

## CAMPUS SAFETY POLICY

### Purpose and Scope

This policy applies to all employees, students, contractors, and visitors at KGI. It highlights KGI's dedication to maintaining a safe, secure, and healthy campus environment and serves as the primary framework for KGI's safety practices, which are detailed in specific policies and procedures.

### Policy

KGI prioritizes the safety and well-being of its community. All students, faculty, staff, and especially supervisors are expected to actively uphold and promote a culture of safety. KGI will:

- Establish and maintain a safe and healthy environment for academic, research, and operational activities
- Utilize and enforce safe practices and protocols in all operations
- Promptly identify, report, and correct unsafe conditions or behaviors
- Integrate, where feasible, environmental protection and sustainability into campus operations
- Comply with all applicable local, state, and federal safety and health regulations
- Consider safety and accessibility in the design, construction, renovation, and maintenance of facilities
- Provide ongoing safety training and emergency preparedness exercises for students, faculty, and staff
- Maintain an Emergency Preparedness Committee to coordinate campus-wide emergency response efforts
- Publicize tools for anonymous reporting, including the *LiveSafe* app
- Conduct periodic safety audits, risk assessments, and reviews of procedures to ensure continuous improvement

## **Campus Safety Office**

The Campus Safety Office is in building 517, Room 122. The Office provides:

- 24/7 patrols of all campus buildings, parking, and streets
- Response to incidents and assistance with campus emergencies
- Monitoring of alarms and surveillance cameras
- Enforcement of campus regulations, including traffic and parking
- Assisting law enforcement and other emergency service providers

**For emergencies, dial 911.**

**On-campus emergencies: Dial (909) 607-8736 or extension 78736.**

Campus Safety can also be reached via email at [KGI\\_CampusSafety@kgi.edu](mailto:KGI_CampusSafety@kgi.edu).

## **The Annual Security and Fire Safety Report**

The Annual Security and Fire Safety Report for KGI is located online at the following address: <https://www.kgi.edu/clery-reporting>. This report discloses campus safety policies and campus crime statistics.

## **Anonymous Reporting**

Safety incidents may be reported by using the following online form: [link here](#). This form allows for anonymous reporting.

Incidents can also be reported to the Campus Safety Office using the [“Silent Witness” online form](#). (This form should not be used for emergencies or crimes-in-progress.)



**KECK GRADUATE INSTITUTE**

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## **Related Policies**

1. Demonstration Policy - <https://www.kgi.edu/policies/demonstration-policy.html>
2. Drug-Free Campus & Workplace Policy - <https://www.kgi.edu/policies/drug-and-alcohol-prevention.html>
3. Title IX - <https://www.kgi.edu/policies/title-ix.html>

Approved by Cabinet

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Responsible Officer – Vice President of Finance & Administration