

CAMPUS SECURITY REPORT

Minnesota State College-Southeast Technical-Red Wing Campus (MSC-ST-RW) encourages all students and college community members to be fully aware of the safety issues on campus and to take action to prevent and to report illegal and inappropriate activities. Personal safety practices are the foundation of a safe community.

Pursuant to the Student Right to Know and Campus Security Act, MSC-ST monitors criminal activity and publishes this report, maintains a three-year statistical history on campus, and at off campus property or facilities owned or rented by MSC-ST or recognized college organizations. The college will distribute a copy of and/or provide access to this report pursuant to Federal Law.

Minnesota State College-Southeast Technical has no authority to require the Red Wing Police Department, Goodhue County Sheriff's Office or the judicial court process to take any action in connection with a reported crime. Minnesota State College-Southeast Technical encourages prosecution of all criminal violations through the criminal courts and, if appropriate, the campus conduct process for violations committed on campus by other students.

The college currently has a number of policies and procedures relating to campus security and safety, and it expressly reserves the right to modify them or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

Minnesota State College – Southeast Technical also monitors and may handle cases for disciplinary purposes committed by their students at off campus locations.

CRIME REPORTING POLICIES

All criminal incidents should be reported to the Provost (Campus Security Authority), Minnesota State College-Southeast Technical, Red Wing, MN 55066, phone 651-385-6307 and/or the Red Wing Police Department, phone 651-385-3155.

Security works closely with the Red Wing Police Department, Goodhue County Sheriff's Department, and State and Federal agencies to track and respond to campus criminal activity.

Criminal reports and any statement relating to these reports made to Security may be forwarded to the Red Wing Police Department.

Security maintains a daily log that lists the identifying report number, initial classification, date, time, general location and, if known, the disposition of each criminal report within two business days of the report being received by Security. This information may be delayed in being placed on the daily log in cases where such disclosure is prohibited by the Minnesota Data Privacy Act or where such disclosure may jeopardize the confidentiality of the victim.

When alleged perpetrators are identified as students, the case will be forwarded to the Conduct Officer for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently and at the same time as the campus judicial process.

Security will assist the Red Wing Police Department in any investigation as may be requested.

All allegations will be investigated, if feasible. If Security or the Red Wing Police Department concludes that the allegations reported are not substantiated by the facts or the law, no campus crime need be disclosed as a statistic (Federal Register, April 29, 1994).

Reports will be classified by the designated Campus Security Authority in conjunction with the appropriate police agency according to the FBI Uniform Crime Report Definitions.

MSC-ST monitors and records student criminal activity at both on and off campus locations of student organizations recognized by the college.

The college normally requires a written complaint and the assistance of the complainant in the disciplinary process, unless the college determines that there is a clear danger to the victim and/or the campus community.

Individuals reporting criminal complaints to Security and wishing to file a complaint with the Red Wing Police Department will be provided with assistance from Security upon request.

The Campus Security Authority will serve as the primary liaison for Security with all law enforcement agencies.

MSC-ST will issue an annual report of criminal reports made to Security and other law enforcement agencies for crimes occurring on college property or facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by MSC-ST-RW and/or recognized student organizations. Additionally crimes reported to have occurred on public property immediately adjacent to the campus are also reported. It includes the following reports of crime:

1. Murder & Non-Negligent Manslaughter
2. Negligent Manslaughter
3. Aggravated Assault
4. Burglary
5. Robbery
6. Motor Vehicle Theft
7. Arson
8. Sexual Assault
 - a. Forcible Rape
 - b. Forcible Sodomy
 - c. Sexual Assault with an object
 - d. Forcible Fondling
 - e. Non-Forcible Sex Offenses (Incest & Statutory Rape)
9. Alcohol Arrests
10. Drug Arrests
11. Weapons Arrests
12. Disciplinary Referrals for alcohol, drug and weapons violations
13. Bias Motivated Crimes
14. Domestic Violence
15. Dating Violence
16. Stalking

When reports are made to the Campus Security Authority, Minnesota State College-Southeast Technical will decide if a safety threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent out informing the campus community.

Reporting Procedures:

All criminal activity occurring on campus should be reported immediately to Minnesota State College-Southeast Technical, phone 651-385-6307 and/or the Red Wing Police Department, phone 651-385-3155. MSC-ST will assist the complainant in completing criminal reports. These reports will also be forwarded to the Red Wing Police Department. In appropriate cases, reports will also be shared with the Campus Conduct Officer. MSC-ST will assist the Red Wing Police Department with investigations.

Every effort should be made to ensure that physical evidence is maintained and protected. Immediate reports will assist in preserving evidence.

Obtain a description of the offender(s), including sex, age, race, hair, clothing and other distinguishable features. Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by the offenders or vehicles and report those to Security or the police.

Preserve the crime scene. Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime scene until Security or police arrive.

Crimes can also be reported directly to those listed below.

Director of Security	Winona 507-457-5555	507-453-2741 dwalski@winona.edu	dwalski@southeastmn.edu	or
Vice President of Student Life	Winona	507-453-2711	nemerson@southeastmn.edu	
Vice President – Finance	Winona	507-453-2752	mkroening@southeastmn.edu	
Director of Admissions	Winona	507-453-1443	glanning@southeastmn.edu	
Admissions Counselor	Red Wing	651-385-6309	mirwin@southeastmn.edu	
Security Officer	Red Wing	651-764-1511	bmettling@southeastmn.edu	

CAMPUS SECURITY AUTHORITY – All employees, faculty or staff who become aware of an allegation in violation of college policy, student code of conduct or civil or criminal law should report the allegation to their supervisor and Campus Security. Persons with "significant responsibility" for student and campus activities must report potential criminal activity of which they are aware to the Director of Security dwalski@southeastmn.edu or may contact the Director by contacting Winona State University Security (507-457-5555).

Those individuals who are identified as Campus Security Authorities are mandated to report to Minnesota State College – Southeast Technical those crimes falling within the Campus Security Act. Campus security authority includes the following categories of individuals at a college or university and others who have a “significant responsibility for student and campus activities:

- Campus Law Enforcement (Security) and Public Safety
- Resident Assistants, Resident Directors, and Community Directors
- Dean of Students Office (Leaders in Student Affairs and Housing)
- Athletic Directors and Coaches (including Assistant Ads and Assistant Coaches)
- Faculty or Staff Advisors to Student Organizations on Campus
- Access Monitors
- Contract Security Officers and Event Security Officers
- Staff in Student Activities Office (handling extracurricular activities)
- Administrators at Branch/Satellite/Separate Campuses
- Study Abroad Coordinators
- Title IX Coordinator
- Director of Student Health Center

These individuals should not attempt to investigate, but should instead report and allow Campus Security to investigate.

Licensed and pastoral counselors are exempt from these reporting procedures.

All persons in the MSC-ST community are encouraged to assist in the reporting of alleged criminal activity by contacting Campus Security and/or the Winona Police Department, as well as providing assistance in making the report.

Student organizations with control of any facility are encouraged to report safety and security concerns to the Vice President of Student Affairs, Minnesota State College-Southeast Technical, phone 507 453-2711.

According to the Federal Register, the function of these administrators (significant responsibility) is not to determine whether a crime took place. That is the function of the law enforcement professionals working within the criminal justice system, but with respect to these regulations to report the alleged crime, that was received in good faith, to the appropriate law enforcement personnel, either campus or local police.

Failure to report criminal activity to Security in a timely manner may result in disciplinary action by the College.

When reports are made to Security, the designated Campus Security Authority shall determine if a threat continues to exist to the campus community. If it is determined that such a threat continues to exist, a warning will be sent out, via appropriate methods, informing the campus community.

College employees and students, who are not members of the Security staff, are encouraged to assist anyone reporting alleged criminal activity in contacting Security and/or the Red Wing Police Department in order to file a criminal report.

POLICIES CONCERNING SAFETY OF AN ACCESS TO CAMPUS FACILITIES

Personal Safety Recommendations:

Security staff is available to assist you in protecting yourself by providing crime prevention programs and services. However, only you can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening.

Protect your room or apartment: Lock your door even if you are only going out for a short time or only going a short distance. It only takes eight seconds to walk into your open room and steal your valuables.

Always lock your door when you are asleep. You are also encouraged to lock your door when you are awake.

Do not prop open locked exterior building doors. These doors are locked for your protection and protection of other residents.

Never open exterior doors of the building for strangers or non-residents. Always escort your guests to and from the building.

Do not loan your keys to anyone, even a classmate or a friend. They may not be careful with them and may misplace them, giving the wrong person access.

Do not leave your keys lying around in public places or in your jacket pocket when you are not wearing it.

Do not put your name or address on key rings as they may be used to steal your property if found by the wrong person.

Protect your property:

Participate in Operation Identification by engraving your Operation Identification number on your valuables. Security can loan engraving equipment and assist in marking your property.

Personal property (purses, briefcases, calculators, computers, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom, or any other unsecured location.

Lock your door whenever you leave your room or office. Always lock your door when sleeping. Always lock your car doors.

Protect all valuables in your room or office. Do not leave valuables in plain view.

Take valuables home with you during vacation.

You are encouraged to open a savings or checking account rather than allow large sums of money to accumulate in your room. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.

Park your bike where you can keep an eye on it if possible. Always lock your bike. There are several good anti-theft devices available. Casehardened heavy locks and chains afford the best protection.

PROTECT YOUR AUTOMOBILE

Always lock your car doors and never leave your keys in the vehicle.

Try to park your car in a well-lit area.

Avoid leaving property where it is visible.

For an escort, contact security at the front reception desk.

PROTECT YOURSELF AT NIGHT:

Avoid walking alone at night.

Refrain from taking shortcuts, walk where there is plenty of light and traffic.

Walk with a friend

For an escort, contact security at the front reception desk.

PROTECT YOURSELF WALKING AND JOGGING

Walk along well-lit routes.

Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people.

Have your keys ready when returning to your residence hall or apartment, and keep your personal valuables concealed and close to your body.

HELP US PROTECT YOU

Watch for suspicious persons in and around campus buildings and in parking lots. Do not pursue them. Call Security immediately. Call Security if you should enter your room and find a stranger, regardless of the "cover story" supplied.

If you see any suspicious activity or people on or near campus, call the Red Wing Police Department (911). If dialing from a campus phone, you must dial 9-911. Do not assume that what you observe is an innocent activity or that it has already been reported.

Do not assume the person is a visitor or college staff member that you haven't seen before.

Suspicious people may be loitering about at unusual hours and locations, running, especially if something of value is being carried or exhibiting unusual mental or physical symptoms. Persons could be under the influence of drugs or otherwise needing medical or psychiatric assistance. They may be carrying property that may be suspicious, depending on the circumstances, going room to room trying door handles. Door-to-door soliciting is not permitted on campus. Violations of this rule should be reported to Security or administration immediately.

Report all thefts and property loss immediately to Security or the Red Wing Police Department.

Be security conscious at all times.

SECURITY CONSIDERATIONS OF CAMPUS FACILITIES

The MSC-ST-RW campus is for the use of the students, faculty, staff and their guests and those on official business with MSC-ST. All others are subject to being charged with trespassing.

Access to campus buildings is limited to normal business hours.

Students, faculty, staff and visitors are encouraged to report needed repairs to maintenance.

POLICIES AND PROCEDURES FOR SAFE ACCESS TO BUILDINGS

Keys are issued to authorized faculty, staff and students only.

Exterior building doors should not be propped open when the doors are locked.

Academic and other buildings owned and/or controlled by MSC-ST are normally open from 7:00 a.m. until after evening classes and for scheduled weekend classes and special events. Employees and students in buildings after normal working hours should have a College I.D. in their possession and present the I.D. when requested.

Building evacuation is mandatory for all fire alarms.

Problems related to people in buildings after hours should be reported to Security.

POLICIES CONCERNING LAW ENFORCEMENT

Security staff are employees of Minnesota State College-Southeast Technical; they are not certified or sworn peace officers. Security staff is authorized, when appropriate, to make a citizen's arrest. Typically such arrests are made only in the presence of licensed police officers.

Security works closely with the Red Wing Police Department, Goodhue County Sheriff's Department, State and Federal law enforcement agencies to track and respond to campus criminal activity.

Report all crimes immediately: All criminal activity on the MSC-ST campus should be reported to the Provost, 308 Pioneer Road, Red Wing, MN 55066, phone 651-385-6307 and/or the Red Wing Police Department (507-385-3155).

Security will assist the complainant in completing criminal reports.

Security will accept third party reports in certain cases, like sex offenses. MSC-ST prefers to receive reports from the victim as the detail is often more accurate when received directly from the victim.

Maintain all physical evidence. Do not wash or destroy what may be critical evidence.

Report as much detail as possible to ensure accurate reporting. If you are a victim of a crime. Your immediate recall of the event is often the best. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible, including:

1. Gender
2. Approximate age
3. Height
4. Weight/build
5. Description of face including eye color, hair color, hair styles (short, curly, etc.)
6. Dress/clothing
7. Facial hair
8. Glasses
9. Distinguishing marks including scars
10. Distinguishing gait
11. Voice

ANNUAL REPORT

Minnesota State College – Southeast Technical will issue an annual report of criminal reports made to Campus Security and other law enforcement agencies for crimes occurring on college property or facilities. The annual report includes reported crimes alleged to have occurred on the campus and facilities owned or rented by MSC-ST and/or recognized student organizations. Crimes reported to have occurred on public property immediately adjacent to campus are also reported. It includes the following reports of crime.

The Annual Report will be distributed to all faculty, staff and students prior to October 1 of each year by email. A copy of the report can be obtained from the Director of Security at no cost (dwalski@southeastmn.edu).

Minnesota State College – Southeast Technical prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, Vice-President of Student Affairs, Finance & Administration and others. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Crimes that are included within the report include: Murder & Non-Negligent Manslaughter, Negligent Manslaughter, Aggravated Assault, Burglary, Robbery, Motor Vehicle Theft, Arson, Domestic Assault, Dating Violence, Stalking, Sexual Assault, Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, Forcible Fondling, Non-Forcible Sex Offenses (Incest & Statutory

Rape), Alcohol Arrests, Weapons Arrests, Drug Arrests and Disciplinary Referrals for alcohol, drug and weapons violation and Bias Motivated Crimes.

When reports are made to the Director of Security, the Director or other designated personnel will decide if a safety threat continues to exist to the campus community. If a threat continues to exist, a warning will be sent out informing the campus community.

DEFINITIONS

Campus: any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls, and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Student Residences: a subset of "On Campus" crimes which includes only those crimes that were reported to have occurred in residence halls or other residential facilities.

Non campus Buildings or Property: any building or property owned or controlled by a student organization recognized by the institution; or any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes; is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: (1) all public property, including Red Wing streets, sidewalks, and parking facilities, that is within the outer perimeter surrounding all property and buildings on the campus of the institution that are adjacent to one another; (2) any sidewalk, street or parking facility immediately adjacent to any property or building on the outer perimeter described in clause (1); and (3) any street, sidewalk or parking facility immediately adjacent to any facility or property within the same reasonably contiguous geographic area that is outside the perimeter described in clause (1) and is used by the institution in direct support of, or in a manner related to the institution's educational purpose.

Business Day: is defined as Monday through Friday, excluding any day when the institution is closed.

Referred For Campus Disciplinary Action: Written referral of any student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of sanctions.

LAW ENFORCEMENT AUTHORITY/CRIME REPORTING/LETTERS OF UNDERSTANDING

Campus Security staff are employees of Minnesota State College – Southeast Technical; they are not certified or sworn peace officers. Campus Security Staff are authorized, when appropriate, to make a citizen's arrest. Typically, such arrests are made only in the presence of licensed police officers. Campus Security works closely with local, state and federal law enforcement agencies. The Red Wing Police Department patrols the College and responds to calls on a 24 hour basis. Minnesota State College – Southeast Technical falls under the jurisdiction of the Red Wing Police Department who will respond to campus and conduct investigations relative to criminal activity reported by members of the campus community. Campus Security will also conduct investigations and communicate those investigations and reports to law enforcement when appropriate and required by law.

All members of the campus community are encouraged to report criminal activity immediately to Campus Security and/or the Red Wing Police Department. Investigations of incidents taking place on campus may be forwarded to the Red Wing Police Department or other law enforcement agencies as necessary. Campus Security will also assist members of the campus community in making notification to law enforcement regarding criminal activity when requested.

TIMELY WARNING

In compliance with the "Timely Notice" provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 Minnesota State College - Southeast Technical Security will provide notice of acts that could pose as a possible threat that reportedly occurred on or near the campus of Minnesota State College - Southeast Technical. Until the

investigation of the specific act has been concluded, it can be assumed that conditions continue to exist that may pose a threat to members and guests of the community. It is the duty of the institution to warn of possible "dangerous conditions" on its property. If the Director of Security determines that a crime or series of crimes pose a continuing threat or danger to the College community, the College will publish a warning to the campus community. Warnings may be issued through the following means; campus bulletins, posters, electronic email and Star Alert.

WEAPONS POLICY

No student shall carry or possess any prohibited weapons on or about his or her person whether visible or concealed in or on Minnesota State College – Southeast Technical owned or leased buildings, grounds, and other facilities, with the exception of firearms possessed or carried in parking areas. No employee acting within the scope of their employment and employees of organizations utilizing University facilities, shall carry or possess any prohibited weapon on or about his or her person whether visible or concealed in or on MSC-ST owned or leased buildings, grounds, and other facilities with the exception of firearms possessed or carried in parking areas. No other individual shall carry or possess any prohibited weapon, except firearms, on or about his or her person whether visible or concealed in or on MSC-ST owned or leased buildings, grounds, and other facilities. No vehicle owned, leased, or otherwise under the control of the University shall be used to store or carry a firearm.

STUDENT CONDUCT

Minnesota State College - Southeast Technical is an academic community committed to providing an environment of learning. As such it has a vested interest in both the safety and well-being of members of the College community, and for the promotion and protection of the educational mission of the College. The purpose of the Student Citizenship Standards is to provide an educational experience through which students learn to understand, accept, and promote attitudes conducive to responsive involvement; to provide a system by which students are held accountable for actions which violate College standards; and to protect the due process rights of students charged with violating these standards. It is necessary for the College to establish and enforce citizenship standards for the following reasons:

- The College has a primary concern with matters which can affect academic achievement and integrity.
- The College has a concern with conduct that interferes with the rights of others.
- The College has a responsibility to investigate conduct which threatens the health and safety of members of the College community.
- The College has an obligation to protect its property and the property of the community members from theft, damage, or misuse.
- The College has a commitment to enforce its contractual agreements.
- The College has an obligation to support the laws of the city, state, and federal government.
- All students are expected to comply with the Student Citizenship Standards. Consequences for failing to comply could result in sanctions from the College. Flagrant or repeated violations of the conduct standards could result in suspension or expulsion from the College.

Individuals or individual members of organizations in violation of the rules and regulations of the college are subject to disciplinary action by the College Vice-President of Student Affairs, Judicial Board, College Administrator, or their designee responsible for the judicial process.

Minnesota State College – Southeast Technical’s Student Conduct Policy can be found in its entirety at the following web site:
http://www.southeastmn.edu/about_us/index.aspx?id=444#investigation

DISCLOSURE TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSE

Winona State University will upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Winona State University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

POLICY REGARDING SEXUAL ASSAULT PROGRAMS AND PROCEDURES

Minnesota State College - Southeast Technical follows the Minnesota State Colleges and Universities Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1 Sexual Violence Procedure.

Part 1. Policy Statement. Sexual violence, domestic and dating violence, and stalking are an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State College - Southeast Technical. Minnesota State College - Southeast Technical is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Minnesota State College - Southeast Technical policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State College - Southeast Technical provides reporting options, an investigative and disciplinary process, and prevention training as appropriate.

Application of policy to students, employees and others. This policy applies to Minnesota State College - Southeast Technical students and employees and to others, as appropriate, where incidents of sexual violence on Minnesota State College - Southeast Technical property have been reported.

Reports of sexual violence committed by a student at a location other than on Minnesota State College - Southeast Technical property are also covered by this policy. Reports of sexual violence committed by a Minnesota State College - Southeast Technical employee at a location other than Minnesota State College - Southeast Technical property are covered by this policy.

Reports of sexual violence committed on Minnesota State College - Southeast Technical property by individuals who are not students or employees are subject to appropriate actions by Minnesota State College - Southeast Technical, including, but not limited to, pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Minnesota State Colleges and Universities Board Policy 1B.1

Part 2. Definitions

Subpart A. Sexual Violence. Sexual violence includes a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

Subpart B. Sexual assault. "Sexual assault" means an actual, attempted, or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State College - Southeast Technical student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breasts).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Subpart C, Dating and relationship violence. Dating and relationship violence includes physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota state law.

Subpart D, Domestic Violence. “includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Subpart E. Stalking. Stalking is conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for her or his safety or the safety of others or to suffer substantial emotional distress.

Subpart F. Consent. Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply on going future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Subpart G. Non-forcible sex acts. Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

Subpart H. Minnesota State College - Southeast Technical property. “Minnesota State College - Southeast Technical property” means the facilities and land owned, leased, or under the primary control of Minnesota State College - Southeast Technical.

Subpart I. Employee. “Employee” means any individual employed by Minnesota State College - Southeast Technical, including student workers.

Subpart J. Student. The term “student” includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university.
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the university; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not college employees and are not enrolled in the institution but live in a university residence hall.

Education and Resources

Training offered by Minnesota State College - Southeast Technical (in conjunction with Winona State University) includes areas involving stalking, sexual harassment, sexual and domestic violence. Additional training involving four aspects of Bystander Training in sexual assault, stalking/harassment, domestic violence and intimate partner violence will be offered. Speakers will also be utilized by Minnesota State College - Southeast Technical/Winona State University to discuss topics involving this topic. Members of the College community are encouraged to utilize the services/speakers that take place at the Winona State University campus.

Minnesota State College – Southeast Technical educates the campus community about sexual assaults, relationship and dating violence, and stalking through presentations during new student orientation and various college-wide presentations given through the course of the academic year. Investigators and Decision-Makers receive annual training. Informational brochures regarding sexual violence are available through the College Campus Security Office, Counseling Office (Winona State University) and Vice President of Student Affairs. Campus Security also conducts security patrols of the campus and provides escorts.

IF YOU ARE THE VICTIM OF A SEXUAL ASSAULT

1. Go to a safe place.
2. If you are on campus contact the Vice President of Student Affairs (507-453-2711), or the Director of Security (507-457-5555) or the Red Wing Police Department (911). You may also contact those listed within the contact information contained within this policy.
3. Timely and prompt reporting of a sexual assault within 72 hours is critical in preserving evidence important in proving a criminal case against the assailant. Do not bathe, douche, use the toilet, or change clothing.
4. If you have been the victim of a sexual assault, you should seek medical attention immediately regardless of whether you report the matter to the police. Victims can seek medical attention at the Red Wing Hospital.
5. You may file a police report with the appropriate law enforcement agency. For on campus incidents contact the Vice President of Student Affairs (507-453-2711) or the Director of Security (507-457-5555).
6. If you would like assistance in filing a police report Minnesota State College - Southeast Technical Security can assist you.
7. In order to reduce contact between the victim and the alleged assailant, Minnesota State College - Southeast Technical will, at the request of the survivor, attempt to provide a change in classes, academic schedules, residence hall rooms, transportation or working arrangements as applicable and take other appropriate remedial measures. Minnesota State College - Southeast Technical will provide written notice to victims of these options. These options are available to victims regardless of whether the victim chooses to report the crime to law enforcement or campus authorities.
8. You have the right to petition for an Order for Protection (OFP) or a harassment Restraining Order (HRO), the Red Wing Police Department has information available on how to file for and request an OFP or HRO Minnesota State College - Southeast Technical may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.
9. You may contact the Minnesota Crime Victims Reparations Board at 651-201-7300. The Crime Victims Reparations Board provides financial help to victims and their families for losses incurred as a result of a violence crime. You may also visit <https://dps.mn.gov> for additional information.
10. Minnesota State College - Southeast Technical will provide written notification to the victim of physical, healthy, mental health, victim advocacy, legal assistance and other support services available on campus and in the community as noted above as well as written explanation of his or her rights and options under Minnesota State College - Southeast Technical's Sexual Violence Policy.

Procedures for Campus Disciplinary Action for Sex Offenses:

Victims of sexual assault or those witnessing any type of sexual violence or relationship violence are strongly encouraged to report the incident to Minnesota State College - Southeast Technical Security, Red Wing Police Department, Vice-President of Student Life or others mentioned in this section. Minnesota State College - Southeast Technical Security is the office of official record for reports of sexual assault, as it is in all reported law violations. A report with Minnesota State College - Southeast Technical Security can ensure that proper steps are taken to ensure the safety of the survivor as well as the safety of the campus community as a whole. Filing a report with Minnesota State College - Southeast Technical Security can also initiate the College's disciplinary process, and is an option for any person wishing to report a case of misconduct.

Minnesota State College - Southeast Technical will normally not take any disciplinary action against a member of the campus community without a complaint and the assistance of the complainant in the disciplinary process, unless the College determines there is a danger to the victim or the Minnesota State College - Southeast Technical community.

Because of laws concerning government data contained in the Minnesota Government Data Practices Act, Minnesota State College - Southeast Technical cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged or confidential communications with license health care professionals or similar professionals.

In order for Minnesota State College - Southeast Technical to proceed with an investigation a complaint (whether by the victim or a third party) must be filed with the Affirmative Action Office. Reports made to Minnesota State College - Southeast Technical Security will be forwarded to the appropriate office at the College. After receiving a report/complaint, the Vice President of Student Life (or designee), who must receive annual investigatory training, shall take the steps listed below to insure a prompt, fair, and impartial process following Minnesota State Colleges and Universities Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1 Sexual Violence Procedure.

1. Conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings. Both the complainant and respondent are allowed to have an advisor accompany them through the process. The advisor, however, will not normally be allowed to participate in questioning involving a student;
2. Investigate the complaint without identifying the complainant if, in the judgment of the designated officer, this would increase the likelihood of satisfactory resolution of the complaint;
3. The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered;
4. Inform the complainant, respondent, witnesses and other involved individuals of the prohibition against retaliation and reprisal;
5. Create, gather and maintain investigative documentation as appropriate;
6. Disclose appropriate information to others only on a need to know basis consistent with state and federal law; and provide a data privacy notice (Tennessee warning) in accordance with state law;
7. Inform the complainant and respondent of the status of the investigation at reasonable times until final disposition of the complaint;
8. Conduct further investigation as deemed appropriate by the designated officer; prepare an investigation report for review by the decision-maker;
9. Take additional investigative measures as requested by the decision-maker;
10. Provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
11. Notify both the victim and the accused party in writing of the outcome of the investigation;
12. Provide the investigation report to the complainant or respondent upon request unless the information is protected under state or federal law.

Minnesota State College - Southeast Technical will complete an investigation and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. Minnesota State College - Southeast Technical will notify the complainant and respondent if the written response is not expected to be issued within the 60 day period.

The complainant and the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes, Chapter 14.

Minnesota State College - Southeast Technical uses a preponderance of the evidence standard of evidence in determining violations of its Sexual Violence Policy.

Students who are found to have violated the Sexual Violence policy could face sanctions up to and including suspension or expulsion from Minnesota State College - Southeast Technical. Employees found to violate the policy may be disciplined up to and including termination.

During and upon completion of the complaint process, the complaint file shall be placed in a secure location. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

Relevant policies for Minnesota State Colleges & Universities can be viewed in the entirety at the following locations.

- Minnesota State Colleges and University’s Sexual Violence Policy can be found at the following web site: <http://www.mnscu.edu/board/policy/1b03.html>
- Minnesota State Colleges and University’s Sexual Violence Procedures can be found at the following web site: <http://www.mnscu.edu/board/procedure/1b03p1.html>
- Minnesota State Colleges and University’s Report/Complaint of Discrimination/Harassment Investigation and Resolution can be found at the following web site: <http://www.mnscu.edu/board/procedure/1b01p1.html>

Students, faculty and staff can report cases of sexual assault/abuse, domestic violence, stalking, harassment, dating violence and other related incidents to the following individuals/organizations on campus (Winona & Red Wing).

Director of Security	Winona	507-457-5158	dwalski@southeastmn.edu
Vice President of Student Affairs	Winona	507-453-2711	nemerson@southeastmn.edu
Vice President – Finance	Winona	507-453-2752	mkroening@southeastmn.edu
Director of Admissions	Winona	507-453-1443	glanning@southeastmn.edu
Academic Advisor	Red Wing	651-385-6309	mirwin@southeastmn.edu
Dean of Academics	Red Wing/Winona	651-385-6349	jponcelet@southeastmn.edu
Security Officer	Red Wing	651-764-1511	bmettling@southeastmn.edu

ALCOHOL POLICY

This policy addresses not only the act of drinking but also the second-hand effects of alcohol. It is the hope of the College that if a student decides to use alcohol that they will do so responsibly, respecting themselves, their community, the law, and campus property.

Regulations On-Campus

The possession, use, or distribution of alcohol on all Minnesota State College - Southeast Technical property (including buildings, grounds and vehicles) is expressly prohibited in accordance with Minnesota State College and College guidelines (regardless of age). To consistently ensure compliance with these regulations, alcohol beverage **containers** (both empty and full) are not allowed on campus. Examples include, but are not limited to: cans, bottles, kegs, party balls, crates, cases and wine or liquor bottles.

Public intoxication is not acceptable as it frequently is coupled with community disruption and violation of other conduct expectations (refer to MSC-ST Student Conduct Policy & Code of Conduct).

Local, State & Federal Laws:

MSC-ST may take disciplinary action against students for off-campus behavior, following the procedures of the code of conduct. It is illegal for any person under the age of 21 to possess or attempt to purchase any alcoholic beverage. It is illegal for any person to sell, barter, furnish, or give alcoholic beverages to a person under age 21. It is illegal for any person under the age of 21 to enter a licensed premise for the purpose of purchasing or being served any alcoholic beverage. It is illegal for any person to misrepresent their age through false documents or to lend their identification to someone for the purpose of purchasing or using alcoholic beverages. It is illegal for any person under the age of 21 to drive with any amount of alcohol in their system.

Sanctions:

For on-campus possession of alcohol, the alcohol will be disposed of by the individual in possession of the alcohol or by a staff member in the presence of the individual. **Note: All individuals present in a room that contains alcohol may be found in violation of the alcohol policy regardless of participation.**

The student will receive written notice of the violation. They will meet with the Vice-President of Student Affairs. During this meeting the student will be provided a copy of this policy and sanctions imposed for violation of the alcohol policy. Students wishing to appeal a disciplinary decision may do so by filing a request in writing with the VP for Student Affairs. To view the appeals processes please go to MSC-ST Student Conduct Policy.

Minnesota State College – Southeast Technical will not tolerate the use or sale of drugs and/or drug paraphernalia by students and their guests. The possession, use, distribution or sale of marijuana, hallucinogens, narcotics, un-prescribed amphetamines or barbiturates is prohibited. Any sale or sharing of prescription drugs is prohibited.

State and Federal Laws

The manufacture, possession, use, distribution or sale of cocaine (powered cocaine and crack), narcotics, hallucinogens, marijuana, and the various individual drugs in these categories are illegal by Minnesota and Federal Law based on the Controlled Substances Act. The varying degrees of drug crimes and their sentencing guidelines can be found in the pamphlet **A Matter of Facts** which is located in Health Services. In addition to prosecution of drug possession and sale crimes individuals can be charged with; a) failure to purchase drug tax stamps; b) money laundering; c) racketeering; d) forfeiture of real and personal property; e) denial of federal benefits.

Sanctions

Students who are found in violation of this policy will; a) have the drugs and/or paraphernalia confiscated by college staff; b) be referred to the Vice-President of Student Affairs and may face immediate housing contract termination and eviction from the residence halls; c) face the possibility of legal action as local law enforcement may be notified; In addition, students found guilty of illegal drug use may lose their federal financial aid.

Resources Available and Educational Initiatives

Assistance and information are available on campus at the Counseling Office. Off campus resources include Winona Community Memorial Hospital, Hiawatha Mental Health Center, or First Call for Help – 1-800-362-8255.

Health Risks

Depressants - Alcohol is the most widely used depressant, but this category also includes barbiturates, tranquilizers, and methaqualone. These drugs act as a central nervous system depressant and cause slowed reaction time, impaired coordination, slurred speech, and impaired decision making. These drugs are addictive and abuse may result in overdose with coma and death as possible consequences.

Stimulants - Cocaine, diet pills, amphetamines, and ecstasy. These drugs stimulate the central nervous system, cause excitation, and increase pulse, respiration and blood pressure. Abuse can lead to malnutrition, extreme agitation, convulsions and possible death.

Marijuana - THC is the psychoactive chemical in this plant. It can cause increased heart and pulse rate, increased appetite, an altered sense of time, impaired memory and decreased concentration, reaction time and coordination.

Hallucinogens - This classification of psychoactive drugs include LSD, Psilocybin, peyote, PCP, and other amphetamine based derivatives. Use of these drugs can create visual hallucinations, altered perception of one's own body, agitation, paranoia, and hyperactivity.

Narcotics - These drugs are primarily pain relievers such as codeine, morphine, darvon, heroin, demerol and percodan. Use of these drugs produce euphoria, drowsiness, slowed respiration, clammy skin, nausea, and possibly death.

Solvents/Inhalants - These are toxic chemicals that are found in common household and industrial products and can be abused through the use of inhaling the fumes. This activity brings about a feeling of lightheadedness, euphoria, loss of appetite, forgetfulness, headache, nausea, flush, dizziness and possibly death by heart or respiratory failure.

Predatory/date rape/club drugs - Drugs used for this purpose are typically central nervous system depressants such as rohypnol, ketamine, and GHB. These drugs can cause muscle relaxation, loss of consciousness and blackouts.

EMERGENCY NOTIFICATION & STAR ALERT

In the interest of promoting the safety of our campus community Minnesota State College - Southeast Technical has implemented a wireless emergency notification system called Star Alert for students, faculty and staff. Star Alert emergency messages are sent to you through text message and email during emergencies that threaten life or safety and/or severely impact standard campus operations. The Star Alert system will only be used in emergency situations.

All members of the MSC-ST community are encouraged to register for this valuable service. Star Alert provides immediate emergency communication and as a wireless notification system, they provide critical information if computers and telephones are compromised. Notifications are brief and clearly identified as Star Alerts. They will include information on the situation at-hand, what action to take and where to find additional information.

Registration is free and participants must be able to receive text or email messages on their cell phones. The process can also be reversed if the service is no longer desired. Information submitted through the registration process will only be used for the Star Alert system.

Members of the campus community wishing to participate may do so by registering at the following web site: <http://www.winona.edu/staralert/>

Minnesota State College - Southeast Technical will immediately notify the campus upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health of students or staff. Warnings may only be withheld if they would compromise efforts to contain the emergency.

Members of the campus community are also encouraged to monitor their MSC-ST email and Minnesota State College - Southeast Technical's Web Site (www.winona.edu) in the event of an emergency or disaster for additional information and instructions.

The Star Alert System will be tested on an annual basis throughout the campus community. Representatives on campus who are responsible for disseminating this information to the campus community include the following: Vice-President of Finance & Administration, Provost and Vice-President of Academic Affairs, Vice-President of Student Life & Development, Vice-President of University Advancement, Director of Security and full-time security personnel.

Determining the Appropriate Segment or Segments of the Campus Community to Receive Emergency Notifications

Minnesota State College - Southeast Technical and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification and determining what segment or segments of the University community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation will receive the emergency notification first. The University may issue subsequent notifications to a wider group of community members. In addition to the emergency notification system, the University will also post applicable messages about the dangerous condition on the University website to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, University officials will distribute the notification to the entire campus community.

Determining the Contents of the Emergency Notification

Minnesota State College - Southeast Technical Security in concert with the Office of Communications and Marketing, designated University Administrators and local first responders, is responsible for issuing the emergency notification and will determine the contents of the notification. The University has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident.

In those cases where there are no pre-determined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community.

Procedures Use to Notify the Campus Community

In the event of a situation that poses an immediate threat to members of the campus community, the University has various methods in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an emergency to all or a segment of the campus community. These methods of communication include the STAR Alert, campus-wide e-mail system, Minnesota State College - Southeast Technical's webpage messages and text messaging (if the member of the campus community participates in this option).

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating STAR Alert

University Security and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to Minnesota State College - Southeast Technical Security or upon discovery by other University personnel.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will make the appropriate notification and a STAR Alert will be issued.

Minnesota State College - Southeast Technical's authorized representatives will immediately initiate all or some portions of the University's emergency notification system. If, in the professional judgment of the first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, Minnesota State College - Southeast Technical may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the University will issue the emergency notification to the campus community.

BUILDING ACCESS & MAINTENANCE

Minnesota State College - Southeast Technical campus is for the use of the faculty, students, staff, their escorted guests and those on official business with the College. Visitors are reminded that access to campus buildings is limited to normal business hours. Students, faculty, staff, and visitors are encouraged to report needed repairs to the Minnesota State College - Southeast Technical's Maintenance Office.

The following guidelines are designed to provide maximum security and protection for all concerned, and still provide convenient access to buildings.

- Keys are issued to authorized faculty, staff, and students only.
- Exterior building doors should not be propped open when the doors are locked.
- Building evacuation is mandatory for all fire alarms.
- Individual academic buildings are normally open from 7:00 a.m. until after evening classes and for scheduled weekend classes and special events. Employees and students in buildings after normal hours should have a College I.D. in their possession and present it when requested. Problems related to people in buildings after hours should be reported to Minnesota State College – Southeast Technical front desk immediately (ext. 2700) Campus Security.
- MSC-ST does not maintain residence hall facilities

FIRE SAFETY

If You Discover Or Suspect A Fire:

1. Pull a fire alarm station if the alarm has not already been activated. As you exit, knock on as many doors as you can and

shout a warning to the occupants of the building.

2. Leave the building immediately.

3. Attempt rescue efforts only if there is no immediate or foreseeable danger to you. Otherwise, immediately inform the Winona Fire Department or the Winona Police Department (9-911 from a campus phone).

4. Do not enter the building without a fire official's permission.

B. If You Are In A Burning Building:

1. If there is smoke in the room, remain next to the floor.

2. If possible, put a wet towel over your mouth and nose.

3. Before passing through any entrances, feel the door. If it is hot, do not open it.

4. If you can open the door (if it is not hot to the touch), brace yourself against the door and open it slowly in order to make sure that there is not heat or heavy smoke on the other side. If there is, close it immediately.

5. If you are able to leave the room through the door, close it as you exit.

6. Go to the nearest exit or stairway. Do not use an elevator.

7. If the nearest exit is blocked by fire, heat or smoke, go to an alternate exit.

8. If all exits on the floor are blocked, go back to your room, close the door, open the window as described below, wave something out the window, and shout for help.

9. Open the windows from the top, if possible (to let out the smoke and heat) and then from the bottom (to let in the fresh air).

10. After evacuating the building, stand clear of it.

CAMPUS SEX CRIMES PREVENTION ACT

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, and went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

Information regarding individuals on the registered sex offenders' list can be obtained from the Winona Police Department, 201 W. 3rd Street, Winona, MN 55987, 507-454-6100, and from the Minnesota Department of Corrections web site (<http://www.corr.state.mn.us/>).

Minnesota State College - Southeast Technical Security will coordinate and/or provide safety information, training, and other assistance to faculty, staff, and students regarding the Campus Sex Crimes Prevention Act. Any assistance needed concerning this Act should be directed to the Director of Security.

LAW ENFORCEMENT AUTHORITY/CRIME REPORTING/LETTERS OF UNDERSTANDING

Campus Security staff are employees of Minnesota State College – Southeast Technical; they are not certified or sworn peace officers. Campus Security Staff are authorized, when appropriate, to make a citizen's arrest. Typically, such arrests are made only in the presence of licensed police officers. MSC-ST works closely with local, state and federal law enforcement agencies. The Winona Police Department patrols the University and responds to calls on a 24 hour basis. Minnesota State College – Southeast Technical falls under the jurisdiction of the Winona Police Department who will respond to campus and conduct

investigations relative to criminal activity reported by members of the campus community. MSC-ST Security will also conduct investigations and communicate those investigations and reports to law enforcement when appropriate and required by law.

All members of the campus community are encouraged to report criminal activity immediately to MSC-ST Security and/or the Winona Police Department. Investigations of incidents taking place on campus will be forwarded to the Winona Police Department or other law enforcement agency as necessary. MSC-ST Security will also assist members of the campus community in making notification to law enforcement regarding criminal activity when requested.

EMERGENCY RESPONSE AND EVACUATION

Minnesota State College – Southeast Technical Emergency Operations Plan addresses the college’s response to emergencies by taking an all-hazards approach to both natural and human caused hazards. Departments and offices should familiarize themselves with information in this plan, individuals should familiarize themselves with the Emergency Response Brochure and other preparedness resources available on the College’s web site <http://www.southeastmn.edu/security/index.aspx?id=250>. Security and some other positions are trained in the Incident Command System (ICS) which is utilized when responding to incidents involving safety and security issues and local public safety agencies to manage, mitigate, and recover from incidents.

Security and other departments conduct tests of its emergency plan and capabilities on an annual basis. The tests include but are not limited to table tops exercise, functional exercises and testing of current emergency notification systems.

General information about the emergency response and evacuation procedures for MSC-ST is publicized each year as part of the College’s Clery Act compliance efforts, and is available on the college’s web site. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

NOTIFICATION TO THE MSC-ST COMMUNITY ABOUT AN IMMEDIATE THREAT

MSC-ST Security and the Office of the Vice President of Student Affairs monitor events on and around campus and the Winona area. If one of these departments confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the MSC-ST community they will activate emergency notification procedures to provide immediate notification of the threat to the MSC-ST community, or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. They will, without delay and taking into account the safety of the community determine the content of the notification and initiate notification, unless issuing a notification will, in the judgment of the first responders (including, but not limited to MSC-ST Security, Vice President of Student Affairs, local law enforcement or other emergency personnel) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the MSC-ST community, the college has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the MSC-ST campus community. These methods of communication include Star Alert, a system that provides email and text message alerts to the members of the MSC-ST community. Students, faculty, and staff are automatically signed up for email alerts through their official MSC-ST email address. To add/modify your email address or mobile phone number to this service you need only log onto the college’s Star Alert Notification System. Immediate Notifications can also be viewed on the College’s main page.

MSC-ST community members are encouraged to notify MSC-ST Security or the Office of the Vice President of Student Affairs of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of the students, faculty, staff, or visitors on campus. Security and Vice President of Student Affairs has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

EMERGENCY RESPONSE AND EVACUATION TESTING PROCEDURES

An evacuation drill is coordinated with the Vice President of Student Affairs and Security on the main campus at least twice per year. Evacuation drills are monitored by Security, Vice President of Student Affairs and Vice President of Finance and Administration. In addition, members of the campus community should familiarize themselves with evacuation procedures (listed immediately after this section) or review material on the college’s emergency preparedness charts located throughout

the campus. This also allows the college the opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by Security, Vice President of Student Affairs, Vice President of Finance & Administration and Maintenance Staff to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/office for consideration.

Security coordinates announced and unannounced evacuation drills yearly to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities.

EVACUATION PROCEDURES

1. Building Evacuation

- All building evacuations will occur when an alarm is sounded and/or upon notification from Maintenance/Security/ or Administration. (Refer to exception for an Active Shooter).
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same. If emergency personnel direct you to another exit based on the type of emergency, follow their directions.
- Once outside, proceed to a clear area that is at least 500 feet away from the affected building(s). Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel. Evacuate further if directed by emergency personnel.
- Do not return to an evacuated building until an all clear is given by emergency personnel.

2. Shelter-in-Place

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same as going to a shelter in the event of a storm or tornado). Shelter-in-Place means selecting a small, interior room with no or few windows, and taking refuge there.

Depending on the type of emergency and directives received from authorities and emergency personnel the following options are available depending upon the emergency and/or disaster.

- Closing of the College and activation of the College's Crisis Plan.
- Follow reverse evacuation procedures and bring students, faculty, and staff inside.
- Monitor television, radio, and other forms of communication for information regarding the threat/emergency and follow their directions.
- Bring everyone in the building. Shut and lock the door.
- Gather emergency supplies if possible.
- Close windows, secure doors, and duct tape if told to do so.

3. Evacuation for People with Disabilities

The most important factor in emergency planning for people with disabilities is advanced planning.

A. In all emergencies after an evacuation is ordered evacuate people with disabilities if possible.

- Do not use elevators, unless directed to do so by police or fire personnel. Elevators can fail in certain situations.
- If situation is life threatening call the police/fire departments immediately (911).
- Check on people with special needs during an evacuation. A buddy system, where people with disabilities arrange for volunteers to alert them and assist them in an emergency is a good method.
- Always ask someone with a disability how you can help before attempting any rescue technique or providing assistance. Ask how he or she can best be assisted or moved and whether there are any special considerations or items that need to come with the person.
- If you are unable to evacuate a disabled person contact law enforcement or fire personnel and be able to

provide them with the person's location that needs assistance in evacuating.

- Students should inform faculty members of their special needs regarding evacuation, especially prior to an emergency or disaster.

B. Response to emergencies (blindness and visual impairment)

- Offer to lead them out of the building to safety.
- Give verbal instructions about the safest route or direction using compass directions, estimate distances, and directional terms.
- Do not grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd.

C. Response to emergencies (deafness or hearing loss).

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand.
- Offer visual instructions to advice of safest route or direction by pointing toward exits or evacuation maps.

D. Response to emergencies (mobility impairment).

- It may be necessary to clear the exit route of debris (if possible) so that the person with a disability can move out or to a safer area.
- If people with mobility impairments cannot exit, they should move to a safer area for example:
 - Most enclosed stairwells
 - An office with the door closed, which is a good distance from the hazard
- Notify police or fire personnel immediately about any people remaining in the building and their locations.
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary.
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

**CRIME STATISTICS
(2011 - 2013)**

OFFENSE	YEAR	ON CAMPUS PROPERTY	PUBLIC PROPERTY	NON CAMPUS PROPERTY	OPTIONAL TOTAL	
MURDER/NON-NEGLIGENT MANSLAUGHTER	2013	0	0	0	0	
	2012	0	0	0	0	
	2011	0	0	0	0	
NEGLIGENT MANSLAUGHTER	2013	0	0	0	0	
	2012	0	0	0	0	
	2011	0	0	0	0	
ROBBERY	2013	0	0	0	0	
	2012	0	0	0	0	
	2011	0	0	0	0	
AGGRAVATED ASSAULT	2013	0	0	0	0	
	2012	0	0	0	0	
	2011	0	0	0	0	
MOTOR VEHICLE THEFT	2013	0	0	0	0	
	2012	0	0	0	0	
	2011	0	0	0	0	
ARSON	2013	0	0	0	0	
	2012	0	0	0	0	
	2011	0	0	0	0	
BURGLARY	2013	0	0	0	0	
	2012	0	0	0	0	
	2011	0	0	0	0	
SEX OFFENCES, FORCIBLE	2013	0	0	0	0	
	2012	0	0	0	0	
	2011	0	0	0	0	
SEX OFFENCES, NON-FORCIBLE	2013	0	0	0	0	
	2012	0	0	0	0	
	2011	0	0	0	0	
LIQUOR LAW ARRESTS	2013	0	0	0	0	
	2012	0	0	0	0	
	2011	0	0	0	0	
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2013	0	0	0	0	
	2012	0	0	0	0	
	2011	0	0	0	0	
DRUG LAW ARRESTS	2013	0	0	0	0	
	2012	0	0	0	0	
	2011	0	0	0	0	
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2013	0	0	0	0	
	2012	0	0	0	0	
	2011	0	0	0	0	
ILLEGAL WEAPONS POSSESSION ARRESTS	2013	0	0	0	0	
	2012	0	0	0	0	
	2011	0	0	0	0	
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2013	0	0	0	0	
	2012	0	0	0	0	
	2011	0	0	0	0	

No incidents of domestic assault, dating violence or stalking were reported during 2013

Minnesota State College – Southeast Technical does not have Residence Halls

Crime Statistics also obtained from the Red Wing Police Department

HATE CRIMES

Minnesota State College – Southeast Technical strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all members of the MSC-ST community. The Hate Crime statistics are separated by category of prejudice.

If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism/Destruction/Damage, Larceny/Theft, Simple Assault, gender identity, national origin or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, gender, religion, ethnicity, or disability, the assault is then also classified as a hate/bias crime.

2011: No hate crimes reported

2012: No hate crimes reported

2013: No hate crimes reported