



**Annual Safety, Security and Fire Safety Report
January 1-December 31, 2015**

**St. John's College, Santa Fe
Office of Public Safety
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Message from the Director of Safety and Public Safety

I am pleased to present the 2016 annual safety and security report, covering all statistics for calendar year 2015.

The St. John's Santa Fe campus is a great place to live, work, and learn. We enjoy a magnificent location that is geographically and culturally diverse.

Our St. John's public safety team is committed to providing a safe learning and working environment for every member of this community. The safety and well-being of all is this team's highest priority and my primary focus, so our dedicated and experienced staff is available to assist this community 24 hour a day, seven days a week.

We work hard to employ a community policing model, meaning that safety on our campus is an effort that involves everyone. We value effective communication, exercise of good judgment, and the use of a few common-sense crime prevention and safety measures to offer a safe and secure community environment.

Cooperation and communication are at the core of the St. John's public safety approach to safety and are key to the success of this team's mission. We invite members of the community to share their thoughts and ideas for improvement at any time. Community input is a critical element for continuous advancement of our shared safety and security goals.

Our departmental webpages at sjc.edu are designed to inform the St. John's community of public safety services SJC provides and to encourage safer behaviors in line with this community's ethos. On those pages are links to join our E2 Campus alert system, the free "LiveSafe" app, and the useful "concerns" link which allows community members to submit their thoughts or concerns.

We encourage all members of our community to make considered and responsible choices, discourage careless behavior wherever prudent, and to promptly report any suspicious activity.

Thank you,

Michael Wismer
Director of Public Safety

SJC Department of Public Safety

The SJC Public Safety Department is dedicated to providing quality public safety services to the college community in support the college's academic mission. Every encounter between a St. John's community member and an SJC public safety officer is an educational opportunity. The department is committed to building collaborative partnerships for the betterment of the entire community.

The department is located in Peterson Student Center at the Switchboard. The director's office is open daily from 9:00 a.m. – 4:30 p.m., and he is on-call 24/7. At all other times, the Switchboard on the first floor of Peterson is open and functions as dispatch. Campus public safety personnel are on duty 7 days a week, 24 hours per day.

Campus public safety officers are unarmed guards contracted through Securitas, Inc., a division of the Pinkerton Group. Our personnel are officials of the college with specific responsibilities for safety, public safety and traffic control enforcement. Officers patrol on foot and by vehicle 24 hours per day throughout the year. Additional patrol personnel are provided during times of increased activity on campus.

Emergency Calls

Contacting Campus Public safety

EMERGENCY: 505-984-6000 or 0

Non-Emergency: 505-984-6125 mwismer@sjc.edu

Anonymous reporting by voice mail - 505-984-6125

e-concern reporting form - <http://www.sjc.edu/student-life/santa-fe/public-safety/concern-form>

Annual Security and Fire Safety Report

This Annual Security and Fire Safety report is prepared to fulfill the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act. The St John's Director of Public Safety is responsible for preparing and distributing the report. The director works with the assistant dean and other personnel as appropriate, and with outside agencies to gather and report information required by the Jeanne Clery Act. St. John's College's Annual Security Report includes statistics for the previous three years concerning crimes that occurred on campus, in certain off campus buildings or property owned or controlled by St. John's College and on public property within, or immediately adjacent to and accessible from, the campus. The report also contains summaries of St. John's safety and security policies as well as fire safety policies, practices, and statistics. The report contains summaries of the college's prevention and awareness programs related to sexual misconduct, harassment, and alcohol and drugs.

The college reports crimes that occur on "any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in paragraph (1) that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes." St. John's College is located at 1160 Camino Cruz Blanca, Santa Fe, NM, 87505. The college is bounded also by the Santa Fe National Forest, to the east.

This report is available on the website:

<http://www.sjc.edu/student-life/santa-fe/public-safety>

Notification of its residing on the website is provided to all members of the community and to prospective students on request. Hard copies are available from the director of public safety.

Campus Public Safety Policies and Procedures

Reporting Emergencies, Crimes and Policy Violations

Despite public safety's best efforts, crimes and policy violations do occur at St. John's College. SJC public safety is ready to respond to most situations on campus and will coordinate with local law enforcement agencies to ensure that the proper resources are available in all emergencies.

Emergencies should be reported to public safety at **x 0** or at **505-984-6000**, or can be sent as a tip through the "**LiveSafe**" app.

Note: Persons who dial 911 on a campus phone will be directly connected to the city of Santa Fe Emergency Medical Services (EMS).

All members of the campus community are strongly encouraged to promptly and accurately report any suspicious behavior or activity, crime, acts of violence against themselves or another, or any circumstances that require attention. These reports should be made to public safety so they can be assessed for issuance of a timely warning notice to the community about unsafe conditions or activities. A timely warning notice will be issued if there is a serious or continuing threat to the campus. Members of St. John's community should report crimes to any member of the SJC public safety department, the assistant dean, or any available Campus Security Authority (CSA).

It is important to remember that if a situation is or may be life threatening, such as a fire or serious medical emergency, community members should immediately dial 911 and report the situation personally. In these situations, please alert the switchboard dispatcher as soon as possible.

Additional Resources:

Senior Resident on Call (dispatched through SJC switchboard x0 or 505-984-6000)
A senior resident from residential life department is on call 24 hours each day, and will be informed of all serious on-campus situations involving students. Senior residents may respond to emergency situations independently or accompanying public safety officers.

EMS (dispatched through SJC switchboard x 0 or by local 911)

Santa Fe Police Department (505-428-3710 for non-emergency)

Informational questions about local laws or reports of civil crimes can be directed to the Santa Fe Police Department (SFPD) by telephone. It is the case that SFPD may respond to a campus call without informing SJC public safety. Also, public safety officers may request additional support from SFPD for any incident at any time.

Campus Contact Information	
Campus Switchboard / dispatch	x 0 or 505-984-6000
Campus Public safety cell phone	505-660-8177
Assistant Dean's Office	505-984-6925
Director of Public Safety	505-984-6125
Student Health Office	505-984-6418, 6421, 6419
B&G/Maintenance Emergencies	x 0
Note - Dialing 911 from campus phones directs you to local EMS	

Confidential Reporting of Crimes and Policy Violations

Voluntary, confidential and anonymous reports of crimes for inclusion in the college's annual disclosure of crime statistics may be made to the director of public safety. All criminal reports will be investigated. For certain crimes, such as sexual misconduct, the college may be required to investigate the crime even if confidentiality is requested. Anonymous reports may be made by phone, by using the LifeSafe app, or using the form below:

<http://www.sjc.edu/student-life/santa-fe/public-safety/concern-form>

Campus Security Authorities (CSA)

Campus officials that have a significant responsibility for student and campus activities are considered to be *Campus Security Authorities* as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. The following list is comprised of those who are designated CSA's at St. John's for the purposes of Clery:

- Director of Public Safety, 505.984.6125, mwisner@sjc.edu
- Director of Residential Life, 505.984.6925, mjohnston@sjc.edu
- Resident Assistants, accessible through residential life office at 505.984.6925
- Senior Residents, dispatched through switchboard at 505.984.6000
- Assistant Dean, 505.984.6925, jarsenault@sjc.edu
- Campus Public Safety and Switchboard, 0 from any on-campus phone, or 505.984.6000

Professional Counselors

Campus “Professional Counselors,” when acting as such are not considered to be a campus public safety authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntarily basis for inclusion in the annual crime statistics. A professional counselor is an employee of the college, or someone under contract, whose official responsibilities include providing psychological counseling to members of the college community and who is functioning within the scope of his or her license or certification.

Campus Public Safety and the Santa Fe Police Department

The policy of St. John’s College public safety is to provide an environment conducive to its educational mission; thus any conduct that is prohibited by state, federal, or local law is subject to discipline under the provisions of St. John’s College policies, as appropriate. The college monitors and reports when appropriate, to area law enforcement agencies any illegal conduct of students, faculty, or staff on college premises or off-campus locations. In addition, college officials may refer any evidence of illegal activities to the proper local, state, or federal authorities for review and potential prosecution.

The director of public safety also requests crime statistics from the Santa Fe Police Department for those properties within the Clery geography. The college has a close working relationship with the Santa Fe Police Department.

Monitoring and Recording On-campus and Off-Campus Crimes

SJC public safety is primarily concerned with the safety of our campus community, and is on patrol 24/7 to that end. That being said, local law enforcement agencies regularly notify SJC public safety of off-campus crimes that involve members of St. John’s community, particularly those involving students engaged at off-campus locations which includes off-campus housing. The public safety department’s role in off-campus investigations is limited, but information is often shared and cooperative work regularly takes place. The St. John’s Student Handbook and policies prohibit violations of local, state, and federal laws; the college may take disciplinary action, independent of civil authorities, for activities that take place off-campus when the interests of the college are adversely affected.

SJC public safety will contact Santa Fe police in all cases where an arrest or professional medical attention may be warranted.

Daily Crime and Fire Logs

SJC public safety maintains a daily crime log in the Securitas Vision system, which is available for display to the public. The crime log is maintained at the director of public safety's office and is normally available during business hours. Reports of fire are also maintained in this log.

Promoting a Safe Campus— A Community Effort

Crime Prevention Education and Awareness

The crime prevention strategies on the campus are rooted in the idea that good communication and collaboration among members of the community is key to preventing crime. The public safety staff is accessible to and respectful of members of the community, and dedicated to the mission of protecting the students and the wider community. Students are also encouraged to report incidents to public safety and to do so before situations become problematic. The college is always evaluating its public safety measures and working to assure that they are effective. For example, last year, the college decided to supplement its existing safety tools with an app through a company called LiveSafe. The app provides community members with another way to report emergency and non-emergency incidents and to get easy access to safety information and resources.

Students are educated by public safety at freshman orientation and through resident assistants, senior residents, and the assistant dean's office. Public safety also works closely with senior residents and resident assistants on crime prevention and response throughout the year and is available to them 24/7. This information is also available in non-residential settings and available to any member of the community.

24-Hour Campus Courtesy Phones

Several call box telephones are installed across campus and are indicated with signage and/or yellow boxes. These phones are directly connected to the switchboard, are available 24/7 and are free to use. Community members are strongly encouraged to utilize these phones anytime they feel uncomfortable in a situation or require immediate assistance from public safety. They can be found at Chamisa Building, in the "France" visitor parking lot, and on the outside of the Student Activity Center (SAC).

Escorts

SJC public safety will escort any student from one campus location to another at any time. These escorts may be activated by calling Switchboard/dispatch at 0 or in the “saferide” section of the LiveSafe app, and may be given in a SJC public safety vehicle or on foot by SJC public safety officers. The LiveSafe app also has a “safe walk” feature that allows students to walk each other home virtually.

Building Security

Access to campus administrative and academic buildings and grounds is available during normal business hours to students, faculty members, staff members, and guests. With the exception of the residence halls, which are locked at all times, most campus facilities are open when classes are in session, or by special request coordinated with public safety. When class is not in session or when the campus is officially closed, all buildings are secured and only faculty, staff and students with proper authorization are allowed access. The general public may attend cultural and recreational events on campus; however, their access may be limited to the facility in which the event is being held. Public safety officers conduct routine public safety patrols of academic and administrative buildings to monitor activity. Authorization for use of the campus grounds for assembly purposes must be obtained in advance from the Assistant Dean’s Office, Student Activities Office or the Office of Conference Services. Residence halls are locked at all times and access is restricted to students and their authorized guests.

Resident Assistants routinely monitor safety and public safety concerns inside residence halls and, if necessary, report public safety concerns to SJC public safety.

Building Check and Maintenance of Campus Facilities

St. John’s College is maintained in a manner that minimizes hazardous conditions. Prior to securing a building at night, SJC public safety officers will visually inspect its exterior, making note of any damage. Officers will also conduct an interior walk-through of all buildings in their entirety, ensuring that doors are secured, that fire safety equipment is present and that there is not apparent safety, fire or health hazards.

All hazards and physical problems are referred to the buildings and grounds department (B&G) for action during the next business day. B&G personnel can be called in after hours to address serious situations by Switchboard / dispatch at x0.

Lockouts

Students are strongly encouraged to lock dorm rooms at all times. If a student is accidentally locked out of their room, SJC public safety personnel will grant them admittance after checking their official room assignment and photo identification.

Students who lose their room keys should report the loss to the department of residential life (x 6925) so that their locks can be changed.

Personal Safety



St. John's College is excited about its continued use on campus of a mobile safety app, called "LiveSafe". The free LiveSafe app is an additional way for community members to contact Public Safety and off campus emergency responders via text or phone call. In addition, the app contains useful safety information, which will facilitate our building a safe campus together. The app, available to all members of the campus community, allows you to send your location to campus Public Safety in an emergency, invite friends to monitor your location as you walk, and report suspicious activity.

To get the app:

- ✓ Open [Google Play](#) or the [Apple App Store](#) on your phone. Download "LiveSafe" with the logo as you see above.
- ✓ Tap "Sign up", and fill in your profile information and create a password.
- ✓ St. John's College, Santa Fe may pop-up if you are close to the campus. If so, tap "Yes". Otherwise tap "Change" to select St. John's College, Santa Fe.

- **Stay alert:** Use common sense and do not place yourself in a location or situation where you might become a victim of crime.

- **Personal Whistle Safety Program:** The public safety office has personal safety whistles available. These whistles signal your need for help, frighten away someone who means you harm, or alert those nearby to call the police or a public safety officer.

- **Report criminal activities or emergency situations:** For police, fire or medical emergencies, you should contact Public Safety (ext. 0 or 505-984-6000), or call 911 if off campus. You may also use any of the emergency phones throughout the campus. The campus community is encouraged to report all crimes and safety-related incidents to public safety as quickly as possible.

- **If you become aware of a crime, observe a suspicious person or situation or are a victim yourself promptly report it to the Office of Public Safety.** Timely reports increase the likelihood that critical evidence will be obtained, stolen property will be recovered and the offender will be successfully prosecuted. This is especially important in cases involving sex offenses. The college will assist any student who wishes to report a crime to the Santa Fe Police, or to contact college therapists or area victim support services.

- **Avoid walking alone at night.** Make arrangements to walk in groups. If you must travel alone at night, stay on well-lit paths and sidewalks. You may also call Public Safety and request an escort by calling ext. 0 or 505-984-6000.
- **Keep your room door locked at all times.** The vast majority of thefts occur from unlocked rooms when the occupant is gone only briefly.
- **Do not prop open exterior doors and close any doors you find propped open.** Propped doors greatly increase chances that you or someone else in your dorm may be victimized. Do not open doors to someone you do not know.
- **DO NOT lend your key or key card to anyone.** This endangers you and others in your dormitory and is cause for disciplinary action. Report a lost or stolen key to the Office of Public Safety.
- **Report obscene, annoying or harassing phone calls or e-mail messages immediately.** Please save the offending messages, if possible.
- **Report all public safety-related maintenance problems.** Locks, doors, windows, exterior lights in need of replacement, shrubbery in need of trimming or other unsafe conditions should be reported immediately to the Building and Grounds office. You can contact the college switchboard (ext. 0) to request a work order. Students can also notify their RAs, and faculty and staff members can obtain a logon to the web based INSITE portal to enter work order notices.
- **Identify your valuables using OPERATION ID.** Students may use an engraver, available through Public Safety, to mark and identify valuable personal articles as a precaution of theft.
- **Park your car in well-lit area and keep it locked.** Lock all valuables in your trunk.
- **Register your bicycle with the Office of Public Safety.** They will issue a registration sticker to affix to your bicycle to deter theft and aid in recovery if it is stolen. Public Safety strongly recommends a U-style lock.
- **Be aware of crimes at or around St. John's College.** Additional information on campus crime is available from the Office of Public Safety. Bulletins are issued through the Assistant Dean's office when the circumstances warrant informing the community of important crime related information.

Telephone x 0 or 505-984-6000 for any emergency

Crime Awareness and Campus Safety and Security Act Crime Definitions

Clery Act Crime UCR definitions: Definitions used by the United States Office of Education come from the FBI's Uniform Crime Reports (UCRs).

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Criminal Homicide - Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Criminal Homicide – Manslaughter by Negligence: The killing of another person through gross negligence.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Robbery: 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, violence, and/or causing the victim fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. Classify as motor vehicle theft all cases where persons not having lawful access even though the vehicles are later abandoned. Includes joyriding.

Larceny-Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

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

Destruction/Damage/Vandalism of Property: 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.

Hate/Bias Crimes: Any crime (or any other crimes involving injury to any person) where the victim was intentionally selected because of his/her actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity or disability. All such crimes should be reported to Office of Public Safety.

Sex Offenses Definitions

Sexual assault: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Dating Violence: Dating violence means an act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Domestic Violence: "Domestic violence" refers to felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person who

shares a child with the victim, or by a person who is or formerly has cohabitated with the victim as a spouse.

Stalking: “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Drug, Liquor & Weapons Violations

Liquor Law Violations: 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 Abuse Violations: 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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

Location Definitions

On-Campus refers to any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls. Any building or property that is within that area owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes, such as a retail vendor.

Non-Campus Building or Property refers to any building or property owned or controlled by a student organization that is officially recognized by the institution that is used in direct support of the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographical area of the institution. No such buildings are owned by the college.

Public Property refers to all public property, including streets, thoroughfares, sidewalks, and parking facilities, not part of the institution.

Sexual Misconduct/Harassment Policies, Procedures, and Prevention and Sex Offenses

Sexual Misconduct and Harassment Education and Training

St. John's College educates its student community about sexual assault, harassment, domestic violence, dating violence, coercion and stalking. Our programs provide the following information: definitions of sexual misconduct, (including sexual assault, domestic violence, dating violence, coercion and stalking) and harassment, a definition of sexual consent, a description of safe and positive options for bystander intervention, information on risk reduction, and information about St. John's policies, procedures, support, and resources.

Primary prevention and awareness training is designed to prevent sexual misconduct before it occurs and to foster students' efforts to have healthy, respectful, and positive relationships. It provides them with bystander intervention strategies and encourages them to reflect on their own and other's behaviors and to step up to intervene. Such training also fosters reflection on the nature of consent. These trainings are conducted in person at mandatory freshman orientation, at class meetings for all upperclassmen, and through written materials. Bystander intervention and risk reduction programs/training are done at freshman orientation, and via numerous peer-to-peer outreach activities sponsored by student groups.

The college policies and procedures are promulgated in person and through written materials in hard copy distributed to all students, sent via email, posted in dormitories and in the Student Health Office and posted on the website. Resident assistants have been trained in bystander intervention and act as peer educators for other students.

College staff and faculty members who have specific responsibilities with respect to the Sexual Misconduct Policy receive additional training through in person education, online courses, and attendance of workshops and conferences.

Sexual Misconduct Policy and Procedures

For purposes of this policy, the term "sexual misconduct" includes sexual assault, dating violence, domestic violence, coercion and stalking.

Definitions Related to Sexual Misconduct

Consent is informed, freely and actively given speech or action that indicates a willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by someone who is so incapacitated, by alcohol or other drugs or for some other reason, as not to be able to communicate unwillingness or to understand the nature of the conduct being engaged in. Silence on the part of the victim does not constitute consent.

Sexual Coercion is unreasonable or oppressive speech or action used to pressure someone to engage in unwanted sexual activity {*e.g.*, using inappropriate pressure, threats of a non-violent nature (for example, to release sensitive or private information), or manipulation}. Sexual coercion can be differentiated from seduction by a repetition of the coercive activity in the face of resistance, the degree of pressure applied, or the initiator's knowledge that the pressure is unwanted. While sexual coercion does not constitute sexual assault or involve sexual violence, such behavior violates the college's standard of respect for the person of another and is considered sexual misconduct that will be addressed.

Sexual Assault is conduct of a sexual nature resulting in physical contact with the victim without the victim's consent (*i.e.*, an action committed either by force, by intimidation, or by knowingly making use of the victim's physical or mental helplessness).

Dating Violence means an act of 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. For the purposes of this definition-

- 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 refers to felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person who shares a child with the victim, or by a person who is or formerly has cohabitated with the victim as a spouse.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

The college does not tolerate sexual violence of any kind, including any sexual misconduct. If a member of the college community has been, or may have been, a victim of sexual misconduct (the "reporting party"), a complaint of sexual

misconduct may be made to a variety of employees of the college, including but not limited to: the Title IX Coordinator, the assistant dean, the dean, the treasurer, a senior resident, a college nurse or therapist, a campus public safety officer, or (in the case of employees) human resources or the employee's supervisor.

The person to whom the first complaint is made is expected to consider the physical and emotional needs of the reporting party, the need to preserve evidence for future investigation of the allegation, and issues related to confidentiality. In cases of acute short-term need, the first effort should be to bring the reporting party under the care of qualified professionals for medical purposes and/or crisis counseling. If acute short-term needs have been satisfactorily addressed, the college official first approached should assist the reporting party in bringing the matter to the attention of the Title IX Coordinator, in order to initiate the procedures described below.

Reporting parties should be aware that many members of the college community, including senior residents, resident assistants, and faculty/staff members, have an obligation to share reports of sexual misconduct with the Title IX Coordinator, regardless of a request for confidentiality by the reporting party. However, therapists, physicians, nurse-practitioners, and psychiatrists are not obligated to report to the Title IX Coordinator information shared in the course of a treatment relationship unless the reporting party consents to such disclosure.

Complaint Procedures

The "preponderance of the evidence" standard (*i.e.*, whether it is more likely than not the misconduct occurred) shall be applied at each stage of the following procedures.

1. Any allegation of sexual misconduct is reported to the Title IX Coordinator, whether or not the alleged assailant (the "responding party") is also a member of the college community. The college's primary concern is safety. Any potential violation of unrelated conduct rules, such as illegal use of alcohol or drugs, on the part of the reporting party or witnesses that comes to light in conjunction with a good faith report of sexual misconduct will not be subject to disciplinary/conduct action.
2. Because sexual misconduct may constitute a serious criminal offense, the Title IX Coordinator will inform the reporting party of the possibility of bringing criminal charges. If the reporting party decides to proceed with a criminal charge, officials of the college will cooperate with the police investigation. At the request of the reporting party, college officials will also assist the reporting party in bringing the allegation to the proper law enforcement authorities.
3. The Title IX Coordinator will make sure that the reporting party has been fully informed of the variety of support services available, both on campus and in the community. These include the Student Health Office (ext. 6418 or 505-984-6418) on

campus, and the following community services: the Solace Crisis Treatment Center (505-986-9111) and Christus St. Vincent Regional Medical Center (505-913-3361). Additionally, at the request of the reporting party, the Title IX Coordinator will schedule a voluntary meeting for the reporting party to meet with a therapist.

4. The Title IX Coordinator will also inform the reporting party of the importance of preserving evidence in case criminal charges are to be brought or for the sake of the college's investigation. The nearest community resources equipped with sexual assault evidence collection kits are the Solace Crisis Treatment Center (505-986-9111) and Christus St. Vincent Regional Medical Center (505-913-3361).

5. Whether or not criminal charges are to be brought, and without waiting for the conclusion of any criminal investigation, the college will take immediate and appropriate steps to protect the reporting party and to investigate the complaint. Such investigations typically conclude within forty-five days of the time when the college becomes aware of the complaint (except that the college may need to delay temporarily the fact finding portion of its investigation at the direction of the police). The college will inform and seek to obtain consent from the reporting party before beginning the investigation. If the reporting party requests confidentiality or that the complaint not be pursued, the college will take all reasonable steps to investigate and respond to the complaint consistent with the reporting party's request. The college will inform the reporting party that such a request may limit the college's ability to respond to the complaint. Even if the college receives a request for confidentiality from the reporting party, the college will take any available steps to limit the effects of the responding party's conduct and to prevent its recurrence consistent with the confidentiality request. Under certain circumstances, the college may need to conduct an investigation even where a request for confidentiality has been made in order to ensure the safety of all members of the college community.

6. The assistant dean and the director of public safety jointly investigate all suspected violations of the Sexual Misconduct Policy. Once an investigation is initiated, the investigators will notify the responding party in writing of the complaint against him/her. Depending on the nature and severity of the complaint, the college reserves the right to suspend the responding party and otherwise restrict his/her access to campus during the course of the investigation.

7. The investigators notify the reporting party and the responding party that each is permitted, if he/she wishes, to have a support advisor of his/her choice present at any meeting or other proceeding under this policy. Meetings/proceedings will be scheduled not less than forty-eight hours in advance. If a party intends to have an advisor present at a meeting/proceeding, the party must notify the investigators at least twenty-four hours in advance of the meeting/proceeding of the identity of the advisor. Advisors serve in a supportive role, and are not permitted to participate in the meeting/proceeding, speak on behalf of the person being advised, or communicate with anyone other than the person being advised. Advisors who fail to

comply with these rules will be asked to leave and will not be permitted to attend future meetings/proceedings.

8. The investigators will conduct a fair and impartial examination of the facts and circumstances of the suspected violation of the sexual misconduct policy.

Both the reporting party and the responding party will be permitted to supply documentary evidence and request that the college interview witnesses possessing relevant information. Any documentary evidence that may be used in determining the outcome of the investigation shall be supplied to both the reporting party and responding party. While neither party is entitled to be present for witness interviews, each party will be provided with written summaries of any witness interviews, including interviews of the other party (except that summaries of discussions with the parties unrelated to the facts at issue in the complaint shall not be provided to the other party). Either party may request in writing follow-up questions to be posed to any witnesses or the other party.

9. Investigators present results of their examination of the facts and circumstances to the SJC Sexual Misconduct Review Panel which includes the director of human resources, the manager of philanthropic and board relations and the library director. This panel evaluates the facts and circumstances presented by the investigators and determines if a violation of the sexual misconduct policy occurred and, if so, determines appropriate sanctions. Both parties are notified in writing of the outcome.

10. Both during and after the investigation, college officials will make every reasonable effort to make conditions on campus tolerable for all parties concerned (for instance, changing academic or living situations, enforcing no-contact orders, etc.). Such requests should be addressed to the Title IX Coordinator.

11. Consistent with Title IX, the college will take steps to prevent retaliation, and will take strong responsive action if retaliation occurs. Any retaliation, reprisal, or intimidation directed toward the reporting party or anyone else as a result of the filing or investigation of a complaint is strictly prohibited and must be reported immediately to the assistant dean.

11. Members of the college community who are determined to have violated this policy or to have engaged in retaliation may be subject to sanctions depending on the nature and severity of the offense and the individual's disciplinary record, regardless of whether the sexual misconduct is the subject of a criminal investigation or results in a criminal conviction. Sanctions include: formal reprimand (to be included in the permanent record of the student or employee); expulsion from the dormitories (if the person is a student residing on campus); suspension or expulsion from the college, with or without refund of fees, in the case of students; suspension with or without pay or termination of employment, in the case of employee; disciplinary probation; separation orders or prohibitions from

entering certain parts of campus or attending certain campus events; and mandatory education on issues related to sexual misconduct, including prevention and awareness, victims' rights, and appropriate behaviors, etc.

11. If either party is dissatisfied with the results of any investigation, the party may file a written appeal to the dean. The appeal must be filed within 10 days of being informed of the result of the investigation. The appeal will be shared with the non-appealing party who may, but need not, provide a written response within 10 days of receiving a copy of the appeal.

The dean may review any evidentiary material compiled during the investigation, including witness statements, and the investigation findings. Both the reporting party and the responding party are entitled to address the dean and the dean may pose questions to either or both parties, but the parties may not address one another and the dean may not call other witnesses to appear.

The dean may affirm the finding and sanction; may reverse the finding; may modify the finding and/or sanction; and may remand the case for additional investigation if he/she believes the investigation lacks sufficient information to reach a decision. Both parties shall be notified in writing of the outcome of the appeal, including any sanction imposed on the responding party as a result of a violation of this policy.

12.. Both parties will be notified in writing of the outcome of the appeal. The dean's decision is final, and no further appeal is permitted.

13. The foregoing procedures shall constitute the college's grievance procedures with respect to matters involving allegations of sexual misconduct and the Grievance Procedure set forth in Appendix C shall not be used.

Sexual Misconduct Response Summary

Title IX: Title IX is a federal law that prohibits all forms of sex discrimination, including sexual assault/offenses and harassment, in federally funded education programs. Title IX provides “**no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.**”

In accordance with Title IX, St. John's College policies and practices forbid sex discrimination of any kind, including sexual harassment and sexual assaults or offenses. For a full statement of our policies, see Student Handbook, Appendices A&B, Campus Policies, Practices, and Services.

On the Santa Fe campus, the Director of Residential Life is the Title IX Coordinator and is responsible for promoting an environment on campus that is free of sex discrimination, including sexual harassment and sexual misconduct (including sexual assault, dating violence, domestic violence, and stalking), not just among students, but among all members of the campus community and for addressing and remedying such conduct should it occur.

How To Get Help

If you have been or suspect you may have been sexually assaulted, you are urged to call 911, contact Solace Crisis Treatment Center (24 hours/day), go to Christus St. Vincent Medical Center Emergency Room, or contact Campus Public safety by dialing 0 from an on-campus phone or dialing a public safety officer directly at: 505-660-8177, or via the LiveSafe phone app. During business hours you may also go to the Student Health Office.

You can decide later whether or not to press charges (if you wish to do so, the college can assist you), but it is critical that you receive medical attention and caring support as soon as possible. Additionally, it is important to note that evidence may be lost if you do not seek immediate assistance. Activities such as showering, changing clothes, washing bed linens or clothing, or disposing of clothing or trash may result in the loss of evidence. Even if you are unsure whether what happened was an instance of sexual misconduct, the college encourages him or her to report the incident to the college and to seek appropriate assistance by talking to a therapist, senior resident, resident assistant, director of safety and public safety, nurse-practitioner, physician, the director of residential life, or the assistant dean.

As set forth above, protective measures are available to victims of sexual misconduct. Protective measures provided to the victim will be maintained confidentially to the extent that maintaining such confidentiality will not impair the ability of the college to provide the protective measures. The college will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims.

As set forth above, the college, to the extent possible, attempts to protect the privacy of victims to the extent possible in the course of responding to allegations of sexual misconduct. The college will, to the extent possible, complete its obligations under the Clery Act, including with respect to record keeping, disclosures, and issuing timely warnings, without the inclusion of personally identifying information about the victim.

Note: the college will, upon request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18 of the United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding

conducted against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

On Campus Support

Resources:

Therapy Offices – 505-984-6421 / 6419

Assistant Dean’s Office – 505-984-6925

Student Health Office – 505-984-6418

Student Life Office – 505-984-6925

It is important to receive caring support as soon as possible. On campus, the psychotherapists at the Student Health Office are available to provide confidential support for students who have experienced or suspect they may have experienced sexual misconduct. To make an appointment with one of the therapists contact either LouRae Woody at 984-6419, or Ellen Elgart at 984-6421.

Communications with therapists and other health care providers are confidential. Other college employees, however, including public safety, resident assistants, and senior residents, have an obligation to let the Title IX Coordinator know that sexual misconduct has occurred. The Title IX Coordinator will then contact the student to discuss the incident and whether the complaint process will be initiated. The Title IX Coordinator will attempt to comply with any request for confidentiality by a student, except that in certain circumstances, disclosure may be required in order for the Title IX Coordinator to ensure the safety and public safety of the campus.

Off Campus Support

Santa Fe Police Department – 911 or 505-428-3710 for general information

New Mexico State Police – 505-827-9300

Santa Fe County Sheriff – 505-986-2455

Christus St. Vincent Regional Medical Center Emergency Department at
505-913-3934

Solace Crisis Treatment Center (<http://findsolace.org/>) 24-hour hotline response at
1-800-721-7273.

Reporting Sexual Misconduct

The college does not tolerate sexual misconduct (sexual assault, dating violence, domestic violence, coercion and stalking). The director of residential life/Title IX Coordinator in Santa Fe is responsible for overseeing the college's response to complaints of sexual misconduct.

To report sexual misconduct on the Santa Fe campus

If you believe that you have been the victim of sexual misconduct, the college encourages you to contact the director of residential life, who will handle your report with discretion and sensitivity. Bring a friend for support if it helps. Call 505-984-6925 to make an appointment, or just drop by the office.

The director of residential life/Title IX coordinator will discuss with you:

- How to get **support** either on or off campus
- The **definitions** and **policies** regarding sexual misconduct (including sexual assault, dating violence, domestic violence, coercion and stalking)
- The kinds of **help** that may be available to you, even if you decide not to file a complaint, to make conditions on campus tolerable for all parties concerned (for instance, changing academic or living situations, no-contact orders, etc.)
- How the **complaint and investigation process works**
- Whether you would like to file criminal charges. (If you wish to file criminal charges, the college can assist you).

The complaint/investigation process summary

- The Director of Residential life will ask your permission to refer the complaint to be investigated by the assistant dean and the director of public safety
- If you request confidentiality or that the complaint not be pursued, the college will take all reasonable steps to honor your request, but will consider the request in light of the college's obligation to ensure a safe campus environment.
- The investigators will present the interview summaries and evidentiary materials to a sexual misconduct review panel, comprised of the human resources director, the manager of philanthropic and board relations and the Director of the Library. You and the responding party will be notified about whether a policy violation has been found and the consequences of any violation.
- If you or the responding party are dissatisfied with the panel's decision, you may file an appeal with the Dean.

- **Retaliation** of any kind based on the filing of a sexual misconduct complaint is **strictly prohibited**. The college will take steps to prevent retaliation and will take strong responsive action if it occurs.

Sex Offender Registry

In October of 2000, Congress amended the Clery Act (formally known as the Campus Safety and Security Act) in order to help protect campus communities from known sex offenders. These amendments, known collectively as the Campus Sex Crimes Prevention Act, took effect October 28, 2002. One of these amendments requires institutions of higher learning to include in their annual security reports a statement that advises the campus community as to where law enforcement agency information concerning registered sex offenders may be obtained.

As the local police authority, SFPD is the contact agency for questions relating to our local sex offender registry. Community members may also access the New Mexico State Sexual Offender Registry at the following web address:

http://www.nationalsexoffenderregistry.com/2013/01/nm_15.html

Program Participation Agreement

According to our sexual misconduct policy, both the reporting and responding parties shall be notified in writing of the outcome of the sexual misconduct investigation, including any sanction imposed on the responding party as a result of a violation of this policy.

Drug and Alcohol Policies and Resources

St. John's College has regulations pertaining to the possession, use, and distribution of intoxicating beverages and illegal drugs; these policies are fully outlined in the student handbook. Each student is required to carefully review these policies as well as the disciplinary penalties for violating them. The latest version of the Student Handbook can be found at the sjc.edu website in the Current Students section under Handbooks: <http://www.sjc.edu/current-students/undergraduate-santa-fe>

Alcohol Policy

I. Introduction

The St. John's college alcohol policy is designed to promote responsible decision-making concerning the use of alcohol. The college expects all members of the

community to be respectful of the rights of others in order to contribute to an environment conducive to education and personal growth. Intoxication is never justification for behavior that violates the standards of conduct and expectations of the college.

SJC public safety enforces all New Mexico State underage drinking laws. The college expects community members to abide by the laws of New Mexico and the policies of the college. Any member of the community, including resident assistants and SJC public safety personnel, may confront and detain students whose behavior is in violation of these policies. Sanctions ranging from fines and probation to dismissal may be imposed upon students who violate this or other policies of the college.

II. Summary of New Mexico Laws Governing Alcohol

Under New Mexico State Law, it is illegal:

1. To provide alcohol to persons under the age of 21 or to persons who are visibly intoxicated. Providing alcohol to persons under the age of 21 is a 4th degree felony.
2. To misrepresent the age of a person under the age of 21 for the purpose of inducing a sale of alcohol.
3. For a person under the age of 21 to possess alcohol with the intent to consume it.
4. For any person under the age of 21 to present or offer any written evidence of age which is false, fraudulent or not actually his own, for the purpose of purchasing or attempting to purchase alcohol.

III. General Policies

1. Persons 21 years of age and older may possess and consume alcohol in residence hall rooms, suites and apartments.
2. Open containers of alcohol are not permitted in public areas. Public areas include, but are not limited to, academic buildings, residence hall lounges and hallways, and outdoors. For purposes of this policy, "common rooms" are not considered public areas.
3. Gatherings with bulk alcohol. Bulk alcohol is defined as any quantity of beer in excess of two cases, 48 twelve oz. cans, or the alcohol equivalent in wine or liquor. Such gatherings are not permitted in the residence halls. Kegs, beer balls and/or taps are not permitted in residence halls (except where noted below).

4. Gatherings with bulk alcohol are permitted only by special permission of the assistant dean.
5. The college reserves the right to notify the parents or guardian of a student who is transported to the hospital for an alcohol or drug-related overdose unless protected by FERPA block.

Guidelines for Parties Where Alcohol Is Present

All parties that plan on having alcohol must inform the assistant dean when the party permission form is submitted. These parties are subject to the following rules:

- **Limits:** For parties where alcohol is permitted, there shall be no more than one keg every two hours. No hard alcohol is permitted without special permission from the assistant dean. Reality is subject to the following restrictions: A maximum of six kegs on Friday, and twelve on Saturday; no alcohol service on Sunday. Because they begin late at night, the Senior Essay Writing Party and Senior Prank are allowed only one keg each. Absolutely no alcohol is allowed in the seminars during Senior Prank.
- **Identification:** Anyone of legal age who wishes to drink at approved college functions must wear a wristband. Wristbands are given by a certified bartender who has confirmed by valid identification that the person is 21 years of age or older. Anyone found drinking without a wristband is subject to fines.
- **Bartenders, party hosts and senior residents** will ensure that alcohol is served only to those of legal drinking age.
- **End Time:** The bar will stop serving at 12:00 a.m. The senior residents and public safety will enforce this.
- Each party is required to have student hosts on alcohol patrol. Their job is to ensure that no alcohol is brought into the party and to assist the senior residents. Violations are to be reported to public safety. Members of the alcohol patrol may be fined for blatant disregard of their duties.

Illegal Drug Policy

Students who are involved with drugs are encouraged to seek assistance through the college health services, counseling services or other professional assistance. These services are completely confidential. St. John's College is committed to the development and maintenance of a drug-free environment and, in accordance with the Drug-Free Workplace Act of 1988, will not tolerate the unlawful possession, sale, use, manufacture, distribution or dispensation of a controlled substance in or on property owned or controlled by the college. This policy can also be viewed in the

Student Handbook, with specific information on abuse, and resources on page 48; information on prevention on page 125. The latest version of the Student Handbook can be found at the sjc.edu website in the Current Students section under Handbooks: <http://www.sjc.edu/current-students/undergraduate-santa-fe>

SJC public safety will uphold all state and federal drug laws. Drug paraphernalia and water pipes of all kinds are prohibited. The assistant dean will review all cases involving the alleged possession, use, or distribution of illegal drugs. Students found responsible for possession, use, or distribution of drugs will be subject to appropriate disciplinary action, which may include dismissal from the college. The laws of New Mexico and the federal government prohibit the possession, use or distribution of illegal drugs. The penalties imposed on violators are severe. The college will offer no protection or immunity from prosecution by police agencies.

Missing Student Procedures

Persons reporting missing students may make their first contact with the SJC public safety. Said reports may come from parents, fellow students, tutors, resident assistants, or others. Regardless of the source or the office contacted first, the department of campus public safety will be immediately notified of all missing-student reports.

If the student resides in an on-campus student housing facility and is determined missing for 24 hours, the following steps should be taken immediately:

- If the student has designated a missing person contact, notify that contact person within 24 hours.
- If the student is under 18 years of age and is not emancipated, notify the student's custodial parent or guardian and any other designated contact person within 24 hours.
- Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, public safety will inform the local law enforcement agency that the student is missing within 24 hours of initial report.

Public safety personnel will interview any members of the community who might have information about the missing student's whereabouts. Such interviewees may include, but will not be limited to, resident assistants, faculty and staff members, roommates, friends, and family members. Particular attention will be given to possible locations of the missing student and his/her most recent mental state and/or personal problems. SJC public safety reserves the right to enter student rooms in search of missing persons.

SJC public safety personnel will determine the last campus access card transaction completed by the student in question and request to be alerted to any further transactions that are attempted.

All missing student reports must be relayed promptly to both the director of SJC public safety and the assistant dean's office. Periodic updates should be given to both the director and the assistant dean. The director will determine which other college officials need to be notified. The local police authorities will be regularly updated on the progress of the investigation and may become involved at their discretion. If it is determined by the local police or the SJC public safety that the entire college community is at risk, SJC public safety will be responsible for communicating that danger to the campus via any medium that the director shall deem appropriate.

After the situation is resolved, the director should prepare a detailed report to be provided to both the municipal authorities and the assistant dean.

Emergency Operations Plan

In the event of a serious incident that poses an immediate threat to members of the college community, all emergency procedures and policies are contained in the Emergency Operations Plan, which is reviewed annually and available to all staff and members of the community on request from the director of public safety. For notifications, the college has contracted with e2 campus communication and LiveSafe systems for communicating emergency information quickly to the entire campus.

The campus emergency alert system is composed of a siren warning system in conjunction with text and e-mail. The siren issues a warning to provide notice to the community that an emergency situation exists. Upon confirmation by public safety of a significant emergency or dangerous situation that threatens the health or safety of the community, an immediate notification may be sent via the E2 system and LiveSafe to cell phones and e-mail, and a mass on-campus voicemail. The E2 Campus emergency alert system is Opt-out for all current students; all others are voluntary opt-in.

Serious threats warranting E2 messaging may include weather, health, or personal safety situations. Based on the nature of the emergency the responsibility for assessing the severity of the threat begins with public safety. Upon a determination that a significant or continuing threat exists, the director of public safety or the assistant dean should promptly make a decision regarding emergency notification and determine the appropriate segment(s) to receive the message (if the emergency is isolated to a particular section of campus.)

Timely Warnings

Timely warnings are typically issued for the following Uniform Crime Reporting crime classifications: major incidents of arson, aggravated assault, and criminal homicide, robbery, and sex offenses. Cases of assault and sex offenses are considered on a case by case basis, depending on the facts of the case and the information known by public safety and the assistant dean's office. Again, all alerts sent via the E2 Campus alert system and campus voicemail.

Lockdown Procedure

In some emergency situations, evacuating the building/facility is not preferable, and lockdown/shelter-in-place procedures are the best courses of action. A lockdown would typically be called for when some criminal element is threatening the campus, such as an active shooter or hostile intruder. If a lockdown or shelter-in-place command has been ordered, take the following actions:

- Stay inside the building you are in, even if you do not normally work or reside in that building.
- If you are in an outdoor location, proceed to the nearest building or other source of shelter.
- Close and lock exterior and interior doors to the greatest extent possible to maximize public safety. Also, close windows, blinds and drapes, and stay away from any objects that could fall or otherwise become projectiles. Block the doors if an active shooter situation exists.
- Terminate any on-going teaching activities (instruction, lab experiments, etc.), and turn-off all lighting, fans, fume hoods, and silence cell phones. Stay out of the line of sight from outside or hallways.

Be prepared to go to more secure locations, as directed by appropriate college personnel, and do not leave the building or secured area until and unless told to do so by authorities.

St. John's College Santa Fe Campus Hate Crime Statistics

2015:

- *0 on-campus incident characterized by gender or disability*
- *0 on-campus incident characterized by religion*
- *0 on-campus incident characterized by sexual orientation*
- *0 on-campus incident characterized by ethnicity or race*

2014:

- *0 on-campus incident characterized by gender or disability*

- 0 on-campus incident characterized by religion
- 0 on-campus incident characterized by sexual orientation
- 0 on-campus incident characterized by ethnicity or race

2013:

- 0 on-campus incident characterized by gender or disability
- 0 on-campus incident characterized by religion
- 0 on-campus incident characterized by sexual orientation
- 0 on-campus incident characterized by ethnicity or race

St. John's College Santa Fe Crime Statistics 2013-2015

OFFENSE	YEAR	ON CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
DOMESTIC VIOLENCE	2013				
	2014	0	0	0	0
	2015	0	0	0	0
STALKING	2013	1	1	0	0
	2014	4	3	0	0
	2015	0	0	0	0
DATING VIOLENCE	2013	2	2	0	0
	2014	2	2	0	0
	2015	1	0	0	0
NEGLIGENT MANSLAUGHTER	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
SEX OFFENSES, FORCIBLE	2013	0	0	0	1
	2014	0	0	0	0
	2015	2	2	0	0
SEX OFFENSES NON-FORCIBLE	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
ROBBERY	2013	0	0	0	0

	2014	0	0	0	0
	2015	0	0	0	0
AGGRAVATED ASSAULT	2013	0	0	0	0
	2014	0	0	0	1
	2015	0	0	0	0
BURGLARY	2013	1	0	0	0
	2014	2	2	1	4
	2015	0	0	0	0
MOTOR VEHICLE THEFT	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
ARSON	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2013	0	0	0	1
	2014	0	0	0	0
	2015	0	0	0	1
DISCIPLINARY REFERRALS: WEAPONS: CARRYING,POSSESSING, ETC.	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	1
ARRESTS: DRUG ABUSE VIOLATIONS	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2013	3	4	0	0
	2014	1	1	0	0
	2015	1	1	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	2
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2013	3	3	0	0
	2014	5	3	0	0
	2015	0	3	0	0

Annual Fire Safety Report

Fire Safety

Fire safety is one of the most important "safety" considerations on any college/university campus, in part because it is not just a minor program managed by a single administrative department. Rather, it is a complex system that concerns itself with the design and maintenance of the many structures that make up the college campus, as well as the behaviors of every student, employee, and visitor.

Smoke/Heat Detectors

These devices must be free to monitor ambient air conditions without obstruction. They should never be touched or tampered with, in a fashion that impairs their monitoring capabilities.

Be careful when generating dusts (e.g.: vacuuming) or mists (e.g.: using hairspray or taking long showers) since detectors may interpret fine aerosols as smoke.

Sprinkler Systems/Heads

These devices—heads and associated piping—must not be obstructed in any fashion (like by hanging objects);

Further, nothing should be stored (like boxes/papers on shelving) within 18” of a sprinkler head.

Fire Extinguishers

These devices must not be obstructed in any fashion (like by staged objects in front of cases, or on the extinguisher itself).

The second type of fire protection equipment maintained by college buildings includes those devices which serve to: 1) notify occupants that a potential fire/fire condition exists, 2) direct occupants to their evacuation routes, and 3) control the spread of the fire/fire conditions. These include fire alarm pull stations, audible/visual alarms, exit/egress signage, and fire/smoke doors.

Audible/Visual Fire Alarms

These devices must not be obstructed in any fashion (like by staged/hanging objects).

Evacuate whenever the alarm system is initiated.

Fire Alarm Pull Stations/Panels

These devices must not be obstructed in any fashion (like by staged/hanging objects). Use the pull station if you see or suspect that there is a fire or fire condition, or in any other circumstance where emergency responders are needed, and other means of communication are unavailable.

Exit/Egress Signage

It is critically important (especially to those not familiar with a building) for exit/egress signage to be visible, unobstructed, and not tampered with, as they direct evacuating personnel to a means of egress.

Fire Doors

Fire doors are normally on self-closing devices, and they may or may not have magnetic hold opening devices that keep the doors open during non-emergency conditions. You can also tell if your door is a fire door by a small metal template on the inside door jamb. Never prop or obstruct a fire door, thereby impairing its ability to close during a fire.

Smoke Doors

Unlike fire doors, smoke doors exist merely to minimize the spread of smoke during a fire. Smoke doors are usually signified by the presence of a self-closing device, and sometimes a magnetic hold opens as well. Similar to fire doors, smoke doors may not be propped or otherwise obstructed from closing.

Combustible/Other Storage Practices

Anything that can burn, from clothing to books to boxes on a shelf, is considered a combustible. While no one expects every dorm room, office space and storage area to be neat and completely devoid of “clutter” at all times, a number of practices routinely result in fire safety risk, as follows:

Office Practices

Offices which store combustible material (like paper work, books, boxes, etc.) beyond the capacity of existing shelving space risk citable fire safety violations if such practices either:

- Would impede an occupant’s ability to evacuate in the event of a fire/alarm signal, or
- Minimize combustible storage on office floors, or find more suitable storage locations outside of your office.

Other Storage Practices

Miscellaneous materials, whether they are combustible or not, may never be stored in such a way as they obstruct or block an emergency exit or egress. Further, combustible materials may never be stored in mechanical spaces such as boiler rooms, electrical panel closets, and attics with air handling equipment/ductwork.

Electrical Power/Connection Equipment—Extension Cords

Light Duty Extension Cords

Light duty extension cords (typically yellow, white or brown) that are either single plug varieties or multi-plug adapters are forbidden on campus in any venue or location. It does not matter how long they are in use, or whether they are personally owned or owned by the college. Even if they only run a radio, they are a fire safety violation.

Heavy Duty Extension Cords

Heavy duty extension cords (typically orange or yellow) are permissible **ONLY** if they are for temporary purposes. Examples of approved uses of this type of cord are to run power tools or a fan to clean up a spill. It is not appropriate to use this type of cord for a computer workstation, desk lamp, TV or stereo equipment. These items are intended to be stationary, and the use of heavy duty cords in this manner will result in fire violation.

Protected Outlet Strips

Protected outlet strips (with “trip” breakers) are the only approved device to provide electrical connection power on a less than temporary basis. These devices should never be “piggy-backed” one to another, and care should be taken to ensure they are not overloaded.

Only 1 outlet strip is permitted per duplex outlet. Outlet strips with 15-20 foot cords are available as needed.

Electrical Devices/Appliances

Electrical Devices

The following devices are restricted from use in living and working spaces, as specified:

- Small air conditioning units (unless specifically installed by B&G);
- Space heaters (again, unless specifically approved by B&G for a heat related problem associated with the facility/building);
- Electric blankets;
- Multi-plug adapters/gang boxes; and
- Specialty lighting, including halogen lights, lava lamps and sun/heat lamps.

Electrical Appliances (Related to Food Cooking/Cooling/Preparation):

All students and employees are encouraged to eat and/or prepare food in building/dormitory kitchenettes specifically designed for food preparation. The types of approved/unapproved devices in this category are dependent upon location, as follows:

Dorms and Administrative Buildings with Kitchenettes

Since these locations are “designed” for food cooking activities, the only additional electrical appliances that are approved for use (beyond those that are provided for and maintained by the college) include blenders, coffeemakers, griddles, popcorn poppers, toaster ovens, and toasters. These approved devices **may only** be used in the kitchenettes themselves.

Student Living Quarters and All Other Building/Facility Locations

The only other approved electrical appliances for locations without kitchenettes include small combination micro-fridges/microwaves, and coffeemakers/coffee pots with automatic shutoffs. These devices are approved since they are food “warming/cooling” appliances, as opposed to food cooking appliances.

Other Generally Approved Electrical Appliances (If UL Listed)

The following appliances/devices are generally approved is UL listed and used safely:

Radios, stereos, electric razors, small portable televisions with self-contained antennas, personal computers with a rating of less than 200 watts, clocks, portable hair dryers, VCR/DVD players, fax machines, small fans and desk lamps. Electric hair curlers and hot combs should be used with caution (only one should be plugged in at a time).

Restricted Electrical Appliances Regardless of Location

The following appliances are restricted from use in any college dormitory, or academic/administrative facility whatsoever:

Broilers, crock pots, electric frying pans, griddles, heating coils, hot plates, large microwave ovens (over 1000 watts), large refrigerators, deep fryers and George Foreman grills.

Other Hazardous Articles/Materials

Restricted Hazardous Articles

The following hazardous articles are restricted from use/storage in all living and working spaces on campus:

- Candles or incense (whether lit or for decorative purposes only);
- Real Christmas trees;
- Holiday lights (the kinds that can be plugged in); and
- Excessive combustible material (as per the above).

Restricted Hazardous Materials

Restricted hazardous materials generally include those materials which are flammable and/or explosive by their very nature, or are otherwise regulated by the NMFP fire code. The specific hazardous materials which are restricted from use/storage in all living and working spaces on campus include the following:

- Fireworks
- Firearm ammunition
- Flammable/combustible liquids associated with cooking/painting/fuels, such as gasoline, kerosene, propane, aerosol paint cans, paint thinner, varnish, sterno, and camping fuels;
- Propane/Charcoal Grills: Regarding propane or charcoal grills with attached propane tanks: Such devices are forbidden from being used or stored within any living/working space, or upon covered porches/balconies/patios

Smoking is prohibited inside all campus buildings/facilities by NM law.

Responses to Fire Alarms (In General)

Although the college spends considerable resources to maintain its fire detection and suppression equipment on campus, errant alarms will occur. They may be false alarms (where a detector or pull station is accidentally or purposefully activated), or they may be true alarms for errant reasons (where a smoke detector activates following exposure to steam).

While campus public safety and B&G work hard to minimize the number of false and errant alarms, it is very important for all students and employees to react to each and every fire alarm as if it's the "real thing." For fire alarms where the cause is not known, adhere to the guidance contained in this section. If the fire alarm is for a true fire or smoke condition, follow the guidance in the next section.

RAs and Students

RAs must communicate to the students they are advising as to where their respective “initial gathering points” are (Peterson Student Center or SAC) so that a common muster point is identified for accountability purposes.

Building Coordinators and Employees

Similarly, department directors should communicate to the employees they represent as to where their respective “initial gathering points” are so that a common muster point such as Peterson Student Center is identified for accountability purposes.

Smoking Policy

Smoking, defined as the burning of a lighted cigar, cigarette or pipe, is not permitted in any campus facility or entranceway. This policy applies to all student residences, including all rooms, lounges, and public spaces. Smoking is **prohibited** in all college buildings and facilities. Smokers must stay at least 25 feet from any building entrance or air intake manifold.

Open Flame

Sources of open flame such as lanterns and candles are not permitted in residence hall rooms at any time.

Students/Employees Occupying Spaces Other Than Where They Principally Live/Work

Faculty teaching classes of students, and faculty/administrators/staff supervising students or other employees, frequently perform such activities in buildings/facilities other than where all involved parties are principally accounted for as per the above. It is incumbent upon the employees in charge of the academic or administrative function to evacuate students to the building’s “initial gathering point” such as the Peterson Student Center and communicate the location accordingly to those students/employees in their care/supervision in an emergency.

Procedures for Students and Employees to Follow in Case of a Fire

Immediately report the fire to campus public safety—x 0 by on-campus phone, 984-6000 by cell phone—or activate a nearby fire alarm pull station if one is accessible.

Remain calm, turn lights on, and dress appropriately.

If your door is cool to the touch:

- First close any open windows in your room, then open door slowly.

- Evacuate the building via designated emergency egress routes. Do not use elevators!
- If there is smoke or heat, crawl on your hands and knees.
- Proceed to the INITIAL GATHERING POINT to await further instructions.

If door is warm, DO NOT OPEN IT!

- Seal the space under the door with a towel.
- Open window, hang a sheet or towel out of the window, and close it.
- Open window at regular intervals to announce your location, and then close it.

Student Housing Evacuation Procedures in Case of Fire

All dormitories evacuate to Peterson Student Center, unless that building is compromised. The gathering place if Peterson is compromised will be the SAC. Public safety will direct RAs and senior residents as to the appropriate gathering site.

Responsibility for Fire Safety

As communicated above, fire safety at St. John’s College is the responsibility of every student and employee. No single fire safety strategy is capable of eliminating every fire hazard. Only by a combination of design/engineering controls, safe working/learning/living practices, and appropriate student/employee behaviors, may the greater college community minimize its collective risks to fire hazards in the first place. Failure to follow the guidance contained in this document can put your lives and the lives of your fellow students and co-workers at risk.

St. John’s Santa Fe Fire Statistics 2013-2015

Total Unintentional Fires by Cause			
Year	2013	2014	2015
Cooking	1	1	0
Smoking Materials	1	0	0
Open Flames	0	0	0
Electrical	0	0	0
Heating Equipment	1	0	0
Hazardous Products	0	0	0
Machinery/Industrial	0	0	0

Natural	0	0	0
Other	1	0	0
Intentional Fire	0	0	0
Undetermined Fire	0	0	0

**For the calendar years 2013, 2014, and 2015 there were zero fire related deaths on campus.*

Report a fire by dialing x 0, submitting a tip via LiveSafe, or call 911.