

# ST. THOMAS UNIVERSITY

## 2023 ANNUAL SECURITY & FIRE SAFETY REPORT



# Annual Safety Report 2023

## St. Thomas University

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Dear St. Thomas University community,

I am pleased to introduce the 2023 Annual Security and Fire Safety Report for the 2022 calendar year for St. Thomas University. Not only does this report comply with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act, but it is also part of our ongoing effort to inform you of the safety programs and services available and the steps you can take to maintain your safety and the security of others.

We rely on all members of the STU community, now known as STUwards, to help identify and report potential safety concerns. In addition, certain individuals and departments have unique responsibilities for helping to ensure a safe and secure campus; they include those identified as Campus Security Authorities and the Public Safety Department.

The safety and well-being of our students, faculty, staff, and visitors are our foremost concern. The best protections against campus crime are a strong campus safety presence; an effective partnership with local law enforcement; an aware, informed, alert campus community; and a commitment to reporting suspicious activities and using common sense when carrying out daily activities.

Safety and security are a shared responsibility, and we expect all current and prospective community members to contribute to the safety and security of our campus. While crimes and incidents may occur, diligence in observation and reporting assists us in creating the safe campus we aim to provide. We all have an important role to play in keeping our fellow Bobcats and our campus community safe. The University has made great strides in the last year to improve public safety on campus including updating all lighting across campus, bringing the public safety department in house to create better operational control, adding cameras to all facilities and updating old cameras, launching a safety committee, and creating a robust training platform for all departments and public safety.

During the global pandemic, new safety measures and compliance initiatives became even more important. Any changes to policies and procedures that would impact the Annual Security and Fire Safety Report (ASFSR) policy statements in response to the pandemic are noted within this document.

President, David A. Armstrong J.D.



# **Preparation of the Annual Security Report and Disclosure of Crime Statistics**

As part of the annual statutory requirement set forth in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, St. Thomas University prepares an Annual Security Report to help current and future students, as well as their parents and/or guardians, to understand campus security trends and policies and programs aimed at identifying, deterring and curtailing crime. The University uses information maintained by the University's Office for Public Safety, information provided by other University offices such as Student Affairs, Residence Life, Athletics, Compliance, and other Campus Security Authorities. Information is also provided by local law enforcement agencies surrounding the St. Thomas University campus, including the Miami Gardens Police Department.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, as well as in certain off-campus buildings or property owned, leased or controlled by STU. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs.

The University distributes a notice of the availability of this Annual Security Report by October 1 of each year to the University community.

## **Department of Public Safety**

The Department of Public Safety (DPS) protects and serves the STU community 24 hours a day, 365 days a year. The department supports and delivers a number of campus safety and security programs including community safety and crime prevention programming, physical security, and special event management. The department is staffed and equipped to receive and respond to safety-related reports 24 hours a day.

DPS officers are not sworn law enforcement personnel, and, therefore, do not have authority to make arrests and their jurisdiction is limited to University properties. DPS maintains a close working relationship with local law enforcement agencies, particularly the Miami Gardens Police Department.

DPS strongly encourages the accurate and prompt reporting of incidents or crimes. Accurate and prompt reporting ensures DPS can evaluate, consider, and send timely warning notices. We encourage all STU community members to immediately report all crimes that occur on campus or other University property to DPS at 305-628-6500, Miami Gardens Police at 305-474-6473, or to dial 911.

# **SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

## **Academic and Administrative Buildings**

During normal business hours, the St. Thomas University campus is generally open and accessible to students, faculty, staff, and registered University visitors. Most academic and administrative buildings are open during normal business hours (typically Monday through Friday, from 9 am to 5 pm, except holidays) and are typically secured during the late evening hours, depending upon class schedules, special event scheduling, and community usage. In addition, DPS regularly patrols the interiors and exteriors of all campus facilities, including designated 24-hour buildings.

DPS officers patrol the campus grounds via foot and golf carts; conduct regular interior and exterior checks of academic and administrative buildings; and respond to incidents occurring anywhere within the University's Clery geography. In addition, DPS will provide security escorts when requested for staff members, students, and faculty.

## **Residence Halls**

Access to residence halls is restricted to St. Thomas University students, authorized staff and approved guests, and the halls. DPS routinely patrols the common interior areas, spaces, and hallways of buildings equipped with such common spaces and regularly patrol the exteriors of all campus residence halls. Residence hall assistants and student staff also enforce campus policies and security measures within the residence halls to achieve a community respectful of individual and group rights and responsibilities.

Over extended breaks, the doors of all halls will be secured around the clock. Students are reminded to make travel arrangements; accordingly, all students must vacate the residence halls during this break. Extended Break Housing for students who cannot return home or leave campus may be provided. Should a student need extended break housing accommodation during any portion of the break, they must complete and submit a request form.

## **Access to Campus via the Main Gate**

The STU ID allows entry through the automated gate lanes for students, faculty, and staff into the campus. DPS reserves the right to stop an STU student, faculty, or staff member to verify identification at the gate. If a member of the campus community does not have their STU ID present, they must utilize the 'visitor' lane, show proof of identification (i.e., Drivers' License), and completely fill out a Campus Visitor Form. Additionally, all guests of campus must provide proper identification to DPS at the gate to be admitted.

## **Access Form to Gain Access to Campus**

STU students, faculty, or staff entering campus in a vehicle without a valid parking decal must utilize the 'visitors' lane to be issued a temporary parking pass for that day. When requested, visitors must produce proper identification before entering. Anytime there is a question regarding the legitimacy of the visitor or vehicle, admittance will be denied.

## **Campus Guest Policy**

The STU community is welcome to bring guests to the campus but must assume responsibility for the conduct of their guests and must always accompany them. If a guest is asked to leave a specific area of campus, it is the responsibility of the STU host to cooperate with the University official making the request. The University reserves the right to exclude all guests from any area on campus in times of impending or actual crises or emergencies, such as hurricanes, campus disruptions, or bomb threats, and to exclude any guest(s) from any area of the campus for any reason the University deems appropriate.



To gain admittance to the campus, you must have a valid STU parking decal and student ID, be an invited guest or visitor of a student, faculty, or staff member. All guests authorized onto campus will be issued a guest parking pass, which is valid only for the date issued. A guest/visitor is defined as a person who is invited by another and registered using the online visitation or overnight guest form. For the purpose of this policy, this includes food deliveries, taxis, private transportation services (i.e., Uber, Lyft, DoorDash, GO Airport Shuttle, etc.), professional colleague, study partner/tutor, friend, or relative.

Guests or visitors may not bring animals on campus except for service animals.

### **Commuter Students, Faculty, and Staff Guest Guidelines**

All commuter students, faculty, and staff must send an email notice from their STU email account to Public Safety at [publicsafety@stu.edu](mailto:publicsafety@stu.edu) with the following information:

- Name of person;
- Company affiliated with, if appropriate;
- Date and estimated time for arrival; and,
- Destination of where the guest should be sent.

This information is required for all guest(s), every visit. Please notify guests that they are required to provide a government-issued, photo ID (i.e. a driver's license, passport, etc.) to DPS in order to receive entry to the campus.

### **Residential Student Guest Guidelines**

In addition to the email notice noted above, the residential student guest guidelines include:

- Students are responsible for the actions and behavior of their guest(s), visitor(s), or those they are hosting at all times.
- Student hosts must accompany their guests at all times.
- Guest(s) or visitor(s) visiting the residence halls should be registered with Residence Life staff.
- If a Guest(s) or visitor(s) violates STU policies, the host may be held accountable, and the guest or visitor may be asked to leave.
- Residents are responsible for accurately and adequately identifying their visitor(s) or guest(s) to University staff upon request.

Residents must always escort all guests in the Residence Halls. A resident's right to privacy and comfort takes precedence over the community member's privilege to have a guest. It is essential for roommates and suitemates to discuss visitation and to arrive at an acceptable agreement. Residents assume responsibility for the actions of their guests. If a guest is creating a disruption that affects a roommate, suitemate(s), other residents and/or the community, they may be asked to leave, and the resident will be held accountable for their actions. Residents are subject to sanctions for the misconduct of a guest and are liable for any damages caused by a guest. A guest is considered a non-resident student, utilizing the room of a resident student as a place of leisure, learning, or lodging. Each resident is permitted to have overnight guests reside in their residence hall room up to nine (9) nights per semester, with no overnight guest stay lasting more than three consecutive nights. Overnight guest requests must be submitted through the online overnight guest form 72 hours prior to the arrival of the guest and the residential student must receive written approval from Residence Life professional staff. No minors will be approved as an overnight guest.

## **Reporting Crimes and Other Emergencies**

The University has a number of methods for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate University officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire University community that you immediately report all incidents

to DPS to ensure an effective investigation and appropriate follow-up actions, including issuing a crime alert, timely warning, or emergency notification.

### **Reporting to the Department of Public Safety**

The University encourages all members of the University community to report all crimes and other emergencies that occur on campus to DPS in a timely manner. In an emergency, dial 911. DPS is available by phone at 305-628-6500 or in person, twenty-four (24) hours a day at the front gate. Though there are many resources available, DPS should be notified of any crime, whether or not an investigation continues, to ensure the University can assess any and all security concerns and inform the community if there is a significant threat to the University community. Additionally, though not all employees are considered Campus Security Authorities under Clery, all STU employees are required to report all Title IX offenses and/or crimes that occur on campus.

### **Voluntary, Confidential Reporting**

St. Thomas University encourages anyone who is the victim or witness of any crime to promptly report the incident to DPS and/or the local Miami Gardens Police Department. DPS does not have a voluntary, confidential reporting process because DPS reports are educational records and not law enforcement reports; thus, DPS cannot hold reports of crime in confidence. (Some reports may remain confidential pursuant to FS 119).

Students may make confidential reports to Pastoral Counselors, Professional Counselors, or the campus Health Clinic staff. When acting in their capacity and function as St. Thomas University counselors, pastoral counselors, medical professionals, and professional counselors do not make identifiable reports of incidents to DPS unless the student specifically requests them to do so. However, the University encourages counselors to inform students about reporting options to DPS.

**Pastoral Counselor:** An employee of an institution associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor:** An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and functioning within the scope of his or her license or certification.

### **Reporting to Other Campus Security Authorities**

While the University prefers that community members promptly report all crimes and other emergencies directly to DPS at 305-628-6500 or 911, we also recognize that some may prefer to report to other individuals or University offices. The Clery Act recognizes certain University officials and offices as "Campus Security Authorities (CSA)." The Act defines these individuals as "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."

The following University officials or members of designated offices, by virtue of their titles and position, are required to notify the police department of incidents of offenses occurring in certain geographic locations associated with STU:

1. University Department of Public Safety: All personnel
2. Office of Residence Life: All professional staff and resident assistants
3. Office of the Student Affairs: All professional staff
4. Athletic Department: Athletic director, administrators, trainers and coaching staff



5. Campus Life: All professional staff
6. STU faculty/staff advisors of registered student organizations
7. STU Associate Vice President for Compliance
8. Title IX Coordinator
9. Human Resources Director

## **Counseling Services**

### **Counseling Services**

- **Virtual Care App:** St. Thomas University offers free, unlimited access to therapists and on-demand crisis counseling by the Virtual Care web and mobile app. It is easy for students to get started by registering at [thevirtualcaregroup.com/stu](http://thevirtualcaregroup.com/stu). Students simply enter STU's zip code 33054 when prompted to do so. See the attached STU Virtual Care flyer for more information.
- **In-Person Counseling:** Students may schedule an in-person appointment with a counselor by calling 305-474-6893 or visiting the Office of Student Affairs (Student Union, Suite 205E).

### **Crisis Services**

- The Office of Student Affairs and Counseling Center will assess and assist students who are experiencing various levels of distress. Crisis appointments with a staff member are reserved for students who are experiencing suicidal thoughts, have been the victim of a recent crime, or have experienced a life-altering event. During business hours, students may walk into the Office of Student Affairs (Student Union, Suite 205E) or call 305-474-6893 to request an immediate appointment.

### **After-Hours Services**

- **Virtual Care App** - Services are available 24/7 and 365 days a year by logging onto the Virtual Care app, [thevirtualcaregroup.com/stu](http://thevirtualcaregroup.com/stu).
- **STU Staff - After Hours Emergency** - If a student's situation is an emergency after business hours, they are encouraged to contact:
  - **Department of Public Safety** - 305-628-6500.
  - **Resident Assistant On-Duty** - 786-298-0741

### **Hotlines**

- **National Suicide and Crisis Hotline** - Call 988 (<https://988lifeline.org/current-events/the-lifeline-and-988/>)
- **Crisis Text Line** - 741741 (<https://www.crisistextline.org>)

### **CARE Team Reports**

- The STU CARE Team is a behavioral intervention team that works collaboratively with faculty and staff to identify, track, and respond to students in distress. Faculty and staff are encouraged to report any incident or behavior that is concerning or may require intervention. The CARE Team uses these reports to assist the student, while also considering the behavior's impact on the greater campus community. When in doubt, make a report.

- To submit a report, please complete the form located here: [https://cm.maxient.com/reportingform.php?StThomasUnivFL&layout\\_id=4](https://cm.maxient.com/reportingform.php?StThomasUnivFL&layout_id=4) and provide as much information as possible.
- All submissions are reviewed as soon as they are received and are addressed within 24 hours. Due to privacy limitations, we may not be able to inform you of the outcome of your concern. If the team needs any further information, you will be contacted by a CARE Team member.

## **Consultation**

- STU's Office of Student Affairs and Counseling Center are available for consultation with faculty, staff, or fellow students who may have concerns about a student's well-being. We provide assistance regarding a student who may need resources, support, or an appointment to see a counselor or therapist. If you have any questions, please contact the Office of Student Affairs and Counseling Center at [studentaffairs@stu.edu](mailto:studentaffairs@stu.edu), [studenthealth@stu.edu](mailto:studenthealth@stu.edu), or call 305-474-6893. We wish you a healthy and successful academic year.

## **Student Health Center**

The Student Health Center is located in Building 15, adjacent to Cascia Hall dorms.

## **Mandatory Reporting of Child Abuse**

Under the Florida Protection of Vulnerable Persons Act, every individual in the state of Florida is required to immediately report known or suspected child abuse and child sexual abuse to the Florida Department of Children and Family Services' Abuse Hotline, with the definition of "child" including any person under the age of eighteen. This includes reporting suspected abuse committed by adults who are not the child's legal guardian and by juvenile sexual offenders. When in doubt, report. Your duty is triggered if you see, know, or have a reasonable suspicion that a child is being abused. "Abuse" means an act or threatened act that results in physical, mental, or sexual injury or harm that is likely to cause the child's physical, mental, or emotional health to be significantly impaired.

To report possible child abuse using the Abuse Hotline please go to: [reportabuse.dcf.state.fl.us](http://reportabuse.dcf.state.fl.us), call toll-free 1-800-962-2873 (TDD 1-800-453-5145), or report by fax to 1-800-914-0004. If a child is in immediate danger, call 911 first, and then report to DCF.

## **Reportable Crimes and Offenses**

### **CRIMINAL OFFENSES**

#### **Criminal Homicide**

The willful (non-negligent) killing of one human being by another.

The killing of another person through gross negligence.

#### **Aggravated Assault**

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

#### **Sexual Assault (Sex Offenses)**

- Rape is 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. This offense includes the rape of both males and females.
- Fondling is 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 or physical incapacity.
- Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.
- Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

### **Burglary**

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

### **Robbery**

Robbery is the 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.

### **Motor Vehicle Theft**

Theft or attempted theft of a motor vehicle.

### **Arson**

Arson is 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. Arson includes incidents where an individual willfully or maliciously burns his or her own property. Accidental fires such as a cooking fire are not included in this offense.

## **HATE CRIMES**

A Hate Crime is criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

### **Hate Crimes Bias Categories**

Under the Clery Act, the possible bias categories are Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, Disability.

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g. color of skin, eyes, and/or hair; facial features, etc.), genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.
- **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 actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex.
- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (e.g. bias against transgender or gender non-conforming individuals).
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

### **Hate Crimes – Offenses**

For Clery purposes, Hate Crimes include any of the following offenses that are motivated by bias:

- Murder and Non-negligent Manslaughter, Sexual Assault (Sex Offenses), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property.
- Larceny (Theft), Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in Clery Act statistics only if it is committed as a hate crime (motivated by the perpetrator's bias against the victim on the basis of race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and/or disability).
  - Larceny (Theft) is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
  - Simple Assault is the 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 is 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. This includes cyber-intimidation if the victim is threatened via electronic means while on campus, on public property immediately adjacent to campus, or on University owned, leased, or controlled space that is not on campus.
  - Destruction/Damage/Vandalism of Property is 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.

### **VAWA 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. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating Violence does not include acts covered under the definition of domestic violence.

#### **Domestic Violence**

A felony or misdemeanor crime of violence committed by:

- a current or former spouse of intimate partner of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;
- 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;
- 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 fear for the person's safety or the safety of others; or suffer substantial emotional distress.

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.

## ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION

Under the Clery Act, institutions must report arrests and referrals for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

- Arrest: Persons processed by arrest, citation or summons.
- Referred for disciplinary action: The referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction. This includes only alleged violations of law, not violations of your institution's policies.

### **Liquor Law Violations**

Liquor Law Violations are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

### **Drug Law Violations**

Drug Law Violations are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

### **Weapon Law Violations**

Weapon Law Violations are defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

## **Definition of Reportable Crimes by Location**

Crimes or suspected crimes should be reported to the Department of Public Safety or, if appropriate, 911.

- "On campus" means any building or property owned or controlled by STU and used by the University in direct support of, or in a manner related to, the institution's educational purpose.
- On campus and in a residence hall or other residential facility for students on campus.
- On public property that immediately borders the University. This includes all public streets bordering the campus.

STU is not aware of any student organizations with non-campus locations.

Faculty, staff, and students are cautioned never to attempt to apprehend or pursue a suspected criminal. If you have any doubts about whether to report something that has occurred, report it. Timely reporting assists the University in issuing timely warnings to the campus community. All crimes must be reported immediately.

# Emergency Notification, Timely Warning, and Evacuation Procedures

## Emergency Notifications

St. Thomas University issues Emergency Notifications messages in the case of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Emergency Notifications will be issued as STU ALERTS.

STU ALERTS is an emergency notification system utilizing STU email, personal email, text messaging, and telephone voice messaging. It is important that employees and students register their phone numbers (mobile or other) in their MyBobcat user account. In the event of a campus-based emergency, STU officials will contact the campus community via text messages or phone call that is registered with us.

STU ALERTS will be distributed as soon as pertinent information is available, in a manner that is timely, that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar crimes or occurrences.

STU ALERTS are primarily distributed by blast email to all students and employees on campus as soon as pertinent information is available. STU ALERTS can also be sent/communicated via St. Thomas's text/voice messaging system and a variety of other notification methods. The intent of an STU ALERTS is to warn the campus regarding a criminal incident, providing individuals an opportunity to take reasonable precautions to protect themselves.

Examples of situations that may require emergency notifications could include:

- An armed intruder
- An outbreak of a serious illness
- Approaching tornado, hurricane or other extreme weather conditions
- Earthquake
- Gas leak
- Explosion
- Nearby chemical or hazardous waste spill
- Civil unrest or rioting
- Bomb threat

This list is not exhaustive, and an emergency notification may be distributed when a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs on the campus and is determined necessary by STU.

Emergency Notifications may include information that will enable members of the STU campus community to take actions to protect themselves, including information about the type of incident, location, all pertinent details that are known at the time of the message issuance, instructions on what actions to take, and suspect information, when known. A message or series of messages may be sent during the course of an Emergency Notification, with the goal being timely and immediate sharing of all known information with the campus community. Follow-up messages may be sent as a part of an Emergency Notification when more information is known. Emergency Notifications may be distributed to the entirety of the campus community, or messages may be segmented to specific portions of the campus community which face a significant emergency or dangerous situation.

In an effort to provide timely notice to the St. Thomas University community in the event of a criminal situation that, in the judgment of the President or designee, may pose a serious or continuing threat to members of the campus community, an STU ALERTS (timely warning notice) will be issued.

## **Timely Warnings**

STU provides Timely Warnings to students, staff, and faculty in an effort to communicate prevention strategies or basic safety information about crimes or activities reported to Campus Security Authorities, local police agencies, or DPS which are considered to be a threat to public safety. Timely warnings are intended to promote safety and enable members of the campus community to protect themselves. Timely warnings will include information about the crime or incident that led to the necessity of the warning and also related prevention information. Both Timely Warnings and Emergency Notifications will be sent in a manner that is timely. Timely Warnings may be issued through the STU ALERTS, social media platforms (i.e. Twitter, Facebook), the University website, Rave Guardian, or other appropriate means as soon as pertinent information is available.

The names of victims will not be published, as they are confidential. The goal of issuing Timely Warning messages is to enable the community to protect themselves and to aid in the prevention of similar crimes.

As indicated in the Clery Act, Timely Warnings must be issued for the crimes listed below, if (1) the crime is reported to police or Campus Security Authorities (CSAs), (2) the crime is considered by the institution to pose a serious or continuing threat to students and employees, and (3) the crime occurred on campus, in or on non-campus buildings or property owned by STU, or on public property that is within the campus or immediately adjacent to campus. Crimes that may necessitate the issuance of a Timely Warning include:

- Criminal homicide (includes Murder, Nonnegligent Manslaughter, and Negligent Manslaughter)
- Sexual assault, including Rape, Fondling, Incest, and Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Domestic Violence
- Dating Violence
- Stalking
- Arrests or referrals for disciplinary action for liquor law violations, drug law violations, and weapons law violations
- Hate crimes, including the listed above crimes or larceny-theft, simple assault, intimidation, and destruction/ damage/ vandalism of property (when motivated by bias), if such crime manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, gender, gender identity, ethnicity, or disability.

## **Crime Log**

The University's Department of Public Safety maintains a daily log, written in a form that can be easily understood, recording all crimes reported to the department. Each log entry includes the nature, date, time, and general location of each reported crime in addition to the disposition of the complaint, if known. All entries are open to public inspection within two business days of the initial report being made to DPS, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim. If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to result from its release. The daily log is available for public inspection by contacting the Director of Public Safety.



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

Generally, DPS is responsible for providing immediate, initial emergency response to and investigating reports of criminal actions and/or initiating or providing assistance to other agencies and departments for other types of emergencies occurring on property owned, leased and managed by DPS.

Once a significant emergency or dangerous situation involving immediate threat to the health or safety of students or employees is confirmed by DPS, law enforcement and emergency medical services will be contacted as soon as reasonable and the campus community shall be promptly notified.

It is anticipated that initial notifications will be the responsibility of DPS. However, it is recognized that any number of circumstances may cause this responsibility to fall to another designated office(s) or department(s), including the Office of Title IX, Compliance, or Communication, among others.

### Active Shooter

Any armed intruder(s) engaged in the act of violence with any type of weapon up to and including firearms. The act may be random or targeted at specific individuals. An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s), and there is no pattern or method to their selection of victims.

#### Potentially fatal or serious injuries to individual(s) and/or mass casualty incident protocol.

If someone brings a weapon on campus, there are several things to remember that will help protect your life. First, in any serious life-threatening emergency, always call 911 and alert Public Safety. All employees are mandatory reporters when there is a threat or act of violence on campus. Police officers, firefighters, and emergency medical services (EMS) personnel (first responders) who come to a university campus because of a 911 call involving gunfire face a daunting task. Though the objective remains the same – protect students and staff – the threat of an active shooter incident is different than responding to a natural disaster or many other emergencies. If a dangerous situation has been confirmed on campus, the appropriate First Responders will be called to respond. When law enforcement officials arrive, they won't know the good people from the bad people, so remain calm, show them your hands, and provide them with as much specific information as possible about the individual.

- Emergency calls can involve actual or future threats of physical violence. This violence might be directed not only in or at University buildings, students, staff, and areas on campus but also at nearby buildings off-campus.
- The better first responders and University personnel can discern these threats and react swiftly; the more lives can be saved. This is particularly true in an active shooter situation where law enforcement responds to a 911 call of shots fired. Many innocent lives are at risk in concentrated areas. This is why it is critical that STU work with our community partners (e.g., first responders, emergency managers) to identify, prepare, prevent, and effectively respond to an active shooter situation in a coordinated fashion.

Active shooter situations are unpredictable and evolve



quickly. Because of this, individuals must be prepared to deal with an active shooter situation before law enforcement personnel arrive on the scene.

**RUN.** If you cannot find a secure location or are caught in an area near the hostile intruder. RUN! Put as much distance as possible between you and the intruder, and run in a zigzag pattern.

**HIDE.** Close the door and lock it if possible. If the door does not lock, use whatever you can find to barricade the door. Turn off the lights, turn off the phone, and be quiet.

**FIGHT.** If you are in a situation where you can't escape, fighting for your life might be your best option. Throw books, pens, or whatever you have to stun the attacker. Gang-up on the hostile intruder to overpower and take them down. Your life may depend on it.

#### **When Law Enforcement arrives on the scene:**

- Do exactly as the officers instruct.
- Do not approach the officers.
- Keep your hands visible, fingers spread, and empty.
- A normal reaction to a hostile intruder situation is to panic. Preplanning your own individual actions for such an incident will greatly improve your initial reactions and increase your chances for survival.

### **Emergency Response and Evacuation Procedures**

Each University department is responsible for developing emergency response and continuity of operations plans for their areas and staff. Emergencies occurring on campus should be reported to DPS by dialing (305) 628-6500 or on-campus extension 6500 or by dialing 911 for outside emergency responders.

In conjunction with other emergency agencies, the University conducts emergency response drills and exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. After-action reviews will be conducted following each test and/or exercise that documents the test/exercise, provides a description for each test/exercise, the date, time, whether the test was announced or unannounced, and an assessment of the lessons learned from the exercise.

The emergency evacuation procedures are tested at least twice each year. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At St. Thomas University, evacuation drills are used to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

The Offices of Residential Life, Public Safety, and Physical Plant work collaboratively to conduct mandatory fire evacuation drills every fall and spring semester. The fire evacuation drills are conducted by activating each individual fire alarm system in each on-campus student resident facility.

DPS shall be responsible for the safe evacuation of all persons utilizing the University's facilities in the event of natural disasters, civil disturbances, and active threats. The level of necessity will determine the response by DPS. If large-scale

events occur that are beyond the resource capabilities of DPS and the University, officials will request assistance from outside emergency resources such as the Miami Gardens Police and Fire, State Police, Miami-Dade County Emergency Management, and/or state departments of emergency management. The need to implement evacuation from a campus building or the entire campus shall be based upon information received by or furnished to St. Thomas University. The information may be in the form of instructions or advice from the Miami-Dade County Emergency Management Agency, the Governor's Office, or other officially recognized agency.

Full or partial evacuations may be necessary as a protective action to reduce STU community members' exposure to a hazard. Protective actions reduce TIME of exposure, create DISTANCE, or provide SHIELDING from a specific hazard. Hazards that may require an evacuation include:

- Fire
- HAZMAT release
- Bomb threat or suspicious device/package
- Hostile intruder
- Massive utility failure
- Severe weather conditions
- Hazard that renders facilities uninhabitable

*Exercise of Judgment and Contingencies:* The actions described are basically standard by nature. When situations arise for which the procedures to be followed are not fully prescribed in the University's Emergency Action Plan, responsible personnel will be expected to exercise good judgment, make appropriate decisions, and provide any support necessitated by the situation.

As part of the decision-making process relative to an evacuation, the evacuation must be completed well before the arrival of a hazard. When there is little to no warning time, a shelter-in-place decision/order may be more appropriate.

Additional factors to consider beyond warning time when deciding on whether or not to evacuate include:

- Size and geographical area affected
- Population density of the surrounding area
- Capacity and condition of the road network
- Are sufficient transportation resources available – University transportation, public transportation, and private transportation?
- Are there safe alternatives?
- Ability of campus facilities to provide shielding from the hazard
- Ability of facilities to support the population
- Local considerations and local police and emergency resources support

*Scope of an Evacuation:* The scope of an evacuation can include a single building, a group of buildings, and/or a large geographical area. The scope could go beyond the borders of the institution, and/or the University may be impacted by an evacuation initiated by the local authorities. Size and scope considerations must be included in the overall decision-making process.

### **Building Evacuation**

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized University official, such as a Public Safety officer.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open and beware of approaching emergency vehicles. Notify emergency

responders of anyone trapped, especially anyone with a physical disability.

### **Large-scale Campus Evacuation**

- If evacuation of part or all of the campus is necessary, monitor text message/voice alert system, email, RAVE app, and the University's website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus site.

### **General Evacuation Procedures**

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify DPS by dialing (305) 628-6500 or on-campus extension 6500 or by dialing 911 for outside emergency responders.

- Remain Calm
- Do NOT use Elevators, Use the Stairs.
- Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform DPS or the responding Fire Department of the individual's location.
- Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do not re-enter the building.

### **Shelter-in-Place Procedures – What It Means to “Shelter-in-Place”**

University authorities may instruct STU community members to "shelter-in-place" if a condition exists that is potentially life-threatening and has an immediate threat to the health and personal safety of the STU community. Immediate threats would include but are not limited to: active shooter incidents, mass acts of violence, tornadoes, terrorist attacks, or hazardous materials incidents. Thus, to “shelter-in-place” means to make a shelter of the building that you are in. STU community members should remain in a shelter-in-place status until the all-clear is communicated by emergency response personnel.

### **Off-campus Emergencies**

DPS officials often receive emergency information from the Miami-Dade EOC regarding incidents in Miami-Dade County that could imminently impact the safety of the STU community. When appropriate, University officials/designees will notify the STU community of off-campus threats that could also represent a threat to the health or safety of students or employees.

## **Crime Prevention Education and Programs**

The educational and campus security awareness information is shared with students and employees by the following methods:

- The creation of a Public Safety Quick Reference Guide for students and employees, the 2022 Security and Fire Safety Report is incorporated in the STU website and student handbook, which incorporates the responsibilities for personal safety and the safety of others, safety and awareness tips, precautions, risk reduction, reporting crimes, security of and access to campus facilities, and notification procedures.
- Presentations are provided at the General Assembly on quarterly basis and on the STU Website, incorporating situational awareness and crime prevention.

- The Miami Gardens Police Department (MGPD) Community Action Team (CAT) responds on campus and disseminates information/referrals regarding “if you see something say something” campaign relevant to public safety tips and crime prevention assessment.
- The MGPD CAT provided Active Shooter presentations, incorporating campus safety tips and Active Shooter Educational Sheet for students and employees.
- Department of Public Safety staff attended and presented information related to campus security and practices at STU sports team meetings coordinated by athletic director, at Human Resources Department New Hire Orientation meetings, and at the quarterly General Assembly meetings.

Additionally, Student Affairs provided the following trainings:

- Regular training for resident assistants on identifying and reporting crimes and policy violations, Title IX policy and procedures, evacuation procedures, and general risk reduction.
- Jan. 26 – Battle of the Sexes – 65 students
  - Educational programs on Title IX and sexual education for students
- Feb 10th Relationship Talk: No Heart Left Behind Panel – 34 students
  - Students were able to listen and engage with guest speakers (professional relationship counselors) regarding creating healthy relationships and how to identify sexual misconduct.
- March 3rd – Health & Safety Fair – 203 students
  - Students were able to learn about health and safety.
- March 17th – Alcohol Awareness – 42 students
  - Students were able to learn about health/well-being, prevention of alcohol-related problems, addiction prevention and treatment, responsible drinking, and legal/policy considerations amongst other things regarding alcohol awareness.
- April 7th – Sexual Assault Awareness Panel – 29 students
  - Students were able to attend a panel that raised awareness and addressed the issue of sexual assault. The panel discussed education/awareness, empowerment, prevention, support/resources, policy advocacy, community engagement, training, and changing cultural norms.

## **Alcohol, Drug, and Weapons Policies**

### **Alcohol and Illegal Drugs**

In accordance with the federal Drug-Free Workplace Act of 1988, the federal Drug-Free Schools and Communities Act (DFSCA) of 1989, St. Thomas University prohibits the unlawful or unauthorized possession, use, sale, manufacture, distribution, or dispensation of alcohol and other drugs by employees and students in the workplace, on university property, or as part of any campus activity. Employee or student violators are subject to disciplinary action, up to and including termination of employment and expulsion.

DPS reports violations of University policies to the appropriate University department(s). This includes the enforcement of the State’s underage drinking laws and federal and state drug laws. Student violations of the policies and guidelines pertaining to alcohol and drugs specified in the St. Thomas University Community Standards Handbook will result in sanctions appropriate to the degree of the violation. Sanctions will increase in severity for repeated violations. Student sanctions will include but are not limited to, fines, education, referrals for counseling, community service, probations, residence hall separation, or suspension or expulsion from the University.

knowingly and intentionally transports any alcohol, liquor, or malt beverages commits a misdemeanor of the second degree and punishable as provided in §. 775.082 or §. 775.083; however, any person under the age of 21 who has been convicted of a violation of this subsection and who is thereafter convicted of a further violation of this subsection is, upon conviction of the further offense, guilty of a misdemeanor of the first degree, punishable as provided in §. 775.082 or §. 775.083. A person who is under 21 who misrepresents their own age to a licensed dealer or other persons who sell or furnish intoxicating liquors constitutes a criminal offense. Any person who misrepresents on behalf of a person under 21 to be of legal age to cause a licensed dealer or other person to sell or furnish intoxicating liquors to the underage person commits a misdemeanor of the 3rd, will be fined \$500 and up to 60 days of imprisonment. A person also commits a third-degree misdemeanor for selling or providing alcoholic beverages to a known minor.

There are also severe legal repercussions for driving under the influence of alcohol. Drivers under the age of 21 with a BAC of .02 or higher will be charged with Driving Under the Influence. Drivers 21 and over with a BAC of .08 or higher will be charged with Driving Under the Influence. Locally, there are Miami Gardens and Miami-Dade County open container and noise ordinances.

Florida law requires drivers to submit to a BAC test if the police request it. The state punishes drivers who decline. The punishment is suspension of the driver's license for one year. A second refusal on another occasion results in suspension for 18 months.

The use of narcotics and controlled substances with or without a prescription on University premises, as elsewhere, is illegal. Illegal possession, use, and/or sale of drugs or narcotics by students, employees, or guests constitutes unacceptable and illegal conduct. The Department of Public Safety reports violations of law to the appropriate University department and works in collaboration with state and federal law enforcement and local police, who are responsible for enforcing the laws of Miami-Dade County, including laws relative to the possession, use, and sale of narcotics and controlled substances. When students are receiving Federal Title IV financial aid (including Federal Pell Grants and Federal Direct Student Loans), it is their responsibility to inform the Financial Aid Office within five days of any criminal illegal drug statute conviction. Students also agree to abide by the conditions of the drug-free workplace certifications.

The Code of Student Conduct also specifies the prohibitions and penalties for violations of these prohibitions and is part of the STU Community Standards Handbook, which is published under a separate cover and is available through the Office of Student Affairs.

### **Weapons Policy**

Possession of weapons anywhere on campus, including, but not limited to, firearms (guns of any kind), tasers, archery bows, live ammunition, or knives (including swords) of any length is strictly prohibited. Furthermore, items meant to look like guns or weapons is restricted from campus.

This policy applies to all University employees, students, visitors, customers, and contractors on University property, regardless of whether they are licensed to carry a concealed weapon or not.

The only exceptions to this policy are law enforcement officers or other persons who have been given explicit consent by the University to carry a weapon on the property. This policy also prohibits unauthorized weapons at any University-sponsored function.

### **Student Disciplinary Actions**

The University Community Standards describes behaviors that are inconsistent with the essential values of the University community. The University retains the right to modify the University Community Standards at any time without advanced notice. The University reserves the right to discipline any student and/or their guest who engages in

misconduct that adversely affects the pursuit of the University's educational purposes and objectives or otherwise violates University rules. Students are held accountable for their guest's actions and may be subject to disciplinary action for their guest's infractions of the University Community Standards. Intentionally attempting or assisting in the violation of the student code may be considered as serious as engaging in the behavior. A person commits an attempt when, with the intent to commit a specific violation of the University Community Standards, he/she performs any act that constitutes a substantial step toward the commission of that violation.

The Student Community Standards Process begins when the University receives information that a student's conduct may be in violation of the policies in the University Community Standards or other University policies.

The University will review the information provided to decide if:

1. It is appropriate to initiate a Student Community Standards Process.
2. More information or investigation is needed before making a determination whether to initiate a Student Community Standards Process.
3. It is not appropriate to initiate a Student Community Standards Process at this time.

If a Student Community Standards Process is initiated (including after further investigation or information gathering), the Process will proceed as follows:

1. The University will promptly communicate with the relevant parties, including the complainant and the referred student, in order to explain the Process.
2. Depending on the circumstances, the University may decide to impose interim sanctions.
3. The University will determine whether the Process will proceed with a hearing. This determination will be discussed with the relevant parties during any initial meetings. Factors that contribute to the decision include but are not limited to the type of violation, the severity of the incident, consideration for likely potential sanctions, the impact on the larger University community, and the role of the complainant.
4. The University will work with the individuals involved to determine each individual's level of participation and what role each individual will have in the Process. For example, whether the referred student will be participating in the Process; and whether the complaining individual will serve as a complainant, witness, or not participate at all.
5. The University will hold a community standard meeting.
6. If a referred student is found "IN VIOLATION" of any policy, conduct sanctions will be assigned.
7. The complainant and the referred student will have the opportunity to appeal all determinations as to policy violations and sanctions.
8. For Law Students, violation of any law and/or this policy may lead to appropriate action to be taken under the Law's School's Honor Code. Law students should refer to that Code for potential consequences for violation of laws and regulations. The University Judicial Process and the Law School Disciplinary Process can both operate independently with regard to any Law Student. Disposition under one process is not binding on the other.

## **Missing Students**

In accordance with the Higher Education Opportunity Act (HEOA), the University has adopted a missing student policy for students residing in University-owned and controlled (leased or rented) residential facilities (this includes residential facilities in both the on-campus and non-campus Clery geography categories). Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances presented to University officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Provost and Chief Academic Officer and/or Vice President for Student Affairs will place the call.



In addition to registering a general emergency contact, all students residing in student housing facilities have the option to annually register confidential contact information for a person to be notified by the University in the event the student is officially reported as missing. These procedures and registration processes are communicated to students when registering at the beginning of each academic year. Residential students will be asked to provide, on a voluntary basis, emergency contact information in the event they are reported missing while enrolled at St. Thomas University. The contact information will be confidential, accessible only by authorized campus officials and law enforcement, and may not be disclosed outside a missing person investigation.

If a member of the University community has reason to believe that a student who resides in University-owned, controlled or officially recognized student housing has been missing for 24-hours, they should:

- Call the Department of Public Safety by dialing (305) 628-6500 or on-campus extension 6500
- Report in person to the Department of Public Safety at the Student Center
- Contact the VP of Student Affairs by dialing (305) 628-6648 or on-campus extension 6648
- Contact the Office of Student Activities by dialing (305) 628-6687 or on-campus extension 6687
- Contact the Office of Residence Life & Community Standards by dialing (305) 628- 6543 or on-campus extension 6543, or in person at the Office of Residence Life

### **General Procedures**

Any report of a missing student, from whatever source, must immediately be directed to Public Safety. After investigating the Missing Person report, should DPS determine that the student is missing and has been missing for more than 24 hours (regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor), DPS or a representative from Residential Life will notify the Miami Gardens Police Department or law enforcement authority with jurisdiction and the student's emergency contact no later than 24 hours after the student is determined to be missing, unless the local law enforcement agency was the entity that made the determination that the student was missing.

If the missing person is under the age of 18 and is not an emancipated individual, DPS or a representative from Residential Life must and will notify the student's custodial parent or legal guardian, the missing person contact, and the Miami Gardens Police or local law enforcement with jurisdiction immediately after DPS has determined that the student has been missing for more than 24 hours, in addition to notifying any additional contact person designated by the student.

If a student has been determined missing for more than 24 hours, in addition to the above notifications, specific procedures to follow include: contacting the student's RAs, checking with emergency health care providers, and taking such other investigative actions as are appropriate under the circumstances. The University will implement these procedures in less than 24 hours if circumstances warrant a faster implementation.

Upon notification from any entity that a student may be missing, the University may use any or all of the following resources to assist in locating the student.

- Call the student's room,
- Go to the student's residence hall room,
- Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or
  - confirm the date, time, and location the student was last seen.
- Secure a current student ID (from security) or other photo of the student from a friend.
- Call and text the student's cell phone and call any other numbers on record.
- Send the student an email.
- Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student commons, fitness center, etc. The Office of Public Safety and the Office of Residence Life may be asked to assist in order to expedite the search process.

- Contact or call any other on-campus or off-campus friends or contacts that are made known to the University. This could
  - include checking a student's social networking sites.
- Ascertain the student's car make, model and license plate number. A member of the Office of Public Safety will also check the University parking lots for the presence of the student's vehicle.

The Office of Information Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the University's network.

Once all information is collected and documented, University staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police will be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the University.

### **Non- Residential Students**

The University also is concerned about the safety of its non-residential students. Concerns about these students should be reported to Public Safety. But Public Safety's scope of authority is limited to the campus and University-owned property. Therefore, when a non-residential student is believed to be missing, the reporting person also should immediately notify local law enforcement authorities and then provide the information to Public Safety in case the University is asked to assist external authorities with the investigation.

### **Campus Community, Response to a Crisis Accounting for All Persons**

Keeping persons together by their naturally occurring groups, such as by classroom or residence hall floor and wing, provides the most natural and workable framework for "head counting". Public Safety officers and the Residence Hall staff will be notified to assist with "counting" and identifying the location of persons within their areas (buildings, classrooms, offices, and/or residence halls).

*How will University personnel determine who should be in attendance at the assembly area?*

Public Safety officers and/or Residence Hall staff are responsible for completing a "head count" in the assembly area. Additionally, Public Safety and Physical Plant will work collaboratively to determine if any rentals are present in the building(s) in question and work with the point of contact for the rental to complete a head count.

*What to do when a student, faculty, staff member, or visitor cannot be located?*

If someone cannot be located, law enforcement will be contacted by Public Safety immediately to report the individual as missing. If the missing individual is a student, then Student Affairs will attempt to contact the student and their emergency contact to determine student's whereabouts.

If the individual is a faculty or staff member, Human Resources will attempt to contact the employee and their emergency contact to determine the employee's whereabouts.

*How and when will students, faculty, and staff will be permitted to resume their activities?*

Normal activities will resume after Public Safety and/or local law enforcement deems it is safe to return.

# VAWA Policies and Procedures

St. Thomas University does not discriminate on the basis of sex in its educational programs and activities. As such, sexual misconduct—including sexual harassment, sexual assault, dating violence, domestic violence, and stalking—is prohibited. Toward that end, STU issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a University official.

STU has developed this comprehensive Sexual Harassment and Relationship Violence Policy to be applicable to all students, employees and guests. Further, STU conducts education and awareness programs with the goal of preventing and discouraging sexual assault, domestic violence, dating violence, and stalking.

As discussed more fully below, this Sexual Harassment and Relationship Violence Policy prohibits all forms of sex-based harassment, sexual violence, sexual exploitation, relationship violence (domestic violence and dating violence), and stalking. Collectively, these terms are referred to in this policy as “Sexual Misconduct.” They are further defined herein, as well as at [www.stu.edu/titleix](http://www.stu.edu/titleix)).

The Policy serves three principal purposes. First, it establishes conduct standards—namely, prohibited Sexual Misconduct—for all University faculty, staff, and students. Note that a violation of this Policy may also constitute a crime, which will be independently reported to STU’s Department of Public Safety, Miami Gardens Police Department, or other appropriate law enforcement agency.

Second, the Policy outlines reporting, investigation, and complaint resolution procedures in cases where it is alleged that an STU faculty, staff or student has engaged in Sexual Misconduct. In the paragraphs that follow, the Policy specifies to whom violations of this policy should be reported, the availability of confidential reporting, intermediate measures available to the complainant (i.e., the individual who was the alleged victim of the behavior[s] in question) and the respondent (i.e., the one alleged to have committed a possible violation of the policy), how the University will investigate and resolve alleged violations, possible sanctions, and appeals. The University’s Office of Compliance is primarily responsible for implementing these procedures. Anyone with concerns about a possible violation of the Policy by a student, faculty or staff member is encouraged to contact the Title IX Coordinator or through an online reporting system located at [www.stu.edu/titleix](http://www.stu.edu/titleix).

Third, the Policy describes resources available to complainants of Sexual Misconduct. A variety of support resources are available on campus and in the community to assist students in dealing with the impact of Sexual Misconduct, whether it happened recently or in the past. Such services are provided in the section titled Resources to Help Survivors Cope and interim measures issued by the Office of Student Affairs and/or the Student Health Services (or her/his designee).

All violations of the Policy must be submitted either online at [www.stu.edu/titleix](http://www.stu.edu/titleix) or by contacting the Title IX Coordinator at [titleix@stu.edu](mailto:titleix@stu.edu)

Faculty, staff and students may also contact the Department of Education’s Office of Civil Rights (OCR) and for Florida are:

Atlanta Office  
Office for Civil Rights  
U.S. Department of Education  
61 Forsyth St. S.W., Suite 19T10  
Atlanta, GA 30303- 8927

Telephone: (404) 974-9406  
Fax: (404) 974-9471; TDD: (800) 877-8339  
Email: OCR.Atlanta@ed.gov

U.S. Department of Education Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg.  
400 Maryland Avenue,  
SW Washington, DC 20202-1100  
Telephone: (800) 421-3481  
Fax: (202) 453-6012; TDD: (800) 877-8339  
Email: OCR@ed.gov

### **St. Thomas University's Definition of Consent as it Relates to Sexual Activity**

Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in, and continue to engage in, a specific sexual activity. In order to be valid, consent must be knowing, voluntary, active, present, and ongoing.

To give consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of their actions. Individuals who are physically or mentally incapacitated cannot give consent. Some indicators that an individual is incapacitated due to intoxication may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, or inability to perform other physical or cognitive tasks without assistance. When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence of or impaired by the use of the drug. Alcohol and other drugs impact individuals differently. Determining whether an individual is incapacitated requires an individualized determination.

Silence, without actions evidencing permission, does not demonstrate consent. Where force or coercion is alleged, the absence of resistance does not demonstrate consent. The responsibility of obtaining consent rests with the person initiating sexual activity. The University encourages verbal consent to be present at all times at each step of sexual activity.

At any time, consent to engage in sexual activity may be withdrawn by either person. A previous or current dating or sexual relationship, by itself, is not sufficient to constitute consent. Once withdrawal of consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving consent (due to falling asleep or passing out into a state of unconsciousness, for example).

When determining whether a person has the capacity to provide consent, St. Thomas University will consider whether a sober, reasonable person in the same position knew or should have known that the other party could or could not consent to the sexual activity. When determining whether consent has been provided, all the circumstances of the relationship between the parties will be considered.

### **How to Be an Active Bystander**

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

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Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe

violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”<sup>3</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do, even if we want to help. Below is a list<sup>4</sup> of some ways to be an active bystander. If you or someone else is in immediate danger, call DPS at (305) 628-6500 or the local police by dialing 911. This could be when a person is yelling at or being physically abusive towards another, and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Be direct, delegate responsibility, or cause a distraction when you see a person secludes, hits on, tries to make out with, or has sex with people who are incapacitated.
- Intervene when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

### **Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking Occurs**

After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible. Sexual Assault Nurse Examiners at the hospital are trained and certified in physical evidentiary recovery kit collection. Evidence may be collected, even if the victim chooses not to make a report to law enforcement. If a sexual assault victim does not currently wish to involve the police, there is still an option to have the forensic evidence collected in a timely manner. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to University adjudicators/investigators or local police.

Although the University strongly encourages all members of its STU community to report violations of this policy to Public Safety, it is the victim’s choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the Department of Public Safety will assist any victim with notifying law enforcement if the victim so desires. The Miami Gardens Police Department may also be reached directly by calling (305) 474-6473, or 911 during off-hours or in emergency situations, or in person at the Miami Gardens Police Office located at 18611 NW 27<sup>th</sup> Ave, Miami Gardens, FL 33054. Notwithstanding the foregoing, if an employee receives information regarding an instance of domestic violence, dating violence, sexual assault, or stalking involving an STU employee or student, they are required to promptly report such information to the Title IX Coordinator.

### **Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking is Reported**

The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges; as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa, and immigration assistance, and other services on and/or off-campus; as well as additional remedies to prevent contact between a complainant and an

accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Students and employees should contact the Title IX Coordinator by emailing [TitleIX@stu.edu](mailto:TitleIX@stu.edu) or reporting via the Title IX reporting tool at <https://www.stu.edu/administrative-affairs/title-ix/>. The Title IX Coordinator will collaborate and coordinate with the VP of Student Affairs for student cases and the Director of Human Resources for employee cases.

Incident being Reported	Procedures Institution Will Follow
<b>Sexual Assault</b>	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs delayed report), institution will provide victim with access to medical care</li> <li>2. Institution will assess immediate safety needs of victim</li> <li>3. Institution will assist victim with contacting local police if complainant requests AND provide the victim with contact information for local police department</li> <li>4. Institution will provide victim with referrals to on- and off-campus mental health providers</li> <li>5. Institution will assess need to implement interim or long-term protective measures, if appropriate</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Institution will provide a "No trespass" or "No Contact" directive to accused party if deemed appropriate</li> <li>8. Institution will provide written instructions on how to apply for Protective Order</li> <li>9. Institution will provide a copy of the policy applicable to Sexual Assault to the victim and inform the victim regarding timeframes for inquiry, investigation, and resolution</li> <li>10. Institution will inform the victim of the outcome of the investigation, whether or not the accused will be administratively charged, and what the outcome of the hearing is</li> <li>11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for reporting sex-based discrimination or for assisting in the investigation</li> </ol>
<b>Stalking</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of victim</li> <li>2. Institution will assist victim with contacting local police if complainant requests AND provide the victim with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to victim on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Institution will provide a "No trespass" or "No Contact" directive to accused party if deemed appropriate</li> </ol>
<b>Dating Violence</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of victim</li> <li>2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to victim on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Institution will provide a "No trespass" or "No Contact" directive to accused party if</li> </ol>



deemed appropriate

### **Statement on Privacy**

The University will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking (to the fullest extent of the law). Additionally, the University will take all reasonable steps to investigate and respond to the complaint, consistent with any request for privacy or request not to pursue an investigation. However, its ability to do so may be limited based on the nature of the request by the Complainant. If the Victim requests anonymity or that the University does not pursue an investigation, the University must balance this request in the context of its responsibility to provide a safe environment for all STU community members. In cases where the University cannot respect the wishes of the Victim, the University will consult with the Victim and keep them informed about the University's course of action.

If the report of misconduct discloses an immediate threat to the STU community, where timely notice must be given to protect the health or safety of the community, the University will maintain the privacy of the Victim or Respondent's identities, understanding that in a small community, a STU Alert may make members of the community feel known or singled out.

The University will assess any barriers to proceeding, including retaliation, and in cases where informal or formal resolution will take place, the University will inform the Respondent that Title IX prohibits retaliation and the University will take strong responsive action to protect the Complainant.

The University has designated individuals to evaluate requests for privacy once the University is aware of alleged sexual violence. That process is coordinated by the Title IX Coordinator.

### **Risk Reduction**

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)). A copy of the risk reduction tips is included in the "A Safe and Healthy Community" guide, which is given to all students that attend orientation.

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act as you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place.
- Try not to load yourself down with packages or bags, as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money and/or an on-demand driver app loaded.
- Don't allow yourself to be isolated from someone you don't trust or someone you don't know.



- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check-in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get them to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
  - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
  - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - Have a code word with your friends or family so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## **Sex Offender Registry**

The [Campus Sex Crimes Prevention Act](https://offender.fdle.state.fl.us) (CSCPA) requires institutions to provide the campus community where they may obtain information provided by the state concerning registered sexual predators and offenders. Sexual predator or offender information can be obtained by visiting the Florida Department of Law Enforcement website at <https://offender.fdle.state.fl.us>.

The CSCPA amendment to Family Educational Rights and Privacy Act of 1974 (FERPA) directed the Secretary of Education "to take appropriate steps to notify educational institutions" that they may disclose information concerning registered sex offenders provided to them under State registration and community notification programs.

## **Annual Fire Safety Report**

In compliance with the Higher Education Opportunity Act (Public Law 110-315) STU publishes annually an Annual Fire Safety Report and Fire Log. The report contains fire statistics; a description of fire safety systems in each residential housing facility; the number of fire drills held the previous calendar year; the institution's policies on portable electrical

appliances, smoking, and open flames in housing facilities; procedures for student housing evacuations; policies for fire safety and training programs for students, faculty, and staff; a list of the titles of each person or organization to which individuals should report a fire has occurred; and plans for future improvements in fire safety, if determined necessary by the institution.

## **Crime and Fire Log**

DPS maintains a Daily Crime Log that is available to the public during normal business hours.

# **Annual Fire Safety Report**

## **Fire Safety Report Overview**

The Higher Education Opportunity Act of 2008 (HEOA) requires all academic institutions with on-campus residential facilities to develop and publish an annual fire safety report. The following report includes the information required by the HEOA as it relates to the St. Thomas University campus.

The Department of Public Safety (DPS) publishes the Annual Fire Safety Report as part of its compliance with the Clery Act. This report includes statistics concerning the number of fires within on-campus residential facilities, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. The compliance document is available for review 24 hours a day on the University website.

## **General Residence Hall Fire Safety**

The Annual Fire Safety Report contains procedures for evacuating student housing in case of a fire, policies regarding fire safety education, and training programs provided to the students. St. Thomas University's on-campus residential student housing facilities are completely covered by integrated automatic sprinklers and hard-wired addressable fire alarm systems, which are monitored twenty-four hours a day, seven days a week by the Florida Safeguard communications center.

## **Reporting a Fire for Inclusion in the Fire Statistics**

If a fire occurs in a St. Thomas University-owned, rented, leased, or otherwise controlled building, STU community members should notify the local fire department by dialing 911. DPS can be contacted at (305) 628- 6500. DPS will initiate a response to all fire alarms or reports it receives. Upon confirmation of a fire, DPS will immediately summon the local fire department for assistance by contacting 911 Miami-Dade Emergency Dispatch Center.

Fires should be immediately reported to DPS. If a member of the STU community finds evidence of a fire that has been extinguished, and the person is not sure whether DPS has already responded, the STU community member should immediately notify DPS to investigate and document the incident. For instance, if a housekeeper finds proof of a fire in a trash receptacle in the hallway of a residence hall, they should not touch the trash receptacle and should report the incident to DPS. It's the responsibility of the officer to document the incident prior to removing the trash receptacle.

Fire alarms alert STU community members of potential hazards, and STU community members are required to heed those warnings. If faculty or staff hears a fire alarm, they are to evacuate the building. Next, they are to use the nearest stairwell and/or exit to leave the building. STU Community members should familiarize themselves with the exits in each building. When a fire alarm is activated, the elevators in most buildings will stop automatically, hence occupants should use the stairs to evacuate the building. In a fire related emergency, the elevator should not be used.

## **Procedures for Students and Employees in the Event of a Fire**

Find the nearest pull station and sound the central alarm, call 911, or contact DPS directly at: (305) 628- 6500 or 6500 from an on-campus phone.

- Shut all doors and windows in the vicinity of the fire.
- If the fire is small, use a fire extinguisher to put it out.
- Exit the nearest stairwell.

- Do not use the elevators.
- Do not run. Proceed with caution.
- If there is smoke in the room, keep low to the floor.
- Try to exit the room, feel the doorknob.
- If it is hot, do not open the door.
- If the doorknob is not hot, brace yourself against the door and crack it open.
- If there is heat or heavy smoke, close the door and stay in your room.
- Seal up the cracks under the door with sheets, or towels.
- If there is smoke in the room, crack the windows at the bottom and at the top, if possible, to allow for ventilation
- Hang a sheet or towel from the window to announce that you are in your room.
- Call DPS at (305) 628-6500; be sure to give your room number and your location.
- If you can exit the room, put on shoes (and, if necessary, a coat). If smoke is evident, get a wet towel to cover your face.
- Close all doors.
- While exiting the building if you are blocked by a fire, go to the safest area or stairwell. If a phone is available, call DPS; or find a window and signal that you are still in the building.

#### **Student Residence Hall Fire Evacuation Procedures in Case of a Fire**

- The fire alarm system may be used to evacuate a building(s) if there is a potential threat to the health and safety of that segment of the STU community.
- Activate the building fire alarm if it is not already sounding. Pull a fire alarm station on the way out.
- Leave the building by using the nearest exit.
- Crawl if there is smoke. Cleaner, cooler air will be near the floor.
- Before opening any doors, feel the metal knob. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay out of the room.
- Go to the nearest exit or stairway. If the nearest exit is blocked by fire, heat, or smoke, go to another exit.
- Always use an exit stairway, not an elevator. Elevator shafts may fill with smoke, or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke, if they are closed, and will protect you until you get outside. Close as many doors as possible as you leave. This helps to confine the fire. Total and immediate evacuation is safest. Only use a fire extinguisher if the fire is very small and you know how to do it safely. Do not delay calling emergency responders or activating the building fire alarm.
- If you cannot put out the fire, leave immediately. Make sure the fire department is called— even if you think the fire is out.
- If you get trapped, keep the doors closed. Place cloth material (wet, if possible) around and under door to prevent smoke from entering.
- Be prepared to signal your presence from a window.
- Signal for help. Hang an object at the window (jacket, shirt) to attract the fire department's attention. If there is a phone in the room, call 911 or 6500 from an on-campus phone, or (305) 628-6500 from a cellular phone, and report that you are trapped. Be sure to give your room number and location. If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows if safe, wave something out the window, and shout or phone.  
for help.
- If you are on fire, stop, drop, and roll, wherever you are.

- Cool burns. Use cool tap water on burns immediately. Don't use ointments. If the skin is blistered or charred, call for an ambulance.
- Be aware of obstacles. Storage of any items in the corridors, such as bicycles, chairs, desks, and other items, is prohibited in all exit ways, including stairwells. Blocked exits and obstacles impede evacuation, especially during dark and smoky conditions.
- If you are a person with a disability (even temporarily), you should do the following:
  - Learn about fire safety and plan for fire emergencies.

## **Health and Safety Inspections and Violations**

The Office of Residential Life conducts full-scale Health and Safety (H&S) inspections four times a year during each academic semester. Not all common area inspections are announced. The Health and Safety inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Residential Guidelines, which include life and fire safety rules and regulations for residential buildings.

The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety systems. In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room, tampering with life safety equipment, possession of pets, etc.). This inspection will also include a general assessment of food and waste storage and the cleanliness of the room.

## **Prohibited Items and Prohibited Conduct**

If a student's behavior does not meet University Community Standard expectations or is in violation of the policies outlined in the Residence Hall Housing License Agreement or the STU Community Standard Handbook, they may expect conduct action.

St. Thomas University expects students, as adults, to maintain a standard of personal discipline that is in harmony with the Catholic identity, educational goals of the institution, federal, state, and local laws, and to respect the rights, privileges, and property of fellow students, faculty, staff, and administrators.

Students are responsible for the items contained in their rooms and the events that occur in their rooms. Special surveillance resources may be utilized by the University when conduct issues become chronic or disruptive.

## **Prohibited Items**

The following items are prohibited in residence halls:

- Guns; firearms; knives longer than three inches; or weapons of any type, including BB and pellet guns.
- Candles and/or incense (lit or unlit)
- Tapestries, banners, and flags. These items cannot be hung on walls, ceilings, or over windows.
- Kerosene or oil lamps, and alcohol burners
- Pressurized tanks (e.g., helium tanks)
- Flammable and/or combustible liquids and/or chemicals, including gasoline and charcoal.
- Grills of any type
- Fireworks, smoke bombs, sparklers, etc.
- Drug paraphernalia and illegal drugs
- Animals or pets of any kind, except certified service animals or non-carnivorous fish; refer to the University's Pet Policy in the Student Handbook.

- Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any room apparatus.
- Excessive furniture that blocks or restricts egress from sleeping areas.
- Physical training equipment
- Three-section couches
- Waterbeds and beds other than twin size
- Dartboards and darts
- Nails, hooks, double-faced adhesive tape, or other items that will damage walls.
- Live trees
- Personal lofts

The following electrical appliances and corded items are prohibited in residence halls (Note: all cords and permitted appliances must be UL Listed):

- Portable electrical appliances (including toasters, toaster ovens, hot plates, etc.)
- Halogen lamps
- Overloaded electrical receptacles
- Faulty or old extension cords
- Portable washers, dryers, and dishwashers
- Air conditioners (except for a certified disability)

NOTE: The preceding list is not all-inclusive; any item that is a threat to public safety may be removed. In addition to confiscation, violators may pay a monetary fine and may be subject to Conduct action.

## **Prohibited Conduct**

The following activities and actions are prohibited in residence halls and may result in conduct action:

- Smoking inside any residential space includes the use of electronic cigarettes.
- Open flames
- Draping or placing objects, including fabric, over lighting fixtures, smoke detectors, or fire sprinkler systems
- Hanging cardboard, plastic, or fabric (e.g., tapestries, banners, and flags) on walls, ceilings, light fixtures, or fire sprinkler apparatus. Posters on walls cannot exceed 25% of the total wall surface.
- Hanging stringed lights on the exterior of buildings without the advance, expressed, written consent of the Office of Residential Life. Inside residence halls, students may use up to three strands of stringed lights per room; all stringed lights must be UL-approved.
- Lending keys to others, copying keys, possession of keys that are not authorized for your use.
- Water fights, ball playing, bike riding, or similar activities that may cause harm to persons or property.
- Storage of bicycles in stairwells or halls
- Storage of personal items such as sports bags/equipment, furniture, or suitcases in stairwells or halls
- Throwing any items into or out of windows
- Altering, tampering, or dismantling any door closure or propping open any exterior door
- Cooking food in individual rooms (other than in microwaves)
- Solicitation of goods or services, except by STU students who have received prior approval from the Office of Student Life
- Painting, wallpapering, or similarly decorating individual rooms or common areas, unless prior approval is given by the Office of Residential Life

- Repairing any damage or the removal or replacement of light bulbs in ceiling fixtures that have not been provided by the Facilities staff.
- Removal, destruction, disassembling, or altering of any furniture in a room.
- Removing screens from windows
- Installing wall partitions or paneling
- Modifying or tampering with circuit breakers or any part of the electrical system
- Installing and subscribing to a cable or satellite TV provider
- Installing personal locks or chains on doors or windows
- Sleeping in public areas of the residence halls by residents and/or guests
- Entering the Quarry pond - this includes wading and swimming.
- Vehicle maintenance on university property

## EMERGENCY BUILDING EVACUATION DRILLS

Fire/emergency building evacuation drills are conducted each semester in residence halls. Emergency Building Evacuation Drills are conducted to familiarize occupants with emergency egress from a building and to establish the conduct of the drill to a matter of routine. Drills will include suitable procedures, such as potential room-to-room checks, to ensure that all persons subject to the drill participate. Any person who fails to participate in a drill will be subject to disciplinary action by the appropriate authority. In the conduct of drills, emphasis should be placed on orderly evacuation rather than speed.

## FIRE INVESTIGATIONS/ARSON

No fire that is not known to be an accident (such as a cooking fire) is investigated by the Fire arson investigator. Fires determined through investigation to be willfully or maliciously set are classified as arsons for Clery reporting purposes.

## FIRE SAFETY SYSTEMS IN ST. THOMAS UNIVERSITY ON-CAMPUS RESIDENTIAL FACILITIES (2022)

Current Fire Safety Systems in place within On-Campus Residential Facilities as of Calendar Year 2022							
Facility	Clery Classification	Fire Alarm Monitoring by FL Safeguard	Fully Sprinklered	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) Drills Each Calendar Year
Cascia Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Murphy Family Residence	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Sullivan Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
University Inn	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Villanova Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
New Hall	On-Campus	xxx	xxx	xxx	xxx	2	



Current Fire Safety Systems in place within On-Campus Residential Facilities as of Calendar Year 2021							
Facility	Clery Classification	Fire Alarm Monitoring by FL Safeguard	Fully Sprinklered	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) Drills Each Calendar Year
Cascia Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Murphy Family Residence	On-Campus	xxx	xxx	xxx	xxx	xxx	2
University Inn	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Villanova Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Sullivan Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2

Current Fire Safety Systems in place within On-Campus Residential Facilities as of Calendar Year 2020							
Facility	Clery Classification	Fire Alarm Monitoring by FL Safeguard	Fully Sprinklered	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) Drills Each Calendar Year
Cascia Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Donnellon Hall *	On-Campus	xxx	xxx	xxx	Xxx	xxx	2
University Inn	On-Campus	xxx	xxx	xxx	xxx	xxx	2
Villanova Hall	On-Campus	xxx	xxx	xxx	xxx	xxx	2

*\*Murphy Family Residence, formerly known as Donnellon Hall*

*xxx signifies in compliance .*

## ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS ON-CAMPUS RESIDENTIAL FACILITIES (2022, 2021, 2020)

On-campus Residential Facilities – Calendar Year 2022						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Cascia Hall	0	0	N/A	0	0	N/A
Murphy Family Residence	0	0	N/A	0	0	N/A
University Inn	0	0	N/A	0	0	N/A
New Hall	0	0	N/A	0	0	N/A
Villanova Hall	0	0	N/A	0	0	N/A
Sullivan Hall	0	0	N/A	0	0	N/A

On-campus Residential Facilities – Calendar Year 2021						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Cascia Hall	0	0	N/A	0	0	N/A
Murphy Family Residence	0	0	N/A	0	0	N/A
University Inn	0	0	N/A	0	0	N/A
Villanova Hall	0	0	N/A	0	0	N/A
Sullivan Hall	0	0	N/A	0	0	N/A

On-campus Residential Facilities – Calendar Year 2020						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Cascia Hall	0	0	N/A	0	0	N/A
Donnellon Hall*	0	0	N/A	0	0	N/A
University Inn	0	0	N/A	0	0	N/A
Villanova Hall	0	0	N/A	0	0	N/A
University Inn	0	0	N/A	0	0	N/A

*\*Murphy Family Residence, formerly known as Donnellon Hall*

# Crime Statistical Disclosure

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20USC § 1092(f)) requires colleges and universities across the United States to disclose information about crimes that occurred on campus, in certain off-campus buildings or property owned, leased or controlled by UNCW. University Police maintains a close relationship with all police departments in these areas to ensure that crimes reported directly to these police departments that involve the University are brought to the attention of University Police.

The Office of Title IX and Clery Compliance and University Police collect the crime statistics disclosed in the charts through a number of methods. Police officers enter reports of crime incidents made directly to the department through a field-based reporting/records management system. After an officer enters the report in the system, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The University Police Department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). In addition to the crime data that University Police maintains, the statistics below also include crimes that are reported to various campus security authorities, as defined in this report. The statistics reported here 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 campus conduct authorities for respective violations.

### Crime Statistic Report, 2020-2022

Criminal Offenses	Geographic Location				
	Year	On-Campus Property	On-Campus Housing	Non-Campus Property	Public Property
Murder/Non - Negligent Manslaughter	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	0	0	0	0
	2020	0	0	0	0
Manslaughter by Negligence	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	0	0	0	0
	2020	0	0	0	0
Rape	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	0	0	0	0
	2020	1	0	1	0
Fondling	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	0	0	0	0
	2020	0	0	1	0
Incest	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	0	0	0	0
	2020	0	0	0	0
Statutory Rape	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	0	0	0	0
	2020	0	0	0	0
Robbery	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
	2021	0	0	0	0
	2020	0	0	0	0
Burglary	<b>2022</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	0	0	0	0
	2020	0	0	0	0
Motor Vehicle Theft	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	0	0	0	0
	2020	0	0	0	0
Arson	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	0	0	0	0
	2020	0	0	0	0

VAWA Offenses	Geographic Location				
	Year	On-Campus Property	On-Campus Housing	Non-Campus Property	Public Property
Domestic Violence	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	0	0	1	0
	2020	0	0	0	0
Dating Violence	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	2	2	0	0
	2020	1	1	0	0
Stalking	<b>2022</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	1	0	0	0
	2020	1	0	0	0

Arrests and Disciplinary Referrals	Geographic Location				
	Year	On-Campus Property	On-Campus Housing	Non-Campus Property	Public Property
Arrests: Weapons: Carrying, Possession, etc.	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	0	0	0	0
	2020	0	0	0	0
Referrals: Weapons: Carrying, Possession, etc.	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	2	2	0	0
	2020	0	0	0	0
Arrest: Liquor Law Violations	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	0	0	0	0
	2020	0	0	0	0
Referrals: Liquor Law Violations	<b>2022</b>	<b>37</b>	<b>13</b>	<b>0</b>	<b>0</b>
	2021	18	18	0	0
	2020	24	24	0	0
Arrest: Drug Abuse Violations	<b>2022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2021	2	2	0	0
	2020	0	0	0	0
Referrals: Drug Abuse Violations	<b>2022</b>	<b>28</b>	<b>21</b>	<b>0</b>	<b>0</b>
	2021	40	34	0	0
	2020	25	7	0	0

NOTE: The University made a reasonable and good faith effort to request and retrieve statistics from all local law enforcement agencies with jurisdiction over the University's identified Clery geography. Reportable Clery crime data received from agencies who responded to these requests are included on Table 1, crime statistics noted above.

**Unfounded Crimes**

If a Clery Act crime is reported as occurring in any of the University's Clery Act geographic categories and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "Unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime after a thorough investigative process.