

Keystone College



Annual Security and Fire Safety Report

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IMPORTANT NUMBERS

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Extension 8989 (on campus)

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Officer Jordan Smith – Campus Safety

Officer Jeremy Stonier – Campus Safety

Officer David Richmond – Campus Safety

Officer Nicholas Parlanti- Campus Safety

Officer Barry Rose – Campus Safety

Officer Steven Skierski – Campus Safety

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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 co-educational, 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 1,450 students from 14 states and 12 countries. The College consists of 32 buildings and nine campus residence halls.

ANNUAL SECURITY REPORT DISCLOSURE OF POLICY STATEMENT AND AVAILABILITY

The Jeanne Clery Disclosure of Campus Security Policy and 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 for the past 3 years.

In order to ensure compliance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus 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 Interim Dean of Student Life 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 and Fire Safety Report please contact the Office of the 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 Campus Crime Statistics Act*. 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 campus and surrounding areas, Housing and Residential Services, the Student Conduct Officer, and the Division of Student Life. 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 and 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

Each year 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 and Fire Safety Report, the Human Resources 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/HumanResources

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 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 and Fire Safety Report, Uniform Crime Report, and to monitor and evaluate crime trends, and evaluate campus needs and activity

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 12 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 on *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 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 buildings 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. 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.

On campus 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. Campus Safety Officers have the authority to issue parking citations, which are billed to the financial accounts of students, faculty, and staff. 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 agencies shall enjoy full police powers on the Keystone College campus, as appropriate.

The Keystone College Department of Campus Safety maintains a highly professional working relationship with the Dalton 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. In addition, at the beginning of each semester a group consisting of members of Student Senate, Campus Safety, Residence Life staff, Student Activities, Facilities staff and Risk Management walk campus to review and address student's concern.

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 manufacture, distribution, dispensation, possession, use of illegal drugs or other legal mind-altering synthetic drugs including, but not limited to, "Spice," "K2," "Salvia," or "Bath Salts" or alcohol by employees or students on the College campus are 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.

Striving for a Drug-Free Environment

The Drug-Free Workplace Act of 1988 (P.L. 100-690) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-206) require that each college and university receiving federal financial assistance provide annually the following information in writing to all students and employees:

- Standards of conduct that clearly prohibit, at minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities.
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs or alcohol.
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- A description of any drug or alcohol counseling, treatment, rehabilitation, or reentry programs that are available to students or employees.
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state, or federal law) and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct. A disciplinary sanction may include completion of an appropriate rehabilitation program.

Criminal Sanctions Under Pennsylvania and Federal Law

The following description is a summary only and is not a substitute for legal advice. Anyone wishing legal advice should consult an attorney.

1. Commonwealth of Pennsylvania

Alcohol: A person less than 21 years of age commits a summary offense if he or she attempts to purchase, consume, possess, or knowingly and intentionally transport any liquor or malt or brewed beverage. Violation of this law is punishable by fines up to \$500, imprisonment up to 90 days, and mandatory loss of driving privileges in the Commonwealth of Pennsylvania. Misrepresentation of age to purchase alcohol is also punishable by fines up to \$500, imprisonment up to one year, and loss of driving privileges. Altering, selling, or manufacturing false identification is punishable by a fine of up to \$2,500 (first offense) and \$2,500 (second and each subsequent offense). All persons, while in the Commonwealth of Pennsylvania, are subject to the Pennsylvania Liquor Code and Crimes Code.

Pennsylvania law provides that a person with a blood alcohol content (BAC) of .08% or greater who operates a motor vehicle is considered driving under the influence and is subject to prosecution under Pennsylvania law.

A more complete summary of Pennsylvania laws and penalties related to alcohol may be found on the *Pennsylvania Liquor Control Board's* website at:

<http://www.lcb.state.pa.us/edu/cwp/view.asp?a=1346&q=555019>.

Drugs: *The Controlled Substance, Drug Device and Cosmetic Act*, 35 Pa. C.S.A. 780-101 et seq. establishes five schedules of controlled substances based on the dangerousness and medical uses. It prohibits the manufacture, distribution, sale, or acquisition of controlled substances except in accordance with the Act as well as acquisition by misrepresentation or forgery or the knowing possession of controlled substances unlawfully acquired.

Penalties for first-time violators of the Act range from 30 days imprisonment, \$500 fine, or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to 15 years or \$250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating the Act shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with the intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a university is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.

The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation, or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year imprisonment, a \$5,000 fine, or both.

The Vehicle Code, 75 Pa. C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found, it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of 30 days.

1. Federal

The Federal drug laws, *The Controlled Substances Act*, 21 U.S.C. 801 et seq., are similar to the *Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act*, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and the law prohibits the knowing or intentional manufacture, distribution, dispensing, or possession with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g., 1,000 kg. of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both.

Lesser quantities of controlled substance (e.g., 100 kg. of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a \$2,000,000 fine, or both. The distribution of small amounts of marijuana for no remuneration or simple possession of a controlled substance carry a maximum of one year's imprisonment, a \$5,000 fine, or both, with the penalties for the second offense doubling. Double or triple penalties are imposed against persons 18 or older who distribute to persons under the age of 21. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college.

Please see the *U.S. Drug Enforcement Administration* website at: www.dea.gov/agency/penalties.htm for the most recent and complete information about Federal drug trafficking penalties.

Students who have been convicted under a state or federal law prohibiting the possession or sale of a controlled substance are ineligible for federal student aid for specific periods (ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender).

Health Risks Associated with the Use of Alcohol and Other Drugs

1. Alcohol

The following information pertaining to alcohol is from *What Works: Schools Without Drugs*, U.S. Department of Education (1992): Alcohol consumption causes a number of marked changes in behavior. Even low dose usage significantly impairs the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs, such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants may have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of becoming alcoholics.

2. Marijuana

Short-term effects: Substantial increase in heart rate, bloodshot eyes, dry mouth and throat, and increased appetite.

Long-term effects: Respiratory problems, decreased vital capacity, increased risk of lung cancer, and in men, lower levels of sex hormone testosterone and an increase in abnormal sperm count.

3. Stimulants (e.g., cocaine, over-the-counter cold remedies, diet drugs, crystal meth, speed, and prescription drugs like Ritalin)

Short-term effects: Dilated pupils; elevated blood pressure, heart rate, respiratory rate, and body temperature; stuffy or runny nose.

Long-term effects: Painful nosebleeds and nasal erosion; injecting cocaine with contaminated equipment can cause AIDS, hepatitis, and other diseases; intense “downs” that result in physical and/or emotional discomfort; tolerance and physical dependence; and death by cardiac arrest or respiratory failure.

4. Amphetamines (e.g., speed, uppers)

Short-term effects: Increased heart and respiratory rates; elevated blood pressure; dilated pupils; and decreased appetite. Users may experience sweating; headache, blurred vision; dizziness; sleeplessness; and anxiety.

Long-term effects: Malnutrition; hallucinations; tolerance, psychological and sometimes physical dependence. These symptoms usually disappear when drug use ceases.

5. Depressants (e.g., alcohol, sleeping pills, and prescription drugs like Valium and Xanax)

Short-term effects: Small amounts can produce calmness and relaxed muscles, while larger doses can cause slurred speech, staggering gait, and altered perception.

Long-term effects: Confusion; depression; loss of coordination; tolerance (physical and psychological); overdose may cause coma or death; can be lethal when combined with alcohol.

6. Hallucinogens (e.g., LSD, PCP, DMT, STP, mescaline)

Short-term effects: Unpredictable, depending upon dosage and user’s personality, mood and expectations. Hallucinations; panic; irrational behaviors since drug blocks pain receptors (which can lead to increased risk of accidents and injuries); muscular condition worsens; senses dulled; speech blocked and incoherent.

Long-term effects: Flashbacks (certain aspects of LSD experience recur even though user is not taking drug); tolerance; overdose can lead to convulsions, coma and death; possible birth defects in children of LSD users.

7. Narcotics (e.g., heroin, opium, morphine, codeine and prescription pain pills like Percocet)

Short-term effects: Initial feeling of euphoria followed by drowsiness, nausea, and vomiting; constricted pupils; watery eyes and itching.

Long-term effects: Malnutrition; collapsed veins; liver disease; use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis; addiction; tolerance; overdose leading to convulsions, coma and death.

8. Inhalants (e.g., glue, lighter fluid, cleaning fluids, and paint products)

Short-term effects: Act directly on central nervous system to produce mind-altering effect; slows down body functions; alcohol-like effects such as slurred speech, loss of coordination; euphoria, dizziness; hallucinations and delusions.

Long-term effects: Kidney abnormalities; liver damage; memory impairment; attention deficits; diminished non-verbal intelligence; death resulting from heart failure, asphyxiation, or aspiration; addiction.

9. Club Drugs (e.g. MDMA (Ecstasy), GHB, GBL)

Short-term effects: May interfere with body's ability to regulate temperature; many of same risks as users of stimulants and amphetamines, such as increases in heart rate and blood pressure; muscle tension, involuntary teeth clenching; nausea; blurred vision; faintness and chills or sweating.

Much of the above information is drawn from the U.S. Department of Justice's website. For more detailed information about the street names, short-term effects, long-term effects, trafficking trends, treatment resources, and other information pertaining to these and other illicit drugs, please refer to the website at:

<http://www.usdoj.gov/dea/concern/concern.htm>.

Assistance for Alcohol and Other Drug Concerns

- 1. Students:** The Keystone Counseling Center is located on the second floor of the Hibbard Campus Center. Services are offered free of charge for a wide range of issues revolving around substance use, misuse, abuse, and dependency. The staff provides services that span prevention, intervention, treatment, and aftercare. Assistance can be offered through individual, family, and group sessions and can be in the form of therapy and/or education. Any contact with the staff of the Keystone Counseling Center is held in the strictest confidence. No information is reported to anyone except with written permission or in an emergency. The services that the office provides may be from one session to ongoing sessions throughout the year. Appointments are easy to make by calling (570) 945-8400 or stopping by the Center during office hours, Monday through Friday from 8am to 5pm.

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- 2. Employees:** Employees who have a substance abuse problem are strongly encouraged to contact the Office of Human Resources to determine an appropriate course of action.

Employees covered under the College's employee insurance programs may consult with the College's EAP provider or the College's health insurance provider. Employees may also consult with staff members in the Health Services and the Student Success Center.

Additionally, Keystone College offers leaves of absence covered under the *Family and Medical Leave Act* and those not covered by the Act. Employees may work with Keystone College's Office of Human Resources to request a leave of absence to participate in treatment, and the reason for the leave is maintained confidentially. Leaves may be full leaves, meaning the employee is entirely absent from work, or the employee may take an intermittent leave of absence. Leaves are coordinated through and documented by the employee's treatment provider.

Off-Campus Local Resources

Alcoholics Anonymous: (570) 654-0488 or (570) 961-1234

Drug & Alcohol Treatment Services (DATS): (570) 961-1997

Lackawanna County Commission on Drug & Alcohol Abuse: (570) 963-6820

Scranton Counseling Service: (570) 348-6100 (24 hours)

Wyoming County Commission on Drug & Alcohol Abuse: (570) 836-4090

Regional In-Patient Facilities

- Marworth, Waverly, PA: (800) 442-7722
- Clearbrook, Wilkes-Barre, PA: (800) 582-6241
- PACHOICES, Kingston, PA: (800) 762-9492

College Sanctions

Keystone seeks to uphold the College's drug and alcohol-related policies and laws and will impose disciplinary sanctions against those students and/or employees who violate said policies and laws consistent with local, state, or federal law. *Sanctions for students* include warnings, counseling, fines, module-based developmental instruction, written assignments, community service, conduct probation, and dismissal. *For employees*, sanctions include coaching, EAP referral, and termination.

Policy Regarding the Drug Free Schools and Communities Act

The Drug-Free Workplace Act of 1988 (P.L. 100-690) and the *Drug-Free Schools and Communities Act Amendments of 1989* (P.L. 101-206) require that each college and university receiving federal financial assistance provide annually the following information in writing to all students and employees:

- Standards of conduct that clearly prohibit, at minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities.
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs or alcohol.
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to students or employees.
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with local, state, or federal law) and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct. A disciplinary sanction may include completion of an appropriate rehabilitation program.
- A biennial review of the program's effectiveness and the consistency of the enforcement of sanctions.

The Interim Dean of Student Life or her/his designee will be responsible for preparation of the annual disclosure statement and its dissemination to the Keystone College students, faculty, and staff.

The document will be reviewed at the end of each academic year (i.e., June), modified over the summer months as necessary, and distributed to the campus community (students, faculty, and staff) at the start of the academic year (September). The disclosure statement will be distributed to the campus community every year via a global email to all members of the campus community. As part of our ASFR this information is available on the College website and MyKC portals for students and employees

Biennial Review of Keystone College's Alcohol and Other Drug Program

Introduction

The Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the *Drug-Free Schools and Communities Act* (DFSCA) require an institution of higher education (IHE) such as Keystone College to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of its activities.

The College acknowledges its obligation to conduct a biennial review of compliance with the *Drug-Free Schools and Communities Act*, and authorized an administrative review to be conducted to determine if the College fulfills the requirements of these federal regulations. The Division of Student Life is responsible for conducting the review and reporting on the findings.

The intention of this document is to summarize and evaluate the effectiveness of the programs and activities related to alcohol and other drug prevention during the 2013-2014 and 2014-2015 academic years.

The following staff members are responsible for providing information for the biennial review:

- Nicole Langan, Interim Dean of Student Life
- Kelly Singleman, Director of Counseling
- Dr. Matthew Grimaldi, Director of Athletics
- Jessica Koscelnak, Director of Health Services
- Edward Carolan, Director of Campus Safety
- Alberta Grushinski, Director of Human Resources

The following departments provided information for the biennial review:

- Student Life
- Residence Life
- Student Conduct
- Student Success Center (Counseling)
- Health Services
- Campus Safety
- Human Resources
- Athletics

Compliance with Drug Free Schools and Communities Act

The College is in compliance with the requirements of the *Drug-Free Schools and Communities Act* and has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by its students and employees as demonstrated by this biennial review. The College maintains written policies on alcohol and other drugs and has developed a thorough method for distributing this policy to every student and employee.

The written materials will be provided annually to all members of the campus community and contain the following information:

- Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities
- A description of applicable legal sanctions under local, state, or federal law
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol
- A description of counseling or treatment programs
- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees

As a part of the biennial review, the following data, resources and programs were examined:

- Complying with The Drug-Free Schools and Campuses Regulations (EDGAR Part 86), A Guide for University and Campus Regulations prepared by the Higher Education Center
- Higher Education Center for Alcohol and Other Drug Prevention
- National Institute on Alcohol Abuse and Alcoholism
- Regulatory changes to the Higher Education Opportunity Act in Section 107, which require future reports of the number of drug and alcohol related violations and fatalities that have occurred on the institutions campus as a part of the institutions activities that are reported to campus officials
- State and Federal Drug and Alcoholic Beverage Laws

In compliance with the Drug-Free Schools and Communities Act, the College has implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program includes annual distribution of information to students and employees concerning the possession, use, or distribution of alcohol and illicit drugs at Keystone.

The federally mandated policy about alcohol and other drugs is distributed annually to each staff member and student as follows:

- Student Handbook (http://www.keystone.edu/current_students/studenthandbook/index.dot)
- Keystone College Academic Planner-given out to all first year students
- Employees-Only Website (<http://employees.keystone.edu/>)
- Handbook for Administrative & Staff Employees
- Faculty Handbook

Standards of Conduct

Keystone seeks to uphold the College's drug and alcohol-related policies and laws, and will impose disciplinary sanctions against those students and/or employees who violate said policies and laws consistent with local, state or federal law. Sanctions for students include warnings, counseling, fines, module-based developmental instruction, written assignments, community service, conduct probation, and dismissal. Sanctions *for* employees include coaching, EAP referral, and termination.

Resources

The following information is provided for students, faculty, and staff regarding on and off-campus resources:

On-Campus Resources:

Counselors: (After Office Hours call Campus Safety at 945-8989)

Counselors provide crisis intervention, supportive counseling, and coordination with mental health professionals. Individual and group counseling is provided upon request. All counseling is free and confidential.

Emily Holmes	570-945-8389	Keystone Counseling Center (2nd Floor Hibbard)
Dana Fortunato	570-945-8387	Keystone Counseling Center (2nd Floor Hibbard)

Health Services: The Health Services office provides confidential routine acute, emergency care and coordination with other off-campus health care. A physician is available through referral. Health Services is located on the ground floor level of Tewksbury Hall.

Health Services	570-945-8255	Health Services (1 st floor Tewksbury Hall)
Jessica Koscelnak	570-945-8254	Director of Health Services

Off-Campus Local Resources:

Alcoholics Anonymous	570-654-0488 or 570-961-1234
Al-Anon (For Family Members of Alcoholics)	1- 800 -339-9006; 570-961-1234
Alateen (For Children of Alcoholics)	570-961-1234
Community Counseling Wilkes-Barre	570-823-2155
Catholic Social Services	570-207-2283
Drug & Alcohol Treatment Services (DATS)	570-961-1997
Lackawanna Co. Commission on Drug & Alcohol Abuse	570-963-6820
NHS Human Services	570-876-5655
Narcotics Anonymous	570-654-7755; 570-961-1234
Prevention Services	570-347-5616
Psychological Services Center - Marywood University	570-348-6269
Scranton Counseling Center	570-348-6100 (24 hours)
SHINE- Listing of all regional social services	570-961-1234
Trehab	570-836-6840
Wyoming County Commission on Drug and Alcohol Abuse	570-836-4090

National Resources:

Adult Children of Alcoholics World Service Organizations	310-534-1815
Al-Anon Family Groups	800-344-2666
Alateen	800-344-2666
Alcohol and Drug Hotline	800-821-4357
Alcoholics Anonymous	212-870-3400
Narcotics Anonymous	212-870-3400
Nar-Anon World Wide Services	310-547-5800
Mothers Against Drunk Driving	(800) GET-MADD

Sampling of Campus-Wide Prevention Programming (2012-2014)

The following campus-wide programs were organized by Counseling Services and the KEY Choices peer education program. Specific target population programs addressing alcohol and other drug prevention were also conducted by Health Services and the Office of Residence Life. Additionally, the Office of Student Conduct provides a mandatory session for all first-year students titled "Student Conduct and You," and the Department of Athletics conducts random drug testing of student-athletes each semester.

Fall 2012:

Women's Safety Presentation, August 29 – Local self-defense expert Robert Thomas discussed tips and procedures for women to be safe on and off campus. The presentation included information on alcohol use and date rape drugs.

Alcohol Pledge, October 1 – Forms were distributed for students to sign stating they would not drink and drive.

NCAA funded speaker, October 2 - Jim Matthews shared critical information about college drinking in this high-tech, entertaining, and non-judgmental presentation. The author of "Beer, Booze and Books," Jim's program utilized extensive multi-media appreciated by today's students. Combining lecture with movie clips, video interviews of students, commercials, and other media, the program captured the attention of students, parents, faculty, and everyone else in the audience. First-year students and student-athletes were required to attend.

Mocktails, October 2 - Counseling Services and Key Choices provided mocktails and AOD information as part of National Collegiate Alcohol Awareness Week.

National Alcohol Screening Day, October 4 - Counseling Services conducted screening and met with students who completed the screening form.

Spring 2013:

National speaker, February 12 - During Sexual Responsibility Week, Keystone College hosted guest speaker David Coleman who discussed "Making Relationships Matter," which included information on alcohol use and sexual violence.

Safe Spring Break Program, March 5 - Mocktails and Spring Break safety tips were distributed to members of the campus community.

Fall 2013:

Mocktails, October 8 - In celebration of National Collegiate Alcohol Awareness Week, Counseling Services and KEY Choices provided mocktails and AOD information and giveaways to students.

NCAA funded speaker, October 10 – "Getting High Naturally" by Dr. Matt Bellace, a presentation on how to make healthy choices in college with regard to alcohol and other drugs.

Alcohol Screening, October 10 – The NASD screening instrument was administered to interested students, who then met with members of the counseling staff.

"Roofies," November 12 – A program on date rape drugs was conducted in conjunction with a Casino Night on campus.

Spring 2014:

Safe Spring Break Program, March 4, 2014 – Information containing spring break safety tips, including AOD information, was distributed on campus.

Non-Alcoholic Bar Night, March 17, 2014 - Key Choices hosted a bar night with in conjunction with a Make-A-Wish Foundation fundraising event.

Fall 2014:

"The CHOICES We Make", October 21 – Speaker Danielle Pitcher shared her story about drinking and driving, and how the consequences of drinking and driving has impacted her life.

Mocktails, October 22 - Counseling Services and Key Choices provided mocktails and AOD information as part of National Collegiate Alcohol Awareness Week.

Alcohol Screening, October 23 - Counseling Services conducted free and confidential alcohol screening and met with students who completed the screening form.

"Kelly and Becca: Let's Talk About IT" – Program about sexual assault prevention and empowerment, Kelly and Becca presented about communication, personal responsibility, bystander intervention, and supporting survivors. The presentation also included information about how drug and alcohol use can impair judgment.

Women's Safety Presentation, November 6, 13, and 18 – Local self-defense expert Robert Thomas discussed tips for women to be safe. The presentations included information on alcohol use and date rape drugs.

Evaluation of Plan

Program strengths:

- The College's alcohol and other drug prevention and intervention program is a collaborative effort between a wide range of campus departments, including Athletics, Campus Safety, Commuter Life, Counseling Services, Health Services, Human Resources and Residence Life
- Clear and comprehensive guidelines are provided for students, faculty, and staff regarding alcohol and other drug policies.
- Incidents of alcohol and other drug violations are effectively identified and addressed. Sanctions are issued in a consistent and timely manner.
- Records of student and staff violations and sanctioning processes are consistently implemented and maintained by the College.
- Three counselors attended a national drug and alcohol prevention conference through NASPA to review best practices from other colleges and universities around the country. Ongoing participation in related professional development will continue.
- A drug and alcohol survey was created by collaborating with the Lackawanna County Drug and Alcohol Prevention Office and was administered to the student body to collect data based on drug and alcohol usage. This survey will continue to be administered to the student body annually, to track trends and assess the impact of prevention programming on campus. Survey results will assist the College when planning for future programs.

Program weaknesses:

- The effectiveness of the College's AOD prevention and intervention program had not been regularly assessed. However, a drug and alcohol survey has been created, and a plan is in place to administer the survey to the student body annually. The information gathered from this survey will help to inform future programming.
- The preparation and dissemination of an annual DAAPP disclosure statement and biennial review by the College has been inconsistent. This information will be disseminated annually to the campus community by email and will be also available on the college's website.

Program recommendations:

- Continue to develop and implement a consistent plan to assess the effectiveness of the College's AOD prevention and intervention initiatives.

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- Regularly prepare and disseminate to the campus community a materially-complete DAAPP disclosure statement annually at the start of each academic year as well as an alcohol and other drug program
 - review biennially.

Summary

Keystone College has consistently provided an alcohol and other drug education and prevention program consistent with the *Drug-Free Schools and Communities Act* and continues to expand and improve services as funding and staffing allows. In particular, the College is proud of its efforts to expand programming on issues related to alcohol and other drug use, such as sexual violence and bystander education, through the collaborative efforts of several campus offices. For the complete Biennial Review, please visit http://www.keystone.edu/current_students/studenthandbook/index.dot

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 IX of the *Educational Amendment of 1972*. Violation of this policy should be reported to the Director of Human Resources and/or the Interim Dean of Student Life.

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

SEXUAL HARASSMENT is defined as any unwelcome sexual or gender based conduct such as a sexual advance, request for sexual favors, or other verbal, non-verbal or physical conduct or communication of a sexual nature WHEN:

- Submission to such conduct is an explicit or implicit condition of employment or academic success; or
- Submission or rejection of such conduct is used as the basis for an employment or academic decision; or
- Such conduct has the purpose or effect of
 - Interfering with an individual's work or academic performance; or
 - Denying or limiting an individual's ability to participate in or benefit from the University's work related and educational programs or activities; or
 - Creating an intimidating or hostile working or academic

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 IX 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.

VIOLENCE AGAINST WOMEN ACT (VAWA)

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the *Violence Against Women Act*. Included in the bill were amendments to the Clery Act that afforded additional rights to campus victims of dating violence, domestic violence, sexual violence, and stalking.

Sexual Misconduct is the overarching term used by the College to identify conduct that constitutes sexual offenses or behaviors by individuals or organizations that is prohibited under Title IX. For all individuals who are part of the Keystone College community, sexual misconduct that is sufficiently severe, pervasive, and objectively offensive as to substantially disrupt or undermine a person's ability to participate in or to receive benefits, services, or opportunities of the College is prohibited when such conduct substantially interferes with an individuals' educational performance, or equal access to the College's resources and opportunities; or such conduct creates an intimidating, hostile, abusive educational environment. The College recognizes that anyone can be a victim or offender regardless of national origin, sexual orientation or gender identity. This policy is utilized by Keystone College to comply with Title IX and to respond promptly to reports of potential sexual misconduct violations, including sexual violence.

The entire policy can be found on pages 93-117 of the Student Handbook, but some of the more pertinent information related to the *Violence Against Women Reauthorization Act* is provided below.

Definition of Pertinent Terminology

- **Consent:** Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent consists of an outward demonstration indicating that someone has freely chosen to engage in sexual activity. In the absence of an outward demonstration, consent does not exist. Consent is informed, knowing, and voluntary. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in sexual activity. Consent is not effective if it results from the use of physical force, intimidation, coercion, or incapacitation develops, there is no longer consent. Prior to engaging in sexual activity, each participant should ask himself or herself the question, "Has the other person consented?" If the answer is "no," or "I'm not sure," then consent has not been demonstrated and does not exist. Silence or the lack of resistance does not demonstrate consent. Relying on non-verbal communication can lead to misunderstandings. The responsibility of obtaining consent rests with the person who wishes to engage in sexual activity. Students who initiate sexual activity should be able to explain the basis for their belief that consent existed. Consent to engage in sexual activity may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease. A previous sexual relationship, and/or current relationship with a partner, may not, in themselves, be taken to imply consent. Use of alcohol or drugs shall not diminish one's responsibility to obtain consent, and does not excuse conduct that constitutes sexual misconduct under this policy.
- **Sexual Assault:** Having or attempting to have non-consensual sexual intercourse with another person. Sexual intercourse includes an act of oral, vaginal, or anal penetration, however slight, with an object or body part by any individual upon another person.
- **Non-Consensual Sexual Contact:** Having or attempting to have non-consensual, non-accidental contact of a sexual nature with another person. Sexual contact can include, but is not limited to, touching or kissing another individual.

- **Non-Consensual Sexual Intercourse:** Any sexual intercourse by a person upon a person, that is without consent and/or by force. Intercourse includes, but is not limited to, vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
- **Sexual Coercion:** The use of, or attempt to use, pressure and/or oppressive behavior, such that the application of such pressure or behavior causes the person who is the object of the pressure or behavior to engage in unwelcomed sexual activity. Coercion can take the form of pressure, threats, intimidation, or the use of physical force, either expressed or implied, which places a person in fear of immediate harm or physical injury. Coercion can also take the form of pressure to consume alcohol or other drugs prior to engaging in a sexual act.
- **Sexual Exploitation:** An act or acts attempted or committed by a person for sexual gratification, financial gain, advancement through the abuse or exploitation of another person's sexuality. This occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples include observing individuals without consent, non-consensual audio or videotaping of sexual activity, unauthorized presentation of recordings of a sexual nature, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmittable infection or virus without his or her knowledge.
- **Stalking:** A course (more than once) of non-consensual conduct directed toward another person that could be reasonably regarded as likely to alarm, harass, or cause reasonable fear of harm or injury in that person, or in a third party, such as a roommate or friend. The feared harm or injury may be physical, emotional, or psychological to personal safety, to property, to education, or to employment. Stalking may include, but is not limited to, unwelcomed and repeated visual or physical proximity to a person, repeatedly conveying oral or written threats, extorting money or valuables, implicitly threatening physical conduct, or any combination of these behaviors directed at or toward a person.
- **Cyber-Stalking:** A particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcomed contact with another person in an unsolicited fashion. Some examples of cyber-stalking include, but are not limited to, unwelcomed/unsolicited emails, instant messages, and messages on on-line bulletin boards. It also includes, but is not limited to, unsolicited communications about a person, their family, friends, co-workers, or sending/posting unwelcomed and unsolicited messages with another username.
- **Harassing Conduct:** Intentionally targeting an individual or group with conduct that (1) is unrelated to any legitimate purpose, (2) could reasonably be regarded as so severe, persistent, or pervasive as to interfere with or limit the victim's ability to participate in or benefit from the experience of being a student at Keystone College, and (3) is related to the targeted individual or group's sex, sexual orientation, or gender presentation. Harassing conduct may occur in a single egregious instance or may be the cumulative result of a series of incidents and may include, but is not limited to, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, sexual orientation, or gender presentation, even if those acts do not involve conduct of a sexual nature, as prohibited by Title IX.

- Keystone College recognizes that Harassing conduct related to an individual's sex, sexual orientation, or gender presentation can occur in conjunction with conduct related to an individual's race, color, ethnicity, national origin, religion, age or disability. Targeting individuals on the basis of these characteristics is a violation of the College's Student Code of Conduct and Student Code of Ethics. In these situations, the College will address, at the investigation and resolution stages, the harassing conduct related to the targeted individual's sexual orientation, or gender presentation together with the conduct related to the targeted individual's race, color, ethnicity, national origin, religion, age or disability.
- **Domestic Violence:** A pattern of abusive or violent behavior in any intimate relationship (marriage, cohabitation, dating or within the family) that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can happen to anyone regardless of race, color, ethnicity, national origin, religion, age, disability sexual orientation, gender or gender identification. Domestic violence can take many forms including, but not limited to, physical aggression, physical abuse, sexual abuse, emotional, economic, and psychological abuse.
- **Dating Violence:** A pattern of abusive or coercive behaviors used to maintain power and control over a former or current intimate partner. Dating violence can happen to anyone regardless of race, color, ethnicity, national origin, religion, age, disability sexual orientation, gender or gender identification. Dating violence can take many forms including, but not limited to, sexual abuse, threats, physical violence, verbal, mental, or emotional abuse / blackmail, social sabotage, psychological manipulation and stalking.

Resources and Support Services

Keystone College offers to any party involved in an incident of sexual misconduct assistance and non-judgmental support. Victims of sexual misconduct can expect to be treated with care and respect from the time the institution becomes aware of an incident, through the entire conduct process, and thereafter. The College understands that any party involved in an incident of sexual misconduct will have questions and may need the support of on and off campus services. Any party is encouraged to contact the Student Success Center, Health Services, the Dean of Students, or a S.O.A.R (Sexual Offense Advocate Response) team member for assistance.

Reporting Options

Keystone College's response to sexual misconduct allegations is pursued in three stages: report, investigation, and resolution. At each of these stages, the College is committed to maintaining fairness for all parties and to balancing the needs and interests of the individuals involved with the safety of the community as a whole.

Victims of sexual misconduct are encouraged to report. When reporting an allegation of sexual misconduct, victims have four options: (1) informing the College without pursuing any further resolution, including the College's Sexual Misconduct Policy hearing process or the criminal justice system; (2) invoking the College's Sexual Misconduct Policy hearing process but not the criminal justice system; (3) invoking the criminal justice system but not the College's Sexual Misconduct hearing process; (4) invoking both the College's Sexual Misconduct hearing process and the criminal justice system. **If a victim under the age of 18 reports to the College, the College is obligated to contact ChildLine.** (Note: Invoking the criminal justice system is an option only if the conduct may have violated the law). Conduct may constitute a violation under this policy even if law enforcement agencies decline to prosecute or if a respondent has been found not guilty in the legal system.

The College's responsibility to investigate all allegations of sexual misconduct exists regardless of whether that investigation culminates in a hearing and exists independently of the criminal justice process. The investigation process will be thorough, prompt, and impartial.

Education and Training

Keystone College takes sexual misconduct seriously and makes every effort to educate the entire campus population. Educational programs on alcohol and other drugs, sexual violence, bystander intervention, and related issues such as date rape drugs are conducted throughout the academic year, including during orientation, as part of the first-year seminars, and through a variety of campus wide speakers and programs. For the 2014-2015 academic year, such programs include the assistance of the Victim's Resource Center as well as two required Concerts & Lectures Series events.

Training is also provided annually for all Sexual Offense Advocate Response (SOAR) team members, Resident Assistants, and other interested members of the campus community.

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 getting medical treatment.
- 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 their 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 Dalton 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

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 at http://www.keystone.edu/about_us/campussafety

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 Interim Dean of Student Life, and the Director of Physical Facilities. This core group will meet immediately at the Information Technology Building 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 immediately meet at the Information Technology building. 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> 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

EMERGENCY CALL BOXES

There are 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, Sabiston Hall, Ward Hall, Gambal Athletic Center, Gardner Hall, Brooks Theatre, Baseball Field/College Avenue Pole, Physical Facilities Building, Athletic Field Complex, Tennis Courts/College Avenue Pole.

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.

Notification will be made via information provided in the Annual Crime Report that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. The report is published on the Keystone College Campus Safety webpage:
www.keystone.edu/about_us/campussafety.

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 Interim Dean of Student Life 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 Interim Dean of Student Life may also involve other Keystone College faculty, staff, or administrators to assist in establishing contact or avenues to pursue contact. The Interim Dean of Student Life 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 Interim Dean of Student Life 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 Interim Dean of Student Life.

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 Hall and Keystone 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 LIFE POLICIES

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

Student Life policies are available at the Office of Student Life in the College catalogue, and online at <http://www.keystone.edu/studentLife>

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 Interim Dean of Student Life. The Department of Campus Safety and the Department of Student Life 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 “Clery 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 Interim Dean of Student Life. 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.

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 perpetrators 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.

OFFENSE	ON CAMPUS			*RESIDENTIAL FACILITIES			NON CAMPUS			PUBLIC PROPERTY			TOTAL		
	2014	2013	2012	2014	2013	2012	2014	2013	2012	2014	2013	2012	2014	2013	2012
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	1	0	0	1	0	0	0	0	0	0	0	0	1	0	0
STALKING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	1	0	1	1	0	1	0	0	0	0	0	0	1	0	1
AGGRAVATED ASSAULT	0	2	0	0	1	0	0	0	0	0	0	0	0	2	0
ASSAULT – NOT AGGRAVATED	0	2	0	0	1	0	0	0	0	0	0	0	0	2	0
SIMPLE ASSAULT	0	2	0	0	1	0	0	0	1	0	0	0	0	2	1
LARCENY-THEFT	14	8	2	10	3	45	0	1	0	0	0	0	14	8	47
BURGLARY UNLAWFUL ENTRY	1	11	1	1	11	17	0	0	0	0	0	0	1	11	18
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY (EXCEPT ARSON)	19	35	32	7	21	36	0	0	0	0	0	0	19	35	68
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	47	21	51	47	21	50	0	0	0	0	0	0	47	21	51
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	6	16	1	6	16	1	0	0	0	0	0	0	6	16	1
ILLEGAL WEAPONS POSSESSION ARRESTS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSS. VIOLAIONS REFERRED FOR DISCIPLINARY ACTION	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1
*CRIMES REPORTED IN THE RESIDENTIAL FACILITIES COLUMN ARE INCLUDED IN THE ON CAMPUS CATEGORY.															

THE FOLLOWING TABLE PROVIDES INFORMATION ABOUT HATE CRIMES

OFFENSE	ON CAMPUS			*RESIDENTIAL FACILITIES			NON CAMPUS			PUBLIC PROPERTY			TOTAL		
	2014	2013	2012	2014	2013	2012	2014	2013	2012	2014	2013	2012	2014	2013	2012
RACE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RELIGION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ORIENTATION	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
GENDER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DISABILITY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ETHNICITY/NATIONAL ORIGIN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GENDER IDENTITY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INTIMIDATION	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY (EXCEPT ARSON)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OTHER CRIMES INVOLVING BODILY INJURY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*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.

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;
- B.** affect section 444 of the General Education Provisions Act (the Family Educational Rights and Privacy Act of 1974) or the regulations issued under section 264 of the Health Insurance Portability and Accountability Act of 1996
- 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 also 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.

In November 2013, fire drills were conducted in Harris Hall and the Miller Library.

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 Life 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:

ROOM NUMBER	FIRE ALARM STROBE UNIT	LOUD AUDIBLE ALARM/HORN	DOORBELL ALARM
Moffat 313	YES	YES	NO
Commons 101	YES	YES	NO
Commons AC Apartment	YES	YES	YES

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
- Electric 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

YEAR	2012	2013	2014
NUMBER OF FIRES	2	1	1
ON CAMPUS	2	1	0
RESIDENCE HALLS	0	1	1
NUMBER OF FIRE INJURIES	0	0	1
DEATHS RESULTING FROM FIRES	0	0	0
VALUE OF PROPERTY DAMAGE DUE TO FIRE	0	0	0

FALSE ALARMS

YEAR	2012	2013	2014
NUMBER OF FALSE ALARMS	10	14	22
NUMBER OF MALICIOUS ALARMS	1	0	0
NUMBER OF FIRE TROUBLE ALARMS	52	13	15

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.



ANNUAL SECURITY AND FIRE SAFETY REPORT

On-Campus Student Housing Facility Fire Statistics 2012, 2013, 2014

2012									
Keystone College Residential Facilities	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Case Number
Moffat Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Keystone Commons	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Frear/Reynolds Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tewksbury Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hollinshead Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Davis Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
39 College Ave	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
43 College Ave	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49 College Ave	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
43 College Ave	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49 College Ave	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2013									
Keystone College Residential Facilities	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Case Number
Moffat Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Keystone Commons	1	1	04-19-13	2:18 AM	Burnt Food	0	0	\$0	IR-04-19-13A
Frear/Reynolds Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tewksbury Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hollinshead Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Davis Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
39 College Ave	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
43 College Ave	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49 College Ave	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

2014									
Keystone College Residential Facilities	Total Fires in Each Building	Fire Number	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire	Case Number
Moffat Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Keystone Commons	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Frear/Reynolds Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tewksbury Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hollinshead Hall	1	1	04-17-14	11:30 pm	Unknown	1	0	Unknown	IR-04-17-14B
Davis Hall	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
39 College Ave	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
43 College Ave	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
49 College Ave	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Keystone College Residential Facilities	Fire Alarm Monitoring Done on Site by Campus Safety	Partial ¹ Sprinkler System	Full ² Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of evacuation (fire) drills each calendar year			
							2012	2013	2014	
Moffat Hall	X		X	X	X		1	3	3	
Keystone Commons	X		X	X	X		1	3	4	
Frear/Reynolds Hall	X		X	X	X		4	4	3	
Tewksbury Hall	X		X	X	X		5	3	4	
Hollinshead Hall	X		X	X	X		5	3	4	
Davis Hall	X		X	X	X		0	1	4	
39 College Ave	X		X	X	X		0	1	4	
210 College Avenue			X	X	X					

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.