Keystone College

Annual Security and Fire Safety Report

2012

Higher Education Opportunity Act
(Clery Act)
IMPORTANT NUMBERS

CAMPUS SAFETY DEPARTMENT

Emergency 570.945.8989 (off campus)
Extension 8989 (on campus)
Office 570.945.8000 extension 8997
Director of Campus Safety 570.945.8266

DEPARTMENT OF CAMPUS SAFETY

Director

Raymond T. Hayes, M.S.

Officers

Corporal Melissa Lee - Parking Enforcement
Corporal Jorge Gorritz - Campus Safety
Corporal Thomas Proctor - Campus Safety
Officer William Burge - Campus Safety
Officer Nicholas Lubniewski - Campus Safety
Officer Jacob Burgess – Community Relations
Officer Jordan Smith – Community Relations
Corporal Jeanne Payne - Campus Safety
Corporal Darrin Chesner - Community Relations
Officer Christopher Breita – Campus Safety
Officer Kyle Ackley - Community Relations
# CONTENTS

## ANNUAL SECURITY REPORT

- FOREWARD 5
- ANNUAL SECURITY REPORT DISCLOSURE OF POLICY STATEMENT AND AVAILABILITY 5
- PREPARATION AND DISCLOSURE OF CRIME STATISTICS 5
- NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT 6
- STUDENT RIGHT TO KNOW ACT 7
- MISSION STATEMENT: DEPARTMENT OF CAMPUS SAFETY 7
- VISION STATEMENT 7
- CAMPUS SAFETY DEPARTMENT 7
- CAMPUS SAFETY SERVICES 8
- CAMPUS LAW ENFORCEMENT: AUTHORITY 9
- SAFETY AND SECURITY AWARENESS PROGRAMS 9
- SAFETY TIPS 10
- CAMPUS ACCESS POLICY 11
- ACCESS TO RESIDENCE HALLS AND OTHER CAMPUS FACILITIES 11
- ALCOHOL AND DRUGS 12
- WEAPONS/FIREARMS 12
- DISCRIMINATION 12
- HATE CRIMES 13
- SEXUAL HARASSMENT 13
- SEXUAL ASSAULT 13
- S.O.A.R. TEAM 13
- RESPONSE TO SEXUAL ASSAULT 14
- SEX OFFENDER REGISTRATION 14
- VOLUNTARY CONFIDENTIAL REPORTING 15
- EMERGENCY PREPAREDNESS, MANAGEMENT AND RESPONSE 16
- CAMPUS RESPONSE TEAM 17
- EMERGENCY RESPONSE/NOTIFICATION/EVACUATION PROCEDURES 17
- PROCEDURES FOR CAMPUS LOCKDOWN 18
- EMERGENCY NOTIFICATION 19
- TIMELY WARNINGS 19
- WIRELESS EMERGENCY NOTIFICATION SYSTEM (WENS) 20
- EMERGENCY CALL BOXES 20
- MISSING RESIDENT STUDENT 21
- SMOKING/TOBACCO USE 22
- CAMPUS SAFETY AND STUDENT AFFAIRS POLICIES 23
- DAILY CRIME LOG AND FIRE LOG 23
- CRIME STATISTICS 24
- CAMPUS SECURITY AUTHORITIES (CSA) 24
- ANNUAL DISCLOSURE OF CRIME STATISTICS 25
- HATE AND BIASED RELATED INCIDENTS 26
- CRIME STATISTICS CHART 27
- HATE CRIME STATISTICS CHART 28
CONTENTS

ANNUAL FIRE SAFETY REPORT

ANNUAL FIRE SAFETY REPORT 29
CAMPUS FIRE SAFETY RIGHT-TO-KNOW ACT 29
KEYSTONE COLLEGE FIRE SAFETY INITIATIVE 31
FIRE EXTINGUISHERS 31
EMERGENCY BACK-UP LIGHTS 32
EMERGENCY EXIT SIGNS 32
FIRE ALARM MAINTENANCE AND INSPECTIONS 32
FIRE DRILLS 32
KEYSTONE COLLEGE RALLY POINTS 34
NOTIFICATION OF A FIRE EMERGENCY 35
ENFORCEMENT PROCEDURES 35
FIRE PREVENTION, PREPAREDNESS, AND SAFETY 35
PROCEDURES FOR REPORTING FIRES OR OTHER EMERGENCIES 37
FIRE EVACUATION 37
FIRE SAFETY SPECIAL ACCOMMODATIONS 37
FIRE HAZARDS 38
FIRE SAFETY STATISTICS 39
ON-CAMPUS STUDENT HOUSING FIRE SAFETY SYSTEMS 41
FORWARD

On behalf of the College Community, welcome to Keystone College. At Keystone College, our foremost concern is the safety and well-being of our students, faculty, staff and visitors.

Keystone College is a private coeducational residential and culturally diverse institution situated on a 270 acre campus located in La Plume Township, Pennsylvania, 15 miles northwest of Scranton, Pennsylvania.

Current enrollment is approximately 1,700 students from 14 states and 12 countries. The College consists of 32 buildings and seven campus residence halls.

ANNUAL SECURITY REPORT DISCLOSURE OF POLICY STATEMENT AND AVAILABILITY

The Jeanne Clery Disclosure of Campus Safety Policy and the Campus Crime Statistics Act, commonly referred to as the Clery Act, mandates all Title IV institutions without exception, to prepare, publish, and distribute an Annual Security and Fire Safety Report. The report consists of three basic parts, disclosure of the College’s crime statistics for the past three years; disclosure of the College’s fire statistics for the past three years; and disclosure regarding the College’s current policies related to personal property and fire safety.

In order to ensure compliance with the Jeanne Clery Disclosure of Campus Policy and Crime Statistics Act, and in an effort to gather the most accurate complete information, statistical data is gathered in accordance with the Uniform Crime Reporting System of the Department of Justice and the Federal Bureau of Investigation.

It is the policy of the Department of Campus Safety to interface and professionally cooperate with its counterparts at the municipal, county, state, and federal level by disseminating information on reported crimes, trends in criminal activity, and intelligence on potential criminal behavior that may place the campus community at risk. Campus Safety also cooperates with the Office of the Vice President of Student Affairs in the preparation and dissemination of this report. This Annual Security Report goes beyond law mandates; by offering safety tips and additional information that we believe will inform and educate the campus community.

Here at Keystone College, our mission is to ensure the safety and security of our students, faculty, staff, and guests. The Department of Campus Safety seeks to promote mutual cooperation and conflict resolution by establishing a positive social atmosphere where effective learning can take place.

The professionals in the Department of Campus Safety cooperate with many other individuals and organizations on and around campus to accomplish our mission. If you have additional questions regarding this Annual Security Report please contact Raymond T. Hayes, Director of Campus Safety, at 570-945-8266.

PREPERATION AND DISCLOSURE OF CRIME STATISTICS

The Keystone College Department of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics. The full text of this report can be located on our web site at: www.keystone.edu/about_us/campussafety
This report is prepared in cooperation with the local law enforcement agencies surrounding our main and satellite campuses, Housing and Residential Services, the Student Conduct Officer, and the Division of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrests, and referral statistics include those reported to the Keystone College Department of Campus Safety, designated campus officials (including but not limited to directors, deans, department heads, student conduct, advisors to students/student organizations, athletic coaches) and local law enforcement agencies. Pennsylvania law requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (such as those at Student Health Services) when they provide medical services to a person they know or reasonably suspect is suffering wounds inflicted by a firearm or is a result of assaultive or abusive conduct. The Keystone College Counseling staff shall inform their clients of the procedures to report crime to the Department of Campus Safety on a voluntary confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students that provide the web site to access this report. Faculty and Staff receive similar notification. Prospective students and potential employees also have access to this report as outlined later in this report. Copies of the report may be obtained at the Keystone College Department of Campus Safety or by calling (570) 945-8997. All prospective employees may obtain a copy from Human Resources in Ward Hall or by calling (570) 945-8000.

NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT

Current employees, faculty, students, perspective employees and students

A copy of the Keystone College Annual Security AND Fire Safety Report is available to students, employees, perspective students and members of the general public. This report includes statistics for the previous three (3) calendar years concerning reported crimes that occurred on campus, in certain off campus buildings or property owned or controlled by Keystone College, and on property within, or immediately adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security. A paper copy of this report can be obtained by contacting the Keystone College Department of Campus Safety, Sabiston Hall, at 570-945-8997; Office of Admissions, Sisson Hall, at 570-945-8111; Human Resources, Ward Hall third floor, at 570-945-8000 or by accessing the following website: http://www.keystone.edu/about_us/campussafety

Upon completion of the Annual Security Report a campus wide e-mail/text message shall be disseminated to current students, faculty, and staff advising them of the report and availability. Additionally, notification will be disseminated via KC Morning, a daily Keystone College e-mail/ internet publication.

In order to ensure prospective employees of the Annual Security Report, the Human Resource Department has placed a link on their “Why Work at Keystone College” and under the “Job Openings” section of their web page.

http://www.keystone.edu/about_us/campussafety
STUDENT RIGHT TO KNOW ACT

The Student Right to Know and Campus Security Act requires that colleges and universities throughout the country produce statistics and/or other information regarding:

- retention and graduation rates
- financial assistance available to students and requirements and restrictions imposed on Title IV aid
- crime statistics on campus
- athletic program participation rates and financial support
- other institutional information including: the cost of attendance, accreditation and academic program data, facilities and services available to disabled students, and withdrawal and refund policies.

MISSION STATEMENT: DEPARTMENT OF CAMPUS SAFETY

The Keystone College Department of Campus Safety is a service oriented, community based division that exists to serve the campus community with respect, fairness, and integrity. The diversity of our campus community is one of our most valuable assets. We are dedicated to providing prompt, professional service.

The Department of Campus Safety operates 24 hours a day, 7 days a week, 365 days a year, in order to fulfill its mission of promoting and maintaining a safe and secure campus environment for all students, faculty, staff, and guests, as well as protecting the property and assets of the College, preventing crime, and providing for a peaceful and friendly atmosphere.

The Campus Safety Management Team is dedicated to providing a healthy, equitable, and positive work environment for its Campus Safety Officers. This goal is attained through the promotion of the highest standards of personal integrity, professional development, training opportunities, and ongoing evaluation of policies, procedures, and performance.

VISION STATEMENT

The Keystone College Department of Campus Safety is a service organization whose product is safety. We succeed by providing services in a manner that exceeds expectations. We are well trained individuals who work as a team, adapt to a changing environment, and reflect the values of Keystone College when carrying out our assignments. We respect all people and encourage their contributions to the department and the community. Our department is known as a great place to work- a place where our work makes a difference in people’s lives.

THE CAMPUS SAFETY DEPARTMENT

The Department of Campus Safety is the official authority for reporting criminal activity or acquiring information concerning crime prevention and safety on campus. All students, faculty, staff, and guests of the College are advised and encouraged to report all incidents occurring on campus to the Department of Campus Safety. All reports of criminal activity and crime reporting is maintained in a computer generated database and reporting system. This information is utilized in preparation of the Annual Security Report, Uniform Crime Report, and to monitor and evaluate crime trends, and evaluate campus needs and activity.

http://www.keystone.edu/about_us/campussafety
Campus Safety incidents, or crimes that pose an immediate or ongoing threat to the campus community or the adjacent community are reported in a special “timely notification advisory.” Advisories are disseminated in a number of ways that include the Campus WENS alert system, e-mail, and/or posting.

The Vice President of Finance and Administration is responsible for the Department of Campus Safety. The Department of Campus Safety is responsible for providing for a safe campus environment, protecting the students, faculty, staff, and guests of the College, and ensuring the physical security of the campus community and the College’s assets. The Department of Campus Safety provides essential services and responds to critical situations in the campus community. The current compliment of officers includes one Director and 11 officers assigned to three shift schedule that ensures continuous, around the clock coverage.

Additional information regarding the Department of Campus Safety may be obtained via the Department web page at www.keystone.edu, click Parking and Safety. Additional information regarding Department Policies and Procedures are also accessible from this site.

**CAMPUS SAFETY SERVICES**

The Department of Campus Safety is located on College Avenue on the first floor of Sabiston Hall. It is open 24 hours a day, 365 days a year. Uniformed Campus Safety Officers provide around-the-clock patrol and a variety of other services to the campus community. Campus Safety Officers are trained First Responders and are certified in First Aid, CPR, the National Incident Management System (NIMS), Incident Command (ICS), and receive other ongoing trainings in areas related to the Campus Safety function.

Campus Safety Officers are responsible for a full range of safety services to the Keystone College community. Services include, but are not limited to, crime reporting, investigations, medical emergencies, fire emergencies, traffic accidents, and the enforcement of College policies, including those relating to alcohol use, drug use, and weapons possession. Some of the services include the securing and un-securing of facilities, providing escorts, courtesy vehicle jump starts, lock out assistance, maintaining a lost and found department, making student notifications, parking enforcement, and major event planning and coverage. Campus Safety Officers patrol both the exterior and the interior of all campus buildings. Officers are instructed to visually ensure that campus grounds and building are safe and secure at all times. Officers are assigned to monitor activity in and around residence halls and other campus buildings and to be on the look-out for actual and potential safety and security hazards; taking a proactive approach to crime and accident/injury prevention.

A Touch Probe System, which is an electronic monitoring system, is used by Campus Safety Officers to analyze, record and monitor the date and time of patrol activity and checkpoint stations.

The Department of Campus Safety provides a walking escort service to students, faculty, staff, and guests of Keystone College on an as needed basis. The Department of Campus Safety can also provide driving escorts under certain medical or emergency conditions where a walking escort would not be practical. In addition, the Department of Campus Safety operates a scheduled shuttle service between the long-term parking lot and the Campus Safety Office. We provide this service to the campus community twenty-four hours a day, seven days a week, free of charge. This service is provided as part of our philosophy of community policing and we strongly encourage all members of the campus community to take advantage of this service.
All criminal activity, suspicious activity, and other emergencies on campus should be reported to the Department of Campus Safety by any member or guest of the Keystone College community. Please dial extension 8997 for routine calls and 8989 for emergency calls, 24 hours a day.

**CAMPUS LAW ENFORCEMENT - AUTHORITY**

Keystone College Campus Safety Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Keystone College. Keystone College Campus Safety Officers have the authority to issue parking citations, which are billed to the financial accounts of students, faculty, and staff. Keystone College Campus Safety Officers **DO NOT** possess the power of arrest, nor are they authorized to carry firearms. Although there are no official law enforcement Memorandums of Understanding (MOU), law enforcement enjoy full police powers on the Keystone College campus.

The Keystone College Department of Campus Safety maintains a highly professional working relationship with the Overfield Township (Factoryville) Police Department and the Pennsylvania State Police. Since the campus is situated in both Wyoming and Lackawanna counties, police services are provided by both the Pennsylvania State Police at Tunkhannock and Dunmore stations. All crime victims and witnesses are strongly encouraged to immediately report all crimes to the Keystone College Department of Campus Safety and/or the appropriate police agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

**SAFETY AND SECURITY AWARENESS PROGRAMS**

During New Student Orientations and Mapping Days, students and parents are informed of safety and security services offered by the Keystone College Department of Campus Safety. Video and oral presentations outline ways to maintain personal safety and residence hall security. Personal Safety and Crime Prevention Programs are offered on a continual basis. Campus Safety Officers also address first year students during the course of their freshman year via the student mandated First Year Seminar.

Periodically during the academic year, the Department of Campus Safety, in cooperation with other law enforcement agencies, present crime prevention awareness sessions, as well as educational sessions on personal safety and residence hall security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in College publications.

When warranted, information is released to the campus community through the use of security alerts (Timely Warnings) via the WENS notification system, College e-mail, KC Morning, the Keystone College website, and postings displayed prominently throughout the campus and in the residence halls. The concept of communication redundancy is underscored in an effort to reach as many people in the shortest amount of time with the most accurate, up to date information.
SAFETY TIPS

The safety and well-being of our students, faculty, staff, and guests will always be a primary institutional goal at Keystone College. The Department of Campus Safety can help you protect yourself and your property by reducing the possibility of being victimized. As a member of the campus community you can help in reducing the potential for criminal activity.

When walking:

1. Have a plan, be aware of your surroundings, and walk with confidence.
2. Walk with a friend whenever possible.
3. Avoid dark areas, high shrubbery, and shortcuts.
4. Try to walk facing oncoming traffic.
5. Maintain a secure grip on purses and personal items.
6. Keep your cell phone at the ready.
7. Pre-program Campus Safety and other emergency numbers.
8. Familiarize yourself with the emergency call box locations on campus.
9. Be wary of newly acquired acquaintances.
10. Do not reveal personal information to new found friends.

In the Residence Halls:

1. Never give your key and/or KeyKard to anyone.
2. Never open your door to strangers.
3. Never leave your door open or unlocked, even for a short period of time, when no one is in your room.
4. Keep all laptops, electronics, jewelry, and expensive items out of sight.
5. Request Identification from people you do not know.
6. Close your blinds or shades after dark.
7. Never “prop” the entrance doors to the residence halls.
8. Never let anyone “piggyback” into the residence halls when you swipe in.
9. Do not leave keys under the door mat or in other “hiding places” and do not leave notes.

In the laundry room:

1. Be cautious.
2. Try to never be in the laundry room alone.
3. Remove clothes promptly from washers and dryers.
4. Consider folding your clothes in your room.

To prevent theft and help in the recovery of stolen property:

1. Engrave personal property such as computers, televisions, and stereos.
2. Record all serial numbers of property and maintain a receipt of purchase in a safe, secure place.
3. Take photographs of all expensive items. These photographs can assist in proving ownership in the event of a fire or a theft. Keep these photographs in a safe, secure place.
**CAMPUS ACCESS POLICY**

During business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the Department of Campus Safety or Residence Life staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Residence Halls are secured twenty four (24) hours a day, seven (7) days a week, year round. Some facilities may have individual hours which may vary at different times of the year. Examples are the Gambal Athletic Center, Miller Library, and the Hibbard Campus Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted on them. Administrators from the Dean’s Office, Sodexo Physical Facilities, Residence Life, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities Management, Residence Life, and Campus Safety meet as necessary.

**ACCESS TO RESIDENCE HALLS AND OTHER CAMPUS FACILITIES**

The College facilities are private property. Presence on campus is at the pleasure of the College. It is the College’s expectation that visitors will abide by College rules and regulations. Policies for persons visiting residence halls are outlined in the Keystone College Student Information Guide and available at the Campus Safety Office. Access to residence halls is limited to students and their guests. Access to residence halls by College employees is on an as needed basis and incorporates a strict access control procedure. Safety and security within the residence halls is the joint responsibility of the Department of Campus Safety and the Department of Residence Life.

Entrances to residence halls are equipped with closed circuit cameras, CCTV, which have the ability to be monitored by the Department of Campus Safety.

Entrances to the residence halls are locked at all times. Access to residence halls is by use of the KeyKard system; which are issued on a documented, individual basis. Resident students are responsible for maintaining security in their buildings and rooms by keeping doors and windows secured.

Ensuring that residence halls are free from uninvited individuals requires that residents themselves take an active role in making sure that strangers are reported to the Department of Campus Safety or the Residence Life staff. Residents should protect themselves by always locking their doors when they are in or away from their rooms, even when leaving only for a moment. Residents should not prop open locked doors. Remember too, that residents are held fully accountable for the actions of their guests.

Students, faculty, and staff of Keystone College have access to academic, recreational and administrative facilities on campus. The general public may attend cultural, culinary, or recreational events on campus with their access limited only to the facilities in which these events are held.
ALCOHOL AND DRUGS

Students, faculty, staff, guests, and contractors are hereby advised that Keystone College, as a recipient of federal funds, supports and complies with the provisions of the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1989. The unlawful manufacturing, distribution, dispensation, possession, or use of illicit drugs or alcohol by employees or students on the College campus is prohibited and violations of this policy will result in appropriate disciplinary action.

Keystone College has a zero tolerance for alcohol and drug policy violations. A student’s presence where any aspect of the alcohol or drug policy is being violated, even if he/she is not directly involved in the specific act, constitutes a violation of the alcohol or drug policy. A student who actively or passively supports another’s violation of College policy is in violation of their duty to uphold community standards, including the Student Code of Conduct. Alcohol and illegal drug violations are handled on a case by case basis. The College disciplinary process may be the most appropriate method of disposition based on the attendant circumstances of each case.

The College recognizes that there are serious health risks, behavioral problems, and legal consequences associated with the abuse, irresponsible use, and/or illegal use of alcohol or drugs. Therefore, all members of the campus community are expected to understand that alcohol or drug use is inconsistent with the mission of the College. All students are expected to abide by local, state and federal laws, along with the Student Alcohol and Drug Policies of Keystone College.

WEAPONS/FIREARMS

Keystone College has a zero tolerance regarding the possession of weapons or firearms on Keystone College premises. Students, faculty, staff, contractors, and guests are prohibited from possessing firearms, explosives, or weapons on Keystone College premises, whether or not a federal or state license to possess the same has been issued to the possessor. Any student, faculty, staff, contractor, or guest violating this policy shall be subject to the disciplinary policies and procedures. In addition, any student, faculty, staff, contractor, or guest found in possession of a weapon on College property may be subject to criminal prosecution.

DISCRIMINATION

It is against College policy to discriminate against any member of the campus community based on a person’s race, ethnicity, nationality, religion, sex, gender, sexual orientation, age, physical or mental challenge, and/or veteran status. Not only is it prohibited by the College, but it is also a violation of Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964 and Title IV of the Educational Amendment of 1972. Violation of this policy should be reported to the Director of Human Resources and/or the Vice President/Dean of Student Affairs.
**HATE CRIMES**

Keystone College has a zero tolerance for hate crimes. Unlike other crimes that target individuals, hate crimes and bias-motivated incidents can have a tremendous negative impact on an entire community. When one person in the community is the target of hate-based crime, the entire community often feels at risk. Hate crimes can divide communities by raising levels of fear and suspicion which in turn lower openness and cooperation.

**SEXUAL HARASSMENT**

Keystone College has a zero tolerance policy against sexual harassment. Not only is sexual harassment a violation of College policy, sexual harassment is prohibited under Title IV of the Educational Amendment of 1972 and consists of verbal or physical misconduct of a sexual nature.

**SEXUAL ASSAULT**

Sexual assault is an act of violence. In legal terms, sexual assault is forced sexual contact through physical force or the threat of physical force, intimidation, coercion, or the inability of a person to give consent, due to a mental or physical incapacity. Sexual assault could happen to anyone, male or female, adult or child. It occurs within all races, ethnicities, religions, and socio-economic classes or backgrounds. Campus Safety Officers are trained in their response to reports of sexual assaults. They work in conjunction with members of the campus S.O.A.R. team and the Residence Life staff to ensure that the needs of the victim are adequately addressed. Campus Safety Officers have received both domestic and sexual assault training.

**S.O.A.R. TEAM**

Sexual Offense Advocate Response Team. The S.O.A.R. team assists survivors of sexual assault. The members are volunteers who have been trained to serve as advocates for survivors.

Team members can help survivors of sexual assault in several ways:

- Assistance in reporting the sexual assault.
- Assistance in receiving counseling at on or off campus locations.
- Assistance in changing your campus living situation.
- Assistance in handling academic concerns.
RESPONSE TO SEXUAL ASSAULT

Victim

Following a sexual assault, the victim’s physical well-being is a primary concern due to the risk of sexually transmitted diseases, pregnancy, and/or physical injuries which may not be visible. If the assault/rape just occurred, victims would especially benefit from immediate medical assistance. However, even if time has passed, it is still very important to obtain medical care. Not seeking medical attention could have long term physical and emotional consequences.

First Responder

Assure the victim they are in a safe place and you will not allow anything harmful to happen to them. If the initial contact is made by telephone, ask if they are in a safe place.

Allow the victim to regain a sense of control. Allow the victim to make any decision they are capable of making. Assure the victim that the attack was made on them because “they were in the wrong place at the wrong time.” It is not because they deserve it.

Stress to the victim that they did nothing wrong, it was not their fault, and no matter what the circumstances, the perpetrator had no right to assault or rape them.

Find out if they are injured in any way. As the victim becomes calmer consider the intervention options listed herein.

Consider Calling:

- Counseling Center (Keystone College) at 570.945.8303
- Women’s Resource Center (Scranton) at 570.346.4671
- Women’s Resource Center for Rape Crisis. (Scranton) 570.278.1800
- A member of the Residence Life staff (Keystone College) at 570.945.8271
- Department of Campus Safety (Keystone College) at 570.945.8989
- Health Services (Keystone College) at 570.945.8255
- Pennsylvania State Police at 570.836.2141 or 911

SEX OFFENDER REGISTRATION

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (in Pennsylvania, the Pennsylvania State Police) to provide Keystone College with a list of registered sex offenders who have indicated that they are enrolled, employed, or carrying on a vocation at Keystone College.

Keystone College is required to inform the campus community that a Pennsylvania State Police generated registration list of sex offenders is maintained and available at two campus locations: The Department of Campus Safety and The Department of Human Resources.
In addition, a list of all registered sex offenders in Pennsylvania is available from the Pennsylvania State Police. Interested parties can find those offenders residing in the Keystone College area by entering the College zip code 18440. It should be noted that Keystone College is in both Wyoming and Lackawanna County.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000 and Clery Act reporting.

In addition to the mandatory requirement outlined herein, Campus Safety maintains a Megan’s Law Registry of local sexual offenders. This registry is maintained by the Director of Campus Safety, located in the Campus Safety Office, (first floor of Sabiston Hall), and can be viewed during normal business hours. This information can also be found on the Megan’s Law website of the Pennsylvania State Police: www.pameganlaw.state.pa.us

Anyone wishing to access the Megan’s Law Registry must acknowledge acceptance of the following policy:

“Any person who uses the information contained herein to threaten, intimidate, or harass the registrant, their family, or otherwise misuse this information may be subject to criminal prosecution or civil liability.”

**VOLUNTARY CONFIDENTIAL REPORTING**

If you are the victim of a crime and do not want to pursue action with the Keystone College Department of Campus Safety or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Campus Safety, or his designee, can file a report of the details of the incident without revealing your identity. The purpose of filing a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information the College can keep up to date, accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community of potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.
EMERGENCY PREPAREDNESS, MANAGEMENT AND RESPONSE

Keystone College is committed to protecting the wellbeing of all who attend, work, and visit our campus.

Keystone College has developed specific procedures used to respond to and manage the College response to emergency situations. In the event of a serious incident, a First Responder trained member of the Department of Campus Safety will respond. After an initial size up and assessment, the appropriate notifications will be initiated to ensure an appropriate timely response. A Response is tendered by the nature and scope of the incident.

The Factoryville Fire and Ambulance Department is located on College Avenue, less than one mile from campus and serves as our first line of defense in the vent of a fire or other related incident. The Overfield Police Department and the Pennsylvania State Police, Dunmore and Tunkhannock Stations, are the primary law enforcement responders.

Keystone College has adopted and operates under the guiding principles of the National Incident Management System (NIMS), the Incident Command System (ICS) and has adopted an All-Hazard approach in terms of the guiding principles of Emergency Management specifically, prevention, preparation, mitigation, response and recovery.

Keystone College has developed emergency response and evacuation plans (PLAN) for events involving immediate threats, significant emergencies, and dangerous situations that could have a negative impact on the health of all those who use the Keystone Campus. Plan activity include, but are not limited to, civil disturbance, explosion, fire, public health and medical emergencies, as well as Lockdown and Evacuation procedures.

The PLAN meets the Department of Labor, Occupational Safety and Health Administration (OSHA) requirements. Plan evaluation is performed by COCCIARDI and Associates, an independent outside agency.

The PLAN identifies protocols to protect Keystone College faculty, staff, students, visitors and property. It also provides for a trained Emergency Response Team (ERT) to ensure PLAN implementation.

Underscoring the College commitment to emergency management, Keystone College has a designated Emergency Coordinator and Assistant Coordinator to prepare, update and implement the current Keystone College Emergency Action and Response Plan. Additional information concerning the PLAN can be obtained from the Coordinator, Jan Kaskey at 570-840-7454, or the Assistant Coordinator, Patricia Lione at 570-840 8341.

In the event of an imminent threat to Campus Safety, the Director of Campus Safety, of his designee, has the ability and authority to issue the appropriate alert. In situations lacking the presence of imminent danger the Director of Campus Safety, or his designee, will consult with the Coordinator of the Campus Response Team, and the Vice President of Finance prior to dissemination. Keystone College maintains incident specific templates to ensure that the most accurate timely information is disseminated.

Appropriate communication tools will be utilized to include:

- Keystone College Website/Home Page
- WEN System, e-mail, Text
- Personal Interaction / Connection

http://www.keystone.edu/about_us/campussafety
It should also be noted that in addition to Campus Safety Officers, there are a number of other campus personnel who are equipped with, and utilize the campus radio system. Although each entity is assigned a specific channel, for general day to day operations, all have instant access to the Campus Safety channel in the event of an emergency. They also serve as additional “eyes and ears” to help ensure a layered/redundant approach to campus safety.

Methods to be used to communicate to the surrounding community, when necessary, may include written or electronic press release to local media outlets, as well as to the Lackawanna and/or County Communication 911 Centers. Both Communication Centers possess enhanced local and statewide communication ability to assist the College in appropriate communication/notifications.

The Department of Campus Safety, Emergency Response Coordinators, Campus Response Team, and the Director of Campus Facilities, all play a specific integral role in this mission. These groups, and other College stakeholders, are also members of the Keystone College Safety Committee, chaired by the Director of Campus Safety. The Committee meets on a monthly basis to ensure that the safety, security, health and welfare needs of the campus are being met.

**CAMPUS RESPONSE TEAM**

The College also has created a Campus Response Team (CRT), a group of key individuals assigned by the President of the College, responsible for the planning and preparedness components of the College emergency management program. The CRT is a multi-disciplinary group comprised of representatives from each campus constituency. The mission of the CRT is to implement systems and procedures to protect the health, safety, and wellbeing of the campus community.

**Building Coordinators**

Keystone College also has a number of trained employees who assume a temporary oversight role in the event of an emergency within their respective areas of responsibility.

**Emergency Drills/Evacuations**

Campus evacuation, and lock down drills are conducted on an annual basis. “After Action” assessment is conduct to ensure continuous improvement.

Additional information regarding campus emergency preparedness, lock down and evacuations drills can be obtained by visiting the Emergency Preparedness web page at [www.keystone.edu](http://www.keystone.edu)

**EMERGENCY RESPONSE/NOTIFICATION/EVACUATION PROCEDURES**

The Higher Education Opportunity Act (HEAO) requires that institutions of higher education who maintain on campus housing facilities have a policy and procedure in place for Emergency Response and Evacuation Procedures.
The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Keystone College, evacuation drills are used as a way to educate and train occupants on issues specific to that building. In addition to educating occupants of each building regarding evacuation procedures, the process also provides the College an opportunity to test the operation of fire alarm system components.

The first person who becomes aware of any type of an emergency or criminal situation shall notify the Department of Campus Safety by the most direct means available. The campus emergency telephone number is 8989 if initiated from a campus telephone or 570-945-8989 from another land line or cell phone.

Building Evacuation

In the event of an actual or suspected fire, or other emergency that would necessitate a building evaluation, the closest fire alarm “pull station” shall be activated. It should be noted that the current fire alarm notification system provides for internal on campus notification. The use of the “pull station” does not result in direct fire department notification.

Evacuees shall proceed to the designated predetermined assembly point and shall remain at the assembly point to await further detailed instruction. **AT NO TIME SHALL ANYONE REENTER A BUILDING until an “ALL CLEAR” announcement has been made.**

The Residence Life staff and Campus Safety Officers are aware of residence hall rooms designated as those with “special accommodations.” These rooms have fire alarm/horn/strobe units installed therein that are connected to the fire alarm system within the building. When the fire alarm is activated, the alarms will strobe, and a very loud audible alarm will sound.

**PROCEDURES FOR CAMPUS LOCKDOWN**

- Sign up for WENS at www.keystone.edu/wens/index/dot
- A WENS, e-mail message will be sent indicating that LOCKDOWN is in effect.
- After receiving notification All buildings shall initiate lockdown procedures.
- Exterior doors will be secured by Building Coordinators, and/ or Campus Safety.
- If you are in hallway or open area, proceed to the nearest lockable room.
- Close and lock doors. If a door does not lock, barricade the door.
- Close blinds or drapes
- Turn off lights and all unnecessary equipment
- Set cell phones to vibrate
- Move to a location in the room on the same wall as the door, but at the opposite end which is not visible from the window in the door.
- Receive students, faculty, staff and visitors from hallways, if possible.
- Remain as quiet and calm as possible.
- If gun shots are heard, assume a prone position on the floor.

**NO ONE SHOULD LEAVE THE SECURED AREA UNTIL AN “ALL CLEAR” MESSAGE HAS BEEN ANNOUNCED VIA THE EMERGENCY NOTIFICATION SYSTEM.**
EMERGENCY NOTIFICATION

Emergency Notification shall be issued when a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs or has the potential to occur on campus. An appropriate emergency notification may be targeted at only a segment or segments of the campus community at risk. It is essential that sufficiently accurate information be confirmed prior to notification. The Department of Campus Safety has developed a number of emergency notification templates that can be utilized to facilitate preparation and dissemination.

In addition to criminal incidents, emergency notifications may be issued in situations such as, but not limited to, safety and health related issues that affects the personal safety and security of the campus, regardless of the location of the incident.

There are a number of Keystone College officials authorized to activate the Emergency Notification System. Some of these officials include the President of the College, Vice President of Finance and Administration, Director of Campus Safety, and Chairperson of the Campus Response.

The Department of Campus Safety is the focal point for the transmission of official emergency communications to the College. If an emergency occurs, the Director of Campus Safety or the Campus Safety Officer on duty will notify the Campus Response Team Chair, the Senior Director of College Administration, the Dean of Student Affairs, and the Director of Physical Facilities. This core group will meet immediately at the Campus Safety Office which will serve as the Incident Command Post in emergency situations.

All members of the Campus Response Team will be contacted immediately. The Senior Director of College Administration will inform all Building Coordinators. Building Coordinators will then inform all offices and faculty in their buildings of the nature of the emergency and what immediate action needs to be taken.

In the event of a major emergency, the Campus Response Team will meet in the President’s Dining Room immediately. This meeting will take precedence over all other meetings.

During an emergency, campus emergency phone lines must be restricted to official college use only.

Keystone College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the Director of Campus Safety / Designee, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Campus Safety, constitutes an ongoing or continuing threat, the following protocol will be followed; the Director of Campus Safety will if time permits, notify the Chair of the Campus Response Team/Emergency Response Coordinator and provide a detailed report on the nature of the threat. Based upon an assessment of the information provided, if warranted, a campus wide “timely warning” will be issued. The warning will be issued to students, faculty, and staff via the WENS Notification System, college e-mail system, and KC Morning. The intent of this policy is to ensure that the most accurate information is gathered, analyzed for content accuracy and potential level of threat or emergency and disseminated without unnecessary delay.
Depending on the particular circumstances of the crime/event, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Campus Safety may also post a notice on the Keystone College website [http://www.keystone.edu](http://www.keystone.edu) providing the campus community with additional immediate notification.

The Keystone College website is immediately accessible via computer by all faculty, staff, and students. In such instances, a copy of the notice will be posted in each residence hall and forwarded to the Director of Residence Life and the Director of Commuter Life.

Anyone with information warranting a timely warning should report the circumstances to the Keystone College Department of Campus Safety by phone at 570.945.8989 or in person at the Campus Safety Office. **NOTIFICATION WILL BE MADE WITHOUT DELAY.**

**WIRELESS EMERGENCY NOTIFICATION SYSTEM (WENS)**

The ability to communicate quickly and efficiently in a crisis provides the best possible opportunity to safeguard the wellbeing of the Keystone College community.

In the event of an actual emergency, the campus community will be notified through phone, e-mail/text, and the Keystone College web site. Students should take responsibility for regularly checking their Keystone e-mail.

In order to receive this information, students must have a College e-mail account. In order to receive WENS alerts, students must register as outlined herein.

WENS is generally regarded as one of the best mobile notification systems in the nation. In the event of a campus emergency, a “timely warning” text message will be sent directly to your cell phone notifying you of the nature of the situation and what action should be taken.

This service is provided free of charge by the College to all members of the Keystone College community. In order to maximize the effectiveness of the WENS system, participation of the campus community is needed. WENS will accept several phone numbers and e-mail addresses creating a system redundancy. You may want to include your parents, spouses, or significant other in the response system. WENS information can be obtained by visiting the College web page at [www.keystone.edu/wens](http://www.keystone.edu/wens)

**EMERGENCY CALL BOXES**

There are nineteen (19) Emergency Call Boxes/Poles located throughout the campus. Each box/pole is tested by Campus Safety Officers three (3) times a month to ensure each are functioning properly. Locations of the boxes/poles are: Frear/Reynolds Campus Center Side, Frear/Reynolds Circle/Commons Side, Keystone Commons, Moffat Hall, Davis Hall, 39 College Avenue, Tewksbury Hall, Hollinshead Hall, Campus Center 1st Floor Patio, Campus Center 3rd Floor, College Avenue Pole in front of Sabiston Hall, Ward Hall, Gambal Athletic Center, Gardner Hall, Brooks Theatre, Baseball Field/College Avenue Pole, Physical Facilities Building, Long Term Parking, Tennis Courts/College Avenue Pole.

[http://www.keystone.edu/about_us/campussafety](http://www.keystone.edu/about_us/campussafety)
MISSING RESIDENT STUDENT

This policy has been established by Keystone College in order to be in compliance with the Higher Education Opportunity Act of 2008. The policy applies to all Keystone College students living in on-campus housing or housing properties leased by the College. For the purpose of this policy, a “missing student” is considered to be anyone whose absence from campus is contrary to his/her normal usual pattern of behavior and/or a concern that unusual circumstances may have caused the absence on campus. Such unusual circumstances may include, but not limited to, a report or suspicion that the person may be a victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, has been with persons who may endanger the student's welfare, or is overdue to return to campus and has not been heard from after giving a specific return time to friends or family.

In the event of a missing student, College officials will need to refer to the missing student’s emergency contact information. Students are responsible for updating their emergency contact information on a regular basis and should update their emergency contact information at least once each semester by logging onto MyKC. Keystone College faculty and staff remind the students of this important task at the beginning of each semester. Each student who files an emergency contact is solely responsible for the accuracy of the contact phone number and for updating the information should the emergency contact person and/or number change.


Procedure:

A student is determined to be missing when a report comes to the attention of a Keystone College Official and when a Keystone College Official determines the report to be credible. Circumstances may include, but are not limited to, establishing that:

- student is out of contact after reasonable efforts to reach that student by phone calls, emails, and/or in-person attempts to establish contact;
- circumstances indicate an act of criminality involved, even lacking twenty-four (24) hours in time;
- circumstances indicate that physical safety is in danger, even lacking twenty-four (24) hours in time;
- circumstances become known that medicine dependence may threaten life or health, even lacking twenty-four (24) hours in time;
- existence of a physical/mental disability indicates that the student’s physical safety is in danger, even lacking twenty-four (24) hours in time.

Any official missing persons report relating to such student requires that the Department of Campus Safety at Keystone College be notified immediately to conduct an investigation in conjunction with the Residence Life staff and make a determination that a student who is subject of a missing report has been missing for more than twenty-four (24) hours and has not returned to campus.
During the investigation, the following information should be established and documented in a Campus Safety Incident report:

- Name and location/contact information of the person reporting the missing student
- Name/vital information of the student reported to be out of contact
- Nature of the circumstances supporting the determination that the student is out of contact (time/date last seen or in contact with)
- Avenues to establish that the student remains out of contact (failure to respond to phone, email and in-person attempts to contact by a Keystone College Official; parental notice or notice from reporting person outside the College; establishment of lapse of time of class attendance, lapse in affiliation with roommates and friends, or use of Keystone College facilities/services; concern of incident of criminality or safety, etc.)
- Dates and times of notifications made

The Assistant Directors of Residence Life and the VP of Student Affairs and Dean of Students will be informed by the Keystone College Department of Campus Safety after the officer’s initial attempt to contact the student does not successfully establish contact or lead to information that results in actual contact being made with the student. During regular business hours, the VP of Student Affairs and Dean of Students may also involve other Keystone College faculty, staff, or administrators to assist in establishing contact or avenues to pursue contact. The VP of Student Affairs and Dean of Students will be notified by the Department of Campus Safety as the investigation of the incident progresses.

The emergency contact listed in the Keystone College database as well as any confidential contact listed with the Dean of Students will be notified as part of the investigation in attempting to establish contact with the student reported missing. In the case of a student under the age of eighteen (18) and not emancipated, the contact will be with the custodial parent. The contact will be initiated by the VP of Student Affairs and Dean of Students.

**SMOKING/TOBACCO USE**

Keystone College is committed to a healthful environment for all members of its community. One concern of the College is that of health hazards caused by use of tobacco products, as well as exposure to secondhand smoke. Keystone College supports the Pennsylvania Clean Indoor Air Act of 1988 in its attempt “to protect the public health and to provide for the comfort of all parties by regulating and controlling smoking.” Therefore, Keystone College has created a smoking policy to help create the healthy environment it desires.

**POLICY:** In order to provide all members of its community with a healthy environment, Keystone College has adopted the following smoking policy:

- There will be no tobacco use in any Keystone College facility at any time.
- There will be no tobacco use in any Keystone College owned vehicle at any time.
- The sale of tobacco products on campus is prohibited.
- Smoking or the use of tobacco products on College grounds will be prohibited except in areas marked “Designated Smoking Area.”
DEFINITION OF SMOKING / TOBACCO USE

Smoking includes the burning of any type of cigar, cigarette, pipe, or any other smoking equipment, whether filled with tobacco or any other material. Smokeless/Chewing tobacco and electronic cigarettes are also included in this list. Five (5) “designated smoking areas” will be identified and clearly marked for tobacco use. The locations shall include: one near Moffat Commons; one near first floor of the Hibbard Campus Center; one between Sickler and Alumni Halls; one near Capwell/Harris/Ward Hall, and one behind the Art Center/Holman Design Studio.

- All students will receive notice of the smoking policy at the beginning of each semester via the website, Student Handbook, newsletters, discussions, and/or handouts.
- Keystone College’s Smoking Policy will be included in the Employee Handbook.
- All new employees will be verbally informed of Keystone College’s smoking policy by the Director of Human Resources.
- Keystone College’s Campus Safety Officers will be in charge of issuing fines for violations of the College’s Smoking Policy. However, supervisors, or other members of the campus community, may report violations to Campus Safety.
- A fine of $50 will be issued for each violation of Keystone College’s Smoking Policy.

Visitors

Visitors are expected to comply with Keystone College’s Smoking Policy. Each student host is responsible for telling their visitors about the smoking policy and making sure their visitors abide by the policy. Violations of the policy by guests are also subject to the $50 fine.

CAMPUS SAFETY AND STUDENT AFFAIRS POLICIES

Campus Safety policies are available for inspection at the Campus Safety Office and online at www.keystone.edu/policies/campussafety

Student Affairs policies are available at the Office of Student Affairs, in the College catalogue, and online at www.keystone.edu/policies/studentsaffairs

DAILY CRIME LOG AND FIRE LOG

The Department of Campus Safety maintains a combined Daily Crime and Fire Log of all crimes, fire related incidents, and serious incidents that occur on campus, including the area immediately contiguous to the campus within what is described as our Clery Geography.

The Daily Crime and Fire Log includes the incident type, the date the incident is reported, date and time of the occurrence, the general location of each reported incident, and the disposition of the incident if known. Specific incidents are posted within two (2) business days of receiving a report of the incident.
The most current sixty (60) days of information is available during normal business hours at the Department of Campus Safety located on the first floor of Sabiston Hall. Additional crime information beyond the sixty (60) day limits is available upon request. Campus Safety Officer William Burge has the responsibility to ensure that the log is maintained in accordance with the dictates of the Clery Act.

CRIME STATISTICS

The Clery Act requires ALL institutions to collect crime reports from a variety of individuals and organizations.

Under Clery, a crime is “reported” when it is brought to the attention of a Campus Security Authority (CSA), or local law enforcement personnel by a victim, witness, other third party or even the offender. Compilation of information disclosed in accordance with the Clery Act is the joint responsibility of both the Director of Campus Safety and the Vice President/Dean of Student Affairs. The Department of Campus Safety and the Department of Student Affairs will gather data from records maintained by both departments, other College departments and offices, as well as from records from local, county, and state police agencies, if reasonably available. Correspondence has been generated to all local and State Police agencies requesting crime related information for crimes that occur in specific areas that are contiguous to the campus. These areas, known as “Clergy Geography”, include the campus, public property and non campus, contiguous to the College. All crime reports are classified following FBI Uniform Crime Report guidelines.

The Department of Campus Safety records all reports of criminal activity reported to and/or investigated by the Department of Campus Safety for inclusion in this report.

CAMPUS SECURITY AUTHORITIES (CSA):

Campus Security Authorities (CSA) are those individuals who exercise significant responsibility for student and campus activities. They include the Title IX Coordinator, Administrators of students, Directors of Athletics, Faculty advisors to student organizations, Resident Assistants/Advisors, Campus Health Center physicians/counselors/victim advocates or sexual assault response team in a campus rape crisis center. If a Campus Security Authority (CSA) receives crime information and believes it was provided in “good faith”, he or she should document this as a crime report. The term “good faith” means that there is a reasonable basis for believing the information is not simply rumor or hearsay, that there is little or no reason to doubt the validity of the information.

Pastoral counselors and mental health counselors are NOT Campus Safety Authorities (CAS), and are therefore exempt from reporting if they are acting in a professional, pastoral or mental health role. Position specific designated Campus Security Authorities have been identified and trained in their required reporting duties. Campus Security Authorities are under the direct preview of the Vice President of Student Affairs. Specific mandated Clery Crimes and offenses have been provided to the Vice President of Residence Life for distribution to Keystone College Campus Security Authorities.

Although certain herein enumerated individuals, who by virtue of their position are mandated to report crimes that occur on campus; this does not preclude other members of the greater campus community from reporting crime to the Department of Campus Safety.

http://www.keystone.edu/about_us/campussafety
A Campus Security Authority (CSA) is NOT responsible for determining whether a crime actually took place. That is the exclusive function and responsibility of the Department of Campus Safety and/or outside law enforcement. All criminal activity and reports of actual crimes shall be reported to the Department of Campus Safety.

If a crime is reported to a CSA, but goes no further than that, then the College has NOT fulfilled its obligation and the campus community may not have the information needed to ensure the safety of the campus. Therefore, Keystone College fosters the concept of timely and accurate reporting by all Campus Security Authorities (CSA).

In the event that a witness or victim of a crime wishes to remain anonymous, Keystone College has policies in place to ensure that confidentiality is maintained.

“It is not necessary for the crime to have been investigated by the police or a campus security authority nor must a finding of guilt or responsibility be disclosed.”

**ANNUAL DISCLOSURE OF CRIME STATISTICS**

The Department of Campus Safety prepares the Annual Security Report in compliance with the mandates of the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. These statistics include crimes committed on campus and adjacent public areas. This data is based on crimes reported to the Department of Campus Safety; which serves as the repository and clearinghouse for all reported criminal activity. This includes information supplied by local and state police in the designated Clery Geography.

The following crimes are included in the Annual Disclosure of Crime Statistics. Definitions of each offense are also included:

**CRIMINAL HOMICIDE:**

- **Murder and Non Negligent Manslaughter:** the willful killing of one human being by another.
- **Negligent Manslaughter:** the killing of another person through gross negligence.

**SEX OFFENSES:**

- **Forcible Sex Offenses:** any sexual act directed against a person, against their will, force is not necessary where the victim is incapable of giving consent.
- **Non-Forcible Sex Offenses:** are unlawful non forcible sexual intercourse i.e. incest, statutory rape.

**ROBBERY:**

Taking or attempting to take anything of value from the care, custody, or control of a person(s) by force or threat of force, or violence and/or by putting the victim in fear.
AGGRAVATED ASSAULT:

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

BURGLARY:

The unlawful entry of a structure to commit a felony or a theft.

MOTOR VEHICLE THEFT:

The theft or attempted theft of a motor vehicle.

ARSON:

Any willful or malicious burning, or attempt to burn, with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

HATE CRIMES:

A Hate Crime includes any of the above crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias in terms of race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

**Hate crime categories include all of the above listed crimes plus:**
- Larceny-theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of property.

HATE AND BIAS RELATED INCIDENTS

Keystone College strives to protect all of the campus community from being subjected to hate/bias crimes. If you are a victim or a witness to a hate/bias crime or incident, we encourage you to report all incidents. Confidential and anonymous complaints will be accepted. All reports of hate/bias crimes will be investigated by the Department of Campus Safety and if appropriate other local, state and/or federal authorities.

Determining Bias includes:

- Oral comments, written statements or gestures, drawings, markings, symbols or graffiti.
- Several incidents in the same area
- Incidents on a holiday, or a date of significance
- Previous involvement in a similar Hate Crime

The following table provides information about serious crimes and attempted or inchoate crimes, as well as arrests and referrals for violations of liquor laws, drug laws, and illegal weapons possession.
<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>ON CAMPUS</th>
<th>*RESIDENTIAL FACILITIES</th>
<th>NON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
<th>OPTIONAL TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MURDER/NON-NEGLIGENT MANSLAUGHTER</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>NEGLIGENT MANSLAUGHTER</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>SEX OFFENSES, FORCIBLE</td>
<td>0 0 1 0</td>
<td>0 0 1 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 1 0</td>
</tr>
<tr>
<td>SEX OFFENSES, NON-FORCIBLE</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>ROBBERY</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>LARCENY-THEFT</td>
<td>0 8 1 21</td>
<td>0 8 1 21</td>
<td>0 2 1 0 38</td>
<td>0 8 21 30</td>
<td>9 8 11</td>
</tr>
<tr>
<td>AGGRESSED ASSAULT</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>SIMPLE ASSAULT</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>BURGLARY</td>
<td>9 8 11 1</td>
<td>9 8 11 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>9 8 11</td>
</tr>
<tr>
<td>MOTOR VEHICLE THEFT</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>ARSON</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>INTIMIDATION</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY (EXCEPT ARSON)</td>
<td>18 7 4 32</td>
<td>18 7 4 32</td>
<td>30 0 0 0</td>
<td>0 0 0 0</td>
<td>18 7 4 32</td>
</tr>
<tr>
<td>LIQUOR LAW ARRESTS</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION</td>
<td>78 50 55 78 50 55</td>
<td>78 50 55 78 50 55</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>78 50 55 78 50 55</td>
</tr>
<tr>
<td>DRUG LAW ARRESTS</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION</td>
<td>4 0 2 4 0 2 0 0 0 0 0 0 0 0 0 0</td>
<td>4 0 2 4 0 2 0 0 0 0 0 0 0 0 0 0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ILLEGAL WEAPONS POSSESSION ARRESTS</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
<tr>
<td>ILLEGAL WEAPONS POS. VIOLATIONS REFERRED FOR DISCIPLINARY ACTION</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
<td>0 0 0 0</td>
</tr>
</tbody>
</table>

*Criminals reported in the Residential Facilities column are included in the On Campus Category.*
The following table provides information about hate crimes

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>ON CAMPUS</th>
<th>*RESIDENTIAL FACILITIES</th>
<th>NON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
<th>OPTIONAL TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MURDER/NON-NEGILIGENT MANSLAUGHTER</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NEGILIGENT MANSLAUGHTER</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SEX OFFENSES, FORCIBLE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SEX OFFENSES, NON-FORCIBLE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ROBBERY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LARCYEN-THEFT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AGGRAVATED ASSAULT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SIMPLE ASSAULT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BURGLARY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MOTOR VEHICLE THEFT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ARSON</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>INTIMIDATION</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY (EXCEPT ARSON)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>OTHER CRIMES INVOLVING BODILY INJURY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMN ARE INCLUDED IN THE ON CAMPUS CATEGORY.
ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act (HEOA) requires two (2) new safety-related requirements on institutions that participate in federal student financial aid programs which follow:

1. Fire Log: Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities.

2. Annual Fire Safety Report: Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards. Information contained in this annual fire safety report includes: number and cause of fires at all on-campus student housing facilities; number of fire-related deaths; related injuries; value of fire-related property damage; information on evacuation procedures; fire safety education and training programs; fire safety systems in each student housing facility; number of regular mandatory supervised fire drills; and policies on portable electrical appliance, smoking and open flames. The Annual Security and Fire Safety Report must include three (3) calendar years of data.

CAMPUS FIRE SAFETY RIGHT-TO-KNOW ACT

DISCLOSURE OF FIRE SAFETY STANDARDS AND MEASURES

1. ANNUAL FIRE SAFETY REPORTS ON STUDENT HOUSING REQUIRED. Each eligible institution participating in any program under this title that maintains on-campus student housing facilities shall, on an annual basis, publish a fire safety report, which shall contain information with respect to the campus fire safety practices and standards of that institution, including:

   A. Statistics concerning the following in each on-campus student housing facility during the most recent calendar years for which data are available:

      (I) the number of fires and the cause of each fire;
      (II) the number of injuries related to a fire that result in treatment at a medical facility;
      (III) the number of deaths related to a fire; and
      (IV) the value of property damage caused by a fire;

   B. A description of each on-campus student housing facility fire safety system, including the fire sprinkler system

   C. The number of regular mandatory supervised fire drills;

   D. Policies or rules on portable electrical appliances, smoking, and open flames (such as candles), procedures for evacuation, and policies regarding fire safety education and training programs provided to students, faculty, and staff

   E. Plans for future improvements in fire safety, if determined necessary by such institution.

2. REPORT TO THE SECRETARY. Each eligible institution participating in any program under this title shall, on an annual basis, submit to the Secretary a copy of the statistics required to be made available under paragraph (I) (a).
3. CURRENT INFORMATION TO CAMPUS COMMUNITY. Each eligible institution participating in any program under this title shall:

A. make, keep, and maintain a log, recording all fires in on-campus student housing facilities, including the nature, date, time, and general location of each fire; and

B. make annual reports to the campus community on such fires.

4. RESPONSIBILITIES OF THE SECRETARY. The Secretary shall:

A. make the statistics submitted under paragraph (I) (A) to the Secretary available to the public; and

B. in coordination with nationally recognized fire organizations and representatives of institutions of higher education; representatives of associations of institutions of higher education, and other organizations that represent and house a significant number of students;

   (I) identify exemplary fire safety policies, procedures, programs, and practices, including the installation, to the technical standards of the National Fire Protection Association, of fire detection, prevention, and protection technologies in student housing, dormitories, and other buildings;
   (II) disseminate the exemplary policies, procedures, programs and practices described in clause (I) to the Administrator of the United States Fire Administration;
   (III) make available to the public information concerning those policies, procedures, programs, and practices that have proven effective in the reduction of fires; and
   (IV) develop a protocol for institutions to review the status of their fire safety systems.

5. RULES OF CONSTRUCTION. Nothing in this subsection shall be construed to:

A. authorize the Secretary to require particular policies, procedures, programs; or practices by institutions of higher education with respect to fire safety, other than with respect to the collection, reporting, and dissemination of information required by this subsection;


C. create a cause of action against any institution of higher education or any employee of such an institution for any civil liability; or

D. establish any standard of care.

6. COMPLIANCE REPORT. The Secretary shall annually report to the authorizing committees regarding compliance with this subsection by institutions of higher education including an up-to-date report on the Secretary's monitoring of such compliance.

7. EVIDENCE. Notwithstanding any other provision of law, evidence regarding compliance or noncompliance with this subsection shall not be admissible as evidence in any proceeding of any court, agency, board, or other entity, except with respect to an action to enforce this subsection.
KEYSTONE COLLEGE FIRE SAFETY INITIATIVE

This comprehensive fire safety initiative has been designed to provide the campus community with information relating to all aspects of fire safety at Keystone College. Fire safety is an important part of the day to day activities at Keystone College. Keystone College has approximately 500 students residing in campus residence halls. In addition, there are approximately 1,700 students and several hundred more faculty and staff working, teaching, and learning in the other campus buildings, during the semester. Ensuring fire safety in campus buildings is vital to the protection of life and health.

Purpose

The purpose of this initiative is to ensure that Keystone College meets all of the requirements specified in the new Campus Fire Safety Right-to-Know Act. This comprehensive fire safety initiative will provide the campus with information to help them prepare for their role in making fire safety an integral part of their experience at Keystone College.

Scope

The requirements, policies, regulations, and procedures listed in this comprehensive fire safety initiative apply to all students, faculty, employees, contractors, and visitors to the Keystone College campus.

FIRE EXTINGUISHERS

MAINTENANCE AND INSPECTIONS

Fire extinguishers are hand held, portable devices used to extinguish fires. They are easy to operate and effective at putting out most small fires, when properly used.

There are several types of fire extinguishers but the type most frequently used in Keystone College buildings is a Type ABC fire extinguisher. Type ABC fire extinguishers will put out paper, chemical, or electrical fires.

Fire extinguishers are located in all campus buildings. The number of fire extinguishers in the building, and the location of the fire extinguisher, is determined by the size of the building, the expected use of the building, the presence of flammable or combustible materials, and many other factors. The placement and number of fire extinguishers in a building conforms to fire safety regulations and requirements.

Fire extinguishers are inspected monthly by officers in the Campus Safety Department. While conducting the visual inspection, the officer will confirm the extinguisher is visible, unobstructed, in its designated location, confirm that the case and/or wall mount is not damaged, verify the locking pull-pin is intact and the tamper seal is unbroken, examine the extinguisher for obvious physical damage, corrosion, leakage, or a clogged nozzle, validate that the pressure gauge reading or indicator is in the operable range and position, confirm that labels and instructional signs present and legible, and confirm that there is an inspection tag. The officer will then initial and date the inspection tag. If the extinguisher is found to be defective or missing, the officer submits a work order to Sodexo Physical Facilities who then will contact a contracted fire safety specialist (Cintas Fire Protection) to repair or replace the fire extinguisher. This inspection is also recorded in a logbook.

Fire extinguishers are inspected annually by a contracted fire safety specialist (Cintas Fire Protection).
EMERGENCY BACK-UP LIGHTING

Maintenance and Inspection

Emergency back-up lights are lights that will turn on in the event of a power outage in the building. Emergency back-up lights are inspected/tested monthly by officers in the Campus Safety Department.

EMERGENCY EXIT SIGNS

Maintenance and Inspections

Emergency exit signs will help building occupants, many of whom may be unfamiliar with the layout or too panicked to think clearly, find their way to safety. A good emergency exit sign is literally a beacon guiding people to the safest way out. To be effective, it must not only be properly mounted but also able to be seen through thick clouds of dust or smoke. Exit signs are inspected/tested monthly by officers in the Campus Safety Department.

FIRE ALARM MAINTENANCE AND INSPECTIONS

The fire safety equipment in all academic/administration buildings will be inspected quarterly. The fire safety equipment in all residence halls is inspected monthly. This inspection involves the activation of the building’s alarm system to verify that it is working. It also involves a visual inspection of all alarms, strobe lights, panels, and other related fire safety equipment. Any malfunctioning equipment or systems are immediately reported to the Sodexo Physical Facilities Department for repair or replacement.

Logs of these inspections are kept at the Campus Safety office.

FIRE DRILLS

Fire Evacuation Objective and Purpose

The purpose of fire drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Fire drills are used as an avenue to systematically identify various fire safety issues such as:

- Allow occupants to familiarize themselves with drill procedures, location of fire exits, and the sound of the fire alarm.
- Identify problems with the fire alarm components.
- Determining if additional equipment is necessary in certain areas of the building.
- Monitor if the evacuation of the building is performed as required.
- Providing information on the amount of time it takes to evacuate a building and which exits are generally used.
Fire Evacuation Procedure

- The drill coordinator shall schedule a date and time for the drill when most occupants will be in the building.
- The drill coordinator shall inform Campus Safety, Physical Facilities, and the building coordinators of the exact time the alarm will be pulled for the drill.
- The coordinator shall activate the fire alarm.
- All building occupants shall stay calm and evacuate the building safely when the fire alarm sounds.
- Elevators shall not be used during evacuation.
- An outside location shall be designated for occupants to assemble following the evacuation.
- Personnel shall be designated to help individuals requiring assistance.
- When the coordinator is certain that all occupants have evacuated, the fire alarm will be silenced, reset, and the occupants may be permitted to re-enter the building.
- Fire drills shall be monitored for effectiveness and shall be recorded and filed with the Campus Safety Department.

Fire Drills in Residence Halls

Fire Drills are scheduled twice a semester in the residence halls by Residence Life staff while the semester is in session. The Campus Safety Department assists in conducting and documenting the fire drills.

Fire Drills in the Academic/Administrative Buildings

Fire drills will be scheduled once a semester by the Campus Safety Department and the building coordinators. The Campus Safety Department will conduct and document these drills with assistance from the building coordinators.
KEYSTONE COLLEGE RALLY POINTS

1. Campus Center Patio
2. Commuter Parking Area (West End)
3. Gambal Athletic Center

Rally Point #1 Campus Center Patio
Residence Halls:
- A. Tewksbury Hall
- B. Hollinshead Hall
- C. Moffat Hall
- D. Keystone Commons
- E. Frear/Reynolds Hall
Lackawanna Hall
Wyoming Hall
Miller Library
Sewage Treatment Plant

Rally Point #2 Commuter Parking Area (West End)
Hedgewood
Davis Hall
Patrick Hall
39 College Avenue
Gambal Athletic Center
Campus Center
Sickler Hall
Alumni Hall
Sabiston Hall
Gardner Hall/Annex

Rally Point #3 Gambal Athletic Center
Art Center
Holman Design Studio
Capwell Hall
Harris Hall
Mellow Children’s Center
Information Technology
Koelsch Fine Arts
Ward Hall
Admissions/Sisson Hall
Kemmerer Hall
NOTIFICATION OF A FIRE EMERGENCY

Campus Safety and Local Fire Department Response to Fire Alarms

In the event of a single fire alarm (either pull station or smoke detector activation) in a building, Campus Safety will dispatch all officers to investigate any fire alarm call they receive for a campus building. One officer checks the building fire panel (where applicable) and the other goes to the suspected fire location to investigate. If necessary, the local fire department is called to assist, or to respond to the building and fight the fire.

Who to Notify if You See Smoke, Flame or Suspect a Fire

If there is a fire in the building, do not hesitate to call for help. Activate the fire alarm and leave the building immediately. Get out the nearest exit.

Emergency Phone Numbers:
Campus Safety Emergency Line: 570.945.8989 or ext. 8989
Local Fire Department: 911

ENFORCEMENT PROCEDURES

Vandalism and False Alarms

It is illegal to damage, vandalize, tamper with, or obstruct a piece of fire safety equipment. It is illegal to falsely or maliciously activate a fire alarm. Violators will be charged by Campus Safety and/or Residence Life staff.

Failing to Leave a Building during a Fire Drill or Fire Evacuation

Failure to leave the building during a fire drill or fire evacuation is a serious breach of campus fire safety procedures and policy. Anyone who fails to leave or refuses to leave the building during a fire drill or fire evacuation is subject to disciplinary action.

During routine fire drills in residence halls, residence life staff and Campus Safety Officers will open student rooms to determine if occupants are leaving the building during the fire drill. Anyone who is found inside the room during the fire drill will be subject to disciplinary action.

FIRE PREVENTION, PREPAREDNESS, AND SAFETY

Building Evacuation Floor Plans

All residence halls, administrative and academic buildings need building evacuation floor plans posted in common areas (hallways, stairwells, study rooms, etc.). The floor plans will indicate where in the building the reader is located, and the direction to the nearest exit. It will need to be determined how to post these evacuation routes to provide the most efficient preserved manner.
Communication

1. Residence Halls

   A. Staff

   Residence Life staff should receive verbal and written statements of their roles in the fire safety initiative.

   B. Resident students

   Residence Life staff should also conduct periodic fire safety training sessions and educational forums for resident students in all residence halls. Fire Safety posters should be placed in all residence halls.

2. Academic/Administrative Buildings

   A. Building Coordinators

   Building Coordinators should receive verbal and written statements of their roles in the fire safety initiative.

   B. Faculty/Staff

   Fire safety should be discussed as part of all new employee orientation programs and training. Fire safety and emergency evacuation procedures should be included in each Employee/Faculty Handbook.

   C. Students

   Fire safety and emergency evacuation procedures should be included in each Student Handbook. A fire safety/emergency evacuation procedure link should be posted in KC Morning E-Notes.

3. Training

   A. Residence Halls

   Each year, Residence Life staff and Campus Safety Officers should conduct fire safety education and training for all Residence Life staff members (Resident Assistants). Each Residence Life staff member should participate in fire extinguisher training to give them hands on experience using fire extinguishers.

   B. Academic/ Administrative Buildings

      (I) Building Coordinators

      Fire extinguisher training will be available to Building Coordinators to give them hands on experience using fire extinguishers.

      (II) Faculty/Staff

      A fire safety presentation will be created and distributed to all department heads for distribution to subordinates. Faculty can then present this information to their students.
PROCEDURES FOR REPORTING FIRES OR OTHER EMERGENCIES

Building fire emergencies are reported through the automatic detection and suppression system OR the manual alarm system. Alternatively, fires may be reported through the campus emergency number 8989 or 911. In the event a fire or smoke situation is identified, individuals are instructed to ACTIVATE THE MANUAL FIRE ALARM SYSTEM AND LEAVE THE BUILDING BY THE CLOSEST EXIT THEN REPORT TO THE DESIGNATED BUILDING RALLY POINT. Building doors and windows will be CLOSED when evacuating for fire purposes. Building coordinators are responsible for accountability and management of rally points.

FIRE EVACUATION

WHEN AN ALARM SOUNDS, EVACUATE THE BUILDING IMMEDIATELY!!

Failure to evacuate in a timely and orderly manner may lead to disciplinary action!

1. Feel your room door or doorknob. If either is hot, DO NOT OPEN! Call Campus Safety, extension 8989 and signal rescue personnel from your window.
2. Take keys, shoes and a towel, if possible. WALK – DO NOT RUN – to the nearest safe exit. MAKE SURE YOU CLOSE YOUR DOOR BEHIND YOU!
3. Do not enter areas if thick or heavy smoke is present.
4. Exit the building and go immediately to the location designated by the Residence Life staff in the building.
5. DO NOT RETURN to your room or building until told to do so by Campus Safety or a residence life staff member.

Keystone College, specifically the Office of Student Affairs and Campus Safety, conduct fire drills in all of its residence halls twice a semester.

FIRE SAFETY SPECIAL ACCOMMODATIONS

- The Residence Life staff and Campus Safety should be aware of residence hall rooms designated as “special accommodations” for students with disabilities (deaf and/or hard of hearing, blindness, handicapped, etc.)
- A resident assistant and area coordinator will be designated to oversee a “special accommodations” room throughout the duration of the school year.
- If an emergency occurs in the residence halls, the resident assistant of the floor or another designated staff member, in the absence of the resident assistant, will check on the identified “special accommodations” rooms to make sure the students are aware of the emergency and exiting the building.
- Throughout the school year, any special equipment installed in the room will be tested and checked by the Residence Life staff. Any problems with the equipment should be noted and immediately reported to the Sodexo Physical Facilities Department to be repaired.
The following rooms have special accommodations for individuals that are deaf or hard of hearing:

<table>
<thead>
<tr>
<th>ROOM NUMBER</th>
<th>FIRE ALARM STROBE UNIT</th>
<th>LOUD AUDIBLE ALARM/HORN</th>
<th>DOORBELL ALARM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moffat 313</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Commons 101</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Commons AC Apartment</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

**Description of Hardware**

All three (3) rooms have a fire alarm horn/strobe unit installed in them that are connected to the fire alarm system in the building. When a fire alarm is pulled in an emergency, the alarms will strobe and a very loud audible alarm will also sound. The AC’s room in Commons also has a doorbell alarm installed. When someone rings the doorbell outside the front door, a strobe unit will make a noise and visually alert the AC that someone is at the kitchen door.

**FIRE HAZARDS**

The College is very concerned about the safety and wellbeing of its students. In the event of a fire, if any of the following items are found in the residence hall rooms and found to be the origin of the fire, the student(s) responsible may be suspended or expelled from the residence halls. If the fire causes major damage, the student(s) may be suspended or expelled from the College. Portable electrical appliances are prohibited in residences as they pose a threat of electrical overload and/or fire. If a resident has a specific question about an item, they should contact a Resident Assistant or Area Coordinator. Residence Life will conduct random and unannounced safety inspections throughout the course of the year. At least two (2) safety inspections will be conducted each semester.

**The following items are not permitted in residence hall rooms under any circumstances:**

- Ordinary Household Extension Cords
- Power strip without surge protectors
- Holiday lights (including rope lights)
- Incense
- Halogen Lamps
- Open Burners
- Heaters
- Covering light fixtures
- Candles (burned or decorative)
- Electric Potpourri Burners
- George Foreman Grills
- Toasters
- Toaster Ovens
- Electric Frying Pans
- Hot Plates
- Indoor Grills
- Refrigerators larger than 2.0 feet
- More than one (1) refrigerator per room
- Coffee makers without auto shut-off
- Microwaves (except in micro fridge unit)
- Black Lights
- Fireworks
The following information contains the annual fire safety report, and is submitted for compliance with the Higher Education Opportunity Act of August 14, 2008.

**FIRE STATISTICS**

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER OF FIRES ON CAMPUS</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>RESIDENCE HALLS</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CAUSE OF FIRE</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NUMBER OF FIRE INJURIES</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DEATHS RESULTING FROM FIRES</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>VALUE OF PROPERTY DAMAGE DUE TO FIRE</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**FALSE ALARMS**

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER OF FALSE ALARMS</td>
<td>18</td>
<td>8</td>
<td>19</td>
</tr>
<tr>
<td>NUMBER OF MALICIOUS ALARMS</td>
<td>1</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>NUMBER OF FIRE TROUBLE ALARMS</td>
<td>0</td>
<td>0</td>
<td>15</td>
</tr>
</tbody>
</table>

For reporting purposes, the number of malicious fire alarms will include all false alarms that are the result of pull station activation or an individual deliberately causing the alarm to activate, i.e. smoking.

<table>
<thead>
<tr>
<th>Keystone College Residential Facilities</th>
<th>Total Fires in Each Building</th>
<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>Number of Injuries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire</th>
<th>Case Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moffat Hall</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Keystone Commons</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Frear/Reynolds Hall</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Tewksbury Hall</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Hollinshead Hall</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Davis Hall</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>39 College Ave</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>43 College Ave</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>49 College Ave</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## On-Campus Student Housing Facility Fire Safety System

<table>
<thead>
<tr>
<th>Keystone College Residential Facilities</th>
<th>Fire Alarm Monitoring Done on Site by Campus Safety</th>
<th>Partial¹ Sprinkler System</th>
<th>Full² Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans/Placards</th>
<th>Number of evacuation (fire) drills each calendar year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2009</td>
<td>2010</td>
<td>2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moffat Hall</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>9</td>
</tr>
<tr>
<td>Keystone Commons</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>5</td>
</tr>
<tr>
<td>Frear/Reynolds Hall</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>5</td>
</tr>
<tr>
<td>Tewksbury Hall</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>5</td>
</tr>
<tr>
<td>Hollinshead Hall</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>5</td>
</tr>
<tr>
<td>Davis Hall</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>39 College Ave</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>43 College Avenue (Leased Property)</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>49 College Avenue (Leased Property)</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>210 College Avenue (Leased Property)</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

1. Partial Sprinkler System is defined as having sprinklers in the common areas only.

2. Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.