.
- A representative of the College will be designated to participate in a unified command with City, State, and County officials assigned to manage the incident upon request from those officials.
- The College President or a designee will indicate which College administrators should be contacted and by whom to manage the campus response to the emergency.
- When the emergency is over, and after consultation with the incident *unified command staff*, a follow-up message will be sent out to the community, in the same manner, that notification was initially sent, indicating that the emergency is over.²⁸
- An after-action review of the incident involving parties or department representatives will be conducted to evaluate the College's response to the situation which prompted an emergency response/notification.

Annual Test of the Emergency Notification Siren (Owl Alert) and Emergency Broadcast System (EBS)

The Emergency Notification System will be tested twice a year as part of a campus-wide emergency response test. The purpose of the test is to ensure the system is in good working order and campus community members know what actions should be taken in case of an emergency. An actual emergency activating the College's emergency response procedures will not nullify the need for a test. When a test is authorized:

- The College will make every effort to notify Keene State College faculty, staff, and students via web and e-mail postings; however, tests may be unannounced at times. Notifications will be made to the Keene Fire Chief, and the Keene Police Chief, and a press release will be provided to the Keene Sentinel when the Emergency Broadcast system will be activated.
- Before the beginning of the test, a message will be disseminated to the campus via broadcast e-mail indicating that the following message is associated with a test.
- In concert with the above message, a message will be sent out via other campus messaging systems announcing the test and actions to be taken.

²⁸ Dependent upon the circumstances, the incident *unified command staff* may include representatives from the College and city, county, state, or federal emergency response agencies. Incidents that present imminent danger to the campus community are managed

using the Incident Command System prescribed by the [Federal Emergency Management Agency \(FEMA\)](#).

- College faculty, staff, and students will be notified once the test has concluded, and any further emergency broadcasts should be considered real.
- When the test has concluded, Campus Safety will sound the post-test announcement via the EBS system and send an email advising the Keene State College community.
- Each test will be documented to include the date, time, and whether it was announced or unannounced.

EMERGENCY MANAGEMENT TABLETOP EXERCISES

On 05/22/2024, the Directors of several departments at Keene State College, the Associate Vice President for Student Engagement, the Dean of Students, the Director of Recreation Sports, the Director of the Wellness Center, the Director of Student Involvement, the Director of Community Living and the Director of Campus Safety participated in a tabletop exercise.

The exercise was held in Norma Walker Hall on the Keene State College campus. The scenario involved a fire in a residence hall on campus during the evening hours while a large event was occurring on campus.

- There was a large fire in Fiske Hall which is on the edge of campus. This building has residential spaces on the first and second floors. Human Resources and other administrative offices are in the basement of this building.
- The building sustained significant fire damage with sprinkler activations. Both water and fire damage impact the structural integrity of the building.
- This event occurred during a period of heavy rain and inclement weather.
- A Sidore Series lecture was occurring in the Mabel Brown Room on campus. This event brought numerous members of the local community and campus community to campus.
- A student living in Fiske Hall reentered the building after evacuating to try to recover an item from their room.
- As a result of the incident, all students living in the building needed to be relocated.

The objectives of the exercise included the following:

- Work through the Communications strategy from a variety of angles including, RAVE Emergency Notification, notification to the President's Cabinet, notification and communication based on media requests, communication to families and faculty members of impacted students, communication to

the campus and local community in the days following the event.

- Test Emergency notifications sent to those participating in the exercise.
- Identify and document operational goals and objectives for the first four hours after the event started.
- Documentation and accountability of all students that reside in the impacted building.
- Tracking of injured students.
- Identify housing/food and basic needs for impacted students. Work through the procedures of moving the students from the building.
- Scene security of the building and fire scene.
- Establish an operations plan for the next operational period.
- Test campus protocols for securing mental health resources for impacted students, the campus community, and members of the teams we collaborate with as part of the response.
- Improve collaboration between campus departments.
- Review the setup of the Emergency Operations Center (EOC) and the roles of those in the EOC.
- Establish Unified Command as soon as possible.
- Activation of the Student Death protocol.

On 07/22/2024, the Directors of several departments at Keene State College, the Associate Vice President for Student Engagement, the Dean of Students, the Assistant Dean of Students, the Director of Student Involvement, the Director of the Wellness Center, the Director of Student Involvement, the Director of Community Living and the Director of Campus Safety participated in a tabletop exercise.

The exercise occurred on campus and involved the activation of the Emergency Operations Center. This exercise involved a group of students and community members gathered in a group holding signs related to a political view on campus near a highly traveled area, the Keene State Arch.

The scenario included the following actions:

- A report received by the Campus Safety dispatch about a vehicle speeding down a pedestrian way on campus. No information was obtained about the vehicle other than "a white car".
- The Director of Student Involvement received a phone call from a concerned party about a white vehicle driving into the group at the Arch.
- The vehicle fled the scene and there was an unknown direction of travel.
- Emergency Services (Police and Fire) have been dispatched to the scene.

- A RAVE emergency notification has been sent out to the campus alerting the campus of the event.
- Members of the Campus Departments involved responded to the EOC from their offices.
- Information received from Law Enforcement includes one to five people with serious injuries, a dozen with minor injuries, and 30 to 40 impacted by the incident. Several of the parties involved are students.
- Local and National news agencies have reached out for a statement from the college.
- Law Enforcement contacted the college for assistance in trying to identify the vehicle.
- Campus Safety collaborates with Law Enforcement to identify possible vehicles involved and review of CCTV on campus.
- The involved vehicle is abandoned in a town adjacent to the campus. Law Enforcement locates the vehicle and searches for the operator.
- A Student involved at the scene succumbs to their injuries.
- The perpetrator is located by Law Enforcement and taken into custody without incident.

Emergency Procedures for the Manchester Campus

When the most recent lease agreement was signed, the landlord (Lincoln Property Company) gave Keene State College a copy of their Emergency Procedures Guide. The Program Director who oversees the program at the Manchester campus has chosen to follow those procedures in the event of an emergency. The guide includes procedures for evacuation of the building, fire, medical emergencies, power failure, bomb threats, a Chemical, Biological, or Radiological (CBR) Event, severe weather, civil disturbances, terrorist activities, and workplace violence.

CAMPUS SAFETY PROGRAMS AND SERVICES

Crime awareness is the key to crime prevention. Individuals must assume responsibility for their own safety and the security of their belongings by taking simple common-sense precautions. Vehicles and residences should be kept locked at all times, and valuables should not be visible to those passing by. Community members are encouraged to report safety and security concerns, including suspicious persons or activity, as soon as possible. The Department of Campus Safety provides the following primary and ongoing services and awareness programs²⁹ to educate

community members, to promote safety, and prevent victimization:

- Emergency Response/Active Shooter Training - Keene State College has adopted RUN, HIDE, and FIGHT as the primary response to active attackers. This includes active shooters. The most probable threats to our campus are weather-related. However, in the rare instance where a person with evil intent comes to campus, we prepare our community by encouraging all to RUN, if possible, HIDE when you cannot run, and FIGHT when the threat is present.
- Cameras (CCTV Coverage) - The Department of Campus Safety has worked extensively with Facilities Services and Enterprise Technology and Security (ET&S) over the past two years to increase the footprint of CCTV coverage across campus. These upgrades include both internal and external cameras. The external camera locations were chosen based on the amount of foot traffic in those areas from the campus community. These cameras are not solely monitored 24/7, however, the officer in the Communications Center has access to the cameras 24/7. The camera software runs in the background so that the officer has access to it whenever needed. Ongoing improvements to the cameras across campus continues to remain a priority.
- Behavior Intervention and Safety Planning for Faculty and Staff - This program focuses on identifying concerning behaviors; how and to whom issues should be referred; what will/may happen when a referral is made; management strategies; and what to do in an emergency.
- Campus Alerts / Emergency Notification - Issued to advise the campus community of areas of concern, such as weather or storm advisories, traffic advisories, potential or real power outages, hostile intruders, etc.
- Campus Security Authority (CSA) Training - Annual training which provides information to CSAs who are identified as individuals with significant responsibility for student and campus activities, based on their job function at the College. This training also highlights and creates awareness of sexual and relationship violence.
- Faculty and Staff Training - At various times during the year, training for faculty and staff may include, but is not limited to, emergency management; behavior identification, management, and intervention.

²⁹ Awareness programs are defined as community-wide or audience-specific programming, initiatives and strategies that increase audience knowledge, and

share information and resources to prevent violence, promote safety and reduce perpetration. Ongoing campaigns are visible throughout the year.

- Safety Escorts – Campus Safety provides safety escorts for the purpose of ensuring safe travel across the campus.
- Fire Safety and Fire Drills - Campus Safety officers provide information on fire safety on campus and conduct fire egress drills once each semester in each residence hall.
- Info to Know: – Panel discussion during first-year student orientation, this program is a primary awareness program that provides information on crime, crime awareness, drug and alcohol policies, sexual misconduct, relationship violence, emergency procedures, and introduces Campus Safety and its services.
- New Hire Orientation – New employees are provided information on emergency response and preparation, health and safety, crime reporting and prevention, keeping safe on campus, and Campus Safety Services.
- Community Living Staff and other Student Groups - Training is provided during Community Assistant training in August and to other student groups by request at various times during the year. Training may include but is not limited to crisis management, crowd management, alcohol, and drug awareness, sexual misconduct awareness, relationship violence, fire safety, and crisis intervention.
- Silent Witness - Program available to campus community members to report crimes, incidents, or serious policy violations that may affect the health, and safety of the students.
- Timely Warnings/Crime Alerts - Issued when a crime, pattern of crimes, or other activity has occurred, which presents a serious or continuing threat to the campus community.
- Bicycle Registration – The Department of Campus Safety, in partnership with the City of Keene Police Department, offers free bicycle registrations to the campus community. Students, Staff, and Faculty can visit the department's website to complete the registration. Once this is done, a member of the bike registration team will facilitate getting the sticker to you. Not only does this help return a lost or stolen bike to the owner, but it also helps the department and campus gauge transportation needs on campus.
- Campus Night Out – Formerly the crime and safety awareness fair, is the annual community-building event that promotes relationships between public safety agencies, community organizations, and the Keene State College community, making our campus and city a better place to live, learn, and work. Additionally, it provides a fantastic opportunity for those agencies and the communities to interact in a positive setting, promoting their

services to the community. We aim to ensure that the students we serve have an enjoyable time at college while remaining safe and aware of the different services in the community, laws, ordinances, and college policies. Our department is committed to advancing the diversity and inclusion of the college. If you are interested in having a table at the event, please contact the contact below.

- Social Media - The Department of Campus Safety and Compliance at Keene State College uses a variety of outreach methods to educate our campus community about personal safety, crime prevention, reporting methods, and resources available through the college and greater region. Through social media platforms – such as Facebook and Instagram – Campus Safety engages with our community on tips, tricks, and other important information relating to crime prevention and safety while attending Keene State College. Additionally, important information relating to campus events, lot or street closures, and events occurring that impact the college are shared through this medium. Additionally, Campus Safety hosts an annual crime prevention and safety fair, Campus Night Out.
- Admission Programs – During each academic year, the Admissions Department hosts several events to bring prospective students and their families to campus. In October and November these events are known as Prospective Student Days. In March and April these events are known as Admitted Student Days. Campus Safety takes part in these events by assisting with parking and traffic control. In addition, Campus Safety is a part of the resource fair where the families can stop by and ask questions related to safety on campus as well as parking.
- Health and Safety Committee – At least one member of the Department of Campus Safety is a member of the College's health and safety committee. The committee meets four (4) times per year to discuss injury reports, lab and classroom safety, grounds and facility safety, and areas for improvement.

Requests for programs can be made electronically on the [Campus Safety webpage](#).

POSSESSION, USE, AND SALE OF ALCOHOL AND DRUGS

The College prohibits the unlawful or unauthorized possession, use, sale, manufacture, distribution, or dispensation of alcohol and other drugs by employees and students in the workplace, on College property, or as part of any campus activity. Employee or student violators are subject to disciplinary action, up to and including termination of employment and expulsion.

Additionally, Federal, State of New Hampshire, and City of Keene laws govern all matters relating to drugs and alcohol on College premises, or at College-sponsored events. In addition to these laws, students are subject to additional policies relative to drugs and alcohol which are published in the [*Alcohol and Other Drug Policies*](#)³⁰ located in the [*KSC Student Code of Conduct*](#)³¹. The Student Code of Conduct sanctions pertain to violations occurring both on and off campus. Employees are subject to regulations set by the [*University System of New Hampshire*](#)³² and the [*Drug-Free*](#)³³.

The College will impose disciplinary sanctions on students and employees for drug and alcohol violations, to include fines, suspension, expulsion, termination of employment, fitness for duty evaluations, and/or referral for prosecution.

Health Risks

The use of alcohol or other drugs puts users at an increased risk for health or impairment problems. Examples of health and impairment problems include, but are not limited to, impairment of cognitive function affecting schoolwork, class attendance, job/skill training, or employment responsibilities; impairment of athletic performance or other physical activities; and impairment while operating complex and/or dangerous equipment such as laboratory equipment, motor vehicles, power tools, etc.

The use of drugs and alcohol may also affect the safety and well-being of others. Anyone who is pregnant or may be pregnant should not use drugs or alcohol as it may cause complications or birth defects. Substance abuse is detrimental to recovering from chemical dependency and those who have a family history of alcohol or other drug addiction are at greater risk. Certain medications may increase the effects of drugs and alcohol or counteract the medication.

Alcohol

Alcohol is a central nervous system depressant that is absorbed into the bloodstream and transmitted to all parts of the body. The NIAAA recommends that men drink no more than 4 standard drinks per day or 14 drinks per week. The recommendation for female bodies is no more than 3 standard drinks per day or 7 drinks per week. A standard drink is defined as 12 ounces of beer, 1.5 ounces of liquor, or 5 ounces of wine. Drinking at levels above the recommended guidelines is considered high-risk drinking. Specific effects on the body are

outlined below.

- *The Brain* - Alcohol consumption can cause drowsiness, changes in mood and behavior, memory loss or blackouts, or seizures because it causes your neurotransmitters to relay information too slowly. Long-term, heavy alcohol use can shrink brain mass and subsequently interfere with sleep, mood, cognitive functioning, temperature regulation, and motor coordination.
- *The Lungs* - The “alcoholic lung” refers to severe oxidative stress that may predispose those who abuse alcohol to lung infections.
- *The Heart* - Long-term alcohol use causes alcoholic cardiomyopathy, which is a condition marked by a weakened heart muscle that can cause fatigue, shortness of breath, irregular heartbeat, or swollen legs/feet. Both heavy drinking and long-term drinking can cause abnormal heart rates called arrhythmias and lead to strokes. Chronic alcohol use and heavy drinking can cause high blood pressure or hypertension. Alcohol exacerbates the medical conditions that often lead to strokes (e.g., hypertension, arrhythmias, and cardiomyopathy).
- *The Liver* - Heavy, chronic alcohol use can make the liver fatty, which in turn causes alcoholic hepatitis. Cirrhosis of the liver is another possible complication.
- *The Stomach* - Alcohol can irritate your stomach and chronic use can damage the stomach lining. Possible health consequences include ulcers, gastritis (inflammation of the stomach lining), and bleeding.
- *The Kidneys* - Heavy or chronic alcohol consumption can interfere with kidney function directly or indirectly due to liver disease. In addition, alcohol can have the diuretic effect of increasing urine output. This in turn can disturb the electrolyte balance and cause dehydration.
- *The Pancreas* - Alcohol causes the pancreas to secrete enzymes internally, harming the pancreas. Excessive, long-term alcohol use can cause inflammation (pancreatitis) and swelling of tissues and blood vessels.

THC and other Cannabinoids

THC is a mind-altering substance derived from the Cannabis Sativa or Cannabis Indica plants. THC is in marijuana, marijuana extracts, and resins. Short-term effects include impaired short-term memory, altered sensory experiences, a distorted sense of time, and decreased motor coordination. At high doses, psychotic symptoms are possible (e.g., hallucinations and delusions). Long-term effects on the brain can include

³⁰ <http://www.keene.edu/administration/policy/detail/handbook/alcohol/>

³¹ <https://www.keene.edu/administration/policy/detail/handbook/code/>

³² <https://www.usnh.edu/policy/usy/v-personnel-policies/d-employee-relations>

³³ <https://www.gpo.gov/fdsys/pkg/USCODE-2009-title41/pdf/USCODE-2009-title41-chap10.pdf>

impaired thinking, learning, and memory. The physical health effects of marijuana use are increased heart rate, breathing problems, reproductive system changes, and intense nausea and vomiting in long-term, heavy users.

Cocaine and Other Stimulants

Stimulants speed up your body's systems. Stimulants include cocaine, ADHD prescription medications such as Adderall, Dexedrine, and Ritalin; diet pills; and methamphetamine.

- *Cocaine* - is a stimulant drug made from the leaves of the coca plant. Short-term effects of use include dilated pupils, constricted blood vessels, increased blood pressure, higher body temperature, nausea, fast or irregular heart rate, muscle twitches or tremors, restlessness and irritability, euphoria, high energy, hypersensitivity to sound, sight or touch, and paranoia. Cocaine's effects appear almost immediately and disappear within a few minutes to an hour. Long-term effects can include problems swallowing, nosebleeds, loss of smell, and frequent runny nose in those who snort cocaine. Those who smoke might experience lung-related problems such as cough, asthma, or a greater risk for lung infections. Those who inject might experience skin and soft tissue infections and a greater risk for diseases like HIV. Those who use it orally could experience bowel decay.
- *Amphetamines* - are prescription medications that have similar effects to cocaine except that they last longer. They can cause increased blood pressure, higher heart rates, decreased appetite, insomnia, and physical exhaustion. Taking amphetamines not prescribed to you or in ways not prescribed is abuse. Chronic abuse can manifest in symptoms such as paranoia, skin picking, hallucinations, or erratic behavior.

Depressants

Depressants can decrease anxiety, induce sleep, prevent seizures, and relieve muscle spasms. Specific types of depressants include barbiturates, often prescribed to treat anxiety, insomnia, and pre-operative sedation (i.e., Amytal, Butisol), and benzodiazepines, often prescribed to treat anxiety, panic attacks, and insomnia (i.e., Ativan, Xanax, Lunesta). Taking depressants not prescribed to you or in ways not prescribed is abuse. Short-term effects include sleepiness, decreased anxiety, slower reaction time, impaired judgment, and confusion. Other effects include dizziness, low blood pressure, slowed breathing, lightheadedness, slurred speech, weakness, loss of coordination, headache, blurred vision, and nausea and vomiting.

Hallucinogens

Hallucinogens are found in plants or synthetically made. PCP, LSD, MDMA/Ecstasy, and ketamine are types of hallucinogens. They cause perceptual distortions related to space and time. Dilated pupils, increased blood pressure and heart rate, panic, anxiety, confusion or suspicion, and flashbacks are possible effects of use.

Inhalants

Inhalants (sprays, solvents, glue) are chemicals inhaled or "huffed" that produce anesthetic-like effects. These effects include slurred speech, dizziness, loss of consciousness, euphoria, lack of motor coordination, slight stimulation, and lowered inhibition. Long-term effects include disorientation, muscle weakness, weight loss, mood changes (depression and irritability), and loss of consciousness.

Opioids

Opioids include any drug synthesized from an opiate that produces effects such as pain relief, slowed movement, euphoria, and sedation. Opioids include synthetic drugs such as heroin, hydrocodone, and methadone. Opioids also include naturally derived opiates such as opium, codeine, and morphine. Short-term effects include pain relief, slowed movement, facial and neck flushing, constipation, slowed breathing, nausea and vomiting, and pupil constriction. Overdose and addiction are risks associated with opioid use.

For more information on how the misuse of alcohol and other drugs can affect you, please visit the [DEA Drug Factsheet](#)³⁴

Policies for Possession, Use, and Sale of Alcohol and Drugs

Alcohol

Underage possession or use of alcoholic beverages and the sale of alcoholic beverages to minors is prohibited. By state law, no one under 21 years of age is permitted to consume, purchase, transport, or possess any alcoholic beverage. Operating a motor vehicle while under the influence of alcohol is also prohibited by State law. [Keene City Ordinances](#)³⁵ prohibit open container and consumption of alcohol on public property; internal possession of alcohol (a person under 21 having an alcohol concentration of .02 or more); misrepresenting age to procure alcohol and facilitating a drug or underage alcohol house party. Regulations specific to Keene State College residence halls apply and can be found in the [Alcohol and Other Drug Policies](#)³⁶ located in the [KSC Student Code of Conduct](#).³⁷

State of New Hampshire Alcohol Policy

³⁴ <https://www.dea.gov/factsheets>

³⁵ https://www.municode.com/library/nh/keene/codes/code_of_ordinances

³⁶ <https://www.keene.edu/administration/policy/detail/handbook/alcohol/>

³⁷ <https://www.keene.edu/administration/policy/detail/handbook/code/>

- Any person under the age of 21 years who has in their possession any liquor or alcoholic beverage shall be guilty of a violation.
- No person shall sell or give away any liquor or beverage to a person under the age of 21 years or to a person under the influence of liquor.
- A person who falsely represents their age for the purpose of procuring liquor or beverages and who procures such liquor or beverages shall be guilty of a misdemeanor.
- Any person under the age of 21 years driving a vehicle and having liquor or beverage in any form in any part of the vehicle may have their license suspended or their right to drive denied for 60 days per 265-A:45.
- No person shall drive or attempt to drive a vehicle while they are under the influence of intoxicating liquor or any controlled drug or while there is .08 percent or more by weight of alcohol in their blood.
- Aggravated driving while intoxicated - roughly driving under the influence of intoxicating liquor or controlled drug at a speed of more than 30 miles per hour in excess of the speed limit or where there is .16 or more percent or more by weight of alcohol in the blood or while attempting to elude pursuit by a law enforcement officer is a misdemeanor.

Drugs

Use, possession, or distribution of narcotics or other controlled substances, except as expressly permitted by law (e.g., prescription drugs) is forbidden on campus or during campus-sponsored events.

Note: medical marijuana cards and medical marijuana are not exceptions to our drug-free posture. Federal law prevents colleges or universities from allowing marijuana possession or use due to its classification as a Schedule I drug.

Drug-related devices are forbidden on College premises, in accordance with State law. Keene City Ordinances also prohibit the possession, manufacture, or delivery of drug paraphernalia. As members of the general public in New Hampshire, students and employees are assumed to have full knowledge of Federal, State, and local laws.

When students are receiving Federal Title IV financial aid (including Federal Pell Grants and Federal Direct Student Loans), it is their responsibility to inform the Financial Aid Office within five days of any criminal illegal drug statute conviction.

State of New Hampshire Drug Policy

(Roughly, all stimulants, depressants, and hallucinogens excluding alcohol, nicotine, caffeine, and laetrile.)

- Any person who drives a vehicle while knowingly having in their possession or in any part of the vehicle a controlled drug shall be guilty of a misdemeanor.
- It is unlawful for any person to possess or have under their control any quantity of a narcotic (Class A Felony) or a controlled drug other than a narcotic (misdemeanor).
- It is unlawful for any person to manufacture, sell, or dispense any controlled drug (Class A Felony) or narcotic drug (misdemeanor).
- It is unlawful for any person to possess or have under their control any cannabis-type drug. A person in control or possession of one pound or more of a cannabis-type drug is guilty of a Class B Felony.
- A person shall be guilty of a misdemeanor who controls any premises or vehicle where they know a controlled drug is illegally kept or deposited.
- A person shall be guilty of a misdemeanor who possesses with the intent to deliver any drug paraphernalia (widely defined as anything used or intended for use in planting, growing, manufacturing, preparing, storing, or introducing a controlled substance into the human body).

See [N.H. RSA 318-B:26](#)³⁸ for the various penalties.

Federal Drug Laws:

Denial of Federal Benefits 21 U.S.C. 862

A Federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal Drug Trafficking convictions may result in denial of Federal benefits for up to 5 years for a first conviction, 10 years for a second conviction, and permanent denial of Federal benefits for a third conviction. Federal drug convictions for possession may result in denial of federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions.

Forfeiture of Personal Property and Real Estate 21 U.S.C. 853

Any person convicted of a Federal Drug Offense punishable by more than 1 year in prison shall forfeit to the United States any personal or real property related to the violation including houses, cars, and other personal belongings. A warrant of seizure is issued, and property is seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties 21 U.S.C. 841

³⁸ <https://www.gencourt.state.nh.us/rsa/html/XXX/318-B/318-B-26.htm>

Penalties for Federal Drug Trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe. If death or serious bodily injury results from the use of a controlled substance that has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to \$ 8 million. Persons convicted on Federal charges of drug trafficking within 1,000 feet of a University (U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least a year.

Federal Drug Possession Penalties:

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than \$1000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days, but not more than 3 years in prison and a minimum fine of \$5,000.

Keene State Conduct/Disciplinary Action

A student and/or organization found responsible for violating the Alcohol and Other Drug Policy may receive one or more of a variety of sanctions tailored to meet the specific violation(s). Individual mitigating circumstances as well as aggravating factors, such as past misconduct or failure to comply with previously imposed sanctions, are also taken into consideration. The following list is not to be regarded as all-inclusive but rather as a sample of the types of sanctions that may be applied. For a complete description of the conduct process and an explanation of the following sanctions, please consult the Student Code of Conduct.

- Official Reprimand
- Restitution
- Disciplinary Restriction
- Referred Learning Program
- Completion of a Certified Alcohol and Other Drug Rehabilitation Program
- College Probation
- Disciplinary Suspension
- Disciplinary Dismissal
- Deactivation of a Student Organization

- Notification of Violation to Parents

The full text of the [Keene State College Policy on Alcohol and Other Drugs](#) is available online in the [Student Handbook](#),³⁹ which includes standards of conduct, health risks, disciplinary sanctions, and available counseling and treatment. The [New Hampshire Revised Statutes Annotated](#)⁴⁰ is also available online.

Substance Abuse Education and Treatment

Keene State College has adopted and implemented Drug and Alcohol Abuse Prevention Programs to prevent and address unlawful possession, use, or distribution of illicit drugs and alcohol. The Student Engagement Division compiles an *AOD Committee* to address issues involving drugs and alcohol prevention. Such initiatives include, but are not limited to:

- [Assessments, Therapy, Support, Education & Consultation](#) - The Wellness Center offers students individualized assessments, brief individual therapy, group support, consultations, and educational programs as needed.
- [Alcohol Screenings](#) - An alcohol screening and discussion designed to assist students in examining their own drinking behavior in a judgment-free environment. This assessment aims to reduce risky behaviors and the harmful consequences of drinking by increasing awareness and the use of protective behaviors. Students are generally referred to this assessment through the Community Standards process; however, the assessment is available to all students.
- [Crisis Intervention and Referrals](#) – Crisis intervention and referrals to other treatment centers are also provided as needed. Regional treatment and rehabilitation services include, but are not limited to, Monadnock Family Services, the Keene Serenity Center, and MAPS Counseling Agency.
- [Employee Assistance Program \(EAP\)](#)⁴¹ - Provides confidential counseling to employees or their family members in need. *EAP* also provides initial support for legal advice, financial counseling, and life coaching.
- [THC 101](#) – Online intervention program which discusses marijuana's effects on the brain, health issues, school and job performance, and the consequences and realities of using marijuana. This intervention course also includes the *e-TOKE* self-assessment. Students are usually referred to this program if they have violated the Keene State

³⁹ <https://www.keene.edu/administration/policy/detail/handbook/>

⁴⁰ <http://www.gencourt.state.nh.us/rsa/html/nhtoc.htm>

⁴¹ <http://www.powerflexweb.com/1063/login.html>

College policy; however, this program is available to all students.

- Referred Learning Programs – The Wellness Center, Community Living, and the Assistant Dean of Students collaborate to provide students who have violated the campus substance misuse policy with intervention services and support to encourage future healthy choices. The following three interventions are offered (based upon the severity of use, frequency of policy violations, as well as service availability):
 - Level One: Completion of online educational programs provided through the 3rd Millennium classroom.
 - The “Online Alcohol Module” program via Get Inclusive is a 90-minute online alcohol education class. This program educates students about alcohol and harm reduction techniques and identifies on and off-campus resources.
 - The “THC 101” program is an online education course. This course discusses THC’s effects on the brain, health issues, school and job performance, and the consequences and realities of using marijuana. This intervention course also includes the e-TOKE self-assessment.
 - Level Two: Bystander Intervention Class
 - This intervention class is facilitated by members of The Wellness Center. The class aims to provide students with multiple low-risk substance misuse rule infractions education and support around healthy choices. This 90-minute class also has a large focus on bystander awareness and harm reduction strategies. It is most appropriate for students in the contemplation stage of change.
 - Level Three: Clinical intervention (based on BASICS protocol)
 - This clinical intervention includes 1-2 counseling appointments with a licensed mental health provider or a specifically trained graduate-level intern. These sessions are based on the evidence-based protocol, BASICS. Students are screened for substance misuse as well as mental health challenges. Students are also provided with harm-reduction strategies. Motivation Interviewing techniques are used to build rapport, increase motivation to change, and encourage student efficacy. These sessions are geared toward students demonstrating
- high-risk behaviors or multiple substance misuse policy infractions.
- Community Living Programs – Community Living staff and students are offered a wide range of substance misuse prevention and intervention services through The Wellness Center. This includes experiential programs such as beer goggles, educational trainings during orientation, as well as monthly consultation meetings with a liaison from The Wellness Center.
- Shot of Reality⁴² – This program is a primary education program provided to all first-year students during orientation, which combines improvisational comedy, audience participation, and education on alcohol awareness. Specifically, this program addresses binge drinking, health risks, alcoholism, drunk driving, assault, and alcohol-related laws.
- The “Online Alcohol Module” program via Get Inclusive is a 90-minute online alcohol education class. This program educates students about alcohol and harm reduction techniques and identifies on and off-campus resources.
- Campus Wide Publications and Social Media - Various publications and social media campaigns are offered throughout the year aimed primarily at providing accurate and important information regarding substance misuse. This includes The Stall Street Journal, a wellness-focused newsletter published monthly and distributed in restrooms across campus. This newsletter includes targeted information regarding safe drinking, information on marijuana use, contact info for important campus resources, and much more.
- UsafeUS Smartphone application - Members of The Wellness Center promote and support students in downloading the UsafeUS smartphone application. This app allows students to reduce their risk during social events, regardless of their substance use. The application includes interactive prevention features like Time to Leave™, Expect Me™, Sound the Alarm, and Angel Drink. Additionally, students can instantly access emergency and support resources on or near your campus. Not only does it provide a harm reduction strategy for students, but it is also a reliable resource for information about sexual assault and dating violence.
- Narcan Trainings – Over the course of the 2023-2024 Academic Year, the KSC Community was able to participate in a training opportunity allowing them training and access to Narcan. Narcan (naloxone) is a lifesaving, safe, and accessible medication used to reverse the symptoms of an opiate overdose.

⁴² <http://www.shotofrealityshow.com/>

Trainings were scheduled monthly through the Wellness Center and open to all who wished to participate.

Drug and Alcohol Abuse Prevention Program

As an institute of higher learning, Keene State College is required by the [*Safe and Drug-Free Schools and Communities Act*](#).⁴³ Drug-Free Schools and Campus Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) to develop, implement, and evaluate programs to prevent the misuse or abuse of alcohol and use or distribution of illicit drugs both by Keene State College community faculty, staff, and students. This law requires that KSC conduct a biennial review of its program with the following objectives: determining the effectiveness of the policy and implementing changes to the Alcohol and Other Drug (AOD) program if they are needed, and to ensure that the sanctions developed are enforced consistently. In compliance with the DFSCA, the biennial review must also include a determination as to: the number of drug- and alcohol-related violations and fatalities occurring on the campus, or as part of their activities that are reported to campus officials; and the number and type of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

Good Samaritan Policy

Keene State College has adopted a [*Good Samaritan Policy*](#), which, in certain circumstances, grants immunity from punitive disciplinary action to students who seek medical attention for themselves and/or other students in alcohol or drug-related incidents. This policy exists to encourage students who find themselves in threatening situations with alcohol and/or drugs to call for help. Students who are granted immunity under this policy will still be required to complete alcohol and/or drug education activities, assessments, and/or treatment.

WEAPONS

Keene State College Policy

The [*KSC Weapons Policy*](#)⁴⁴, located in the Student Code of Conduct, *prohibits the possession of weapons on College property*. The term “weapons” includes, but is not limited to, firearms (to include disabled firearms or authentic-looking replicas), paintball guns, BB and pellet guns, air guns, slingshots, bows, arrows, or other projectile devices. *Weapons* may also include swords, various kinds of knives (other than cooking utensils or pocketknives with a blade less than 3”), switchblades, Tasers® or other electric shock weapons, saps, Billy

clubs, explosives, metallic knuckles, various martial-arts devices capable of being used as weapons, or any item used in a manner to threaten, inflict, or attempt to inflict harm.

Possession of “aerosol self-defense spray” (i.e., pepper spray) is permissible on campus when stored and used in an appropriate manner.

All incidents involving gun possession on campus will be reported to the Keene State College Department of Campus Safety and the Keene Police Department (KPD) immediately. Any weapon related to a criminal incident will be turned over to KPD as evidence. The return of such property will be in accordance with KPD policy.

Violations of this policy will be subject to disciplinary action. Any prohibited weapons will be confiscated and stored by Campus Safety. At the discretion of the Director of Campus Safety and Compliance (or designee), weapons that are not in violation of NH state law or are not evidentiary in nature, may be returned to the student and must immediately be safely removed from campus.

Authorization for use of theatrical weapons for theatre or movie production must be obtained from the Director of Campus Safety and Compliance.

NH Criminal Code

New Hampshire statutes pertaining to weapons can be found under Title XII, chapter 159 of the New Hampshire Criminal Code. The [*Revised Statutes Annotated \(RSA\)*](#) can be read online.⁴⁵

TITLE IX POLICY PROHIBITING SEX DISCRIMINATION

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 discrimination and/or harassment. As a public institution with a long-standing commitment to equal employment and educational opportunities, the College expects all faculty, staff, and students to engage in behavior and conduct that is appropriate, respectful, and responsible for a collegial, discrimination, and harassment-free environment. Keene State College, in accordance with federal and state laws and regulations, will not tolerate discrimination and/or harassment against any person based on race, color, national origin, religion, sex, sexual orientation, gender identity or

⁴³ [Complying with the Drug-Free Schools and Campuses Regulations \[EDGAR Part 86\] A Guide for University and College Administrators](#)

⁴⁴ www.keene.edu/administration/policy/detail/handbook/campus-policies/#w

⁴⁵ <http://www.gencourt.state.nh.us/rsa/html/xii/159/159-mrg.htm>

expression, age, disability, marital status, veteran status, by faculty, staff or students. Such behavior is unlawful, disrespectful, and antithetical to the standards, values, and mission of Keene State College.

The College will respond to reports of relationship violence and sexual misconduct to stop the prohibited conduct, take steps to prevent the reoccurrence of the conduct, and address its effects on the campus community regardless of location.

KSC's Title IX policy prohibiting sex discrimination applies to all students, faculty, and staff regardless of gender, sexual orientation, sex, gender expression, or gender identity – regardless of immigration status, national origin, or citizenship status. The College reserves the right to assert its jurisdiction in certain off-campus incidents when specific actions by Keene State College community members adversely affect the College community and/or its mission.

Keene State College Policy Definitions

The following information is included as part of *Keene State College's Title IX policy prohibiting sex discrimination and Discrimination and Discriminatory Harassment Policy*.

Sex-Based Harassment

Sex-based harassment, as defined under the Title IX Final Rule of 2024, is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender expression, and gender identity.

Sex-Based Harassment includes the following:

- Quid pro quo harassment: An employee, agent, or other person authorized by the College to provide an aid, benefit, or service under the College's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.
- Hostile environment harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the College's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the College's education program or activity, previous interactions, and other factors about a party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the College's education program or activity.
- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitutes sexual harassment when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 - Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Sexual assault: an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Specifically, this includes:
 - Non-Consensual Sexual Penetration — Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the other party.
 - Fondling - Touching the private body parts of another person for the purpose of sexual gratification, without the consent of the other party, including instances where the other party is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
 - Non-Consensual Sexual Contact- Intentionally touching the intimate body parts, such as breasts, buttocks, groin, genitals, or the clothing covering them, of another person, or forcing or coercing another person to touch your intimate body parts or themselves without consent.

- Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent. In New Hampshire, the age of consent is sixteen (16).
- Dating violence: violence committed by a person:
 - Who is or has been in a social relationship of a romantic or intimate nature with the other party; and
 - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - The frequency of interaction between the persons involved in the relationship.
- Domestic violence: felony or misdemeanor crimes of violence committed by a person who:
 - Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the College, or a person similarly situated to a spouse of the victim;
 - Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - Shares a child in common with the victim; or
 - Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.
- Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited. Examples of Sexual Exploitation include:
 - Using any device for the purpose of observing, recording, or streaming of the intimate parts of a person or their sexual activity when there is a reasonable expectation of privacy without the other person's knowledge or consent.
 - Making, sharing, posting, streaming, or otherwise distributing images, photographs, video or audio of another person's sexual activity or intimate parts, if the individual distributing the content knows or should

have known that the person depicted in the images or audio did not consent to the disclosure.

- Observing, spying on, or listening to a person(s) involved in sexual activity or in any state of undress, in a place where that other person would have a reasonable expectation of privacy, without that person's consent. Voyeurism also occurs when an individual allows others to observe this behavior without the consent of all parties involved.
- Knowingly transmitting a disease or infection to someone without their knowledge or consent by means of sexual contact.
- The prostituting of another person or the trafficking of another person, defined as the inducement of a person to perform a commercial sex act, or labor or services, through force, fraud, or coercion.
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections.
- Contact between the intimate body parts of a person and the sexual organ of another due to the purposeful removal of any prophylactic barrier without consent (e.g., non-consensual dental dam or condom removal; 'stealthing').

Retaliation

Retaliation is any materially adverse action taken against an individual because they were involved in the disclosure, reporting, investigation, or resolution of a report of Prohibited Conduct. Retaliation includes threats, intimidation, harassment, coercion, discrimination, violence, or any other conduct against any person by the College, a student, or an employee or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity, for the purpose of interfering with any right or privilege secured by this policy or by law, including Title IX or its regulations. Adverse action does not include perceived or petty slights, or trivial annoyances.

The prohibition against retaliation applies to any individuals who participate (or student who refuses to participate) in any manner in an investigation or hearing. Employees of the College may have other requirements to participate in an investigation or resolution process that do not otherwise violate applicable state or federal law.

The National Incident-Based Reporting System (NIBRS) Edition of the Uniform Crime Reporting Program (UCR) definitions differ from definitions in the Title IX policy prohibiting sex discrimination and New Hampshire Statutes in regard to relationship violence.

Relationship Violence is a broad term that encompasses domestic violence, dating violence, and stalking. The following definitions are provided by the UCR program in accordance with the **Violence Against Women Reauthorization Act of 2013 (VAWA)**:

- **Domestic Violence**: Violence committed by a current or former spouse or intimate partner, a person sharing a child with the victim, or a person cohabitating or who has cohabitated with the victim as a spouse or intimate partner.
- **Dating Violence**: Is violence committed by a person who has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim's statement and/or with consideration of the type and length of the relationship and the frequency of the interaction between the persons involved in the relationship.
- **Stalking**: is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which the stalker directly, indirectly, or through a third party follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Stalking includes incidences in which electronic media such as the internet, social media, texts, cell phones, GPS, and other similar forms of contact are used (sometimes referred to as cyber-stalking). This policy prohibits all stalking, not just stalking that occurs within the context of a relationship.
- **Sexual Assault**: Having or attempting to have sexual intercourse or sexual contact with another by force or threat of force; or without consent; or where that person is incapacitated. This also includes rape, which is the sexual penetration, however slight, of another person, without consent. Sexual penetration may be vaginal, anal, or oral, and may involve the use of a body part or object.
- **Rape**: The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral

penetration by a sex organ of another person, without the consent of the victim.

- **Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
- **Incest**: Sexual intercourse between persons who are related to each other within the degrees wherein marriage as prohibited by law.
- **Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent.

College Policies

The following paragraphs contain information on various College policies applicable to sexual and relationship violence. Policies are subject to change; however, any changes made to College policies are published in the appropriate campus media. In addition, the College reserves the right to assert its jurisdiction in certain off-campus incidents when specific actions by Keene State College community members adversely affect the College community and/or its mission.

The Keene State College Title IX policy prohibiting sex discrimination addresses discrimination on the basis of sex (actual or perceived), gender, gender identity, gender expression, sexual orientation, and sexual identity. Keene State College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

The [Keene State College Discrimination and Discriminatory Harassment Policy](#)⁴⁶ addresses discrimination and sex discrimination and is located in the Faculty and Staff Handbooks. Keene State College recognizes that sexual and relationship violence can be a form of sex discrimination.

The College maintains an [Amorous Relationship Policy](#)⁴⁷ for faculty and staff, which provides guidance for appropriate relations and areas of consideration.

Where applicable, the Department of Campus Safety will provide reasonable support and assistance to all reporting persons (including visitors) of sexual misconduct occurring on property owned or controlled by Keene State College. Such support may include providing safety and security, assistance in contacting law enforcement, providing referrals to off-campus resources, conducting a preliminary investigation (when able), preparing a preliminary report, referring allegations involving campus community members to

⁴⁶ <http://www.keene.edu/administration/policy/detail/discrimination/>

⁴⁷ <https://www.usnh.edu/policy/usy/v-personnel-policies/d-employee-relations>

the Title IX Office, the Office of Community Standards or Department of Human Resources, or other services as deemed necessary by the Director of Campus Safety and Compliance or a designee.

The College reserves the right to issue trespass notices to any individual who is in violation of College policy or who poses a threat to the Keene State College community.

NEW HAMPSHIRE CRIMINAL CODE

The following information is a partial review of the statutes addressing sexual and relationship violence crimes in New Hampshire. It is intended only for purposes of information and guidance, does not cover all acts that may constitute criminal sexual behavior or all parts of the sex crime statutes, and should not be construed as legal advice.

The definitions from local and state jurisdictions are provided to the community for educational and awareness purposes. These definitions are not used for the purposes of reporting Clery Act statistics.

Aggravated Felonious Sexual Assault (RSA 632-A:2) -

I. A person is guilty of the felony of aggravated felonious sexual assault if such person engages in sexual penetration with another person under any of the following circumstances: (a) When the actor overcomes the victim through the actual application of physical force, physical violence, or superior physical strength. (b) When the victim is physically helpless to resist. (c) When the actor coerces the victim to submit by threatening to use physical violence or superior physical strength on the victim, and the victim believes that the actor has the present ability to execute these threats. (d) When the actor coerces the victim to submit by threatening to retaliate against the victim or any other person, and the victim believes that the actor has the ability to execute these threats in the future. (e) When the victim submits under circumstances involving false imprisonment, kidnapping, or extortion. (f) When the actor, without the prior knowledge or consent of the victim, administers or has knowledge of another person administering to the victim any intoxicating substance which mentally incapacitates the victim. (g) When the actor provides therapy, medical treatment, or examination of the victim and in the course of that therapeutic or treating relationship or within one year of termination of that therapeutic or treating relationship: (1) Acts in a manner or for purposes which are not professionally recognized as ethical or acceptable; or (2) Uses this position as such provider to coerce the victim to submit. (h) When the victim has a disability that

renders him or her incapable of freely arriving at an independent choice as to whether or not to engage in sexual conduct, and the actor knows or has reason to know that the victim has such a disability. (i) When the actor through concealment or by the element of surprise is able to cause sexual penetration with the victim before the victim has an adequate chance to flee or resist. (j) When the victim is 13 years of age or older and under 16 years of age and: (1) the actor is a member of the same household as the victim; or (2) the actor is related by blood or affinity to the victim. (k)(1) When the victim is 13 years of age or older and under 18 years of age and the actor is in a position of authority over the victim and is more than 4 years older than the victim. (2) When the actor is an employee, contractor, or volunteer at a primary or secondary educational institution and the victim is a student and up to 10 months after the student's graduation or departure. (3) Consent of the victim under any of the circumstances set forth in subparagraph (k) shall not be considered a defense. (l) When the victim is less than 13 years of age. (m) When at the time of the sexual assault, the victim indicates by speech or conduct that there is not freely given consent to performance of the sexual act. (n) When the actor is in a position of authority over the victim and uses this authority to coerce the victim to submit under any of the following circumstances: (1) When the actor has direct supervisory, disciplinary, or other authority authorized by law over, or direct responsibility for maintaining detention of, the victim by virtue of the victim being detained or incarcerated in a correctional institution, the secure psychiatric unit, a juvenile detention facility, or any other setting in which the victim is not free to leave; or (2) When the actor is a probation or parole officer or a juvenile probation and parole officer who has direct supervisory or disciplinary authority over the victim while the victim is on parole or probation or under juvenile probation. Consent of the victim under any of the circumstances set forth in subparagraph (n) shall not be considered a defense. **II.** A person is guilty of aggravated felonious sexual assault without penetration when he intentionally touches whether directly, through clothing, or otherwise, the genitalia of a person under the age of 13 under circumstances that can be reasonably construed as being for the purpose of sexual arousal or gratification. **III.** A person is guilty of aggravated felonious sexual assault when such person engages in a pattern of sexual assault against another person, not the actor's legal spouse, who is less than 16 years of age. The mental state applicable to the underlying acts of sexual assault need not be shown with respect to the element of engaging in a pattern of sexual assault. **IV.** A person is guilty of aggravated felonious sexual assault when such person engages in sexual penetration as defined in RSA 632-A:1, V with another person under

18 years of age whom such person knows to be his or her ancestor, descendant, brother, or sister of the whole or half blood, uncle, aunt, nephew, or niece. The relationships referred to herein include blood relationships without regard to legitimacy, stepchildren, and relationships of parent and child by adoption. **V. (a)** Upon proof that the victim and defendant were intimate partners or family or household members, as those terms are defined in RSA 631:2-b, III, a conviction under this section shall be recorded as "aggravated felonious sexual assault-domestic violence." **(b)** In addition to any other penalty authorized by law, the court shall levy a fine of \$50 for each conviction recorded as "aggravated felonious sexual assault-domestic violence" under this paragraph. The court shall not reduce or suspend any sentence or the payment of any fine imposed under this paragraph and no fine imposed under this paragraph shall be subject to an additional penalty assessment. If the court determines that the defendant is unable to pay the fine on the date imposed, the court may defer payment or order periodic payments thereof. The clerk shall forward all fines collected under this paragraph to the department of health and human services for the purposes of RSA 173-B:15. The provisions of RSA 618:8 and RSA 618:9 shall not apply to a fine imposed under this paragraph.

Felonious Sexual Assault (RSA 632-A:3) - A person is guilty of a class B felony if such person: **I.** Subjects a person to sexual contact and causes serious personal injury to the victim under any of the circumstances named in RSA 632-A:2; or **II.** Engages in sexual penetration with a person who is 13 years of age or older and under 16 years of age where the age difference between the actor and the other person is 4 years or more; or **III.** **(a)** Engages in sexual contact with a person: **(1)** Who is under 13 years of age. **(2)** Thirteen years of age or older and under 18 years of age when the actor is in a position of authority over the victim and is more than 4 years older than the victim. **(3)** When the actor is an employee, contractor, or volunteer at a primary or secondary educational institution and the victim is a student and up to 10 months after the student's graduation or departure. **(b)** Consent of the victim under any of the circumstances set forth in subparagraph **(a)** shall not be considered a defense. **IV. (a)** Engages in sexual contact with the person, or causes the person to engage in sexual contact on himself or herself in the presence of the actor, when the actor is in a position of authority over the person and uses that authority to coerce the victim to submit under any of the following circumstances: **(1)** When the actor has direct supervisory or disciplinary authority over the victim by virtue of the victim being incarcerated in a correctional institution, the secure psychiatric unit, or juvenile detention facility

where the actor is employed; or **(2)** When the actor is a probation or parole officer or a juvenile probation and parole officer who has direct supervisory or disciplinary authority over the victim while the victim is on parole or probation or under juvenile probation. **(b)** Consent of the victim under any of the circumstances set forth in this paragraph shall not be considered a defense. **V. (a)** Upon proof that the victim and defendant were intimate partners or family or household members, as those terms are defined in RSA 631:2-b, III, a conviction under this section shall be recorded as "felonious sexual assault-domestic violence." **(b)** In addition to any other penalty authorized by law, the court shall levy a fine of \$50 for each conviction recorded as "felonious sexual assault-domestic violence" under this paragraph. The court shall not reduce or suspend any sentence or the payment of any fine imposed under this paragraph and no fine imposed under this paragraph shall be subject to an additional penalty assessment. If the court determines that the defendant is unable to pay the fine on the date imposed, the court may defer payment or order periodic payments thereof. The clerk shall forward all fines collected under this paragraph to the department of health and human services for the purposes of RSA 173-B:15. The provisions of RSA 618:8 and RSA 618:9 shall not apply to a fine imposed under this paragraph.

Sexual Assault (RSA 632-A:4) - **I.** A person is guilty of a class A misdemeanor under any of the following circumstances: **(a)** When the actor subjects another person who is 13 years of age or older to sexual contact under any of the circumstances named in RSA 632-A:2. **(b)** When the actor subjects another person who is 13 years of age or older and under 16 years of age to sexual contact where the age difference between the actor and the other person is 5 years or more. **(c)** In the absence of any of the circumstances set forth in RSA 632-A:2, when the actor engages in sexual penetration with a person who is 13 years of age or older and under 16 years of age where the age difference between the actor and the other person is 4 years or less. **II.** A person found guilty under subparagraph I(c) of this section shall not be required to register as a sexual offender under RSA 651-B. **III. (a)** A person is guilty of a misdemeanor if such person engages in sexual contact or sexual penetration with another person, or causes the person to engage in sexual contact on himself or herself in the presence of the actor when the actor is in a position of authority over the person under any of the following circumstances: **(1)** When the actor has direct supervisory or disciplinary authority over the victim by virtue of the victim being incarcerated in a correctional institution, the secure psychiatric unit, or juvenile detention facility where the actor is employed; or **(2)** When the actor is a probation or parole officer or a juvenile probation and

parole officer who has direct supervisory or disciplinary authority over the victim while the victim is on parole or probation or under juvenile probation. (b) Consent of the victim under any of the circumstances set forth in this paragraph shall not be considered a defense. IV. (a) Upon proof that the victim and defendant were intimate partners or family or household members, as those terms are defined in RSA 631:2-b, III, a conviction under this section shall be recorded as "sexual assault-domestic violence." (b) In addition to any other penalty authorized by law, the court shall levy a fine of \$50 for each conviction recorded as "sexual assault-domestic violence" under this paragraph. The court shall not reduce or suspend any sentence or the payment of any fine imposed under this paragraph and no fine imposed under this paragraph shall be subject to an additional penalty assessment. If the court determines that the defendant is unable to pay the fine on the date imposed, the court may defer payment or order periodic payments thereof. The clerk shall forward all fines collected under this paragraph to the department of health and human services for the purposes of RSA 173-B:15. The provisions of RSA 618:8 and RSA 618:9 shall not apply to a fine imposed under this paragraph.

Domestic Violence (RSA 631:2-b)⁴⁸ – A person is guilty of domestic violence if the person commits any of the following against a family or household member or intimate partner: (a) Purposely or knowingly causes bodily injury or unprivileged physical contact against another by use of physical force; (b) Recklessly causes bodily injury to another by use of physical force; (c) Negligently causes bodily injury to another by means of a deadly weapon; (d) Uses or attempts to use physical force, or by physical conduct, threatens to use a deadly weapon for the purpose of placing another in fear of imminent bodily injury; (e) Threatens to use a deadly weapon against another person for the purpose to terrorize that person; (f) Coerces or forces another to submit to sexual contact by using physical force or physical violence; (g) Threatens to use physical force or physical violence to cause another to submit to sexual contact and the victim believes the actor has the present ability to execute the threat; (h) Threatens to use a deadly weapon to cause another to submit to sexual contact and the victim believes the actor has the present ability to carry out the threat; (i) Confines another unlawfully, as defined in RSA 633:2, by means of physical force or the threatened use of a deadly weapon, so as to interfere substantially with his or her physical movement; (j) Knowingly violates a term of a protective order issued pursuant to RSA 173-B:4, (I) by means of the use or attempted use of physical force or the

threatened use of a deadly weapon; (k) Uses physical force or the threatened use of a deadly weapon against another to block that person's access to any cell phone, telephone, or electronic communication device with the purpose of preventing, obstructing, or interfering with the report of any criminal offense, bodily injury, or property damage to a law enforcement agency; or a request for an ambulance or emergency medical assistance to any law enforcement agency or emergency medical provider. II. Domestic violence is a class A misdemeanor unless the person uses or threatens to use a deadly weapon as defined in RSA 625:11, V, in the commission of an offense, in which case it is a class B felony. III. For purposes of this section: (a) "Family or household member" means: (1) The actor's spouse or former spouse; (2) A person with whom the actor is cohabiting as a spouse, parent, or guardian; (3) A person with whom the actor cohabited as a spouse, parent, or guardian but no longer shares the same residence; (4) An adult with whom the actor is related by blood or marriage; or (5) A person with whom the actor shares a child in common. (b) "Intimate partner" means a person with whom the actor is currently or was formerly involved in a romantic relationship, regardless of whether or not the relationship was sexually consummated. IV. Upon conviction and sentencing, the court shall document on the sentencing form the specific nature of the relationship between the defendant and the victim, by reference to subparagraphs III(a)(1)-(5) and III(b). V. In addition to any other penalty authorized by law, the court shall levy a fine of \$50 for each conviction under this section. The court shall not reduce or suspend any sentence or the payment of any fine imposed under this section. If the court determines that the defendant is unable to pay the fine on the date imposed, the court may defer payment or order periodic payments thereof. Fines imposed under this section shall not be subject to an additional penalty assessment and shall not be subject to the provisions of RSA 618:8 or 618:9. The clerk shall forward all fines collected under this paragraph to the department of health and human services for the purposes of RSA 173-B:15.

Dating Violence is enforced by **RSA 631:2-b** A person commits dating violence (as defined above under *Domestic Violence* above) if the offender commits the offense against an intimate partner. For the purposes of *RSA 631:2-b*, "**Intimate partner**" means a person with whom the actor is currently or was formerly involved in a romantic relationship, regardless of whether or not the relationship was sexually consummated.

⁴⁸ <http://www.gencourt.state.nh.us/rsa/html/LXII/631/631-2-b.htm>

Stalking (RSA 633:3-a)⁴⁹ – A person commits the offence of stalking if such person: (a) Purposely, knowingly, or recklessly engages in a course of conduct targeted at a specific person which would cause a reasonable person to fear for his or her personal safety or the safety of a member of that person's immediate family, and the person is actually placed in such fear; (b) Purposely or knowingly engages in a course of conduct targeted at a specific individual, which the actor knows will place that individual in fear for his or her personal safety or the safety of a member of that individual's immediate family; or After being served with, or otherwise provided notice of, a protective order pursuant to RSA 173-B, RSA 458:16, or (c) After being served with, or otherwise provided notice of, a protective order pursuant to RSA 173-B, RSA 458:16, or paragraph III-a of this section, or an order pursuant to RSA 597:2 that prohibits contact with a specific individual, purposely, knowingly, or recklessly engages in a single act of conduct that both violates the provisions of the order and is listed in paragraph II(a) (a) "Course of conduct" means 2 or more acts over a period of time, however short, which evidences a continuity of purpose. A course of conduct shall not include constitutionally protected activity, nor shall it include conduct that was necessary to accomplish a legitimate purpose independent of contacting the targeted person. A course of conduct may include, but not be limited to, any of the following acts or a combination thereof: (1) Threatening the safety of the targeted person or an immediate family member. (2) Following, approaching, or confronting that person, or a member of that person's immediate family. (3) Appearing in close proximity to, or entering the person's residence, place of employment, school, or other place where the person can be found, or the residence, place of employment or school of a member of that person's immediate family. (4) Causing damage to the person's residence or property or that of a member of the person's immediate family. (5) Placing an object on the person's property, either directly or through a third person, or that of an immediate family member. (6) Causing injury to that person's pet, or to a pet belonging to a member of that person's immediate family. (7) Any act of communication, as defined in RSA 644:4, II. (b) "Immediate family" means father, mother, stepparent, child, stepchild, sibling, spouse, or grandparent of the targeted person, any person residing in the household of the targeted person, or any person involved in an intimate relationship with the targeted person.

Consent

Consent is an informed, voluntary, and mutual decision among all participants to engage in sexual activity,

expressed in words or actions. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct with that particular person or people.

Individuals may experience the same interaction in different ways. Each party is responsible for determining that the other has consented before engaging in the activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Past consent does not imply future consent. A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred. Silence or the absence of resistance alone is not consent.

Consent can be withdrawn at any time during sexual activity through reasonable and clear communications through words or actions. When consent is withdrawn, sexual activity must stop.

Consent cannot be given if any of the following are present:

- a person is unable to understand the nature, fact, or extent of the activity or give knowing consent;
- a person is incapacitated due to the consumption of alcohol or drugs;
- a person is asleep or unconscious;
- a person is under the legal age to provide consent (in New Hampshire, that age is 16 years old);
- a person has a disability that prevents such person from having the ability or capacity to give consent;
- the use of force, threat of force, or coercion (the use of pressure to compel another individual to initiate or continue sexual activity against an individual's will).

Under the New Hampshire Criminal Code, **Consent** is addressed under [*Sexual Assault and Related Offenses, RSA 632-A*](#).⁵⁰

- Lack of consent may be proved in a variety of ways, including but not limited to, an attempt to escape, outcry, or offer of resistance. Lack of consent may

⁴⁹ <http://www.gencourt.state.nh.us/rsa/html/lxii/633/633-3-a.htm>

⁵⁰ <http://www.gencourt.state.nh.us/rsa/html/nhtoc/nhtoc-lxii-632-a.htm>

be proven by showing the alleged victim was restrained by fear of violence.⁵¹

- The alleged victim's failure to physically resist a sexual assault does not infer consent
- Consent may be implied or informed and must be voluntary.

Warning Signs, Risk Reduction and Prevention of Abusive Behavior and Future Attacks

No victim/survivor is ever to blame for being assaulted or abused. Below are some tips to help individuals reduce their risk of re-victimization by recognizing warning signs of abusive behavior.

Warning Signs of Abusive Behavior

Relationship violence can escalate from threats and verbal abuse to violence. While physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- Being afraid of your partner.
- Constantly watching what you say to avoid a "blow up."
- Feelings of low self-worth and helplessness about your relationship.
- Feeling isolated from family or friends because of your relationship.
- Hiding bruises or other injuries from family or friends.
- Being prevented from working, studying, going home, and/or using technology (including your cell phone).
- Being monitored by your partner at home, work, or school.
- Being forced to do things you do not want to do.

Help Reduce Risk and Avoid Potential Attacks

Risk reduction means options designed to decrease perpetration and bystander inaction, to increase empowerment for victims/survivors in order to promote safety, and to help individuals and communities address conditions that facilitate violence. Learn how to look for "red flags" in relationships so you can learn to avoid some of those characteristics in future partners.

- If you notice yourself engaging in unhealthy or abusive behaviors, reach out for help to reduce the risk that you might pose to an individual.
- Learn more about what behaviors constitute dating and domestic violence, so you can avoid engaging in those behaviors.
- Sex without consent is a crime.

- Any physical assault or threat by a partner is a crime.
- Ask your partner(s) what their limits are and respect the boundaries set forth.

If you are being abused or suspect that someone you know is being abused

- Understand it is not your fault.
- Talk with friends and family members about ways you can be supported.
- Get help by contacting The Wellness Center for support services.
- Consider making a report with Campus Safety, Keene Police, and/or the Title IX Coordinator.
- Consider getting a protective order or a stay away order from the Keene Police Department or Keene Circuit Court, or a *Keene State College No Contact Order* available from the College Title IX Coordinator.
- Consider connecting with MCVP for advocacy and counseling.
- If you see relationship or domestic violence occurring, do what you can to safely intervene, including filing a report or calling Campus Safety.

Keep yourself safe

- Always get verbal consent from your partner and don't assume you know what the other person wants. If you're not absolutely certain, stop and talk about what you both want.
- If you start to feel concerns about a person or a situation, trust your feelings and try to remove yourself from the potential threat, even if it is someone whom you know.
- Take responsibility for your alcohol intake or drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may inhibit your ability to read body language or listen correctly when a partner sets a boundary.
- If walking feels unsafe, call Campus Safety for a safety escort, or ride the Campus Safety shuttle.

Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. *Bystander intervention* means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. The College promotes a culture of community accountability where

⁵¹ *New Hampshire Criminal Jury instructions, Drafting Committee Version, 2015.*

bystanders are actively engaged in the prevention of violence, without causing further harm.

If you or someone else is in immediate danger, dial 9-1-1 (this could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt).

Ways to be an active bystander:

- Talk to your friends. Agree to look out for each other.
- Keep an eye on each other. If you see a friend coming on too strong to someone who's not interested or who may be too drunk to make a consensual decision, interrupt, distract, or redirect the situation.
- If you see someone who may be in a tough position, check in with them. Ask if they're OK and see if they need a way home. Even if they don't take you up on it, you'll send a message that you're paying attention.
- Speak up when someone tries to seclude, hit on, try to make out with, or plan to have sex with people who are incapacitated.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off-campus resources listed in this document for support in health, counseling, or with legal assistance.
- Report incidents that affect your community, even if you're not the victim/survivor. You can reach the Title IX Office at 603-358-2010 or TitleIX@keene.edu.

Primary and On-going Programs, Service, and Awareness Campaigns Addressing Sexual Misconduct

- Community Partnerships – The Wellness Center and the Title IX Coordinator are active members of the Cheshire County Sexual Assault Resource Team (SART), NH Violence Against Women Campus Consortium, and other social service agencies.
- Empower Walk– Hosted by MCVP, the Empower Walk included a walk-through downtown Keene, NH to bring attention to sexual assault awareness month and child abuse prevention month. Participants included MCVP staff, groups of KSC students, survivors, and community members at large.
- Take Back the Night – Hosted and organized by MCVP as an event to raise awareness, empower individuals, and inspire action to bring an end to sexual violence. This event included entertainment, candlelight vigil, speeches, and an open mic for survivors to speak out.

- International Denim Day - Join members of our campus community in wearing denim on Wednesday, April 24th as a visible means of protest against victim blaming and the misconceptions that surround sexual violence and in support of survivors of sexual violence. Visit the official Denim Day website for more information about the history of Denim Day
- Tealight Program: The Tea Light Program was part of Sexual Violence Awareness Month– students were encouraged to take a teal tea light and display it in their windows and/or visible spaces to turn campus teal throughout the month of April to show support and solidarity to victims/survivors of SA. Each bag given out included a tea light and a small card that had information about SAAM, the intention of the campaign, and the request to display in window and/or visible spaces.
- Harassment & Discrimination Prevention Training by Vector Solutions – a mandatory online education program delivered to employees of the College. This online training focuses on defining and identifying harassment and retaliation, understanding employee obligations, and knowing when and how to respond to harassment and retaliation.
- Bringing in the Bystander Prevention Program:- Bringing in the Bystander is Keene State's newly adopted bystander intervention program. Rather than focusing narrowly on people who cause harm and people impacted by harm, the researched and evaluated Bringing in the Bystander® (BITB) Prevention Program uses a community of responsibility approach that teaches bystanders how to safely intervene in situations where an incident may be occurring or where there may be at risk. These highly interactive 90-minute trainings are co-facilitated by Keene State staff, faculty, and students.
 - Bringing in the Bystander Train the Trainer- Faculty and staff learned how to effectively facilitate the Bringing in the Bystander to deliver to students and/or other faculty and staff throughout campus. Bringing in the Bystander is an evidence-based bystander intervention program. Rather than focusing narrowly on people who cause harm and people impacted by harm, the highly interactive Bringing in the Bystander® curriculum uses a community responsibility approach. It teaches bystanders how to safely intervene in instances where sexual violence, relationship violence or stalking may be occurring or where there may be risk that it will occur.
- The "C" Word: An educational, highly interactive, Title IX-compliant program brought to you by the creators of America's No. 1 alcohol awareness

program, A Shot of Reality. This program uses a combination of audience interaction, improv exercises, and thoroughly researched information to break down walls and have a frank, difficult, but needed conversation about sex. This program covers a wide range of topics that include bystander intervention, effective boundary setting, online behavior, and survivor resources. This highly engaging and entertaining program is an amazing resource for college students and faculty.

- *Coordinated Community Response Team*- Keene State's Coordinated Community Response Team (CCRT) collaboratively oversees the planning, implementation, and evaluation of the college's Office on Violence Against Women (OVW) Campus Grant initiatives to prevent and respond to sexual assault, domestic violence, dating violence, and stalking on campus. The CCRT, which includes representation from key community partners, divides its work into five major focus areas: Coordinated Community Response, Comprehensive Prevention, Student Conduct, Law Enforcement/Campus Safety, and Victim/Survivor Services.
- *Student Athlete Annual Violence Prevention Training* – Student-athletes receive a 90-minute workshop focused on consent, healthy relationships, bystander intervention, and creating a culture of respect.
- *Title IX Training* - Annual training for students, campus first-responders, staff, and faculty.
- *Community Assistant Training* - Community Assistants learn about Title IX and applicable College policies. Participants learn about Keene State College's obligations under Title IX and College Policy and KSC's response when receiving a report of sexual misconduct and/or discrimination. Participants will practice and gain skills in receiving a disclosure, how to support students and their obligations as a Responsible Employee.
- *Community Director Training* - The Title IX office will deliver tabletop exercises to allow Community Directors to practice when responding to disclosures or reports of gender-based discrimination/harassment. This training will also review the Title IX process as outlined by the 2024 Final Rule. Training will review resources available to students and build CD's skills in how to respond to a disclosure. This training is interactive through fostering group discussion and thinking critically about how to respond to a student.
- *Stalking Workshop for Community Directors*- In this workshop Community Directors learned the legal definition of stalking, the dynamics surrounding stalking, ways to support a student who reports being

stalked, the impact stalking can have on the victim/survivor, and the current trends at KSC related to stalking.

- *Fraternity and Sorority Life Annual Violence Prevention Training*: Chapters receive a 90-minute workshop focused on a variety of topics including: consent, healthy relationships, bystander intervention, creating a culture of respect, and stalking, etc.

Reporting Sexual Misconduct and Relationship Violence at Keene State College

The College believes it is important to be proactive in taking reasonable steps to identify and prevent incidents of sex discrimination. All employees, with limited exceptions as identified by the College, are required to immediately provide to the Title IX Coordinator all complaints or disclosures of sex discrimination, including sex-based harassment, reported to the employee and share all information made available to the employee.

When providing this information to the Title IX Coordinator, the employee must include their own name and contact information, and all known details about an incident, which may include, if known, the dates, times, locations, names of involved individuals and the nature of the incident as well as any details the employee may have personally observed.

When an individual informs an employee of a student's pregnancy or related conditions, the employee must provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the education program or activity. These reporting requirements increase the likelihood that individuals will receive access to supportive measures, ensure that all College community members have equitable access to the resolution processes, and allow Keene State to take appropriate action consistent with its Title IX obligations and educational mission while still respecting individual agency and autonomy.

The College strongly encourages individuals impacted by relationship violence or sexual misconduct to disclose what happened and seek support services. Any person who has been the victim of or witness to sexual misconduct or relationship violence, whether on or off-campus, can report directly to the [Title IX Coordinator](#)⁵², Department of Campus Safety, a Community Living staff member, Human Resources, any non-confidential College official, or the Keene Police Department.

⁵² <https://www.keene.edu/administration/student-affairs/title-ix/>

Making a report does not obligate the reporting party to proceed any further with an administrative or criminal investigation.

It can be difficult for an individual to come forward after such an event, and there are several different options available for Keene State community members who wish to maintain confidentiality while getting the support they need. In these cases, a student may find a conversation with the Wellness Center, Counseling Services, or MCVP: Crisis and Prevention Center helpful. These offices can provide a confidential space where KSC community members may obtain support services and explore their options in a confidential manner.

To Report Sexual Misconduct

Keene State College has a comprehensive system to assist students who choose to report sexual misconduct or relationship violence. You may report such an incident to:

- Keene Police Department: 400 Marlboro Street, Keene NH 03431 603-357-9813

To file a report with the College, a variety of options are available:

- KSC Sexual Misconduct/Violence Report (online form)
- Title IX Office: 603-358-2010
- KSC Campus Safety: 603-358-2228
- Human Resources 603-358-2234

Following receipt of a report alleging a potential violation of KSC policy, the Title IX Coordinator will contact the complainant and request an opportunity to meet. This initial intake and assessment meeting will provide the following:

1. An invitation to meet to offer assistance and explain rights, resources, and options under KSC policy;
2. Access to this policy;
3. Information regarding available campus and community resources for counseling, health care, mental health, or confidential advocacy. Upon request, information regarding legal assistance, visa and immigration assistance, student financial aid, and other available services may be provided;
4. The availability of supportive measures regardless of whether a complaint is filed and/or any resolution process is initiated;

5. The options for resolution (no action, prevention, agreement, investigation/adjudication) and how to initiate such resolution processes;
6. The right to notify law enforcement as well as the right not to notify law enforcement;
7. The importance of preserving evidence and, in the case of potential criminal misconduct, how to access assistance from Campus Safety or local law enforcement in preserving evidence;
8. The right to an advisor of choice during College proceedings including the initial meeting with the Title IX Coordinator;
9. A statement that retaliation for filing a complaint, or participating in the complaint process, is prohibited;
10. Information on how to initiate the Investigation or Resolution-Based Agreement process.

Making a Report to Campus Safety

Campus Safety is available 24/7 to make a report and seek support regarding sexual misconduct or relationship violence, regardless of where or when the incident occurred. If desired by the complainant, Campus Safety will provide a same-sex officer to record the report. The complainant may have an advisor or advocate with them during any interviews or meetings with College officials.

The College may issue a timely warning notice (without identifying the reporting individual) in cases in which the College believes there is a threat posed to the campus community. Any and all actions that are taken, including the possible release of a warning to the community, will be designed to protect the reporting individual's identity.

Making a Report to Law Enforcement

Victims/survivors of sexual misconduct can always report their experiences to law enforcement, including the local police. It can also be helpful for obtaining a legal order of protection and/or other forms of legal protection.

If desired, college officials will assist in notifying law enforcement authorities. It is the individual's choice to make such a report to law enforcement. Keene Police Department (KPD) employs a College Liaison Officer. This Officer responds to calls and reports involving KSC students throughout the academic year and helps facilitate communication between the College and the KPD.

To file a police report, call 9-1-1 or Dispatch, or go directly to Keene Police Department:
Keene Police Department:
400 Marlboro Street, Keene, NH 03431

Memorandum of Understanding with the Keene Police

Through a *Sexual Assault Memorandum of Understanding*, Keene State College and the Keene Police Department have a formal agreement outlining the rights, responsibilities, and the collaborative process that will be followed if the complainant wishes to file a concurrent sexual assault report with the Keene Police Department.

Memorandum of Understanding with MCVP

Keene State College and MCVP have a formal agreement outlining the shared commitment of the parties to provide trauma-informed support and services to student and employee members who experience gender-based violence, including sexual assault, domestic and dating violence, and other forms of interpersonal violence.

Preserve Evidence and Obtain Medical Treatment

Individuals may wish to seek medical attention. Along with the treatment of injuries, prompt medical examinations can test for pregnancy and STI's, and provide post-exposure treatment for HIV.

A forensic examination can also secure valuable evidence that could be used later if a person wishes to involve law enforcement. Physical evidence may exist up to five (5) days, or longer, after a sexual assault or rape, though individuals are recommended to receive an examination as soon as possible. Local medical facilities can arrange to have a specially trained Sexual Assault Nurse Examiner (SANE) conduct a forensic examination, which collects evidence from a person's body, clothes, and other belongings. A trained advocate can meet a victim/survivor at the hospital to provide emotional support, which would be arranged by the hospital. The results of this examination can be provided to law enforcement anonymously. Transportation to and from a Keene, New Hampshire medical center is available through the Department of Campus Safety if requested, by students or employees who have experienced sexual or relationship violence.

- Cheshire Medical Center: 580 Court St, Keene, NH 03431: (603) 354-6600
- Monadnock Community Hospital: 452 Old Street Rd, Peterborough, NH 03458; (603) 924-7191

When an individual seeks a forensic examination at a hospital, the Office of the Attorney General will pay the

cost for medical expenses, including the physical examination, provided the experience is reported to the police. Other expenses related to the incident may also be provided at no cost to the individual through the Victim's Compensation Program. Specific information on expenses is available through MCVP: Crisis and Prevention Center.

Victims/survivors of sexual or relationship violence and stalking are also encouraged to preserve evidence by saving text messages, instant messages, social networking pages, pictures, logs, or other copies of documents (if any) which pertain to the incident.

Confidential Support Services

We understand that some victims/survivors may choose not to speak with a police officer and/or College official but seek confidential support services. *Confidential* communication is communication that is legally privileged and cannot be shared without the express permission of the individual or otherwise required by law. During normal business hours, a **victim/survivor may disclose a crime on a voluntary and confidential basis** to the following professionals, who are precluded from mandated reporting of most criminal incidents due to patient privacy laws:

- Director/Chief Medical Officer of The Wellness Center⁵³: 603-358-2200
- Any Wellness Center licensed medical or licensed mental health provider or individual providing medical or mental services under the license of a license medical or mental health provider: 603-358-2200. After hours counselor (24/7): 603-358-2436
- [Monadnock Center for Violence Prevention](http://www.monadnockcenter.org/)⁵⁴ – Confidential Crisis hotline, 603-352-3782

Summary of Rights for Involved Parties “Notice of Rights”

When a report is made to, or otherwise brought to the attention of the Title IX Coordinator or Department of Campus Safety that sexual misconduct or relationship violence as defined by College policy has occurred, whether the offense occurred on or off-campus, the College will provide the involved parties with a written explanation of their rights and options (i.e., *Notice of Rights*). The *Notice of Rights* also includes written notification about existing counseling, health, mental health, victim/survivor advocacy, and other services available, both within the College and in the larger community.

⁵³ <http://www.keene.edu/life/services/counseling/>

⁵⁴ <http://www.mcvprevention.org/>

Statement of Rights for Involved parties:

- The right to a prompt and impartial college investigation and appropriate resolution of all credible complaints of sexual misconduct and relationship violence made in good faith to college administrators
- The right to notification of and assistance in options for changing academic, work, or living situations after an alleged incident, whether or not the crime is reported to law enforcement
- The right to be informed of and have access to campus resources for medical, health, counseling, and advisory services
- The right to receive regular updates on the status of an investigation or resolution
- The right to have an advisor of choice with them throughout the investigative and resolution process
- 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 review all relevant documentary evidence regarding the allegation including the investigative report (subject to statutory privacy limitations), at least ten (10) business days prior to a student conduct hearing
- The right to a community standards hearing conducted by officers who have received sexual misconduct training
- The right to accommodations throughout the Community Standards process to minimize contact between the parties, if so requested
- The right not to have past sexual history introduced as part of the testimony unless determined to be relevant by the Director of Community Standards or their designee
- The right to make an impact statement and to have that statement considered in determining sanctions
- The right to be informed, in writing, promptly of the outcome, pending all appeals
- The right to the preservation of privacy, to the extent possible and permitted by law

Keene State College's Responsibilities for Orders of Protection, No Contact Orders, Restraining Orders, or similar lawful orders issued by a criminal, civil, or tribunal court.

Keene State College complies with New Hampshire law in recognizing orders of protection; assisting the reporting party in contacting law enforcement to obtain an order of petition or to report a violation of the court orders; and providing notification of and assistance in options for changing academic, work, transportation, and

living situations to prevent violations of the order of protection.

No Contact Orders

No contact orders can only be issued by an authorized college official to include Title IX Coordinator and Community Living personnel. Orders are not limited to incidents of sexual misconduct or relationship violence. They can be issued for other types of incidents to include simple assault, aggravated assault, and harassment. The orders are for on-campus only and cannot be enforced by any local police agency off-campus.

No contact orders require all involved parties to refrain from contacting each other by any means, including friends, and family members, until knowing the outcome of their case. No contact orders also do not allow the involved parties to come into close proximity of each other.

If the terms of the order are violated by either party, the affected party must contact Campus Safety, Community Living, or the Title IX Coordinator immediately. If contact occurs outside of the terms of the order, the offending party could face disciplinary action.

Domestic Violence Petition

New Hampshire law RSA 173-B protects adults against domestic violence committed by any family or household member, your husband or wife, your ex-husband or ex-wife, your partner or ex-partner, or someone you are dating or have dated. Minors can also ask the court for protective orders against persons who they are currently dating or have been dating in the past. This includes romantic relationships, whether sexual or not.

How to Obtain a Protective Order

Ask the court clerk for a Domestic Violence Petition. Simply write down, as clearly and with as much detail as possible:

- what happened to you;
- the date, time, and location where it happened;
- the important facts about the abuse;
- additional facts of any other past or present abuse by this person. If you need extra paper to write on, ask the clerk. You will have to swear under oath that what you have written is true.

When you need an Emergency Protective Orders

If you are in danger and need immediate protection, ask for emergency (ex-parte) orders. The clerk will take the papers directly to a judge. If you get to see the judge, tell him or her simply and honestly what has happened to you and why you believe you are in danger. If the judge

finds that you are in danger, they can issue temporary protective orders, right then and there. These orders will direct the abuser not to abuse you and not to enter your residence, workplace, or school. The judge can also issue emergency orders that:

- grant you temporary custody of your children, and
- order the abuser to turn over any guns or other deadly weapons they could use to harm you to a peace officer.

You will get a copy of your protective order, whether temporary (emergency) or not, from the clerk of the court. **KEEP THIS ORDER WITH YOU AT ALL TIMES.**

If You Need an Emergency Protective Order and the Court is Closed:

If you are in immediate danger of domestic abuse and no court is open, you can get an emergency protective order by contacting the nearest police department. A police officer can help you fill out the proper form and reach a judge by telephone. Fill out the form using as much detail as possible. Be specific about dates, times, locations, and incidences of abuse. The police officer will read to the judge what you have written. If the judge believes you are in immediate danger, they can issue an emergency protective order over the phone. These orders are only valid through the next business (court) day. You must apply for new temporary emergency orders at your local court.

Enforcement

Individuals experiencing sexual violence may seek a court-issued protective order. Individuals are entitled to seek assistance from the Department of Campus Safety, Title IX coordinator, or other college officials to initiate legal proceeding including but not limited to obtaining an Order of Protection or, if outside of New Hampshire an equivalent protective or restraining order. Similarly, Keene State College will work in good faith to implement the requirements of judicially issued protective orders and similar orders, to the extent that doing so is within its authority.

Stalking Petition

If you are being stalked, you can get a protective order under the same procedures as victims/survivors of domestic violence. You do not have to have had any kind of relationship with the stalker to get protection. You should go to the District Court in either your county or the county where the stalker lives. Follow the steps outlined for a domestic violence petition, but let the clerk know you would like to file a civil petition for protective orders from stalking.

In a civil petition for stalking, just as in the domestic violence petition, provide as much detail as possible about the dates, times, and locations the stalking has occurred. Describe each stalking incident in detail, especially any particularly disturbing actions and behaviors of the stalker. If you feel that you are in immediate danger, tell the clerk and ask for emergency orders. Be sure to include any previous or current history of contacts with the stalker or episodes of abuse in the petition.

Enforcement

Individuals experiencing stalking may seek a court-issued protective order. Individuals are entitled to seek assistance from the Department of Campus Safety, Title IX coordinator, or other college officials to initiate legal proceeding including but not limited to obtaining an Order of Protection or, if outside of New Hampshire an equivalent protective or restraining order. Similarly, Keene State College will work in good faith to implement the requirements of judicially issued protective orders and similar orders, to the extent that doing so is within its authority.

Contact information for assistance with obtaining domestic violence and stalking petitions

Agency	Phone Number	Office Location	Availability
Keene Police Department	603-357-9813	400 Marlboro Street, Keene, NH 03431	24/7/365
Department of Campus Safety	603-358-2228	Keddy Hall, First Floor	24/7/365
Title IX Coordinator	603-358-2010	48 Butler Court, 2 nd floor	Monday – Friday 8:00 am – 4:30 pm
Monadnock Center for Violence Prevention (MCVP)	603-352-3782	12 Court Street #103, Keene, NH 03431	Monday – Friday 8:00 am – 4:00 pm

Accommodations

Individuals who report allegations of sex discrimination have the right to receive supportive measures regardless of whether they file a complaint. Supportive measures are individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or

disciplinary reasons, and without fee or charge to the parties to:

- Restore or preserve that party's access to the College's education program or activity, including measures that are designed to protect the safety of the parties or the College's educational environment; or
- Provide support during the College's resolution procedures or during an alternative resolution process.

Supportive measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; no-contact directives (which may be mutual or unilateral at the discretion of the Title IX Coordinator); and training and education programs related to sex-based harassment.

Supportive measures will also be offered to respondents in writing when they are notified of allegations. Any supportive measures put in place will be kept confidential, except when doing so impairs the ability of the College to provide the supportive measures. The College will offer and coordinate supportive measures as appropriate for the parties as applicable to restore or preserve their access to the College's program or activity or provide support during the College's agreement-based resolution process or investigation and decision-making procedures. Parties have the right to request supportive measures from the College regardless of whether they desire to make a complaint or seek other resolution pathways.

The Title IX Coordinator has the discretion to implement or modify supportive measures. A party may challenge the College's decision to provide, deny, modify, or terminate supportive measures when such measures are applicable to them. An impartial employee will be designated to consider modification or reversal of the College's decision to provide, deny, modify, or terminate supportive measures. The impartial employee will typically respond to the challenge within five (5) days.

Safety Plan

Any person who obtains an order of protection from the State of New Hampshire or any reciprocal state should provide a copy to Campus Safety and the Title IX Coordinator. A copy may also be provided to their

Community Director. A complainant may then meet with the Title IX Coordinator to develop a collaborative plan to reduce the risk of harm while the reporting party is on campus or traveling to and from campus. This plan may include, but is not limited to safety escorts, special parking arrangements, providing a temporary cellphone, changing classroom location, or allowing a student to complete assignments from home.

Investigation Procedures and Protocols

Timeline

In those cases that do not include a hearing, the College strives to complete the investigation process within ninety (90) days from the date of the Notice of Investigation. In those cases that include a hearing, the College strives to complete the investigation process and hearing within 120 days of the Notice of Investigation. The timeline for any part of the resolution process may be extended for good cause by the Title IX Coordinator. All parties shall be notified, in writing, of any extension to the timeline that is granted, the reason for the extension, and the newly anticipated date of conclusion of the investigation and/or hearing. Good cause reasons for extension may include ensuring availability of witnesses and other participants and ensuring participants have sufficient time to review materials.

The College shall not unreasonably deny a student party's request for an extension of a complaint process deadline during exam periods.

The investigator and/or Title IX Coordinator may provide the parties with periodic status updates, in writing.

The College will provide a process from the initial investigation through the final outcome that is prompt, fair, and impartial.

Standard of Review

The College has the duty of conducting an investigation that gathers sufficient evidence to determine whether Prohibited Conduct occurred. This duty does not rest with either party. The standard of proof used in the investigation and decision-making process is the preponderance of the evidence standard, which means more likely than not.

Written Notice of Meetings

The College will provide the parties written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time to prepare to participate.

Advisors of Choice

Keene State will provide the parties with the same opportunities to be accompanied to any meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of the advisor in any meeting or proceeding.

Notice of Investigation

Prior to the start of an investigation into an allegation of sex discrimination involving a student, the parties will be provided a written Notice of Investigation communicating the initiation of an investigation. Should additional allegations be brought forward, a revised written Notice of Investigation shall be provided to all parties.

The Notice shall include, at a minimum:

1. The College's investigation procedures, including the applicable determination procedure that will be used in the investigation and resolution, and a link to the relevant policies;
2. Information about the agreement-based resolutions, with a link to the full procedures;
3. Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), a description of the facts alleged to constitute Prohibited Conduct, the type of Prohibited Conduct, and the date(s) and location(s) of the alleged incident(s);
4. A statement that retaliation is prohibited;
5. The Notice will inform the parties that the investigator will establish and communicate, in writing, the date, time, location, participants, and purpose of all meetings or proceedings allowing sufficient time for the party to prepare. These deadlines may be extended by the Title IX Coordinator for good cause, and any changes will be provided, in writing, to the parties, along with the rationale for the revised deadline(s).
6. A statement that the respondent is presumed not responsible for Prohibited Conduct until a determination is made at the conclusion of the resolution process;
7. A statement that the parties may have an advisor of their choice who may be, but is not required to be, an attorney;
8. The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence and an investigative report that accurately summarizes this evidence;
9. A statement that false statements are expressly prohibited.

Evidence Gathering

Interviews

The investigator will interview all parties and relevant witnesses and gather relevant documentary evidence provided by the parties and any identified witnesses. Interviews may be conducted in person or via video conference. The investigator will ask questions related to the allegations and a party is provided the opportunity to speak to the allegations and related events. Parties may identify fact witnesses and provide evidence that is relevant to the allegations and not otherwise impermissible. This will include inculpatory evidence (that tends to show it more likely that someone committed a violation) and exculpatory evidence (that tends to show it less likely that someone committed a violation). The investigator ultimately determines whom to interview to determine the facts relevant to the complaint.

All interviews shall be recorded to the extent feasible. Individuals present will be made aware of audio and/or video recording of the interview. Any interview recordings are the sole property of the College. Unauthorized audio or video recording of any proceedings under this policy is prohibited.

Relevant Evidence

Evidence is relevant when it is related to the allegations under investigation. Questions are relevant when they seek evidence that may aid in showing whether the allegation occurred, and evidence is relevant when it may aid a decision maker in determining whether the allegations occurred.

Impermissible Evidence

The following types of evidence are impermissible and will not be accessed or considered, except by the College to determine whether one of the exceptions listed below applies. This information will not be disclosed or otherwise used, regardless of relevance:

1. Evidence that is protected under a privilege recognized by federal or state law, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
2. Evidence provided to an employee designated by the College as exempt from internal reporting under this policy, unless the person who made the disclosure or otherwise provided evidence to that employee has voluntarily consented to re-disclosure;
3. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the College obtains that

party's or witness's voluntary, written consent for use in its resolution procedures; and

4. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to alleged sex-based harassment. The fact of prior consensual sexual conduct between the parties does not by itself demonstrate or imply the complainant's consent to other sexual activity or preclude a determination that Prohibited Conduct occurred.

Evidence Review

The investigator will prepare a written report summarizing all relevant evidence gathered and all steps taken during the investigative process. The Title IX Coordinator will provide each party with a period of ten (10) days to review the investigative report and provide a written response prior to delivering the report to the decision maker(s).

The parties and their advisors of choice will also have an equal opportunity to access and review the underlying relevant and not otherwise impermissible evidence summarized in the investigative report upon the request of any party.

When deemed appropriate by the investigator, the investigator shall then conduct any additional fact-gathering as may be necessary. If new, relevant evidence was submitted as part of evidence review, or is gathered during this second fact-gathering period, the new relevant evidence will be made available for review by the parties and their advisors. The parties shall have five (5) days to provide a response to the newly gathered evidence. No new evidence will be accepted as part of any response, except that the investigator shall have the discretion to accept relevant evidence that was not previously available or known to exist, and that was not previously discoverable with the exercise of reasonable diligence.

The investigator will consider the parties' written responses before finalizing the investigative report. Once the investigative report is final, the report shall be provided to each party and to their advisor, if any, in a secure manner.

Notice of Hearing

Following conclusion of the investigation, each party shall be provided with a Notice of Hearing, which shall

include information regarding the date of the hearing, the identity of the Hearing Panel/decision maker, the process to be used at the hearing, and names of witnesses. The hearing shall be scheduled no less than ten (10) days from the date of the Notice of Hearing.

Within three (3) days of receipt of the Notice of Hearing, either party may object to a Hearing Panel/decision maker on the basis of a demonstrated bias or actual conflict of interest. Any objection is to be in writing and sent to the Title IX Coordinator. Should the Title IX Coordinator determine that there is an actual bias or conflict of interest, the Title IX Coordinator shall remove the decision maker and appoint another.

Hearing Procedures

The purpose of a hearing is for a decision maker(s) to determine whether the conduct occurred as alleged, and if so, whether that conduct violates this policy. The College expects that all individuals who participate in the hearing process do so truthfully and that all who have a responsibility for carrying out one or more aspects of the hearing process do so fairly and without prejudice or bias. Hearings may be conducted in person or via video conferencing. The Title IX Coordinator may determine that the hearing will continue in the absence of any party or any witness.

The decision maker(s) shall have the authority to determine the relevance of evidence submitted, and of questions asked, to limit the time allotted to any phase of the hearing, and/or to limit the time allotted to the full hearing. The decision maker(s) shall not draw an inference about the determination regarding responsibility based solely on a party's absence from the hearing or refusal to answer questions posed. Each hearing shall be recorded by the College and this recording will be considered the only official recording of the hearing. No other individual is permitted to record while the hearing is taking place. The recording is the property of the College but shall be available for listening until the conclusion of the appeals process to the complainant, respondent, their respective advisors, and appellate officer by contacting the Title IX Coordinator.

Prior to the Hearing

The parties and the decision maker(s) all have the right to call witnesses. Witnesses participating in the hearing must have information relevant to the allegations. Parties who wish to call witnesses must submit the name of the witness at least five (5) days in advance of the hearing. Only witnesses who participated in the investigation will be permitted to participate in the hearing unless the

witness was otherwise unknown or not known to have relevant information during the course of the investigation. If the witness did not participate in the investigation, the party must also provide the reason the witness was not interviewed by the investigator, and what information the witness has that is relevant to the allegations. The decision maker(s) will then determine whether the witness has relevant information and if there is sufficient justification for permitting the witness to participate. The decision maker(s) may instead send the case back to the investigator to interview the newly proffered witness prior to the hearing taking place. A list of witnesses approved by the decision maker(s) will be provided to the parties at least three (3) days prior to the hearing.

Three (3) days prior to the hearing, each party shall submit to the decision maker(s) a preliminary list of questions they wish to pose to the other party, or to a witness. If the decision maker determines that any questions are not relevant or seeks otherwise impermissible evidence, the decision maker shall exclude the question and explain the reason for the exclusion of the question at the hearing. The decision maker(s) must give a party an opportunity to clarify or revise any question that has been determined is unclear or harassing and, if the party sufficiently clarifies or revises a question, and the question is relevant, the question will be asked.

Parties may also submit introductory and closing statements before the hearing but are not required to do so.

Emergency Removal of Students

For matters alleging sex discrimination and sex-based harassment, the College retains the authority to remove a respondent from the College's program or activity on an emergency basis, where the College:

1. undertakes an individualized safety and risk analysis; and
2. determines that an immediate and serious threat to the health or safety of a complainant or any student, employee, or other individual arising from the allegations of sex discrimination or sex-based harassment warrants removal; and
3. The College provides the respondent with notice of, and an opportunity to challenge, the decision immediately following the removal.

A respondent may challenge an emergency removal decision by notifying the Title IX Coordinator in writing. The College will designate an impartial individual, not otherwise involved in the matter, to

consider the challenge to the removal and determine if the emergency removal was warranted.

2. Law Enforcement Investigations

A reporting party may file a complaint (with the College) and a criminal complaint (with the police) simultaneously. The investigations may proceed concurrently, and the outcome of one investigation does not determine the outcome of the other investigation. While the College may briefly suspend fact-finding at the request of law enforcement, Federal law does not permit the College to delay its investigation until the resolution of the criminal process.

Privacy of Personal Information

Personally identifiable information about the complainant will be treated as private and only shared with persons with a specific need to know, such as those who are investigating/adjudicating the report or delivering resources or support services to the complainant. The College does not publish the names of complainants, nor does it store identifiable information in the Campus Safety *Daily Crime Log* or online.

Student College Conduct Process (Adjudication Procedures)

Hearing Participation Guidelines

The decision maker shall have the authority to maintain order and decorum at the hearing, including responding to disruptive or harassing conduct, and when necessary to adjourn the hearing or exclude the disruptive person. In the event the decision maker removes an advisor, the decision maker will have the discretion to appoint another advisor for the remainder of the hearing. The decision maker also has the authority to determine whether any questions are not relevant, abusive, intimidating, or disrespectful, and will not permit such questions. The decision maker cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing.

Statements, Questioning and Presentation of Evidence

During the hearing, each party will be permitted to provide an introductory statement. Following introductory statements, the decision maker(s) will call parties and witnesses for questioning. The order of questioning shall be determined by the decision maker(s). The decision maker(s) will pose questions to the parties and witnesses including questions approved to be asked that were submitted by each party prior to the hearing. Each party will then be provided an opportunity to submit written follow-up questions to the decision maker(s) to pose to the other party or witnesses. If the decision maker determines that any questions are not relevant to the allegations, or seek otherwise

impermissible evidence, the decision maker shall exclude the question and explain the reason for the exclusion of the question at the hearing and offer an opportunity to the party to reframe or resubmit the question.

Only the decision maker is permitted to ask questions of parties and witnesses. Neither party may directly question the other party or witness. Advisors are not permitted to directly or indirectly question the other party or witness.

Following the questioning of parties and witnesses, each party will be permitted to provide a closing statement.

Parties may provide an impact statement to the decision maker(s), in writing or as an audio-video recording. The decision maker(s) will read and consider impact statements if there is a finding of responsibility, and sanctions are to be imposed.

Determination and Notice of Outcome

Following a hearing, the decision maker(s), having reviewed the investigative report, information shared during the hearing, and all relevant evidence, shall render a determination whether Prohibited Conduct occurred and determine what, if any, discipline is appropriate.

When a student is found responsible for sex-based harassment, the decision maker will determine the sanction and notify the Title IX Coordinator of the sanctioning determination.

When an employee is found responsible for sex-based harassment, the appropriate sanctioning officer will determine the sanction and notify the Title IX Coordinator of the sanctioning determination. The Title IX Coordinator will provide each party, and their advisor should the party wish the advisor to receive it, a written Notice of Outcome within seven business days of the determination.

The Notice of Outcome will include:

1. A description of the sex-based harassment and other allegations if applicable;
2. A reference to the policies and procedures used to evaluate the allegations;
3. Description of all procedural steps taken to date;
4. The decision maker's evaluation of the relevant and not otherwise impermissible evidence along with the finding of facts;
5. Determinations for each allegation, with the rationale;
6. Sanction determination (if applicable);

7. Whether remedies will be provided;
8. The procedures for an appeal.

The determination regarding responsibility becomes final either on the date the College provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

Determinations may be appealed in writing by either party following the Appeal Procedure.

The institution will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

APPEALS

A party may appeal the dismissal of a complaint, the outcome of an investigation and/or the outcome of a hearing. Appeals must be filed in writing to the Title IX Coordinator within ten (10) days following the issuance of the Notice of Outcome or dismissal. The Title IX Coordinator will send the appeal to the Appellate Officer assigned to conduct a written review of the appeal(s) and to make a final determination.

When an appeal is filed, the other party or parties shall be notified and provided with a copy of the filed appeal within one (1) day and have five (5) days to respond to the appeal in writing. A party's decision not to submit a reply to an appeal is not evidence that the non-appealing party agreed with the appeal.

Within three (3) days of an Appellate Officer being assigned, either party may provide written objection to the Appellate Officer on the basis of an actual bias or conflict of interest. Any objection is to be sent to the Title IX Coordinator. Should the Title IX Coordinator determine that there is an actual bias or conflict of interest, the Title IX Coordinator will appoint another Appellate Officer.

Appeals may be filed only on the following four grounds:

1. **Procedural Error**: A procedural error occurred and would change the outcome. A description of the error and its impact on the outcome of the case must be included in the written appeal; or,

2. Disproportional Sanction: When applicable, the sanction is disproportional to the findings; or
3. New Evidence: New evidence or information has arisen that was not available or known to the party during the investigation or hearing, that would change the outcome. Information that was known to the party during the resolution process but which they chose not to present is not considered new information. The new evidence, an explanation as to why the evidence was not previously available or known, and an explanation of its potential impact on the investigation findings must be included in the written appeal; or
4. Actual Conflict of Interest or Demonstrated Bias: The Title IX Coordinator, investigator, or others with a role in the process with an actual conflict of interest or demonstrated bias for or against complainants or respondents generally, or the individual complainant or respondent, that would change the outcome. Any evidence supporting the alleged conflict of interest or demonstrated bias must be included in the written appeal.

The Appellate Officer will make a determination regarding the appeal and communicate that decision, along with a rationale for the decision to the Title IX Coordinator who will communicate the Appellate Officer's decision to the parties. The decision of the Appellate Officer is final.

Employee Adjudication Procedures

The College will assign a trained investigator to conduct a thorough, reliable, and impartial investigation in a reasonably prompt timeframe. The College reserves the right to utilize internal or external advisors, investigators, and decision makers.

All parties have the same rights during the resolution process including the right to an advisor, to submit relevant witness names and evidence, and to review the evidence gathered by the investigator and that will be considered by the decision maker.

Notice of Investigation

Prior to the start of an investigation, the parties will be provided a written Notice of Investigation communicating the initiation of an investigation. Should additional allegations be brought forward, a revised written Notice of Investigation shall be provided to all parties.

Upon initiation of the investigation and decision-making process the Title IX Coordinator will notify the parties of the following:

1. This policy and any informal resolution process;

2. Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
3. That retaliation is prohibited; and
4. The parties are entitled to an equal opportunity to access the relevant, and not otherwise impermissible evidence, or an accurate description of the evidence.

The investigator will hold individual interviews with parties and witnesses to ask relevant and not otherwise impermissible questions and follow-up questions, including questions exploring credibility, and to request of the parties the names of relevant witnesses and relevant evidence. Only the investigator and the party or witness may attend each individual interview. A party's advisor may attend these meetings, subject to the rules described in this policy. Additional attendees may be permitted at the discretion of the Title IX Coordinator, including individuals in connection with an approved disability-related accommodation. All persons present at any time during any part of the investigation or resolution process are expected to maintain the privacy of the proceedings and not discuss or otherwise share any information learned as part of the resolution process and may be subject to further College discipline for failure to do so. The investigator will then gather from parties, witnesses, and other sources, all relevant evidence.

The investigator will determine, in their sole discretion, whether parties and witnesses are likely to provide relevant information about the allegations and has the sole discretion to determine which parties and witnesses to call to an interview. The investigator may conduct follow-up interviews as they deem appropriate.

Review of Evidence:

Keene State will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible. Keene State will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

Keene State will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator will create an

investigative report that fairly summarizes relevant evidence.

- The investigative report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of the relevant evidence.
 - Only relevant evidence (including both inculpatory and exculpatory – i.e., tending to prove and disprove the allegations) will be referenced in the investigative report.
- The investigator may redact irrelevant information from the investigative report when that information is contained in documents or evidence that is/are otherwise relevant.
- The Title IX Coordinator will provide each party with a period of ten (10) days to review the investigative report and provide a written response prior to delivering the report to the decision maker.

Questioning Parties and Witnesses to Aid in Evaluating Allegations and Assessing Credibility

When a party or witness's credibility is in dispute, and such dispute is relevant to evaluating one or more allegations of sex discrimination, the decision maker must have an opportunity to question any party or witness whose credibility is in dispute in a live format.

The decision maker will question parties and witnesses separately to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. This will occur during individual meetings with a party or witness.

Each party shall have the opportunity to propose questions that the party wants asked of any party or witness and have those questions asked by the decision maker during one or more individual meetings, including follow-up meetings with a party or witness, subject to the appropriate procedures outlined herein regarding the decision maker's advance evaluation of all questions.

Determination Regarding Responsibility

The decision maker, having reviewed the investigative report and all relevant evidence, shall render a determination as to whether Prohibited Conduct occurred and determine what, if any, discipline is appropriate.

The Title IX Coordinator shall then determine the appropriate remedy(ies) for the complainant and any impacted parties.

The Title IX Coordinator shall then provide the parties, and their advisor should the party wish the advisor to

receive it, with a written Notice of Outcome. The Notice of Outcome shall include:

1. A statement of, and rationale for, any [disciplinary sanctions](#) the College imposed on the respondent;
2. A statement as to whether remedies will be provided to the complainant;
3. For the complainant, a description of any remedies that apply to the complainant;
4. The College's procedures and the permitted reasons for the parties to appeal;
5. How to object to the assigned Appellate Officer on the basis of actual bias or conflict of interest.

The determination regarding responsibility becomes final either on the date the College provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which the appeal period expires.

Determinations may be appealed in writing by either party in adherence to the [Appeal Procedure](#).

Retaliation

Keene State College is committed to encouraging disclosure of sexual misconduct and relationship violence.

Any person, who, in good faith, reports an actual or perceived sex discrimination, to include sexual and relationship violence, shall not be subject to retaliation. The College will take strong responsive action if it is determined that retaliation occurred.

If a reporting person or witness believes they have been subjected to retaliation, they should promptly contact the [Title IX Coordinator](#).

Information on Registered Sex Offenders

Information on registered sex offenders in the Cities of Keene and Manchester is available through the United States Department of Justice [National Sex Offender Public Website](#)⁵⁵ or from the [New Hampshire Registration of Criminal Offenders Website](#).⁵⁶

On and Off-Campus Services for Victims

The health and safety of campus community members is the College's primary concern. Available resources, whether the victim/survivor chooses to report an assault or not, include:

⁵⁵ <https://www.nsopw.gov/?AspxAutoDetectCookieSupport=1>

⁵⁶ <https://business.nh.gov/nsor/>

Keene State College Campus Resources - Unless otherwise noted, available Monday-Friday, 8 a.m. to 4:30 p.m.

- [Office of the Title IX Coordinator](#): Keene State College, 48 Butler Court, 2nd Floor, 603-358-2010.
- [The Wellness Center – Health Services](#): Elliot Center, 603-358-2200
- [The Wellness Center – Counseling Services](#): Elliot Center, 603-358-2200 (business hours) After hours 24/7: 603-358-2436
- [After-Hours Crisis Line](#)⁵⁷: Keene State College, 603-358-2436; available 24/7
- [Dean of Students Office](#): Keene State College, 48 Butler Court, 603-358-2842 (for students)
- [Office of Community Standards](#): Keene State College, 48 Butler Court, 603-358-2840
- [USNH Employee Assistance Program](#): 800-424-1749 (confidential resource for employees)
- [Global Education Office](#): Keene State College, Elliot Center, 603-358-2348
- [Financial Aid Office](#)⁵⁸: Keene State College, Elliot Center, 603-358-2280

Emergency Contacts - 24 hours a day.

- [Keene State College Campus Safety](#): Keddy House, 331 Main Street, 603-358-2228
- [Keene Police Department](#): 400 Marlboro Street, Keene, NH, 603-357-9813 or **9-1-1**
- [Cheshire Medical Center](#): 580-590 Court Street, Keene, NH, 603-354-6600 (confidential)
- [MCVP: Crisis and Prevention Center](#)⁵⁹ – Confidential Crisis hotline, 603-352-3782 (Services include: 24-hour free crisis line, emergency shelter and transportation, legal advocacy, hospital, and court accompaniment, information about obtaining public assistance, and safety planning).

Community & National Resources- Unless otherwise noted, available Monday - Friday, 8 a.m. to 4:30 p.m.

- [Keene Circuit Court](#):⁶⁰ 1-855-212-1234, 33 Winter Street, Suite #1, Keene, NH
- [Samaritans NH Crisis Line](#)⁶¹: 1-866-457-2910
- [NH Coalition Against Domestic Violence](#):⁶² 603-224-8893
- [New Hampshire Bar Association Lawyer Referral Service](#):⁶³ 603-229-0002
- [National Sexual Assault Hotline](#): 1-800-656-4673

- [Rape, Abuse, and Incest National Network](#),⁶⁴ 1-800-656-46734
- [Department of Justice](#):⁶⁵ 202-514-2000
- [Department of Education, Office of Civil Rights](#),⁶⁶ 1-800-872-5327
- [U.S. Citizenship and Immigration Services](#)⁶⁷: 1-800-375-5283

Protecting Child and Elders on Campus

Keene State College provides various educational opportunities to children; therefore, the College has a comprehensive policy that provides for [Safeguards for Protecting Children on Campus](#),⁶⁸ which provides for guidelines regarding suspected incidents of abuse, assault, or neglect of minors. This policy outlines reporting procedures; campus preventative initiatives to include, background check procedures and requirements of establishing written plans for the supervision and security of children's programs; definitions of abuse and neglect; and indications of possible abuse or neglect. The Department of Campus Safety collaborates with campus programs involving children to ensure compliance with this policy.

Under New Hampshire law, every person, including all Keene State students and employees, who have reason to believe that a child or elder has been physically, sexually, or emotionally abused or neglected is required to report the abuse or neglect to [the New Hampshire Department of Health and Human Services](#)⁶⁹, Bureau of Child Protection: 603-271-6562 or Bureau of Elderly and Adult Services: 603-524-4485. The New Hampshire Department of Health and Human Services also provides services and support to children and elders who seek assistance.

MISSING STUDENTS

Any individual who has reason to believe that an enrolled Keene State College resident student is missing shall immediately notify the [Department of Campus Safety](#) at 603-358-2228. Following receipt of this information, the Department will log the report, open an incident report, commence an investigation, research the student's identification card access log, review CCTV footage around the area where the missing student was last known to be or observed, and notify various College

⁵⁷ <https://www.keene.edu/life/services/counseling/contact/emergency-crisis-info/>

⁵⁸ <https://www.keene.edu/admissions/aid/>

⁵⁹ <http://www.mcvprevention.org/>

⁶⁰ <http://www.courts.state.nh.us/courtlocations/cheshdistdir.htm#Keene>

⁶¹ <http://samaritansnh.org/>

⁶² <http://www.nhcadsv.org/>

⁶³ <https://www.nhbar.org/lawyer-referral-service>

⁶⁴ <https://www.rainn.org/>

⁶⁵ <https://www.justice.gov/ovw/sexual-assault>

⁶⁶ <http://www2.ed.gov/about/offices/list/ocr/index.html>

⁶⁷ <https://www.uscis.gov/about-us/contact-us>

⁶⁸ <https://www.keene.edu/administration/policy/detail/children/>

⁶⁹ <http://www.dhhs.nh.gov/>

departments. Notification may include, but is not limited to, the Dean of Students, the Office of Transitions and Community Living, Dining Services, Enterprise Technology and Security, faculty members, roommates, friends, and others as needed. The Director of Campus Safety and Compliance or a designee will be responsible for notifying the Vice President for Enrollment and Student Engagement and the Associate Vice President of Student Engagement. Additional notifications to the College President and Director of Strategic Communications may happen as needed.

Should the investigation result in the determination that the student is missing, Campus Safety will notify the Keene Police and/or the appropriate local law enforcement agency within 24 hours and will aid and assist the police in all aspects of the investigation, until the missing student has been located.

A missing person bulletin will be created and posted in a prominent location in dispatch. The Director of Campus Safety and Compliance or a designee will be responsible for ensuring that the Campus Safety leadership team (including Campus Safety Sergeant) is aware of the missing person. Each Campus Safety officer will be required to acknowledge that they are aware of the missing person on the missing person bulletin by signing the missing person acknowledgment form.

All students residing in on-campus housing facilities have the option to provide emergency contact information as part of the on-campus housing application. A **confidential contact person** is the person to be notified, within 24 hours, in the event that the student is determined to be missing. The student may indicate that person to be a parent, guardian, or other person if they choose. Use and dissemination of emergency contact information are limited to only authorized campus officials and Campus Safety staff and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. This information is stored in a secure *Housing Management System* maintained by the Office of Transitions and Community Living and is accessible by professional staff members. If the student is under 18 years of age and is not emancipated, Campus Safety must notify a parent or legal guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

If the missing person is under the age of 16 or has dementia or diminished capacity, the Keene Police Department or agency of jurisdiction will immediately be notified in compliance with [state law](#).⁷⁰

OBTAINING AND CLASSIFYING CAMPUS CRIME STATISTICS

Annually, the Director of Campus Safety and Compliance or a designee makes a reasonable and good faith effort to request, retrieve, and compile crime, arrest, and disciplinary referral statistics as required by the *Jeanne Clery Act*. Statistics are obtained from the Campus Safety incident reports, Office of Community Standards, campus security authorities, the Keene Police Department, and all other law enforcement agencies with jurisdiction over properties owned and controlled by Keene State College⁷¹. Reportable Clery crime data received from these agencies who responded to the requests are included in the statistical data tables found throughout this report. Not all of these agencies responded to the requests for crime statistics. Although this report contains policy statements and information applicable to academic year 2023-2024, the following table contains all crime statistics reported in calendar years 2021, 2022, and 2023, in accordance with *Uniform Crime Reporting (UCR)* procedures and the *Jeanne Clery Act*.

“Reported crimes” are allegations of crimes reported in good faith. These crimes do not have to be investigated or adjudicated in order to count as a reported crime statistic in the ASFSR. Reported crimes may involve individuals not associated or affiliated with Keene State College. Reported crimes may include information received from an anonymous reporting source. Institutions of higher education are required to compile and report crime statistics in four categories by location. These categories are “On-Campus,” “In Residence Halls,” “Noncampus Buildings or Property,” and “Public Property.”

The Department of Education has a very broad definition of what constitutes *noncampus property owned or controlled* by institutions of higher education. “Noncampus buildings or property” is defined as buildings or property not part of the main campus or a separate campus, which is owned or controlled by the college; and used in support or in relation to the college’s educational purposes, including student housing areas. For the purpose of gathering and

⁷⁰ <http://www.gencourt.state.nh.us/rsa/html/xii/169-E/169-E-2.htm>

⁷¹ Statistics are requested from the New Hampshire State Police, Swanzey Police Department, Manchester Police Department, and the Cheshire County Sheriff’s Office.

classifying statistics for this report, properties listed as “noncampus” includes the College Camp on Wilson Pond in Swanzey, NH, Lake Nubanusit property in Nelson, NH, and the Keene Ice Arena in Keene, NH.

“Noncampus” also applies to short stay-away trips. A short stay-away is defined as more than one overnight stay, where the college was in control of the property during that time frame. For example, securing hotel rooms on a credit card for an academic trip, sports team competition, or student organization trip constitutes control and as a result designates the hotel rooms used by students, faculty, or staff for lodging, as well as the common areas of the hotel, *noncampus property*.

The Department of Campus Safety is required by the Clery Act to request crime statistics for those locations under our control and for the time the locations were used by our students. This means Campus Safety must identify qualifying student travel, determine which police department serves the hotel or lodging location, and then send a letter requesting crime statistics information each year to that police department.

The term “Public Property” relates to offenses occurring on All public property, including thoroughfares, streets, sidewalks, parks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus. Information on crimes occurring on “Public Property” is also collected from the Keene Police and other area law enforcement agencies.

The tables on the next several pages list categories of crime or incidents, including Domestic Violence, Dating Violence, and Stalking. Each category is subdivided by where the incident reported took place: On-Campus, in a Residence Hall, on a Noncampus Property, or on adjoining Public Property.

Arrest statistics and statistics for referrals for campus disciplinary proceedings for three offense categories (Drug, Liquor, and Weapons law violations) for 2021, 2022, and 2023 are also listed below. “Liquor law violations” primarily consist of underage possession or consumption of alcoholic beverages, and do not include driving while impaired or under the influence of alcohol, or public drunkenness.

Hierarchy Rule – When counting multiple offenses, we are required to use the FBI’s UCR Hierarchy Rule. Under this rule, when more than one criminal offense was committed during a single incident, we must only

count the most serious offense. A single incident means that the offenses were committed at the same time and place. Beginning with the most serious offense, the hierarchy for reporting Clery offenses is Murder and Non-negligent Manslaughter, Manslaughter by Negligence, Sexual Assault, Robbery, Aggravated Assault, Burglary, and Motor Vehicle Theft. The crimes of Arson, Domestic Violence, Dating Violence, and Stalking are not governed by the hierarchy rule, and statistics for these incidents are reported in these categories in addition to in any other crime category covered under the hierarchy rule if applicable.

Crime statistics for all colleges and universities (for the most recent three-year period ending December 31, 2023), may be found on the [U.S. Department of Education](https://www.ed.gov/leadership/safety/handbook.pdf)⁷² website.

Prior to 2016, crime statistics for the Region 1 OSHA Training Institute Education Center of New England at 1050 Perimeter Road, Suite 202 in Manchester, NH, were reported under the noncampus category. Based on the guidance from the Department of Education 2016 Handbook, this location has since been identified as a separate campus for Clery Act reporting purposes.

DISCLOSURE OF UCR CRIMINAL OFFENSES

For crime statistic purposes, the following [National Incident-Based Reporting System \(NIBRS\)](https://www.fbi.gov/services/offenses)⁷³ definitions, obtained from the [Clery Act Appendix for FSA Handbook](https://www.ed.gov/leadership/safety/handbook.pdf)⁷⁴ are used:

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

Negligent Manslaughter- The killing of another person through gross negligence.

Sexual Assault - Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual Assault includes Rape, Fondling, Incest, and Statutory Rape.

Rape – The carnal knowledge of a person, without the consent of the victim, including instances where the victim is unable to give consent because of their age or because of their temporary or permanent mental or physical incapacity.

⁷² <http://ope.ed.gov/campusafety/#/>

⁷³ <https://ucr.fbi.gov/>

⁷⁴ www2.ed.gov/admins/lead/safety/handbook.pdf

Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

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

Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or

persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Aggravated Assault – An unlawful attack by one person upon another wherein the offender uses a dangerous weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury, where there was a risk for serious injury/intent to seriously injure.

Burglary - The unlawful entry into a building or some other structure to commit a felony or theft.

Arson – To unlawfully and intentionally damage or attempt to damage any real or personal property of another person or entity by fire or incendiary device.

KEENE/MAIN CAMPUS				
CATEGORY	VENUE	2021	2022	2023
CRIMINAL HOMICIDE: Murder, Non-Negligent Manslaughter, & Manslaughter by Negligence	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
SEX OFFENSES: Rape	On-campus	7	2	2
	<i>On-campus and within student housing facilities</i>	6	2	2
	Noncampus building or property	0	0	0
	Public property	0	0	0
SEX OFFENSES: Fondling	On-campus	3	1	4
	<i>On-campus and within student housing facilities</i>	3	0	4
	Noncampus building or property	0	0	0
	Public property	0	0	0
SEX OFFENSES: Statutory Rape and Incest	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
ROBBERY	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
AGGRAVATED ASSAULT	On-campus	0	1	1
	<i>On-campus and within student housing facilities</i>	0	1	1
	Noncampus building or property	0	0	0
	Public property	1	0	0
BURGLARY	On-campus	0	0	1
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
MOTOR VEHICLE THEFT	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
ARSON	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0

MANCHESTER CAMPUS				
CATEGORY	VENUE	2021	2022	2023
CRIMINAL HOMICIDE: Murder, Non-Negligent Manslaughter, & Manslaughter by Negligence	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
SEX OFFENSES: Rape	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
SEX OFFENSES: Fondling	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
SEX OFFENSES: Statutory Rape and Incest	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
ROBBERY	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
AGGRAVATED ASSAULT	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
BURGLARY	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
MOTOR VEHICLE THEFT	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
ARSON	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0

DISCLOSURE OF HATE CRIME STATISTICS

Keene State College strives to foster a safe and healthy learning environment that embodies the diversity and inclusion of all members of the KSC community.

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

- **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics such as the color of skin, eyes, and/or hair, facial features genetically transmitted which distinguish them as a distinct division of humankind.
- **Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- **Sexual Orientation** - A preformed negative opinion or attitude toward a group of persons based on their actual or perceived orientation.
- **Gender** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.
- **Gender Identity** – A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity.
- **Ethnicity** – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture, and/or ideology that stresses common ancestry.
- **National Origin** – A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability** - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.

For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or

disability, the assault is then also classified as a hate crime/bias incident.

Hate crimes include any of the following offenses that are motivated by bias, and have already been defined previously:

- Murder and Non-negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of property are included in the statistics only if they are Hate Crimes.

- **Larceny-Theft** - is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple Assault** – Is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation** – is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism** – is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

The following information contains hate-motivated crime statistics calendar years 2021, 2022, and 2023:

Hate Crime Reporting – Keene Campus

2023: There were Zero (0) hate crimes reported

2022: There were Zero (0) hate crimes reported

2021: There were Zero (0) hate crimes reported.

Hate Crime Reporting – Manchester Campus:

2023: There were Zero (0) hate crimes reported

2022: There were Zero (0) hate crimes reported.

2021: There were Zero (0) hate crimes reported.

DISCLOSURE OF RELATIONSHIP VIOLENCE STATISTICS

Statistical Disclosure:

The following table contains crime statistics and types for calendar years 2021, 2022, and 2023:



KEENE/MAIN CAMPUS				
CATEGORY	VENUE	2021	2022	2023
DOMESTIC VIOLENCE	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
DATING VIOLENCE	On-campus	1	2	2
	<i>On-campus and within student housing facilities</i>	1	2	2
	Noncampus building or property	0	0	0
	Public property	0	0	0
STALKING	On-campus	2	3	2
	<i>On-campus and within student housing facilities</i>	0	0	1
	Noncampus building or property	0	0	0
	Public property	0	0	0

MANCHESTER CAMPUS				
CATEGORY	VENUE	2021	2022	2023
DOMESTIC VIOLENCE	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
DATING VIOLENCE	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
STALKING	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0

Unfounded Crimes

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded" and will not otherwise be counted as a crime statistic. Only sworn or commissioned law enforcement personnel may declare a crime "unfounded."

2021: There was Zero (0) unfounded crime on the Keene campus. There were zero (0) unfounded crimes on the Manchester campus.

2022: There were zero (0) unfounded crimes on the Keene campus. There were zero (0) unfounded crimes on the Manchester campus.

2023: There was zero (0) unfounded crime on the Keene campus. There were zero (0) unfounded crimes on the Manchester campus.

DISCLOSURE OF REFERRAL AND ARREST STATISTICS

Disciplinary Referrals to Student Conduct

A **disciplinary referral** is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction. Where a student has been referred for disciplinary action for violations of drug and liquor offenses during a single incident, the drug offense, which is deemed more severe, is the only offense that is counted. The following table contains student conduct referral statistics for calendar years 2021, 2022, and 2023:

***Personal Possession of Marijuana (RSA 318-B:2-c)⁷⁵**

On September 16, 2017, the State of New Hampshire passed a law that resulted in the decriminalization of marijuana. From this date forward possessing less than $\frac{3}{4}$ of an ounce of marijuana is now considered a civil violation instead of a criminal violation and therefore these types of violations no longer meet the criteria for being reported as a Clery Act Crime. As a result, drug law arrest and referral statistics have dropped considerably.

The City of Keene, New Hampshire has a drug paraphernalia city ordinance. Students who were found to be in possession of drug paraphernalia were still referred to student conduct for disciplinary action. The numbers indicated below reflect these referrals.

KEENE/MAIN CAMPUS				
CATEGORY	VENUE	2021	2022	2023
DISCIPLINARY REFERRALS: Weapons possession	On-campus	1	0	0
	<i>On-campus and within student housing facilities</i>	1	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
DISCIPLINARY REFERRALS: Drug-related violations *	On-campus	153	84	107
	<i>On-campus and within student housing facilities</i>	130	72	99
	Noncampus building or property	0	0	0
	Public property	0	0	0
DISCIPLINARY REFERRALS: Liquor Law violations	On-campus	391	313	328
	<i>On-campus and within student housing facilities</i>	381	310	321
	Noncampus building or property	0	0	0
	Public property	0	0	0

⁷⁵ <http://www.gencourt.state.nh.us/rsa/html/xxx/318-b/318-b-mrg.htm>

MANCHESTER CAMPUS				
CATEGORY	VENUE	2021	2022	2023
DISCIPLINARY REFERRALS: Weapons possession	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
DISCIPLINARY REFERRALS: Drug-related violations *	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0
DISCIPLINARY REFERRALS: Liquor Law violations	On-campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public property	0	0	0

Arrests by Law Enforcement

Arrests by law enforcement include all arrests made by law enforcement with jurisdiction on or around Keene State College property. Arrests include both custodial arrests and issuance of summonses to appear in criminal court. The following table contains arrest statistics for calendar years 2021, 2022, and 2023:

KEENE/MAIN CAMPUS				
CATEGORY	VENUE	2021	2022	2023
ARREST FOR: Weapons possession	On-Campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public Property	0	0	0
ARREST FOR: Drug-related violations *	On-Campus	0	4	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public Property	0	2	0
ARREST FOR: Liquor law violations	On-Campus	9	9	5
	<i>On-campus and within student housing facilities</i>	2	3	3
	Noncampus building or property	0	0	0
	Public Property	21	18	16

MANCHESTER CAMPUS				
CATEGORY	VENUE	2021	2022	2023
ARREST FOR: Weapons possession	On-Campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public Property	0	0	0
ARREST FOR:	On-Campus	0	0	0

Drug-related violations *	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public Property	0	0	0
ARREST FOR: Liquor law violations	On-Campus	0	0	0
	<i>On-campus and within student housing facilities</i>	0	0	0
	Noncampus building or property	0	0	0
	Public Property	0	0	0

FIRE SAFETY REPORT

The Keene State College Departments of Campus Safety, Facilities Services, and Community Living work with the Keene Fire Department and the New Hampshire State Fire Marshall's Office to prevent fires and prepare the College community for fire hazards.

In addition, the College provides financial support to the Keene Fire Department, via a *Memorandum of Understanding*, to offset the costs of providing related services to the College.

Fire Safety Policies

To prepare campus residents for emergencies, periodic fire drills are conducted. Firefighting equipment, fire alarm systems, and appropriate procedures are provided and maintained for the protection of life and property. Tampering with, or misuse of fire alarms, smoke detectors, fire extinguishers, or failure to comply with related policies and procedures (including evacuation) is a serious infraction of College policy and is handled by the College disciplinary process, in addition to civil procedures.

When it comes to determining if a fire was the result of arson, Campus Safety will work with the Fire Prevention Officer within the Keene Fire Department.



Keene State College Tobacco/Smoking Policy

KSC is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campus.

In order to protect the health, safety, and comfort of Keene State College students, faculty, and other academic appointees, staff, alumni, and visitors, and consistent with state law (RSA 155:64-77), it is the policy of Keene State College to restrict smoking, vaping and all other tobacco use, inside all buildings owned and occupied or leased and occupied by KSC including the College Camp on Wilson Pond, at special events and conferences, in KSC vehicles and in other outdoor campus spaces as described in Section V:2. Smoking, vaping and the use of all tobacco products as defined in Section V:1 is prohibited within twenty-five (25) feet of building entrances, outside stairways to buildings, outdoor passageways to entrances and stairways and near air intake units. Where the needs of smokers and non-smokers conflict, smoke-free air shall have priority. In addition, Keene State College supports education programs to provide tobacco cessation and prevention initiatives to our students, faculty, and other academic appointees and staff. This policy supersedes all other tobacco policies at Keene State College.

Definitions

Tobacco/smoking products are defined as follows:

Electronic Smoking Device - means any product containing or delivering nicotine or any other substance intended for human consumption through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

Hookah - means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

Smoking - means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product

intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device (vaping) which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device.

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

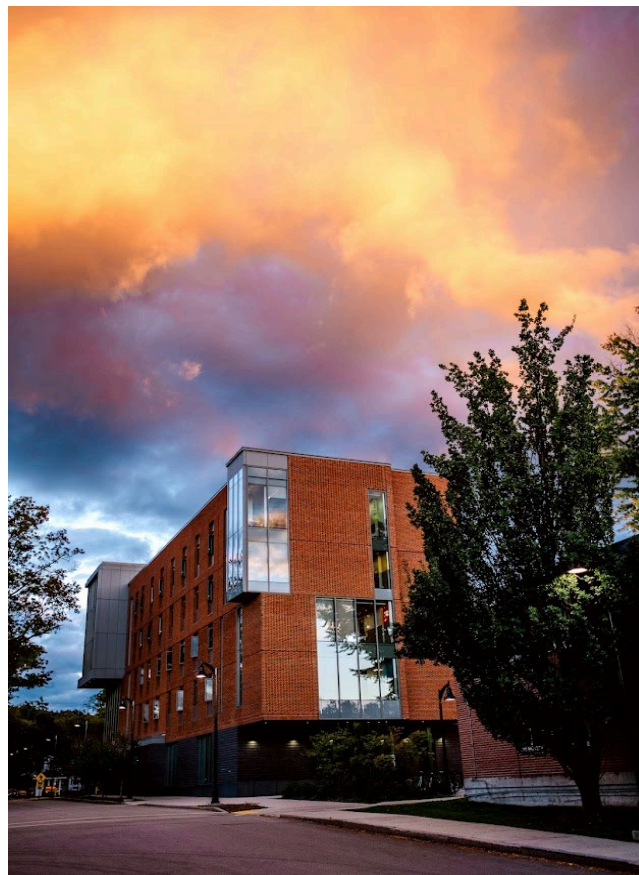
The [Keene State College Tobacco/Smoking Policy](#) can be viewed in its entirety by clicking on the above link.

Prohibited Items, Open Flames, and Smoking in Student Housing Facilities

The Office of Transitions and Community Living publishes policies and enforces the policies regarding items and activities prohibited in residence halls. The College’s [Electronic Appliances Policy](#) prohibits electrical appliances which present unusual fire hazards, such as halogen lamps, octopus lamps, extension cords or multi-outlet plugs that are not surge protected, hot plates, heating coils, toaster ovens, air conditioners, microwave ovens, space heaters, grills (of any kind), sun lamps, cooking equipment (of any kind), and octopus plugs. Microwaves, toasters, and toaster ovens are allowed in the private kitchen areas of Pondside II Apartments, One Butler Court, Pondside III, and the Owls Nest Suites. Exterior antennae, satellite dishes, and other items are not permitted to be placed outside of windows or attached to window screens. Restrictions are also placed on refrigerators in student rooms.

Open flames including incense or any type of candle or paraphernalia associated with candle burning are not permitted in the residence halls.

Students who have had two Health and Safety violations in one academic year are required to meet with their Community Director to have a conversation about the risk of the violation at hand.



Fire Safety Education and Training

Campus Safety, Community Living, and the Environmental Health and Safety manager offer fire safety education and training throughout the academic year. Students are advised of emergency procedures during floor and building meetings at the beginning of the academic year, during the *Info to Know* program at new student orientation, and during periodic fire safety programming with Campus Safety and Community Living.

Full-time College employees attend fire safety, general occupational safety, and *what to do in an emergency* training during their orientation at the College. Emergency planning training is offered throughout the academic year to College faculty and staff upon request. All full-time Campus Safety officers attend fire safety and emergency management training in the first year of hire and periodically throughout their tenure. The Keene Fire Department assists in these trainings as requested. *Emergency Guides* are posted in classrooms and other College facilities. In addition, student staff who serve in fire watch roles during theater performances that require this accommodation are provided training in the use of fire extinguishers.

Community Living staff members, including student Community Assistants, are trained in emergency

evacuation and fire egress. Fire/egress drills are conducted at a minimum of once each semester in all campus residence halls to ensure students are familiar with emergency procedures and egress routes. Drills are conducted and supervised by Campus Safety. Re-tests 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 report is kept on file for each drill conducted. For 2023, forty (40) fire/egress drills were conducted in residence halls.

Community Living staff perform Residence Hall health and safety checks four times a year. Checks will be announced in advance, every time they are being conducted. The checks are primarily designed to find and eliminate health and safety violations to ensure our student's safety. Students are required to read and abide by their housing contract, which includes all of the rules and regulations for residential buildings. The checks include but are not limited to: a visual examination of electrical cords, sprinkler heads, smoke alarms, fire extinguishers, and other life safety systems.

In addition, each room will be checked to ensure there are no prohibited items that pose a health/safety threat or prohibited activity (e.g., smoking in the room, tampering with life safety equipment, possession of pets (unless the pet is an approved emotional support animal), etc.). This check will also include a general assessment of the cleanliness of the room to include the common areas and bathrooms.

Procedures for Fire/Alarm/Emergency Evacuation

Fire Alarm:

The fire alarm alerts the building occupants of potential hazards. These occupants are required to heed their warning and evacuate the building immediately upon hearing the sound of the alarm.

- At the sound of the alarm, it is the responsibility of all building occupants to evacuate immediately and proceed to the pre-determined assembly points, away from the building.
- Building occupants are responsible for ensuring that their visitors, customers, and/or contractors in their department follow the evacuation procedure described herein and leave the building along with all other occupants.
- Faculty and instructors are responsible for directing their students to leave the building by the nearest exit upon hearing the building alarm or being notified of an emergency.

In Case of Fire:

Whenever you hear the building alarm or are informed of a building emergency:

- Do not panic.
- Do not ignore the alarm.
- Evacuate the building in an orderly fashion using the closest available exit. Do not use elevators. If you are caught in an elevator during the alarm, push the emergency phone button. The emergency phones in the elevators all over campus call into the Campus Safety dispatch center.
- Activate the nearest alarm box, dial 9-1-1, and contact Campus Safety at 603-358-2228 once you have safely exited the building. The caller should advise that there is a fire alarm activation, and any other additional information asked for by the dispatcher.
- Occupants with physical disabilities that would prevent them from exiting the building are expected to remain where someone knows to look for them or proceed to the nearest area of refuge. These occupants should close all interior doors and windows of the room and contact Campus Safety dispatch to advise what room they are in and the contact phone number.
- If you encounter smoke, crouch nearest to the floor as you exit. If possible, breathe through a dampened cloth.
- Once out of the building, occupants should meet at the pre-determined meeting area for the building and check in with the Community Assistant or Community Director.

Occupants will be advised when re-entry is permissible, or if relocation or campus evacuation is required. Do not return to the evacuated building unless told to do so by the Keene Fire Department or a campus official. The re-entry process will be coordinated by a Unified Command of Keene Fire and KSC Officials.

Detailed campus evacuation procedures are outlined in the College's *Emergency Operations Plan*, which is currently reviewed on an as needed basis.

Reporting

For campus fire statistics to be accurate and to ensure safety, all fires must be reported as soon as possible, even if they have been safely extinguished. All fires are to be reported to the Keene Fire Department for mitigation, fire investigation, and reporting.

To report an active fire, dial **9-1-1** to reach the Keene Fire Department. All fires, active and inactive, shall also be reported to the Keene State College Department of Campus Safety at 603-358-2228.

Fire Log

The [Department of Campus Safety](#) maintains a publicly accessible daily fire log containing information on all fires that occur in on-campus student housing facilities. The fire log is combined with the daily crime log and is available at the Campus Safety Office located in Keddy

House, 331 Main Street Keene, NH. The log will be made available during normal business hours Monday-Friday, 8:00 am-5:00 pm.

The following chart contains fire activity in student housing facilities that occurred in calendar years 2021, 2022, and 2023.

Fire Log

Residential Facility w/ Address		2021			2022			2023	
	Number of Fires	Injuries	Deaths	Number of Fires	Injuries	Deaths	Number of Fires	Injuries	Deaths
361 Main – 361 Main Street *	0	0	0	0	0	0	0	0	0
Carle Hall – 80 Butler Court	3	0	0	2	0	0	1	0	0
Fiske Hall – 28 Winchester Street	0	0	0	0	0	0	0	0	0
Holloway Hall – 24 Butler Court	0	0	0	0	0	0	0	0	0
Huntress Hall – 45 Appian Way	0	0	0	0	0	0	0	0	0
Living and Learning Commons – 46 Wyman Way	0	0	0	0	0	0	0	0	0
One Butler Court – 1 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 1 – 83 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 2 – 79 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 3 – 73 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 4 – 59 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 5 – 57 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 6 – 62 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 7 – 64 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 8 – 41 Butler Court	0	0	0	0	0	0	0	0	0
Owls Nest 9 – 43 Butler Court *	0	0	0	0	0	0	0	0	0
Pondside 1 – 97 Appleton Street	0	0	0	0	0	0	0	0	0
Pondside 2 A – 82 Appleton Street	0	0	0	0	0	0	0	0	0
Pondside 2 B – 70 Appleton Street	0	0	0	0	0	0	0	0	0

Pondside 2 C – 58 Appleton Street	0	0	0	0	0	0	0	0	0
Pondside 2 D – 46 Appleton Street	0	0	0	0	0	0	0	0	0
Pondside 2 E – 34 Appleton Street	0	0	0	0	0	0	0	0	0
Pondside 3 – 42 Bruder Street	1	0	0	0	0	0	0	0	0

* Building closed for good for the Fall of 2021 Academic Year

2021 (4 reported fires)					
DATE	TIME	LOCATION	DESCRIPTION	INJURIES or DEATHS	PROPERTY DAMAGE
04/06/2021	17:50	Pondside 3	A fire within a microwave – plastic container caught on fire; extinguished by a resident of the room.	None	\$0-\$99
8/14/2021	21:42	Carle Hall	Smoking wires in an electrical box; extinguished itself	None	\$100-\$299
9/20/2021	00:20	Carle Hall	A fire within a microwave – burnt food; extinguished by the fire department	None	\$0-\$99
11/01/2021	12:18	Carle Hall	Refrigerator electrical cord caught on fire due to exposure to a heater; extinguished itself	None	\$0-\$99
2022 (3 reported fires)					
DATE	TIME	LOCATION	DESCRIPTION	INJURIES or DEATHS	PROPERTY DAMAGE
02/15/2022	05:12	Carle Hall	A candle tipped over and caught the bed and surrounding items on fire; extinguished by the resident	None	\$1000-\$5000
05/11/2022	13:46	Carle Hall	A fire within a microwave – burnt food; extinguished itself	None	\$0-\$99
2023 (1 reported fires)					
DATE	TIME	LOCATION	DESCRIPTION	INJURIES or DEATHS	PROPERTY DAMAGE
4/7/2023	16:22	Carle Hall	Burnt paper and ash found in a stairwell	None	\$0-\$99

Student 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 (KFD)	yes	wet
361 Main St.*	110 V Non-system	System	KFD and Campus Safety (DCS)	yes	wet & dry
Carle Hall**	10 Year Battery	System	KFD and DCS	yes	wet
Fiske Hall**	DC System	System	KFD and DCS	yes	wet
Holloway Hall**	10 Year Battery	System	KFD and DCS	yes	wet & dry
Huntress Hall**	DC System	System	KFD and DCS	yes	wet & dry
One Butler Ct.**	DC System	System	KFD and DCS	yes	wet
Owl's Nest 1 – 7	10 Year Battery	System	Keene Fire Department	yes	wet

Owl's Nest 8 & 9	DC System	System	Keene Fire Department	yes	wet
Pondside I**	10 Year Battery	System	KFD and DCS	yes	wet & dry
Pondside II Apts. **	110 V Non-system	System	KFD and DCS	yes	wet
Pondside III	DC System	System	KFD and DCS	yes	wet
Living Learning Com.**	DC System	System	KFD and DCS	yes	wet

*These houses have carbon monoxide detection that provides local signaling only with instructional signage telling residents to call 9-1-1 if the alarm is active.

**These buildings have carbon monoxide detection that transmits to Campus Safety.

Plans for Improvements

As our facilities age and technology advances, the College recognizes the importance of periodically assessing 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 are renovated, fire and life safety systems are updated and replaced. The College's Facilities Services department has developed a detailed inventory of all campus systems and prioritized systems for upgrade and replacement with priority given to residence halls.

Facilities Services has been coordinating with the NH State Fire Marshal's Office to conduct life safety inspections of Campus buildings since 2019. The

Safety Tips:

- Always keep your doors and windows locked. Never leave personal property unattended.
- If possible, let a friend or roommate know where and with whom you'll be and when you'll return.
- Trust your instincts. If you feel uncomfortable about someone near you on the street, in an elevator, or getting off a bus, head for a populated place or yell for help.
- Use well-lit and busy sidewalks.
- Avoid walking alone or walking near vacant lots, alleys, construction sites, and wooded areas. Call Campus Safety for an escort.
- Learn the locations of all Blue Light phones on campus.
- Carry a cell phone, whistle, or a personal alarm to alert people that you need help.
- Try to park in an area that will be well-lit and heavily traveled when you return.
- Lock your car doors and roll up the windows completely, even if you're only running a quick errand. Do not leave valuables in plain view.
- If you choose to drink, drink legally and responsibly. Remember that your ability to respond is diminished by the over-consumption of alcohol.

College typically receives a report from the State citing any violations and the applicable code references. The College then has 45 days to resolve the violations or send an action plan on how the violations will be corrected if they cannot be made compliant within the 45-day window. The State Fire Marshal would then schedule a re-inspection to ensure violations have been corrected.

During the summer of 2023, the Redfern Arts Center underwent a complete overhaul of the fire protection and fire alarm systems. These systems were installed or upgraded to meet current code requirements throughout the entire building.

- Stay alert at all times and call Campus Safety immediately to report suspicious activity. If you SEE SOMETHING; SAY SOMETHING!!!
- Put ICE (In Case of Emergency) in your cell phone, along with a name and telephone number of a loved one, to enable emergency services personnel to contact your family in the event of an emergency.
- Listening to loud music, wearing headphones, or using your cell phone distracts you from being alert to potential safety issues. Unplug yourself and tune in to your immediate environment.
- Utilize crosswalks at all times and obey the signals at intersections when walking.
- When driving, be aware of pedestrians and bicyclists and yield to them when required by law.

