



MINERVA[®]
SCHOOLS AT KGI

July 01, 2020

Annual Fire Safety and Security Report

July 2019-June 2020

Minerva Schools at Keck Graduate Institute

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From the President and Dean of Students

To the KGI Community,

It is up to each one of us to help foster a secure and supportive environment at KGI — an environment where individuals can feel safe to visit, learn, work, and live. Primary to this goal are the principles of responsibility and respect. These values are essential to any community, and serve as the foundation for the success and productivity of our students, faculty and staff. Safety on campus is one of the highest concerns. A truly safe campus can only be achieved through the cooperation of everyone. This publication contains information about campus safety measures and reports statistics about crime in the KGI community. It also describes our efforts to confront alcohol and drug abuse. Please take the time to read it and help foster a more caring and safe environment.

Sheldon M. Schuster

President

Keck Graduate Institute

To the Minerva Community,

Thank you for your interest in the Minerva Schools at KGI (MSKGI) Annual Fire Safety and Security Report. As a branch campus of KGI, we publish this report to provide valuable information for our community and to comply with the important provisions of the Clery Act. The safety and security of our students, faculty and staff are a collective responsibility at MSKGI. We encourage you to review the information contained in this document. You will find information about our resources, training, and crime prevention. We join President Schuster in the commitment to foster a secure and supportive environment at MSKGI, and we are proud to be an integral part of KGI's tradition of excellence.

Kayla Krupnick Walsh

Dean of Students

Minerva Schools at KGI

Framing the Annual Fire Safety & Security Report

Compiling the Annual Security Fire Safety & Security Report

Minerva Schools at KGI prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using the information maintained by the Student Life Office and local law enforcement agencies, especially the San Francisco Police Department.

This report provides statistics for the previous three years concerning reported crimes that occurred on-campus, non-campus, and public property locations within Clery-designated geography. On-campus includes properties occupied by MSKGI students within the United States in 2019-20 at 16 Turk Street and in our offices at 1145 Market Street, as these two spaces constituted our only physical “campus” in the US during the 2019-20 academic year. This report includes institutional policies concerning fire safety and campus security, such as policies regarding sexual assault, alcohol, and other drugs.

Campus crime statistics must be reported by location: On-campus (owned, contiguous, educational or student-used); in dormitories or other student residences (within the on-campus area); non-campus buildings or property (non-contiguous owned and student-used); and public property (streets, sidewalks, lots adjacent to campus).

MSKGI distributes a notice of the availability of this Annual Fire Safety and Security Report by October 1 of each year to every member of MSKGI community. This year the federal government provided an extension date of December 31, 2020. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting Student Life at studentlife@minerva.kgi.edu.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses for the three most recent years. MSKGI maintains a relationship with the San Francisco Police Department to ensure that crimes reported directly to the police department that involve MSKGI are brought to the attention of MSKGI.

MSKGI collects crime statistics disclosed in the charts in this report through a number of methods, including the SFPD and staff. Anonymous reporting statistics and statistics from the Title IX Coordinator are included within the aggregate data. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the subcategories on liquor laws, drug laws and weapons offenses represented the number of people arrested or referred to Minerva staff for possible disciplinary action for violations, not the number of offenses documented.

Security of and Access to Campus Facilities

MSKGI Responsibilities

MSKGI is responsible for campus safety and security programs including emergency management, safety and security education, and threat assessment. MSKGI has developed an emergency response plan (EMP) for responding to serious emergencies as outlined in the [EMP 2020-21 document](#). Other specific tasks include but are not limited to the following:

- Serving as first responders to emergencies of any kind.
- Monitoring fire alarms, intrusion alarms, and other security systems at both locations.
- Training staff, including Residential Assistants and Graduate Assistant in emergency procedures.
- Ensuring that there are overnight security guards at the residence hall.
- Preparing incident reports and maintaining records of crimes, incidents, and reported activities for analysis purposes.
- Assisting law enforcement and other emergency service providers as needed.
- Providing security/crime prevention presentations to students, faculty, and staff.

Security Considerations at Facilities

The police are notified immediately and respond to any serious crimes, and are called when police presence and/or assistance is deemed appropriate. All reports on criminal activity that are initiated by MSKGI or Minerva Project are forwarded to the police for investigation and mandated reporting as required by Uniform Crime Reporting Standards.

In addition, MSKGI/Minerva Project personnel act as liaisons with local fire/paramedic personnel and other local and county, state, and federal law enforcement agencies when they are involved with any incident or activity at our locations.

Security considerations for MSKGI facilities include the following:

- A full-time live-in staff, a part-time live-in staff, and between eight to ten paraprofessional live-in student staff who have all been trained in emergency response, First Aid, CPR, and AED procedures.
- Fire, intrusion, and other alarms are installed on all major facilities.
- Video recordings are made from cameras at various locations throughout the building.
- Video recording locations at the 16 Turk Street residence hall include:
 - Every entrance to the property
 - Exterior cameras monitoring both street sides of the building
 - Exterior cameras monitoring back non-street sides of the building
 - Roof cameras

- Internal cameras in the lobby, basement
- Internal cameras on all Minerva residence floors, including hallways and lounges.
- Regular preventive maintenance and testing is done on all alarm systems and exterior fire escapes.
- No external guests allowed in the residence hall in compliance with our COVID-19 precautions, and at other times all guests must be registered and signed in. When allowed, guests are only permissible when quiet hours are not in effect as defined in the Student Handbook.
- During the 2019-20 academic year, a security guard provided security in the lobby of the 16 Turk Street residence hall 24 hours a day. Security guards have constant access to video monitors while attending their post in the lobby.
- During the summer months, the front desk is staffed at all times by a front desk worker or security guard, and the front door locks automatically.
- Access to the 16 Turk Street residence hall is accessible with an assigned electronic key fob issued to students, and the front door locks automatically.
- For 2020-21 MSKGI will utilize housing at both 16 Turk Street and 851 California Street residence halls:
 - At 16 Turk Street residence hall, a security guard will be in the lobby during nighttime and early morning hours. The front desk of the residence hall is always staffed by a security guard or front desk student worker, 24 hours a day. Security guards and front desk staff have constant access to video surveillance of all entrances and surrounding areas of the building.
 - At 851 California Street residence hall, a security guard will be in the lobby between the hours of 11 pm - 5 am, nightly, and the front desk will be staffed by a front desk staff between the hours of 9 am - 5 pm, Monday through Friday.

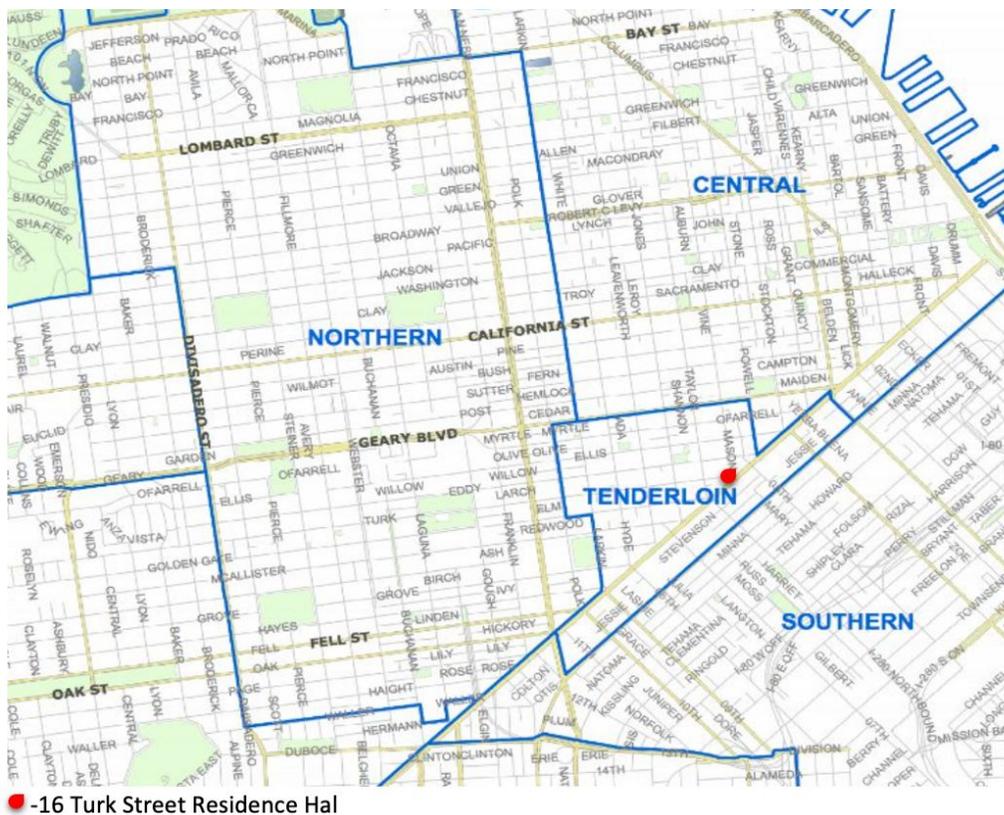
Law Enforcement & Jurisdiction

Enforcement Authority and Jurisdiction

MSKGI does not operate with an independent police department dedicated exclusively to the institutions and works cooperatively with the San Francisco Police Department.

The on-campus locations of the 16 Turk Street residence hall and the headquarters at 1145 Market Street are both located within the jurisdiction of the Tenderloin San Francisco Police Department (SFPD).

Jurisdiction of Tenderloin SFD



● -16 Turk Street Residence Hall

Authority to Arrest and Relationships

No MSKGI institution staff members possess arrest power. The police are notified immediately and respond to any serious crimes, and are called when police presence and/or assistance is deemed appropriate. All reports on criminal activity that are initiated by MSKGI or Minerva Project are forwarded to the police for investigation and mandated reporting as required by Uniform Crime Reporting Standards.

Monitoring and Reporting of Criminal Activity

No non-campus student organizations are located in San Francisco. Non-campus locations in the international cities of Seoul, Hyderabad, Berlin, Buenos Aires, London, and Taipei are monitored with the collaboration of local law enforcement and professional staff members who live in the residence halls or in-city with students.

Reporting

Reporting Crimes and Other Emergencies

Accurate and Prompt Reporting

MSKGI has a number of ways for community members and visitors to report crimes, serious incidents, and other emergencies to appropriate officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire MSKGI community that you immediately call 911 in case of any emergency and report all incidents to Minerva School staff to ensure an effective investigation and appropriate follow-up actions, including issuing a crime alert message or an emergency notification to students, faculty, and staff.

MSKGI does not have a campus police department. MSKGI community members should call 911 to make reports to police, or visit the Tenderloin San Francisco Police Department located at 301 Eddy Street, San Francisco, CA. 94102. Victims are encouraged to report to local authorities or through the Minerva Reporting form at <https://www.bit.ly/MinervaReports>. Reports are submitted, responded to, and maintained for every crime the institution is made aware of. Reports may be filed with the police if the victim elects to do so. Reports will be filed with the police if the victim is unable to make such a report.

Reporting of Criminal Offenses

While MSKGI prefers that community members promptly report all crimes and other emergencies directly to 415-864-9010, we also recognize that some may prefer to report to other individuals or MSKGI offices. The Clery Act recognizes certain MSKGI officials and offices as “Campus Security Authorities (CSA).” The Act defines these individuals as an “official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While MSKGI has identified several CSAs, we officially designate the following officials as places where community members may report crimes. This office is located at 1145 Market Street, San Francisco, CA 94103. MSKGI community members may submit reports through the official reporting form at <https://www.bit.ly/MinervaReports>. Additionally, community members all over the world, regardless of their location, can connect with these staff members to report crimes:

Official	Name	Phone Number/Email
Dean of Students	Kayla Krupnick Walsh	510-671-0973 kaylakw@minerva.kgi.edu
Director of Student Life, San Francisco	Jason Lindo	209-620-3761 jlindo@minerva.kgi.edu
Community Manager, San Francisco	Suraj Paneru	628-202-2722 suraj@minerva.kgi.edu

Procedures for Voluntary Confidential Reporting

Little can be done to help other members of the community from becoming victims if crimes are not properly reported. We encourage MSKGI community members to report crimes promptly and to participate in and support crime prevention efforts. MSKGI community will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within MSKGI or the criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personal identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow MSKGI to compile accurate records on the number and types of incidents occurring at our office and residence hall. Reports filed in this manner are counted and disclosed in the Annual Security Report. In limited circumstances, we may not be able to assure confidentiality and will inform you in those cases. Members of the Minerva who wish to report crimes voluntarily and confidentially may speak with one of our licensed counselors. Anyone may email wellbeing@mineva.kgi.edu to report such information.

Anyone may call local law enforcement, numbers below and then fill out a report on the Minerva Reporting Form found at <https://bit.ly/MinervaReport>

Local Emergency Police Numbers:

Berlin - 110

London - 999

Taipei - 110

Buenos Aires - 911

San Francisco - 911

Hyderabad - 100

Seoul - 112

Under the Clery Act, professional counselors who are appropriately credentialed and hired to serve in a mental health counseling role are not considered Campus Security Authorities (CSAs) when they are acting in the counseling role. As a matter of policy, MSKGI encourages counselors to notify students that counseling is a voluntary, confidential method of gaining support and discussing their experiences. Counseling & Psychological Services (CAPS) is the team within Student Life that provides confidential mental health counseling services. The CAPS team may be contacted at wellbeing@minerva.kgi.edu and is managed by Dr. Will Meek, who can be reached at wmeek@minerva.kgi.edu. Additionally, students can reach CAPS using the shared team email for each city. Counselors maintain confidentiality but may provide anonymous information by providing aggregate numbers for statistical data purposes.

Timely Warning and Emergency Notification & Evacuation

Timely Warning Policy

In an effort to provide timely notice to the campus community in the event of a crime that may pose a serious or ongoing threat to members of the community, as defined by the Clery Act, MSKGI issues Crime Alerts. MSKGI will generally issue Crime Alerts for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; sex assaults; and hate crimes. MSKGI communicates these warnings in a variety of ways, including as appropriate text messages, e-mails, posters at the residence hall, and other social media. The purpose of these Crime Alerts is to notify the campus community of the incident and to provide information that may enable MSKGI community members to protect themselves from similar incidents. The Director of Student Life or a Senior Team member will determine what situations warrant the issuance of a Campus Safety Alert. MSKGI will issue Crime Alerts whenever the following criteria are met: 1) a crime is committed on or near Minerva offices or residence halls; 2) the perpetrator has not been apprehended; and 3) there is a substantial risk to the physical safety of other members of the MSKGI community because of this crime. Such crimes include, but are not limited to: 1) Clery Act-designated crimes that are reported to any MSKGI authority and 2) an incident that MSKGI determines to represent an on-going threat to the MSKGI community.

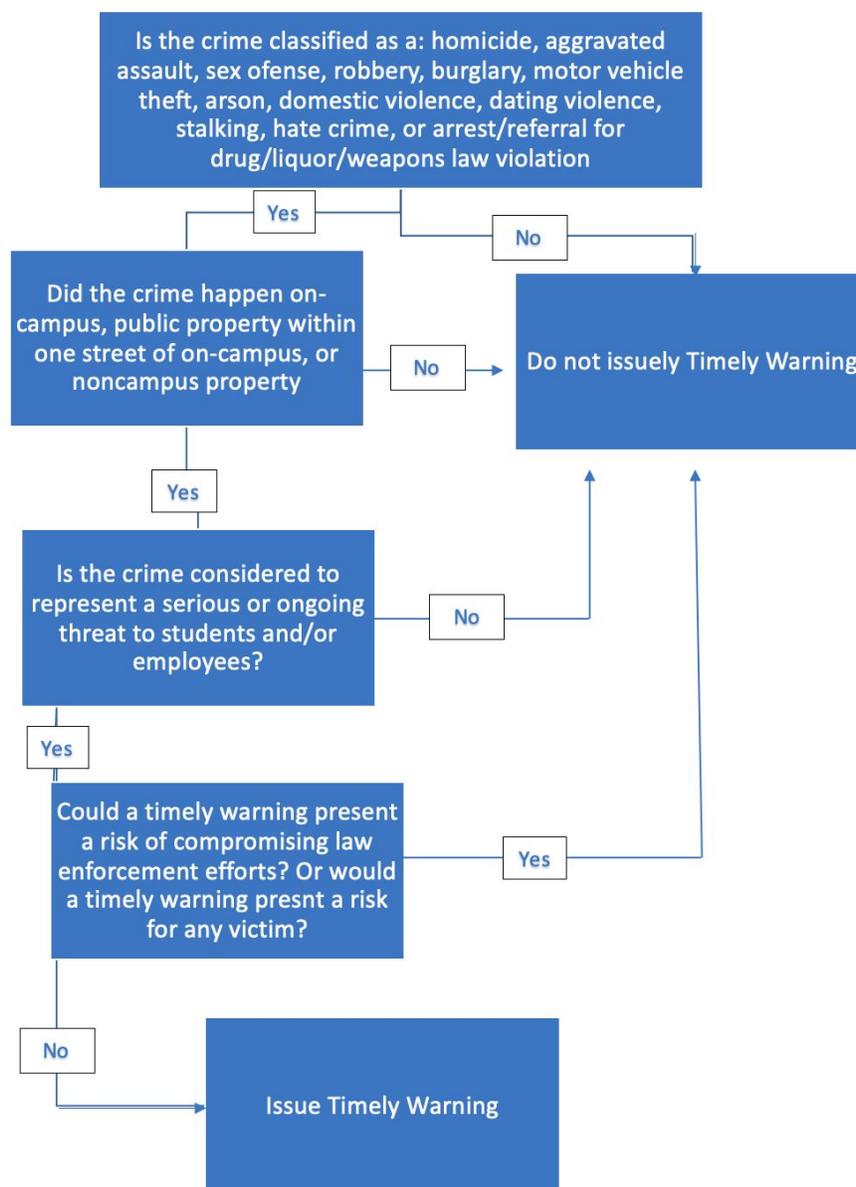
Crime alerts are communicated by email and digital community posting. The alert will typically include information about the nature of the crime, the location, appropriate suspect information

(if known), and recommended actions to be taken. Additional information may be released through emails as it becomes available.

Additionally, MSKGI may, at its discretion, issue Crime Alerts when there is a pattern of crimes against persons or property in a location used and frequented by MSKGI students.

Anyone with information warranting a Campus Safety Alert should report the circumstances in-person to a professional staff member, call the Emergency Response Number at (415) 864-9010, or submit notice through the Minerva Reporting System at <http://bit.ly/MinervaReports>.

Timely Warning Decision Matrix



A timely warning notice matrix, as outlined above, will help determine if a timely warning notification should be issued as required under the Clery regulations, as reports must be evaluated on an individual basis. The intention of the matrix is to take all available information into consideration when determining if a serious or continuing threat exists.

Emergency Management at MSKGI

A summary of MSKGI's emergency response procedures can be found on the MSKGI website in a document called Emergency Management Plan (EMP). Major emergency protocols covered include fire safety, evacuation exits and evacuation assembly area, and earthquake preparedness. All students, faculty, and staff are registered for MSKGI's emergency alert system.

Drills, Exercises and Training

To ensure MSKGI's emergency management plans remain current and actionable, MSKGI will conduct an emergency management exercise at least once yearly. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. MSKGI conducts after-action reviews of all emergency management exercises. Emergency response and evacuation procedures are tested twice a year, once during the fall term and once during the spring term. Students, faculty, and staff learn the locations of the emergency exits in buildings and are provided guidance on evacuation by the building's Building Marshal. Each drill should include the proper documentation which will include a description of the drill, the date, the time, and whether the drill was announced or unannounced. These drills not only educate building occupants on evacuation procedures, but they also allow for the University to test the operation of the fire alarm system in each building.

The residential facility fire safety system includes a sprinkler system, smoke detection in all personal units and common spaces, fire extinguisher devices placed on each floor, and evacuation placards placed through the building.

Emergency Notification

MSKGI is committed to ensuring that the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. The system can be used to send emergency messages within minutes of the occurrence of an incident. MSKGI performs an MSKGI-wide annual test of the system.

The notification will be made without delay and taking into account the safety of the community unless notification will compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

The following procedures outline the process MSKGI uses when issuing emergency notifications.

Procedures Used to Notify the Campus Community

In the event of a situation that poses an immediate threat to members of the campus community, MSKGI will communicate relevant information by way of texts, email messaging, and phone calls. Some or all of these methods of communication may be activated in the event of emergency notification to all or a segment of the campus community. MSKGI will post updates during a critical incident on the Community Portal. If the situation warrants, MSKGI will establish a telephone call-in center to communicate with the MSKGI community during an emergency situation.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System

MSKGI senior personnel may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community through reports from students or staff or calls to the emergency contact number. 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 notify any senior team member to issue an emergency notification.

If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, MSKGI may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, MSKGI will issue the emergency notification to the campus community.

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

MSKGI and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the community should receive the notification. Generally, community members in the immediate area of the dangerous situation (i.e. the building or surrounding area) will receive the emergency notification first. MSKGI may issue subsequent notifications to a wider group of community members.

Determining the Contents of the Emergency Notification

The office responsible for issuing the emergency notification will, in concert with MSKGI and local first responders, determine the contents of the notification. MSKGI has developed a

variety 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 predetermined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

General Prevention and Awareness

Security Awareness and Crime Prevention Programs

All incoming students are introduced to local security protocols and procedures, including content fluency with security coverage at the front desk, the institution's emergency number, local authority emergency number, and evacuation procedures. All students are enrolled in World Aware notifications, which sends targeted alerts to individuals in specific geographic areas for any number of issues including crime, weather, and warning forecasts for civil unrest.

Students are encouraged to model safe practices and are presented with this information during Foundation Week. Tips include remaining alert while in the city, not sharing access to key fobs, reporting when a fob is missing, not accessing emergency exits except in case of emergencies, utilizing a buddy system, and ensuring others are aware of their location and destination. Students are encouraged to always carry a cell phone, form of identification, and medical insurance card.

Alcohol and Other Drug Policies

Federal law requires KGI and MSKGI to notify annually all faculty, staff, and students of the following:

MSKGI prohibits the unlawful possession, use, manufacture or distribution of alcohol or controlled substances by students, faculty, staff, and guests in buildings, facilities, grounds or property controlled by MSKGI or used as part of MSKGI activities. For students, this includes prohibiting the possession and consumption of any beverage containing alcohol in residence halls or the office except by individuals who are 21 years or older. In addition, the smoking of any material is prohibited in all facilities of MSKGI at all locations.

Alcohol Policy

Minerva Schools at KGI are committed to upholding local, state, and federal laws; requiring proper management of events and activities where alcoholic beverages are served; and minimizing the misuse of alcoholic beverages. This policy applies to all registered Minerva students seeking to serve or consume alcohol. Alcohol is prohibited in the residence halls and all residential agreements spell this out in detail. This is the case even for students who are of legal drinking age in a city. Students are prohibited from possessing or consuming any alcoholic beverage on Minerva-operated premises except for officially sponsored and sanctioned events at the time of graduation, held outside the residence halls. No member of the Minerva community may serve or furnish any alcoholic beverages to persons under the legal drinking age of their residential city, particularly if those persons cannot establish that they are of legal drinking age according to local laws.

Federal, State and Local Law

Students are subject to local, state, and federal law while at the MSKGI-controlled locations and events. The federal government, through the Drug-Free Schools and Communities Act, requires that colleges enforce state and local laws concerning drugs and alcohol in order to remain eligible for federal funds including federal student financial aid, which is utilized by KGI but not MSKGI. California has a strict host liability law. If a student sells or serves alcohol, she or he can be held responsible in a court of law for the conduct of any individual who is served if that person subsequently injures himself or herself, becomes ill, dies, or injures a third party. This is especially true when the person served is a minor or is already intoxicated.

The City of San Francisco also prohibits public intoxication, open containers of alcohol in vehicles, and consuming alcohol in public parks. Under California law the following are illegal

- It is illegal to sell, furnish or give alcoholic beverages to anyone under 21 or to anyone who is obviously intoxicated. (California Business & Professions Code Sec. 25658.)
- It is illegal for anyone under 21 to purchase or attempt to purchase alcoholic beverages or to possess alcoholic beverages in any public place, including streets or highways. (California Business & Professions Code Sec. 25662.)
- It is illegal to sell alcohol without a valid license or permit. (California Business & Professions Code Sec. 23301.)
- It is illegal to drink while driving. (California Vehicle Code Sec. 23221.)
- It is illegal to have an open container of alcohol in a moving vehicle. (California Vehicle Code Sec. 23222, 23223.)
- It is illegal to drive under the influence of alcohol. (Intoxication is presumed when blood alcohol level is .08% or higher, but may be found with blood alcohol levels of .05% to .08%). (California Vehicle Code Sec. 23152.)
- It is illegal for anyone under 21 to drive with a blood alcohol level of .05% or more or to drive while under the influence of alcohol. (California Vehicle Code Sec. 23140.)
- It is illegal to ride a bicycle or to operate a water vessel, water ski or aquaplane while intoxicated.
- It is illegal to present any form of false identification to purchase, order or attempt to purchase any alcoholic beverage or to possess false evidence of age and identity. (California Business & Professions Code Sec. 25661.)
- It is illegal to sell or provide false evidence of age or identity and to anyone under age 21. (California Business & Professions Code Sec. 25661.)
- It is illegal for anyone under age 21 to enter or stay in a place licensed to sell liquor without a lawful reason to be there. (California Business & Professions Code Sec. 26665.)

- It is illegal to be found in a public place under the influence of liquor, drugs or controlled substances if you are unable to care for your own safety or interfere with the use of a public way. (California Penal Code Sec. 647(f).)

Assistance for Alcohol Abuse and/or Drug Use Problems

MSKGI is committed to education and counseling as the primary focus of their substance abuse programs. Students are urged to seek information and help regarding substance abuse for themselves and their friends. Services include counseling, educational materials, and/or referrals are available from Student Life staff, including counseling from Counseling & Psychological Services (CAPS). To protect students' privacy, information regarding a student during participation in any related program is treated as confidential.

Sanctions for a violation of these policies may include, but are not limited to: verbal and written warnings, the completion of an appropriate rehabilitation program, and suspension. A social event may be closed immediately or other intervention may be taken to correct a violation. Disciplinary action under the MSKGI Student Code of Conduct may be invoked entirely apart from any civil or criminal penalties that a student might incur.

Legal Penalties

In general, a misdemeanor is punishable by fines up to \$1,000 and/or imprisonment in the county jail for up to one year. A felony is punishable by imprisonment in state prison for more than one year. Other penalties stated below for a particular offense may be in addition to those stated for misdemeanors and felonies.

- Anyone who sells or gives any alcoholic beverage to a person under age 21 is guilty of a misdemeanor. Punishment may include a fine of \$1,000, which may not be suspended and performance of not less than 24 hours of community service in addition to penalties for misdemeanor violations.
- Anyone under age 21 who purchases or consumes an alcoholic beverage in any on-sale premises is guilty of a misdemeanor.
- Anyone under 21 who attempts to purchase any alcoholic beverage is guilty of an infraction and shall be punished by a fine of not more than \$100. Any subsequent violation shall be punished by a fine of not more than \$250 or 36 hours of community service.
- Anyone under 21 who is in possession of an alcoholic beverage in a public place or street or highway is guilty of a misdemeanor.
- Anyone under 21 who presents false evidence of age and identity to order or obtain any alcoholic beverage or who possesses false evidence of age and identity is guilty of a misdemeanor. Punishment shall include a fine of \$250 which may not be suspended or performance of not less than 24 hours nor more than 32 hours of community service.

Penalties for Drunk Driving:

- First Offense: Imprisonment in the county jail for not less than 96 hours, at least 48 hours of which shall be continuous, nor more than six months and by a fine of not less than three hundred ninety dollars (\$390), nor more than one thousand dollars (\$1000) and completion of a driving under the influence education program (at least 30 hours if blood alcohol was less than .20% and at least 45 hours if more than .20%). If under 21, suspension of driver's license for one year, over 21, suspension for six months. In addition, a period of probation from three to five years may be imposed. If registered to the driver, the vehicle may be impounded for 1 to 30 days.
- Second Offense (within 7 years): Fines from \$390 to \$1000, imprisonment in the county jail for not less than 90 days nor more than one year, driver's license suspension of 18 months. If registered to the driver, the vehicle will be impounded for 1 to 30 days.
- Third Offense: Fines from \$390 to \$1000, imprisonment in the county jail for not less than 120 days nor more than one year, driver's license revocation for four years. If registered to the driver, the vehicle may be impounded for 1 to 90 days or may be sold.
- Fourth Offense or greater; Fines from \$390 to \$1000, imprisonment in the county jail for not less than 180 days to three years in state prison, driver's license revocation for four years. If registered to the driver, the vehicle may be impounded for 1 to 90 days or may be sold.
- For all offenses, participation in an alcohol or drug program may be required and vehicles registered to the driver may be sold or impounded for periods up to three years.
- Driving privileges are suspended for six months for refusing to submit to a blood alcohol test. The suspension is for two years if there has been a prior conviction within seven years, and for three years if there have been three or more convictions within seven years.

Drug Policy

The possession, use, cultivation, sale, or transfer of illicit drugs is prohibited, including cannabis, which continues to be a violation of US law even though some use has been legalized in California.

The possession of drug paraphernalia, including pipes, needles, or other contrivances used in the consumption of illicit drugs, is prohibited.

Marijuana Laws

It has been legal in California to possess small amounts of marijuana for recreational use for persons over 21 since January 1, 2018. There are several aspects of marijuana use that are still regulated and controlled, e.g., driving under the influence, possession of larger amounts,

possession on a K-12 school campus. Further, the California laws are inconsistent with federal laws, which can still be enforced. No smoking of any kind is allowed on Minerva sites.

Possession of Drug Paraphernalia

It is unlawful to possess an opium pipe or any device, contrivance, instrument, or paraphernalia used for unlawfully injecting or smoking a controlled substance, which is classified as a narcotic drug.

Unauthorized Possession of Controlled Substances

Except as otherwise provided every person who possesses (1) any controlled substance or (2) any controlled substance which is a narcotic drug, unless upon the written prescription of a physician, dentist, podiatrist or veterinarian licensed to practice in this state, shall be punished by imprisonment in state prison for a period of not less than two years or more than ten years and shall not be eligible for release upon completion of sentence or on parole or any other basis until she/he has been imprisoned by for a period of not less than two years in the state prison.

Possession for Sale of Controlled Substances

Except as otherwise provided...every person who possesses for sale (1) any controlled substance or (2) any controlled substance which is a narcotic drug shall be punished by imprisonment in the state prison for a period of not less than five years or more than 15 years and shall not be eligible for release upon completion of sentence or not parole or any other basis until she/he has been imprisoned for a period of not less than two years in the state prison.

Possession with Intention to Manufacture Methamphetamine

Any person who possesses both methlamimine and phenyhl-2propanone (phrnylacetone) at the same time with the intent to manufacture methamphetamine is guilty of a felony and shall be punished by imprisonment in the state prison for between one and five years. Please see California Health and Safety Code, Sections 11350, et seq for relevant and current California laws.

Drugs Risks and Consequences

Alcohol and other drug use during pregnancy increases risk of physical harm to the fetus. Additional risks of harm may occur from toxic impurities present in street drugs. Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed. Drugs taken by injection can increase the risk of infection (e.g. HIV, hepatitis, etc.) through needle contamination. For more information visit: www.drugabuse.gov and www.samhas.gov/

Explosives, Firearms, and Other Weapons Policy

Possession, use or transportation of firearms or “deadly weapons” is prohibited at all locations. According to the California State Penal Code, Section 626.9 (b), any person who brings or possesses a firearm upon the grounds of, or within, a private institution is guilty of a felony which is punishable by imprisonment in the state prison for one, two or three years. State law and MSKGI policy prohibit bringing firecrackers or explosive materials of any kind onto any part of the campus or into the buildings. This includes combustibles in containers such as gasoline cans. Illegal knives, switchblades, and other blades that violate California state law are prohibited. BB guns, pellet rifles, and other weapons that propel projectiles are also prohibited and are not allowed on campus. Violation of this policy by any member of the community will result in confiscation of the weapon and may result in disciplinary action as outlined in the Student Handbook.

Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Prevention and Response

All incoming first-year and second-year students must complete mandatory summer courses on sexual misconduct and assault, title IX reporting and resources, and alcohol and substance abuse. Additionally, all first- and second-year students attend mandatory Sexual Behavior Education (SBE) programming. The SBE programming curriculum is designed to span all four years of the student experience, with the knowledge reinforcing and building upon itself as the progressing arc continues. First-year students must also attend mandatory alcohol programming to discuss alcohol use/abuse, the impact of alcohol on the body and mind, and resources for alcohol and substance use, and second-year students must complete a refresher course.

Title IX and the Campus Sexual Violence Elimination Act (Campus SaVE Act) require all colleges and universities that participate in federal financial aid programs to train their faculty and staff on how to recognize sexual misconduct, report incidents to campus authorities, and prevent sexual misconduct from occurring. To comply with these federal laws, all student-facing Minerva employees are required to undergo Title IX compliance and reporting training. This training provides information for identifying, reporting, and preventing campus sexual violence, as well as educating employees on the resources available for victims of sexual assault. Interactive case studies and videos provide engaging educational content that explain how to respond to known incidents of sexual assault, dating violence, domestic violence, and stalking. Many interactions are based on real cases that teach important

concepts to help provide a safe campus community and create a culture that does not tolerate sexual violence.

Among all crimes, sexual assaults are generally underreported. The following tips are provided to assist students in being aware of threatening situations.

- Know your surroundings
- Be alert
- Call for help
- Report any suspicious people and/or activity, immediately

KGI and MSKGI are committed to providing a safe learning and working environment. To achieve these goals and to comply with federal law, MSKGI has adopted policies and procedures to prevent and respond to incidents of sexual violence including sexual assault, domestic violence, dating violence and stalking. These guidelines apply to all students, faculty, staff, contractors, and visitors.

MSKGI's student conduct process is designed to afford a complainant (the person who is bringing a charge) and a respondent (the person who is answering a charge) a fair, prompt, and appropriate resolution process. The process is designed to help persons who need support as they address these incidents.

The MSKGI Prohibited Sexual Conduct Policy and Procedures are available through a link on the MSKGI website and on the student website, the Hub. MSKGI is committed to increasing the awareness of and preventing sexual violence. All incoming students and new employees are provided with training on the topics of sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Students are also offered programming on the topic of consent culture, healthy relationships, and bystander intervention. Student Life staff are trained on these topics and may offer students information about risk reduction, sexual education, and MSKGI policies and procedures.

First-year students must complete the following courses:

- Alcohol and Drugs
- Sexual Violence Prevention for Undergraduate Students
- Title IX Essentials for International Students
- Mental Health and Well-being

Second-year students must complete the following courses:

- Alcohol and Drugs (refresher)
- Bystander Intervention Every Choice
- Clarifying Consent
- Mental Health and Well-being

The student body government, Associated Students of Minerva, also has a representative focused on working with staff to address Title IX community concerns. Workshops and programs outside of the mandatory programs are also offered to students across all years, during the academic year.

Reporting an Incident

If a student, employee, or visitor has been the victim of an incident of sexual violence, this individual should immediately report it to the Deputy Title IX Coordinator for MSKGI, Susan Christopher, at susan@minerva.kgi.edu. MSKGI officials will assist victims in notifying law enforcement, including local police, if they elect to do so. Victims are also entitled not to report to law enforcement. Any student or employee who reports an incident of sexual violence, whether the offense occurred on or off-campus, shall receive a written explanation of their rights and options.

A sexual assault is any sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent. This category also includes incest and statutory rape. Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim. Dating violence means violence committed by a person who is or has been in a romantic or intimate relationship with the victim. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Title IX Procedures

MSKGI strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal action, students, employees, and other affiliates may also face disciplinary action by MSKGI. Members of the community found guilty of violating policies on sexual assault may be subject to penalties up to and including expulsion for students and termination for employees. In short:

- The Title IX Coordinator for MSKGI will facilitate an investigation into any alleged sexual misconduct with all due haste.
- The Title IX Coordinator for MSKGI will meet with both complainant and respondent, providing impartial information about policies and procedures to be followed. Both parties have the right to be accompanied by an advisor of their choice.
- Interim measures will be taken as necessary to protect an individual's safety as well as the security of the community. These may include interim suspension, a non-contact order, or other appropriate restrictions.
- If warranted, MSKGI will follow the procedures to investigate fully and hold a hearing to determine responsibility. Using a preponderance of evidence standard, the hearing

panel will make a recommendation of sanctions if a respondent is found to be responsible.

- Both the complainant and the respondent shall simultaneously be informed in writing of the outcome and provided with information about the appeals process.
- Both the complainant and the respondent may appeal any ruling made by the Hearing Panel.
- In all proceedings, including any related meetings, both the accused and accuser are entitled to the same opportunities to have others present including the Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.

MSKGI recognizes the sensitive nature of sexual violence and will protect the privacy of any individual who reports an incident of sexual violence as much as possible, and identifying information about the victim shall not be made public. Reports made to medical professionals and licensed mental health counselors will not be shared with third parties except in cases of imminent danger to the victim or a third party.

Procedures Victims Should Follow

If an incident of sexual assault, domestic violence, dating violence or stalking occurs, it is important to take the following steps:

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence – The victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s(he) has a medical exam. Any clothing removed should be placed in a paper bag. Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam and/or police department.
- Get medical attention as soon as possible – An exam may reveal the presence of physical injury of which the victim is unaware. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraceptive pills are offered to all victims at the time of the exam (if the victim presents within 120 hours) to help prevent pregnancy from occurring as a result of the rape. If the victim reports memory loss, loss of consciousness, or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Some of the commonly used “date rape” drugs, however, are only detectable in the urine for six to eight hours after ingestion.
- Evidence of violence, such as bruising or other visible injuries following an incident of domestic or dating violence should be documented, including through the preservation of photographic evidence.

- Evidence of stalking including any communication, such as written notes, voicemail, or other electronic communications should be saved and not altered in any way.
- Contact the police – Sexual assault is a crime; it is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. The final decision to prosecute is determined by the District Attorney.
- Talk to a counselor – Seeing a counselor may be important in helping the victim understand his/her feelings and begin the process of recovery.
- Local and National Resources:
- Rape Crisis 24-hour Hotline: 415 647 7273
- Woman Inc. 24-hour Crisis Line Support for domestic violence: 415 864 4722
- RAINN National Sexual Assault Crisis Hotline: 800-656-HOPE (800-656-4673)

<http://www.rainn.org/get-help/national-sexual-assault-hotline>

RAINN, the national sexual assault crisis hotline is a clearinghouse for local crisis hotlines. When a caller calls the hotline, a computer notes the area code and first three digits of the caller's phone number. The call is then instantaneously connected to the nearest RAINN member center. If all counselors at that center are busy, the call is sent to the next closest center. The caller's phone number is not retained, so the call is anonymous and confidential unless the caller chooses to share personally-identifying information. If a victim of a sexual assault or relationship violence incident requests a change in her or his living arrangements or academic schedule, the Office of Student Life, and other offices at MSKGI, will assist the individual with making these changes, as long as they are reasonably available.

Victim Accommodations

Whether or not a student or employee reports to law enforcement and/or pursues any formal action, MSKGI is committed to providing them as safe a learning and working environment as possible. Upon request, MSKGI will make any reasonably available changes to a victim's academic, living, transportation, and or working situation. Students may contact the Dean of Students for assistance, and employees may contact their supervisor for assistance.

If a victim reports the matter to law enforcement, the police may assist them in obtaining a restraining/protective order from a criminal court. MSKGI is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. MSKGI is also committed to protecting victims from any further harm, and the Deputy Title IX Coordinator may issue a temporary no-contact order pending the outcome of any conduct proceeding.

Rights of the Parties Involved in Sexual Misconduct

The following rights apply to all Reporting Parties and Responding Parties under MSKGI's Prohibited Sexual Conduct (PSC) policy during an Investigation and Appeal processes:

- The right to investigation and appropriate resolution of all credible reports of sexual misconduct or discrimination made in good faith to a Responsible Employee or Title IX Coordinator at Minerva
- The right to have Minerva policies and procedures followed without material deviation
- The right to be treated with care and respect by all Minerva staff and any external Investigators involved in the process
- The right to preservation of privacy, to the extent possible and as permitted by law
- The right not to be discouraged by Minerva officials from reporting sexual misconduct or discrimination to both internal and external authorities
- The right to be informed of options to notify proper law enforcement authorities, and the option to be assisted by Minerva staff in notifying such authorities, if desired, as well as the right not to report to law enforcement authorities
- The right to be notified of available counseling/mental health, medical, and advisory resources and services, as well as the right not to seek these services
- The right to be fully informed of Minerva policies and procedures as well as the nature and extent of all alleged violations contained within an official report of Prohibited Sexual Conduct
- The right to notification of and options for, and available assistance in, 29 establishing Contact Restrictions after an alleged incident of Prohibited Sexual Conduct, if so requested and if such changes are reasonably available
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence
- The right to a Support Person to advise the Party at any stage of the process, within guidelines described in this Policy
- The right to be fully informed of the nature of any investigation, including alleged violation and possible sanctions, as dictated by this Policy
- The right to decline to give a statement or otherwise participate during any part of an Investigation or Appeal process
- The right to receive a written Notice of Concern that informs the Parties that a Formal Investigation will take place and describes the Formal Investigation process, if applicable
- The right to participate in both preliminary and formal investigation processes, including by identifying witnesses and/or providing relevant information to the Investigator
- The right to receive a written Investigation Report of the Formal Investigation process, once completed

- The right to receive timely notice of an interview date and adequate time for preparation, as well as the right to review all documentary evidence available regarding the allegations, including the Preliminary Investigation Report, subject to the privacy limitations imposed by state and federal law
- The right to be informed of the names of all witnesses who are interviewed
- The right to petition that any staff member involved in the Investigation or Appeal process be recused on the basis of demonstrated bias
- The right not to have irrelevant prior sexual history admitted as evidence in an Investigation
- The right to receive written notification of the outcome of an Investigation, if applicable, including information about the Appeal policy and process
- The right to participate in the Appeal process
- The right to receive written notification of the final outcome of the process, once a final decision about sanctions is made after any possible appeal
- The right to a fundamentally fair resolution, as defined in these procedures, including the right to a decision based solely on appropriate evidence presented during the resolution process
- The right to be informed in advance of any public release of information regarding the incident

Disciplinary Procedures for Parties Involved in Sexual Misconduct

Incidents of sexual misconduct may be resolved through the institution's formal or informal process. Incidents of a potential violation of the institution's Prohibited Sexual Conduct Policy will be reviewed to the Title IX Coordination who will oversee the intake and preliminary inquiry. As a result of this Preliminary Inquiry, the Title IX Coordinator will make two threshold determinations:

1. Do the allegations describe conduct that, if true, constitute a violation of the Prohibited Sexual Conduct Policy?
2. If so, should the resolution be pursued through informal or formal means?

Informal Resolution

If the first threshold is met, the Title IX Coordinator will determine whether the report may, at the choice of the parties, proceed through informal resolution. Informal resolution is not an option in cases alleging sexual assault or violence. If the allegations involve less severe forms of sexual harassment that do not suggest violence, for example, an informal resolution may be appropriate. If so determined, the Title IX Coordinator will ask both the Reporting Party and the Responding Party whether they would agree to pursue informal resolution of the complaint.

The Title IX Coordinator will meet separately with both Parties to discuss potential alternative resolutions based on the Parties' statements and (if applicable) other information available, and to identify possible alternative resolution(s).

Possible resolutions include:

- Temporary or permanent contact restrictions between the parties
- Change of a student's residence location
- Change of a student's work-study arrangements
- Change of an employee or contractor's work arrangements
- Change of a student's academic class assignments, or other academic accommodations
- A written apology from the Responding Party
- Educational remedies
- Community Service

Either party may request that the informal resolution be facilitated by an independent mediator. If both parties and the Title IX Coordinator agree that the use of a mediator would be appropriate and beneficial, the Title IX Coordinator may, at his or her sole discretion, select a qualified mediator who is not a member of the Minerva community to assist in the informal resolution process. At any time during the informal resolution process, either Party or the Title IX Coordinator may suspend or terminate the mediator's involvement. The Parties may, by mutual agreement and the agreement of the Title IX Coordinator, continue with the informal resolution process even after suspension or termination of the mediator's involvement.

If all parties reach an agreement on an appropriate resolution, the Title IX Coordinator will issue a letter outlining the terms of the resolution to be distributed to both parties.

Formal Resolution

When it is determined that a formal resolution must proceed, the Title IX Coordinator will meet with the Reporting Party to finalize their statement, and prepare a written Notice of Concern that will be provided to both the Responding Party and the Reporting Party to inform them that a Formal Investigation will take place. Both Parties will be informed simultaneously, as reasonably possible, without undue delay and usually within one business day of the decision.

The Notice of Concern will include:

- Reporting Party's name
- Specific policy violation(s) alleged
- Date(s), time(s), and location(s) of alleged policy violations
- Brief description of allegation(s)

The Responding Party will be offered the chance to meet with the Title IX Coordinator within five business days to review all relevant policies and procedures (including retribution and alcohol/drug amnesty policies), mental health resources, any interim measures in place, their rights with regard to Support Persons, and any questions they might have about these procedures. If the Responding Party does not respond or is unable to meet within five business days, this information will be provided in writing.

The Title IX Coordinator will either serve as an Investigator or appoint an Investigator to conduct an impartial, fact-finding investigation. Both Parties will be notified in writing of the name of the Investigator and have three business days to object in writing to the Dean of Students regarding the selection of the Investigator based on bias or conflict of interest. The Dean of Students will determine whether an objection is substantiated and will replace any Investigator deemed to have bias against either party or have a conflict of interest.

An investigation process will work to collect all relevant evidence and develop a final investigation report. A panel of three trained professional staff will act as a Review Panel to review the report and ask questions of both parties.

The Review Panel will use a Preponderance of Evidence standard to determine whether it is more likely than not that the Responding Party violated the policies summarized in the Investigator's Report. The Panel must reach a unanimous decision with respect to each alleged policy violation.

The Review Panel will issue a Panel Review Letter outlining its determination with respect to each finding and any sanctions it recommends to the Title IX Coordinator based thereon. The Title IX Coordinator will review the Panel Review Letter and make any revisions in light of accuracy, privacy, and fairness. The Reporting Party and the Responding Party will receive a copy of the Panel's Decision Letter simultaneously and without undue delay. If the Responding Party is found to be responsible for one or more policy violations, the Title IX Coordinator will forward the Panel Review Letter to the Director of Student Life for students or Chief Financial Officer for employees and contractors to make the final decision concerning the sanction(s) and issue the Decision Letter stating the findings and sanctions.

In the case of less serious forms of Prohibited Sexual Conduct, part of the recommended resolution may involve a voluntary mediation process between the Parties.

When the Review Panel summary concludes that the Responding Party is responsible for one or more policy violations, the possible sanctions are as follows:

For students:

- Warning
- Required Training or Education
- Removal from Minerva Housing
- Exclusion from Specific Minerva Student Activities
- Probation
- Suspension*
- Expulsion*
- Withholding Diploma*
- Revocation of Degree*

*Noted on student's permanent record/transcript

For Employees:

- Warning
- Required Training or Education
- Demotion
- Suspension without Pay
- Suspension with Pay
- Termination

On- and Off-Campus Resources

Other important resources are offered to victims of sexual violence including psychological counseling and referrals for medical treatment and advocacy, as requested. Professional counselors are located at all campus locations, and all students have access to My Student Support Program (MySSP), a globally accessible resource for 24-hour counseling. Staff are available to assist any student and employees' supervisors will assist employees as they consider their options for recourse and navigate through resources. A victim need not make a formal report to law enforcement or MSKGI to access resources, including the following.

- Care at local hospitals:
 - **Zuckerberg San Francisco General Hospital**
1001 Potrero Avenue
415-206-8000 (general information)
<http://zuckerbergsanfranciscogeneral.org>
 - **St. Francis Memorial Hospital**
900 Hyde St.
415-353-6000
- Treatment and testing by his/her own health care provider.
- Eligible employees may wish to contact the confidential Employee Assistance Plan (EAP), which is available through the benefits program by calling Integrated Behavioral Health at 1-800-386-7055 (available 24 hours a day, seven days a week). A professional counselor can assist by phone.
- Psychological counseling for students is available by contacting the team email for Counseling & Psychological Services (CAPS), differing by city (e.g., wellbeing@minerva.kgi.edu for San Francisco, wellbeing.SEL@minerva.kgi.edu for Seoul, etc.)

Student Disciplinary Proceedings Results

Discipline Record-Keeping/Disclosure

All documentation of Allegations, Reports, Investigations, Hearings, Resolutions, and Sanctions will be maintained by the Dean of Students in a secure manner for at least seven years.

Student records are protected from release under FERPA. However, Minerva observes the following exceptions:

Upon request, Minerva will disclose the results of a disciplinary proceeding for a violent crime or non-forcible sex offense (incest or statutory rape) to: The victim of such a criminal offense, or the next of kin if the victim is deceased.

Minerva may release publicly that a violation took place, the nature of the violation, and the sanction for any violation of a policy that is a crime of violence, including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property, intimate partner violence, stalking and kidnapping/abduction. In doing so, Minerva will inform the Respondent in advance and will not release any information that could lead to the identification of the Complainant.

Additional Information Regarding the Student Code of Conduct

MSKGI provides all students with MSKGI regulations, policies, and procedures governing student conduct. MSKGI policies and procedures including the Code of Student Conduct are published in the Student Handbook, found on the MSKGI website. In addition, students who live in the residence halls are bound by the policies governing conduct in student housing. These policies are in the residential agreement that students sign before moving into housing. If you have additional questions, special needs, or wish to request a hard copy of this information, please email studentlife@minerva.kgi.edu.

Sex Offender Registration Policy

Members of the general public may request information concerning sexually violent predators in the community by visiting the San Francisco Police Department. This information is also available on the Internet at <http://www.meganslaw.ca.gov/>.

ON-CAMPUS STUDENT HOUSING FACILITY SPECIFIC POLICY STATEMENTS

Missing Student Notification Procedure

Any member of the Minerva community who has reason to believe that a student who resides in on-campus housing has been missing should immediately notify professional staff by calling the Emergency Response Number (415) 864-9010. It is not necessary to wait until a student has been missing for 24 hours before making a report. Local law enforcement will be informed within 24 hours. For purposes of this policy, a student is considered missing when the student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits, or routines

Fire Safety Report

Residence Hall Fire Drills Fire Drills are conducted in residential buildings one time every academic semester when students occupy the building. Building management inspects all residential buildings annually and Minerva or the Building Management corrects any identified violations consistent with the requirements of the inspection program.

Minerva takes Fire Safety very seriously and continues to enhance its programs for the community through education and enforcement. Educational programs are presented each year to faculty, staff and students so they are aware of the rules and safe practices. These resources, including the Emergency Management Plan for each location, which covers identification and prevention of fire hazards, actual building evacuation procedures and drills, specific occupant response to fire emergencies, and hands-on use of fire extinguishers. Staff in residential buildings are trained in safety precautions and emergencies, including fire safety.

Building owners maintain and tests all fire alarms and automatic fire suppression systems in accordance with the appropriate California Fire Code and National Fire Protection Association Standard to insure system readiness and proper operation in the event of a fire emergency

Campus Fire Safety Policies:

Prevention is the most effective way to avoid the safety hazards associated with fire and each resident has a responsibility to other Residents to practice prevention. Each resident agrees to take part in Fire Training or Drills on a regular basis. ***The basic rule of fire safety is to exit the building as quickly as possible (in an orderly fashion).*** Basic fire safety practices shall be used by residents at all times, including: testing an exit door when fire alarms sound to check if the door is hot, prior to opening; crawling on the floor and covering face with a wet towel or

item of clothing to avoid smoke inhalation when exiting a fire; and staying out of Building once Resident has made his/her way out of the Building. Residents must meet at the designated assembly point to await further instructions and to allow Minerva to account for each resident's presence or absence.

The designated assembly point for 16 Turk Street is located on Market Street between 929 Market St. and 969 Market St.

The designated assembly point for 851 California Street is located at the corner of Powell Street and California Street near the Stanford Court Hotel. (This building was not in use in 2019-20 but will be used in 2020-21.)

To enhance fire and life safety in the Building:

- Occupants cannot alter permanent electrical circuits.
- Appliances, lamps, and other electrical equipment with damaged, worn, cracked, or frayed cords and plugs must be replaced.
- All lighting fixtures must use only light bulbs of type and wattage as recommended by the manufacturer. Lampshades must also meet manufacturer specifications for the specific fixture.
- Electrical cords or other communication cables may not be installed/placed under carpets, hung over nails, or run through doorways/windows.
- The following are prohibited in Units: multi-plug adapters (the type that are affixed directly to the wall outlet), cube adapters, unfused power strips, or items such as air fresheners with built-in outlets.
- Grounded relocatable power taps or "surge protector strips" with heavy-duty cords and a "reset" switch will be the only allowable receptacle extensions from wall outlets. Each power tap shall be connected directly into a wall receptacle and they shall not be plugged into one another.
- Non-fused extension cords and flexible cords are prohibited in Building, OPEN FLAMES (from any source) and burning materials of any kind are absolutely prohibited in the Building.
- Light fixtures must have a proper globe or deflector in place. Any open bulb fixtures are a fire and life safety hazard and should be reported.
- Additional wall coverings (e.g. paneling, wallpaper) cannot be installed by Residents.
- Candles and incense are strictly prohibited in buildings, even if such items are unlit or being used for decorative purposes only. The burning of anything, including candles, paper, and incense will incur a \$200 fine.
- No more than 10% of a Unit's wall surface area may be covered by potentially flammable objects. This includes but is not limited to posters, framed pictures, photos, flags, tapestries or any other decorative objects that are mounted on the wall. Residents in Units that surpass this 10% level may be required to remove items as necessary. In addition, wall hangings cannot contact electrical outlets or come closer than 12 Inches to any heating unit.
- Only Owner-authorized window coverings may be used by residents and must carry a recognized fire rating and be constructed of fire retardant material. No sheets, towels, flags or other materials may be used as window coverings.

- Living areas must be kept uncluttered and access to the doors clear. Hallways and stairways must remain clear and unobstructed.
- At no time may the maximum capacity restrictions of a Unit or the Building be exceeded.
- Misuse of fire safety equipment (such as fire alarms, external metal fire escapes, and internal fire staircases accessible from particular units) or Building equipment (elevators) may result in fines or discipline for repeat offenses. Use of fire escapes and fire staircases, except in event of fire, will result in a fine of \$300, and each time thereafter with increasing fines and the second instance triggering disciplinary proceedings. In addition, such resident or residents shall pay the cost of any maintenance visit by fire escape contractor, if needed, to return stairs to their prior condition. Intentional use of a fire alarm to issue a false alarm is subject to a \$500 fine (or the actual cost, if higher, of a San Francisco Fire Department response).

Smoke-Free Zone: To enhance health, fire, and life safety in the Building, the Building is 100% smoke-free. Residents and their guests must refrain from all forms of smoking (including but not limited to cigarettes, vaporizer/e-cigarettes, cigars, marijuana--even if provided pursuant to a legal prescription) and from the use of any and all types of smoking apparatus or paraphernalia in and around the building, including in outdoor common areas, on fire escapes, in fire exit staircases, and on the sidewalks, parking lots, and roads adjacent to the Building, except as permitted by law or the Owner. San Francisco has some of the most restrictive smoking laws in the U.S., which restrict smoking within 15 feet of doors and windows. Any resident caught smoking or possessing smoking apparatus or paraphernalia in any area of the Building, including all outdoor patio(s), will be charged \$250 per occasion and may be subject to removal from the Unit and/or Building for continued violations.

Fire Incident Reporting

Students/Staff are required to report all fires to Minerva by completing the Incident Report Form found at <https://www.bit.ly/MinervaReports>. These reports are reviewed by the Dean of Students and entered into the Fire Log. In an emergency, please contact 911 directly and make sure you give them detailed information about your location. Once the emergency has passed, students and staff will complete the incident report form.

Fire Safety Education and Training Programs for Students, Faculty and Staff

All Professional residential staff and Building Assistants participate in annual safety training. Typically, the training involves multiple training modules:

- Building evacuation procedures
- Use of fire extinguishers
- Common fire code violations
- Minerva rules/regulations concerning appliances, open flames, prohibited items and smoking

Fire Drills are conducted in all residential buildings at least once a year. Students/Staff are required to report all fires using the incident reporting form. The Dean of Students will review those reports and ensure they are entered in the required Fire Log.

In the event of a fire at headquarters:

1. Call 9-1-1 in the event of a medical emergency or fire.
2. In the case of an emergency, employees' first priority should be their own safety.
3. Proceed quickly and calmly to the fire exits during an evacuation.
4. In the office, fire extinguishers can be found by the reception desk and by both bathrooms.

In the event of a fire at the residential hall:

In serious emergencies, calls are first placed to 9-1-1 and then to the MSKGI SF Emergency phone (held by professional staff). Proceed quickly and calmly to the fire exits during an evacuation.

The designated assembly point for 16 Turk Street is located on Market Street between 929 Market St. and 969 Market St.

The designated assembly point for 851 California St is located at the corner of Powell Street and California Street near the Stanford Court Hotel.

Plans for Future Improvements in Fire Safety

Minerva continues to monitor trends related to residence hall fire incidents and alarms to provide a fire-safe living environment for students. New programs and policies are developed as needed to help ensure the safety of all students, faculty and staff.

Fire Statistics Log

Fire Statistics Log						
Residential Facility	Total Fires In Residential Facility	Time of Incident	Date of Incident	Number of Incidents Requires Professional Medical Treatment	Number of Deaths Related to Fire Incidents	Value of Property Damage Related to Incidents
16 Turk St	0	-	-	0	0	\$0

Crime Statistics

Definitions of Reportable Crimes

Primary Crimes:

Murder/Manslaughter – defined as the willful killing of one human being by another.

Negligent Manslaughter – is defined as the killing of another person through gross negligence.

Sex Offenses – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. *Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.*
- B. *Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.*
- C. *Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
- D. *Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.*

Robbery – is defined as taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – is defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary – is the unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – is 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, personal property of another, etc.

Hate Crimes

Hate Crimes – Hate crimes are bias-motivated crimes where the victim has been intentionally selected because of the perpetrator’s bias. Bias categories include: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability. Hate crimes include all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes.

Larceny/Theft – includes pocket-picking, purse snatching, shoplifting, theft from building, theft from a motor vehicle, theft of motor vehicle parts or accessories, and all other larcenies.

Simple Assault – an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism or Property (except Arson) – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice To Determine Hate Crimes:

Hate Crimes - Hate crimes are bias-motivated crimes where the victim has been intentionally selected because of the perpetrator’s bias. Bias categories include: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability.

Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

Gender – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity/National Origin – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

VAWA (Violence Against Women Act) Offenses:

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic Violence – A felony or misdemeanor crime 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 the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, 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 in which the crime of violence occurred.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (i) Fear for the person's safety or the safety of others; or
- (ii) Suffer substantial emotional distress.

Arrests and Referrals:

Disciplinary Referrals - Include those individuals referred to the Formal Disciplinary Process for liquor law, drug law, and illegal weapons violations. The numbers include incidents that are reported via incident reports and reports provided directly to Student Life Directors from other members of the Minerva community.

Drug Abuse Violations - Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine). In CA, simple possession of not more than an ounce of marijuana (other than concentrated cannabis) is a non-criminal infraction.

Liquor Law Violations - The violation of California laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Weapons Law Violations - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

2019-20 Minerva Schools at Keck Graduate Institute Crime Statistics Chart

This chart includes data based on calls for service placed to the San Francisco Police Department as well as any reports submitted internally through the Official Minerva Reporting Form.

Most calls for service do not generate police reports.

Clery Geography

Clery geography is clearly defined across three categories:

- On-Campus
 - Building or properties owned or controlled by the institution used for the educational purpose of the institution or anything that is reasonably contiguous.
- Public Property
 - Any public property that is immediately within or immediately adjacent your campus.
- Noncampus
 - Owned or controlled by the institution that is not reasonably contiguous to that core campus or main campus, but is frequently used by students and things that occur there do support the educational purposes. Locations operated by the institution outside of the United States are included in non campus statistics.

Crime Statistics

Crime Statistics 2019 - 2020					
Offense	Academic Year	All On-Campus	On-Campus Residential*	Non Campus	Public Property**
Criminal Homicide					
<i>Murder and Non-negligent Manslaughter</i>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<i>Negligent Manslaughter</i>	2017	0	0	0	0
	2018	0	0	0	1
	2019	0	0	0	0
Sexual Assault					
<i>Rape</i>	2017	0	0	0	2
	2018	0	0	0	0
	2019	0	0	0	1
<i>Fondling</i>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<i>Incest</i>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
<i>Statutory Rape</i>	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0

Offense	Academic Year	All On-Campus	On-Campus Residential*	Non Campus	Public Property**
VAWA Offenses					
Dating Violence	2017	2	2	0	0
	2018	0	0	0	0
	2019	1	1	1	0
Domestic Violence	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Stalking	2017	1	1	0	0
	2018	0	0	1	0
	2019	0	0	0	0
Other Offenses					
Robbery or Theft-related Offense	2017	4	4	2	13
	2018	3	3	2	9
	2019	0	0	1	26
Aggravated Assault	2017	0	0	0	32
	2018	0	0	0	27
	2019	0	0	0	22
Burglary	2017	1	1	4	0
	2018	14	14	4	0
	2019	0	0	1	0
Motor Vehicle Theft	2017	0	0	0	0
	2018	0	0	0	1
	2019	0	0	0	6
Arson	2017	0	0	0	2
	2018	0	0	0	0
	2019	0	0	0	3

Vandalism	2017	0	0	0	8
	2018	2	2	0	0
	2019	0	0	0	0

Offense	Academic Year	All On-Campus Property	On-Campus Residential*	Non Campus	Public Property**
Arrests & Disciplinary Action Referrals					
Weapons Law Arrests	2017	0	0	0	3
	2018	0	0	0	3
	2019	0	0	0	4
Weapons Law Referrals for Disciplinary Action	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Drug Law Arrests	2017	0	0	0	16
	2018	0	0	0	21
	2019	0	0	0	12
Drug Law Referrals	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Liquor Law Arrests	2017	0	0	0	0
	2018	0	0	0	0
	2019	0	0	0	0
Liquor Law Referrals for Disciplinary Action	2017	7	7	0	0
	2018	9	9	1	0
	2019	3	3	0	0

* All crimes listed in On-Campus Residential statistics are included in the All On-Campus Property statistics

** All public property, including thoroughfares, streets, and sidewalks, that is immediately adjacent (within a one block radius around the respective address both 1145 Market Street and 16 Turk Street) to and accessible from the "campus," which includes the office and the residence hall.

Hate Crimes:

The following statistics represent hate crimes within Clery Act geographic areas for the last three years and details: the bias category, geographic category, crime category and year of the hate crime.

2017- There were no reported hate crimes.

2018- There were no reported hate crimes.

2019- There were no reported hate crimes.

Unfounded Crimes:

Unfounded crimes are reported for all Clery Act geographic categories for all Clery Act crimes.

2017- There were no unfounded crimes.

2018- There were no unfounded crimes.

2019- There were no unfounded crimes.