



ST JOHN'S  
College

ANNAPOLIS • SANTA FE

**2024**  
**ANNUAL SECURITY & FIRE SAFETY REPORT**  
**Annapolis, Maryland**



## Contents

Message from the Director of Public Safety .....	4
The Office of Public Safety .....	5
Emergency Calls for Help .....	5
On Campus – SJCA Public Safety .....	5
Off Campus – Annapolis Police .....	5
Campus Police Authority and Jurisdiction .....	5
Annual Security and Fire Safety Report .....	6
Campus Security Policies and Procedures .....	6
Reporting Emergencies, Crimes and Policy Violations.....	6
Confidential Reporting of Crimes and Policy Violations .....	7
Campus Security Authorities .....	7
Professional Counselors .....	7
Daily Crime Logs.....	8
Cooperation with Local Law Enforcement.....	8
Creating a Safe Campus - A Community Effort .....	8
Crime Prevention Education and Awareness.....	8
Campus Escorts.....	8
Building Safety .....	8
Personal Safety & Services.....	9
AEDs & Stop the Bleed .....	10
Crime Awareness and Campus Security Act Crime Definitions .....	11
Clery Act Crime Definitions .....	11
Sex Offenses Definitions .....	12
Drug, Liquor & Weapons Violations Definitions .....	12
Geography (Location) Definitions .....	13
Sexual Misconduct/Harassment Policies, Procedures, and Prevention and Sex Offenses .....	13
Sexual Misconduct and Harassment Education and Training .....	13
Sexual Misconduct Policy and Procedures.....	14
Off Campus Support.....	14
Sex Offender Registry.....	15
Mental Health Support .....	15
College Drug and Alcohol Policies and Resources .....	16
Alcohol Policy .....	16
Other Drug Policy.....	17
Parent or Guardian Notification.....	18
Medical Amnesty Policy.....	18
How does the Medical Amnesty Policy work?.....	18
Disciplinary Sanctions .....	18
Health Risks and Campus Resources .....	19
Health & Wellness Center .....	19
Other Campus Policies and Resources.....	19
Ethics & Fraud Hotline .....	19
Missing Student Procedures and Missing Person Contact Information .....	20
Emergency Operations Plan.....	21
Campus Notification Procedures and Timely Warnings .....	21
ALERTUS .....	22
Emergency Response Guidelines .....	22
Testing Emergency Response and Evacuation Procedures .....	22

St. John’s College Crime Statistics ..... 24

Annual Fire Safety Report ..... 26

    Fire Response ..... 26

    Fire Log ..... 27

    Fire Safety Equipment and Protocols ..... 27

    Audible/Visual Fire Alarms ..... 28

    Fire Alarm Pull Stations/Panels ..... 28

    Exit/Egress Signage ..... 28

    Fire Doors ..... 28

    Electrical Power Connection Equipment ..... 28

    Portable Electrical Devices ..... 28

    Open Fires ..... 29

    Fireplace Policy ..... 29

Fire Safety Measures for Campus Housing in 2023 ..... 29

St. John’s College Fire Statistics ..... 31

Notice of Non-Discrimination ..... 32

## Message from the Director of Public Safety

Welcome to the 2024 Annual Security Report for St. John's College for calendar year 2023, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report offers thorough information about campus safety, security policies, and crime statistics to ensure transparency and accountability within our institution.

Our top priority is the safety and well-being of our students, faculty, staff, and visitors. The Office of Public Safety is dedicated to maintaining a secure and inclusive environment conducive to learning and personal growth. We are constantly striving to improve our safety measures and policies to meet the evolving needs of our campus community.

Our Mission Statement is clear: We protect the Campus, Serve the Campus Community, and Preserve the Good Order of the College.

In today's world, preparedness for unforeseen situations is crucial. Whether it is severe weather, campus security updates, or any other critical information, e2Campus is an essential resource to help you stay safe and informed in real-time. It reflects our commitment to transparency and accountability regarding campus safety and security matters.

We encourage all community members to make thoughtful and responsible choices, discourage careless behavior whenever possible, and promptly report any suspicious activity. Thank you for your continued support and cooperation in helping us maintain a safe and secure learning environment.

Together, we can work towards ensuring the well-being of our entire campus community.

Respectfully,

Michael A. Boston  
Director of Public Safety  
Working together to build a safer campus!



## The Office of Public Safety



The Office of Public Safety is committed to providing a safe and secure learning environment. Our staff serve the college community with courtesy, pride, dependability, and sensitivity. The office is committed to building collaborative partnerships for the benefit of the entire polity.

The Office of Public Safety, located in Pinkney Hall, operates 24 hours a day, seven days a week, year-round. There is **always** an officer on duty who will respond to calls for assistance. Our officers do not carry firearms, and additional patrol personnel are assigned to work during times of increased activity on campus.

The Office of Public Safety can only be effective in maintaining safety and security on campus if it has the cooperation and assistance of all members of the campus community. In the spirit of a “whole community” approach, it is in your interest to be aware of security problems and to aid us in crime prevention. By practicing basic safety and security precautions, each of us will help make St. John’s College a safer place to live and to learn. We encourage you to join us in our efforts to provide a safe and sound environment for all.

## Emergency Calls for Help

### On Campus – SJCA Public Safety



Crimes committed on campus or property of the Annapolis campus should be reported immediately to St John’s College Public Safety. For police or emergency medical (EMS) assistance on campus, contact the Public Safety Office. The law enforcement agency with primary jurisdiction on the college is the Annapolis Police Department.

### Off Campus – Annapolis Police



Crimes committed off campus should be reported immediately to the local police jurisdiction. The Annapolis City Police Department is the primary law enforcement agency in the City of Annapolis. In the event you need police or EMS assistance off campus, contact the Annapolis City Police as follows:

- Emergency: 9-1-1
- Non-Emergency: 410-268-4141
- Administrative Offices: 410-268-9000 (M-F 8am-4pm, except holidays)

## Campus Police Authority and Jurisdiction

St. John's College Public Safety officers are not sworn law enforcement, but are certified Special Police Officers and are authorized police powers under Public Safety Article Title 3-Subtitle 3, Special Police Officers. Officers who hold positions of Public Safety Officer II (PSO II) and higher are appointed as SPOs by the Governor of the State of Maryland. Each Special Police Officer is empowered to protect and preserve the peace and to arrest individuals who trespass or commit offenses on campus. Officers have the authority of a police officer on property that is controlled (owned, leased, rented or operated) by St. John's College, Annapolis.



## Annual Security and Fire Safety Report



This Annual Security and Fire Safety report (ASR) is prepared to fulfill the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (Clery Act). The St. John's College Office of Public Safety is responsible for preparing and distributing the report. The Director of Public Safety works with the Vice President for Student Affairs Office, Title IX Coordinator, Human Resources, other offices as appropriate, and with outside agencies to gather and report information required by the Clery Act.

Requests for crime statistics are made annually to the Annapolis Police, Maryland Capitol Police, and Maryland Department of Natural Resources Police. This data is then compiled and categorized in the table contained in this report, in compliance with the Clery Act. The ASR 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 policies, and 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 (1) 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 60 College Ave, Annapolis, MD, 21401. The college is bounded by St. John's Street, College Avenue, King George Street, and College Creek.

The annual security report can be found at the [sjc.edu](http://sjc.edu) website, under "Crime Awareness and Clery Act," located at [sjc.edu/student-life/annapolis/public-safety/crime-awareness-clery-act](http://sjc.edu/student-life/annapolis/public-safety/crime-awareness-clery-act).

Notification of its posting and residing on the website is provided to all members of the community and to prospective students on request. Hard copies are available in the Public Safety Office and through Human Resources, and to anyone upon request.

## Campus Security Policies and Procedures

### Reporting Emergencies, Crimes and Policy Violations

All members of the campus community are strongly encouraged to report any suspicious behavior or activity promptly and accurately. This applies to crime, acts of violence, or any circumstance that requires attention. Reports may be made to the Public Safety staff or to any available Campus Security Authority (CSA), defined below. You may also report crimes to the Annapolis Police Department. Anyone living off campus should contact the appropriate law enforcement agency (Annapolis Police if you live in the city).

St. John's Public Safety will respond to emergency situations on campus and will coordinate with local resources as needed. Incident reports are forwarded routinely to the Assistant Dean's

Office for review and referral for potential disciplinary actions. If sexual misconduct is reported, Public Safety refers the matter to the Title IX Coordinator and may call in law enforcement when appropriate.

There are a limited number of security cameras on the college, however, these cameras may not be monitored 24 hours, as officers are also expected to be on patrol.

Emergencies can be reported to the Public Safety office by phone or in person. Both anonymous and non-anonymous reports can be made. The officers are on campus and available 24/7; the director of Public Safety, the assistant dean, and the mental health counselors are also on call 24/7 and can be contacted by calling Public Safety.

### **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 public safety. For certain crimes, such as sexual misconduct, the college may be required to investigate the crime even if confidentiality is requested, in keeping with the requirements of Title IX. Anonymous reports may be made by phone or in person. Violations of the law or campus policies may be referred to law enforcement agencies or to the college's assistant dean as appropriate.

### **Campus Security Authorities**

Campus officials that have a significant responsibility for student and campus activities are *Campus Security Authorities* (CSA's) 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 typically CSA's at St. John's College for purposes of Clery:

Professional Staff:

- Vice President Student Affairs, Danielle Lico; 410-626-2530; [danielle.lico@sjc.edu](mailto:danielle.lico@sjc.edu)
- Dean, Susan Paalman, 410-626-2511; [susan.paalman@sjc.edu](mailto:susan.paalman@sjc.edu)
- Associate Dean for the Graduate Program, Brendan Boyle, 410-626-2542; [brendan.boyle@sjc.edu](mailto:brendan.boyle@sjc.edu)
- Assistant Dean, Robert Abbott; 410-626-2512; [robert.abbott@sjc.edu](mailto:robert.abbott@sjc.edu)
- Director of Student Services, Taylor Waters; 410-626-2512; [taylor.waters@sjc.edu](mailto:taylor.waters@sjc.edu)
- Coordinator of Student Services, Jennifer Cline; 410-626-2512; [Jennifer.cline@sjc.edu](mailto:Jennifer.cline@sjc.edu)
- Athletic Coordinator, Rachel Fleming; 410-626-2558; [Rachel.fleming@sjc.edu](mailto:Rachel.fleming@sjc.edu)
- Director of Public Safety, Michael Boston, 410-295-6931; [mboston@sjc.edu](mailto:mboston@sjc.edu)
- Public Safety officers, main number: 443-336-2348; [security@sjc.edu](mailto:security@sjc.edu)
- Director of Athletics, Rachel Fleming, 410-626-2558; [rachel.fleming@sjc.edu](mailto:rachel.fleming@sjc.edu)
- Director of Human Resources, Sue Gelenter, 410-626-2504, [sue.gelenter@sjc.edu](mailto:sue.gelenter@sjc.edu)

Other staff:

- Any coach or assistant coach for a student team or group
- Any mentor to a student group recognized by the college
- Community Facilitators
- Resident Assistants

### **Professional Counselors**

Professional counselors, when acting as such, are not considered to be campus security authorities, and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if

they deem it appropriate, to inform the people who are being counseled of the procedures for voluntarily reporting crimes for inclusion in the annual crime statistics. Professional counselors are defined as officials who provide mental health counseling and psychiatric services to members of the SJC community. This definition applies both to employees and to those who are not employees but are under contract to provide virtual counseling and psychiatric services at the college.

## **Daily Crime Logs**

Daily crime logs, in hard copy, are available and open to the public for review at the Office of Public Safety located in Pinkney Hall. This refers to the log only, not to the actual reports.

## **Cooperation with Local Law Enforcement**

It is the policy of St. John's College Office of Public Safety 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 requests crime statistics from the Annapolis Police Department for those properties within our Clery-defined geography. The college has a close working relationship with the Annapolis Police and Fire Departments, and has a Memorandum of Understanding (MOU) with the Annapolis Police for investigations of sex crimes. Additionally, the college has an MOU with the Maryland Capital Police regarding mutual assistance in case of emergencies.

## **Creating a Safe Campus - A Community Effort**

### **Crime Prevention Education and Awareness**

The crime prevention strategies of the college are rooted in the idea that good communication and collaboration among members of the campus community are key to preventing crime. The Public Safety staff is available to members of the community and dedicated to the mission of protecting the students and the wider community.

Students are educated by Public Safety at first-year new student orientation and through Resident Assistants, community facilitators, and the Office of Student Affairs. Public safety officers also work closely with community facilitators on crime prevention and response throughout the year and are available 24/7.

### **Campus Escorts**

Campus escorts are provided 24/7 by calling the Office of Public Safety at 443-336-2348. These escorts are confined to the premises of St. John's College in Annapolis, though they may extend to a location immediately off-campus.

### **Building Safety**

Most campus buildings and facilities are generally accessible to members of the campus community, guests, and visitors during normal business hours, Monday through Friday, excluding holidays. Certain facilities may also be open for designated hours in the evenings and on weekends. Exterior doors on campus buildings are locked and secured each



evening by public safety personnel. Residence hall exterior doors are locked 24 hours a day and may be entered with the use of a valid SJC ID card. Residence Hall rooms are accessible by key only. Community members should not let people into residence halls and can contact Public Safety if someone does not belong there. Only authorized guests and staff are permitted in halls.

## Personal Safety & Services

- **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, may frighten away someone who means you harm, or alert those nearby to call the police or a public safety officer. You can obtain a whistle from the Office of Public Safety.
- **Report criminal activities or emergency situations:** For police, fire or medical emergencies, you should contact Public Safety (ext. 2000 or 443-336-2348) 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 Annapolis Police, or to contact college counselors or area victim support services.
- **Avoid walking alone at night.** Plan 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. 2000 or 443-336-2348
- **Keep your room door locked.** Most 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 residence hall 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 residence hall 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 security-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 Facilities. You can contact your RA to request a work order. Students can also notify public safety, and faculty and staff members can obtain a logon to the web-based portal to enter work order requests.
- **Identify your valuables.** 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 a well-lit area and keep it locked. Lock all valuables in your trunk.
- **Register your bicycle with the Office of Public Safety.** We 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 Student Affairs Office when the circumstances warrant informing the community of important crime related information. Crime prevention programs are offered to new students at orientation but may be requested by any member of the college community from the Office of Public Safety. There are no regularly scheduled programs, and presentations will be scheduled at the convenience of the parties involved.

The list of services offered by the Office of Public Safety includes:

- Vehicle Jump Starts
- Vehicle Lockouts
- Room/Building Lockouts
- Bicycle Registration
- Personal Whistle Safety Program
- Escorts
- Property Engraving
- Presentations

Services such as Uber and Lyft have introduced features to their apps that make it safer for you to ride. Uber has a “Ride Safer” campaign, in which riders are reminded to review the information on your app and make sure it matches the information of your driver. Your app will show the license plate of the drivers’ vehicle, the vehicle’s make and model, and the name and photo of the driver. These should match before you enter a stranger’s vehicle. You can also verify that the driver knows your name, as they will have it on their app when they arrive to pick you up. The driver may also ask your name to verify he is picking up the right person.

To safely exchange names, you can ask, “Who are you here to pick up?” The driver may also ask you to confirm their name (“Who’s your driver?”) for their own peace of mind. If the information doesn’t match up, do not get into the car. Go to a safe place and wait for the right car to arrive or cancel the ride and report it. In an emergency or if you feel threatened, dial 911 to summon police. If you are on campus, call Public Safety for a faster response.

## **AEDs & Stop the Bleed**



Automatic External Defibrillators (AEDs) are located throughout campus in the following locations: Pinkney Hall (Public Safety Office); BBC; Student Health & Wellness Center; Iglehart Gym; Boathouse; Public Safety Sub-station; Mellon Hall; Greenfield Library; and Harrison Alumni House.

The college participates in the Maryland Public Access AED Program, which is part of the National AED Registry. AEDs can be found in boxes that are marked AED in the listed buildings. AEDs in Pinkney Hall and the sub-station are not marked, as they are accessible and stored in public safety office space. In addition to the AEDs, the college participates in the Stop the Bleed program. In each AED box is located a Bleeding Control Kit, consisting of hemostatic gauzes, pressure bandages, and tourniquets to stop the bleeding in emergency situations.

## Crime Awareness and Campus Security Act Crime Definitions



**Clery Act Crime Definitions:** Definitions used by the United States Office of Education come from the FBI Uniformed Crime reports and the National Incident-Based Reporting System. These are used to report the crimes identified via the Clery Act.

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

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.

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 or violence and/or by putting the victim in 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. Note: 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 (defined as any self-propelled vehicle on land). This includes cases where persons do not have lawful access even though the vehicles are later abandoned, to include joyriding.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

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 criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. All such crimes should be reported to the Office of Public Safety. The Clery Act includes the following categories in this area: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

Hate crimes include any of the following offenses that are motivated by bias: Murder and non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction of property/vandalism.

## **Sex Offenses Definitions**

Rape: 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: 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: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. 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 or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: "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 Definitions**

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.

## **Geography (Location) Definitions**

On-Campus: (1) 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, such as a food or retail vendor. Residence Halls for students on campus are reported as a subset of the "On-Campus" category.

St. John's College is located at 60 College Ave, Annapolis, MD, 21401. The college is bounded by St. John's Street, College Avenue, King George Street, and College Creek.

Non-Campus Building or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. No such buildings are owned by the college. The address at 214 Prince George Street is non-campus property because the college has taken over the operation of the building and grounds.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus residential facilities. This includes sidewalks and city streets that border the college.

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

### **Sexual Misconduct and Harassment Education and Training**

As an institution of higher education, St. John's College is committed to providing programs, activities, and an educational environment that is free from sex-based discrimination.

The education, training and preventions initiatives are designed to further the College's goal of equity and inclusion and identifies resources that are available to students, faculty, staff, and others affiliated with the College. These initiatives define the conduct that is prohibited under applicable college policy and outlines the process by which the college will respond to reports. St. John's College strives to be a community in which all members readily and safely report acts of sexual misconduct; it is our goal to remove all barriers to reporting.

All incoming new undergraduate and graduate students are required to complete mandatory training related to prohibited behavior. This training includes the following specific topics: sexual assault (including rape, fondling, incest, and statutory rape); sexual harassment; dating violence; domestic violence; sexual coercion; sexual exploitation; and stalking. The topics of consent, incapacitation, retaliation, and intimidation are also covered along with specific college policies and reporting options. Primary prevention and awareness training is designed to prevent sexual misconduct before it occurs and to stress the importance of bystander invention in preventing sexual misconduct.

Ongoing prevention and awareness is accomplished through email and written communication and in person through student forums led by the Title IX Coordinator. The college policies and procedures are promulgated in person and are distributed to all members of the college community via email, through social awareness campaigns and are posted on the college website.



Resident Advisors receive training on how to respond to reports of sexual misconduct, how to support survivors and those who are impacted by an assault beyond the survivor like roommates and friends, and how to make a report as a Campus Security Authority.

All College staff and faculty members receive training through in-person education, online courses, and/or attendance at workshops and conferences.

## Sexual Misconduct Policy and Procedures



Title IX is a federal law that prohibits all forms of sex-based discrimination, including sexual misconduct 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.”

The Title IX Sex-Based Harassment and Discrimination Policy is designed to further the College’s goal of equity and inclusion and identifies resources that are available; defines the conduct that is prohibited under this Policy; and outlines the process by which the College will respond to reports of Title IX Sex-based Harassment and Discrimination as defined herein. St. John’s College strives to be a community in which all members readily and safely report acts of sexual misconduct; it is our goal to remove all barriers to reporting.

As a recipient of Federal funds, St. John’s College is required to comply with Title IX of the Education Amendments of 1972, relating to sexual harassment (including sexual violence, stalking, and domestic and dating violence) and sex-based discrimination, the Violence Against Women Reauthorization Act of 2013 (VAWA), and any applicable state laws. The College is committed not only to compliance with these mandates but to promoting a community that is in line with the values these civil rights laws envision.

St. John’s College has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations. A copy of the full text of the policy is available on the [St. John’s College website](#).

## Off Campus Support

- Sexual Assault Crisis Center Hotline: 410-222-7273
- Annapolis Police Department: 410-268-9000
- Sexual Assault/Spouse Abuse Resource Center of Annapolis: 410-836-8430
- Other Off-Campus Resources:
- The Annapolis Police Department offers various programs to residents of the city, which includes members of St. John’s College. For these programs, you can inquire at [police@annapolis.gov](mailto:police@annapolis.gov). These include:
  - **Home security surveys:** In about two hours, officers will conduct a free security survey of your home and give tips on how to make your home a safer place.
  - **Watch Your Car Program:** The Watch Your Car Program helps prevent vehicle theft. A small sticker is placed on your rear window, which alerts officers that your vehicle is not normally driven between the hours of 1 a.m. and 5 a.m.
  - **Victims' Assistance & Resources:** Crime victims can contact Annapolis police for more information.
  - **Hispanic Liaison:** Contact the Spanish speaking liaison, Joe Hudson, for help. Si Ud. necesita ayuda, pongase en contacto [Sr. Joe Hudson](#).

## Sex Offender Registry



Signed into law in 2013, the Violence Against Women Reauthorization Act (VAWA) expanded and amended the Clery Act and other regulations. In 2014, the U.S. Department of Education issued guidance documents and regulations to comply with the statutory provisions as written. St. John's College complies with the requirements under VAWA, and all amendments and regulations issued by the U.S. Department of Education. The Clery Handbook was updated in 2016.

The Campus Sex Crimes Prevention Act amends the Family Educational Rights and Privacy Act to clarify that nothing in that act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. It further requires the U.S. Department of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted. The sex offender registry for

Maryland provides information on registered sex offenders enrolled or employed at all Maryland institutions of higher education. This information may be accessed via the internet at [www.dpscs.state.md.us/sorSearch](http://www.dpscs.state.md.us/sorSearch) or on the public safety page on the St. John's College website at [sjc.edu/student-life/annapolis/public-safety/crime-awareness-clery-act/sexoffender-registry](http://sjc.edu/student-life/annapolis/public-safety/crime-awareness-clery-act/sexoffender-registry).

Convicted sex offenders are required to register at the college's Public Safety Office prior to registering for any course or program at St. John's College. Disclosure of information provided to the public safety office will be provided to the assistant dean and the director of student services accordingly. Additional campus notifications will be initiated as deemed necessary. Failure to register with the college's public safety office will result in disciplinary action including expulsion.

## Mental Health Support



2-1-1 Maryland is a statewide resource available by telephone and internet, and provides 24/7 guidance in accessing health, crisis, and social services. It coordinates the activities of the four partner call centers, provides oversight and works to secure funding and other resources to support 2-1-1 services in Maryland. Services cover issues such as health care, children and families, mental health and substance use, veterans and military, food, housing and homeless, utility assistance, employment, legal and tax advice, and seniors and people with disabilities. To access this service, call 2-1-1 via your cell phone, or go to <https://211md.org/>. If your phone does not connect to 2-1-1, you may call 1-800-492-0618.



Maryland 988 provides mental health and crisis response to people who are suicidal, need support with addiction, stress, anxiety, depression, or any other mental health concerns. Resources are confidential and free and available to the person struggling or to those who are worried about or looking to support a friend or family member. In addition to contacting 988, you can [find mental health and substance use services](#) for you or your loved one.

## College Drug and Alcohol Policies and Resources

St. John's College Alcohol and Other Drugs Policy complies with the requirements set forth by the Drug-Free Schools and Community Act Amendments of 1989. This act requires the College to certify that it complies with applicable federal, state, and local regulations and that it has implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by all students and employees both on-campus and at college-sponsored off-campus events and activities.

The Alcohol and Other Drugs Policy describes the standards of student conduct regarding the possession, use or distribution of alcohol, controlled substances and marijuana; outlines the sanctions enforced under College policy, and local, state, and federal law; and provides information regarding health risks and treatment services for substance abuse available to students and employees of the College. Although Maryland has set forth laws governing the personal use of cannabis, and has legalized the use of medical marijuana in certain cases, as a recipient of federal funding the College is governed by federal drug laws. As such, any substance containing THC, including any form of cannabis, is prohibited on College property, in College owned vehicles, or at College sponsored events or activities off-campus.

The health and well-being of every St. John's College student is the responsibility of the entire community and we are committed to providing a safe campus environment in which students can thrive. Each member of the community must make informed decisions regarding personal use of alcohol and other drugs that reflect a respect for themselves and others. This is, perhaps, most important with respect to attendance and participation in classes and other academic meetings where the expectation is students will arrive and participate without alcohol or other drugs in their system. In working with students involved in alcohol and other drug policy violations, the aim of the College is primarily educational, and efforts are made to connect students to resources either on-campus or in the local community.

### Alcohol Policy

The College respects the rights of community members to exercise their legal options regarding alcohol consumption and recognizes that responsible alcohol use can be compatible with healthy adult behavior. As such, the following expectations support the safe and legal consumption of alcohol:

- Students under the age of 21 may not possess or consume alcohol.
- A state of intoxication by anyone, regardless of age, is prohibited.
- Students in lawful possession of alcohol shall not disrupt the community. Students who use alcohol shall do so in a way that does not compromise or infringe on the rights and safety of others. Those who make the decision to drink are accountable for their behavior while under the influence of alcohol on the same basis as if they had not been drinking.
- Students are expected to attend classes and other academic events and activities of the College free from the effects of alcohol, regardless of if it is consumed legally.
- Students of legal drinking age who are living on-campus may possess and consume beer and wine. Hard alcohol is not permitted anywhere on-campus regardless of age.
- For those of legal drinking age, containers of alcoholic beverages larger than three liters are not permitted.
- Organized drinking games or items used for the purpose of quick or mass consumption of alcohol are prohibited. Public intoxication and events where there is pressure or an expectation to consume excessive amounts of alcohol are prohibited.
- Providing alcohol to underage individuals is prohibited. Hosts are responsible for their guests' alcohol consumption and the behavior of their guests.
- Giving or offering alcohol to a prospective student is strictly prohibited.

- Many St. John's students do not drink alcohol. Most events on campus do not include alcohol and are open to all members of the St. John's community. This includes the weekly Friday night lecture series.
- Any student-sponsored event where alcohol is served must follow the Event Registration Process and associated rules. Serving alcohol to intoxicated persons or underage students is prohibited. Bulk containers, kegs, or any alcohol dispensing-device requiring a tap are not permitted on campus with the exception of a registered event with a licensed bartender present.
- The unlicensed sale of alcoholic beverages is prohibited. College funds allocated for student activities may not be used to purchase beer or wine. This includes funds given to and distributed by the Delegate Council.
- Presenting false identification for the purpose of obtaining alcohol is prohibited.
- Students who violate any College policy, city laws or ordinances, or state or federal laws off-campus are subject to disciplinary action from the College and arrest by law enforcement.

## Other Drug Policy

Students have the right to live and learn in an environment free from the effects of drugs and drug abuse. Students are expected to comply with federal, state, and local laws, to follow the requirements of the College's drug policy and to respect the right to a drug-free environment shared by all members of the campus community. Federal and state laws subject persons involved in the use, sale, or distribution of illegal drugs to criminal action, including arrest, fine, and imprisonment. St. John's College fully supports these laws by prohibiting the possession, use, sale, and/or distribution of illegal drugs on campus. Anyone found in-violation of this policy shall receive disciplinary action.

- The use, abuse, sale, manufacturing, possession and/or distribution of illegal drugs or drug paraphernalia is prohibited. A student is deemed to have distributed illegal drugs or drug paraphernalia if they sell, exchange, share, jointly purchase, or otherwise make available any illegal drug or drug paraphernalia to another.
- The abuse, sale, and/or distribution of over-the-counter or prescription drugs (pharmaceuticals), or other substances is prohibited. This includes the use of the pharmaceutical/substance for anything aside from its intended purpose, by someone other than the intended recipient, and in a dosage other than what is prescribed. Any student who sells, provides, shares or otherwise makes available a pharmaceutical/substance to another person may be found responsible for violating the drug policy. A student is deemed to have distributed a pharmaceutical or substance if they sell, exchange, share, jointly purchase, or otherwise make available any pharmaceutical or substance to another.
- Giving or offering illegal drugs, pharmaceuticals or other substances to a prospective student is strictly prohibited.
- Although the State of Maryland has decriminalized the possession of cannabis for personal use, any substance containing *tetrahydrocannabinol* (THC), regardless of form or percentage, is prohibited on campus, in College vehicles, or at College sponsored events and activities off-campus.
- Students residing off-campus are expected to know and abide by the Maryland Cannabis law. Off-campus students may face disciplinary consequences for violations of this law, including, but not limited to, providing cannabis-containing substances to other students under the age of 21.
- Students are expected to attend classes and other academic events and activities of the College free from the effects of illegal substances, and free from the effects of THC/cannabis regardless of if it is consumed legally.
- The College does not allow cannabis dispensaries, manufacturers, or growers to sponsor any clubs, teams, or events. Cannabis dispensaries, manufacturers, or growers are prohibited from advertising on campus or at any event, location, or activity affiliated with St. John's College. This applies to events on and off campus.
- The College reserves the right to request outside assistance in connection with an individual's possession, use, sale or distribution of illegal drugs and drug paraphernalia. This includes working with local, state, or federal authorities for the purpose of investigating the illegal use, sale, or manufacture of drugs.

## Parent or Guardian Notification

To provide support and assistance, the College will notify parents or legal guardians of students under the age of 21 who are involved in incidents with alcohol or other drugs, regardless of if the incident has been addressed under the Medical Amnesty Policy. The primary goal of notifying parents or legal guardians is to promote the health and well-being of the individual and of the community.

## Medical Amnesty Policy

It is imperative that someone call for medical assistance when an individual experiences severe intoxication/impairment or a serious injury after consuming alcohol or other substances, including cannabis. Students may be reluctant to seek help in such alcohol or other substance related emergencies because of potential conduct consequences for themselves and/or the person in need of assistance. Since these emergencies are potentially life threatening, the Medical Amnesty Policy eliminates or greatly reduces disciplinary consequences for students who obtain medical help for themselves or for other intoxicated or impaired students. Students may be referred to an educational, recovery, and/or developmental program and a record of the medical amnesty and educational requirement will be maintained. This policy is part of the College's comprehensive approach to reducing harmful consequences caused by the consumption of alcohol or other drugs. The Medical Amnesty Policy represents the College's commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol or substance-related emergency.

### How does the Medical Amnesty Policy work?

The Medical Amnesty Policy eliminates or greatly reduces disciplinary consequences when medical help is obtained for an intoxicated or impaired student. The discretion to allow a student with a potential policy violation to receive medical amnesty rests solely with the College official managing the incident, as follows:

- **Person in need of medical attention:** When an individual who receives emergency medical attention related to their consumption of alcohol or other substances meets with a College official, they will not be subject to disciplinary consequences for underage consumption and/or possession of alcohol and/or illegal drugs (in most circumstances).
- **Calling on behalf of someone else:** When an individual calls for emergency assistance on behalf of another person related to their consumption of alcohol or other substances, the person who made the call will not be subject to disciplinary consequences for underage consumption and/or possession of alcohol and/or illegal drugs (in most circumstances).

The College official managing the incident will determine if Medical Amnesty will apply based on the circumstances of the incident and the past conduct record of the student involved.

## Disciplinary Sanctions

The College will make a fact-specific determination about the reported incident and determine sanctions. Sanctions range from a warning up to and including expulsion from the College. Specific sanctions and the procedures governing adjudication of charges is available in the College Alcohol and Other Drug Policy and the Annapolis Community Standards Policy.



## Health Risks and Campus Resources

There are numerous risks, both immediate and long-term, associated with the abuse and/or illegal use of alcohol and other drugs. Beyond the direct health impact to the person ingesting the alcohol or other drug, there are also academic, social, and familial impacts and implications to the larger college community.

Detailed information about specific drugs and their short and long-term health implications can be found by visiting the National Institutes of Health, National Institute on Drug Abuse website here: <https://www.drugabuse.gov/drug-topics/commonly-used-drugs-charts>

Students are encouraged to reach out to members of the Assistant Dean's Office, the Student Health and Wellness Center, or the Vice President of Student Affairs if they are concerned about their own alcohol or other drug use or the use of a friend. In addition to contacting private medical care, the following local resources are available:

- Anne Arundel County Substance Abuse Treatment Referral Line: 410-222-0117
- Kolmac Outpatient Recovery: 888-244-4421
- Pathways Treatment Center: 410-573-5400

## Health & Wellness Center

The Student Health and Wellness Center moved from Harrison House to the basement of Randall Hall. The Annapolis campus has the benefit of a fully operational student health and wellness center that operates during regular business hours in the basement of Randall Hall. Certified Nurse Practitioners provide medical services, and licensed mental health professionals provide counseling and psychiatry services. Students should check the college website for hours, as they may be modified or closed during college holidays. For specific questions, please contact the Health Center at 410626-2553.

There are numerous medical services available off campus, to include:

- Anne Arundel Medical Center, 2001 Medical Parkway, Annapolis. Tel. 443-481-1000
- Patient First Primary and Urgent Care, 2051 West Street, Annapolis. Tel. 443-603-0758
- West Street Medical, 79 West Street, Annapolis. Tel 410-268-3627

## Other Campus Policies and Resources

### Ethics & Fraud Hotline



The college strives to create an environment free from fraud, conflicts of interest, and other ethical shortcomings. We realize, however, that when these activities occur, a need exists to report such violations without fear of retribution. For that reason, we have engaged Lighthouse Services to provide an anonymous ethics and compliance hotline for all employees of the college.

Employees are encouraged to use the hotline service in cases where they desire anonymity. Please follow the standard college policies and practices for all reports or issues not requiring anonymity. Reports may cover but are not limited to the following topics:

- Bribery, Kickbacks, Theft, and Embezzlement

- Conduct Violations, including violation of College Policy and violation of the Law
- Conflicts of interest and ethical violations
- Misuse of Company Property
- Falsification of Contracts, Reports, or other College Records
- Vandalism and Sabotage
- Fraud

Please note that the information provided may be the basis of an internal and/or external investigation into the issue reported and Lighthouse will protect anonymity to the extent possible by law. However, your identity may become known during the investigation because of the information you have provided. Lighthouse submits reports to a company designee for investigation according to our college policies.

Lighthouse Services' toll-free number and other methods of reporting are available 24 hours a day, 7 days a week for use by employees and staff.

- **Telephone:** English speaking: (844) 490-0002, Spanish speaking: (800)216-1288
- **Website:** [www.lighthouse-services.com/SJC](http://www.lighthouse-services.com/SJC)
- **E-mail:** [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must include company name with report)
- **Fax:** (215) 689-3885 (must include company name with report)

### Missing Student Procedures and Missing Person Contact Information

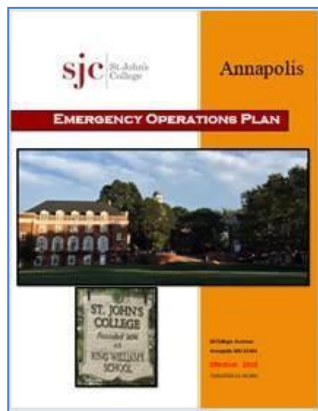


St. John's College complies with Section 485(j) of the Higher Education Opportunity Act regarding missing student notification. *Anyone wishing to report a missing student should contact the St. John's College Office of Public Safety. You may also contact the Vice President of Student Affairs, Monday-Friday during regular business hours.* Any time that staff in an on-campus housing facility receive information that a resident has been out of contact and unreachable by phone, email, etc., they will take steps to respond to the information, to include attempting to contact the missing student and notifying the Office of Public Safety.

Students who reside in an on-campus student housing facility have the right to confidentially register the name and contact information of one or more individuals who they would like to have contacted if the college determines that they have been missing and their whereabouts are unknown. This information is kept on file by the Office of the Registrar. Such contact information is accessible only to authorized campus officials and will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. Students may elect any person of their choosing for emergency notification.

The college will notify a missing student's designated contact person(s) within 24 hours of the determination that a student is considered missing. In addition, for those under the age of 18 (who are not emancipated individuals), federal law also requires the college to notify a custodial parent or guardian within 24 hours if it is determined that the student has been missing from the campus and their whereabouts unknown for a period of 24 hours or more. St. John's Public Safety will also notify law enforcement agencies, as appropriate, within 24 hours of the determination.

## Emergency Operations Plan



The Annapolis campus of St. John's College adopted an all-hazards, whole community Emergency Operations Plan (EOP), in keeping with the National Incident Management System and National Response Framework. The EOP identifies the College's emergency planning, organization, and response policies and procedures. The plan also addresses integration and coordination with other governmental levels when required. It includes evacuation and communication plans and information about protocols and procedures for types of emergency situations.

A condensed version of the EOP procedures is located in booklet form (Emergency Response Guidelines) in all classrooms and offices, along with red and green cards for indicating a dangerous or "all okay" situation.

Public Safety officers are trained in the National Incident Management System. Training and exercises are conducted periodically for public safety officers, campus leadership, and other members of the campus community as deemed necessary.

## Campus Notification Procedures and Timely Warnings



A campus alert will be sent to notify the campus community upon confirmation of emergencies or dangerous situations involving an immediate threat to the health or safety of the campus community. An "immediate" threat as used here means an imminent or impending threat to the health and safety of those on campus at that time of the incident. The college will utilize the Johnnie Alert system to communicate with the community.

The Johnnie Alert system includes Omnilert and Alertus notifications and email. St. John's College, will, without delay and taking into account the safety of the college community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The intent of a timely warning regarding a criminal incident or other emergency that may endanger personal safety, is to enable people to protect themselves. A warning will be issued as soon as the pertinent information is available. Key persons of the college leadership may issue alerts to the college community, to include the Dean, Director and Associate Director of Public Safety, Vice President of Student Affairs, the Vice President and CFO and the President.

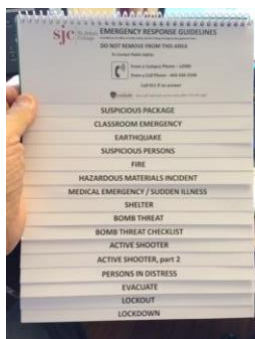
Alerts are issued as soon as possible after verification by public safety that an emergency or dangerous situation exists. Alerts will notify the college community of serious crimes and other situations that may present a danger to students, faculty, and staff of the college. These alerts may be reports of on-campus incidents reported to the Office of Public Safety. Additionally, incidents in proximity to campus and made known to St. John's College will be distributed to the campus community. Campus safety alerts are disseminated college-wide by email, Omnilert, campus mail, or flyers. The college will then follow up with additional information as it becomes available. In cases of sexual misconduct in which a timely warning is necessary, the victim's name will not be disclosed in the timely warning.

## ALERTUS



In 2021, the Annapolis campus adopted the ALERTUS notification system, which is installed in McDowell Hall. This system allows the college another venue for emergency communications that integrates with the use of the Omnilert emergency text alert system. When emergency communications are issued, computers that are logged in through the college IT network will receive an emergency alert system message, like that pictured. The computer screen will freeze and the alert message will be displayed with information specific to the emergency. The computer will return to normal within several minutes of the alert being issued. Additionally, emergency ALERTUS beacon boxes in McDowell Hall will announce and alert the emergency messaging, so students and faculty in class will still receive an emergency alert when cell phones are silenced or turned off.

## Emergency Response Guidelines



The College has created Emergency Response Guidelines as a quick reference guide in the event of a true emergency. These guides are located in every classroom and office on the college, so they are available as a guide in case of emergency.

The guides should not be removed from the rooms in which they are located. If you want an additional copy of the guide, it may be obtained from the Office of Public Safety upon request.

## Testing Emergency Response and Evacuation Procedures

All buildings on campus are assigned a building coordinator, who are trained annually or as needed to ensure they know evacuation routes and exits and how to account for the other occupants of the building. Students receive information about evacuation procedures from their RA's, who are equipped with the summary emergency response guidelines.

The Annapolis campus has adopted the Standard Response Protocol from the "i love u guys" foundation. It can be found at <http://iloveguys.org/>. This protocol may apply in situations involving a mass casualty incident or other emergency.

The Standard Response Protocol (SRP) consists of four actions, which are included in the Emergency Response Guidelines in all classrooms and offices on the college.

**LOCKOUT:** Secure the Perimeter: Lockout is called when there is a threat or hazard outside of a campus building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the vicinity, Lockout uses the security of the physical facility to act as protection.

The Lockout Protocol demands bringing you into a building and locking or monitoring all outside access points. Where possible, educational activities will continue uninterrupted. Classes that are being held outside will move into a building and, if possible, continue class inside. There may be occasions where students and staff expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, this may have to be discouraged. Students, faculty, and staff may be inconvenienced by these directives, but your cooperation is important to ensure their safety.

**LOCKDOWN:** Locks, Lights, Out of Sight!: Lockdown is called when there is a threat or hazard inside a building. From domestic violence incidents, to intruders, to an active shooter, Lockdown uses room security to protect students and staff from an immediate threat.

The Lockdown Protocol demands locking or barricading individual room doors or other access points, moving room occupants out of line of sight of the corridor windows and having everyone maintain silence. No indication of occupancy should be revealed until first responders open the door. There is no call to action to lock the building outside access points. Rather, the protocol advises to leave the perimeter as is so no one is exposed to unnecessary risk and first responder's entry into the buildings is not inhibited.

Instructors or other staff members are responsible for implementing Lockdown. They should lock or barricade all access points and facilitate moving occupants out of sight. Take a silent or whispered roll to quietly take account of students and staff. Do not open the door until a first responder unlocks it. A Lockdown may persist for several hours and during an incident, silence is essential.

**EVACUATE:** The Evacuate Protocol demands you move in an orderly fashion. In a tactical response, students and staff should be prepared to follow specific instructions given by first responders. First responders may ask you to place your hands on your heads or use different evacuation methods, i.e. run, crawl, cover mouth and nose, etc.

**SHELTER:** Shelter is called when the need for personal protection is necessary. This may include spontaneous events such as tornados, earthquakes or HAZMAT incidents. The type of sheltering will change depending on the threat. Sheltering for an active shooter may require you to barricade yourself in a room, whereas sheltering for a tornado means moving to an interior hallway or room without windows. The need on sheltering may vary, for instance:

1. Shelter for a tornado may mean to drop, cover and hold
2. Shelter for a Bomb may mean to drop, cover and hold
3. Shelter for a Hazmat incident may mean to seal a room



# St. John's College Crime Statistics



**ST JOHN'S**  
College

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) mandates the manner and format in which statistics are to be collected and published. Statistics come from the college, the Annapolis Police, Maryland Capitol Police, and Department of Natural Resources Police.

Statistics <sup>1</sup>	On Campus			Public Property			Residence Halls <sup>2</sup> (Subset of On-Campus)		
	Year			Year			Year		
Crime Reports	2023	2022	2021	2023	2022	2021	2023	2022	2021
Category	2023	2022	2021	2023	2022	2021	2023	2022	2021
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape <sup>3</sup>	1	1	10	0	0	0	1	1	9
Fondling	2	2	7	0	0	0	2	2	7
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	1	1	1	0	0	0	1	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>									
	0	0	0	0	0	0	0	0	0
<b>Violence Against Women Act (VAWA)</b>									
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Dating Violence	1	0	0	0	0	0	1	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Arrests</b>									
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Weapons Possession	0	0	0	0	0	0	0	0	0
Drug-Related Violations	0	0	0	0	1	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>Campus Disciplinary Referrals<sup>4</sup></b>									
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Weapons Possession	0	0	0	0	0	0	0	0	0
Drug-Related Violations	8	7	33	0	0	0	4	2	23
Liquor Law Violations	10	8	57	0	0	0	0	8	17

Footnotes for the St. John's College campus crime statistics

1. The statistics reflect a 2023 campus population of approximately 453 students and 190 in 2023. Faculty and Staff working from home are counted in this number.
2. The Residence Hall statistics are duplicative. They are included in the on-campus statistics and reflect that portion of the campus statistics that occurred within student housing on campus.
3. Not all incidents reported in this category were reported to public safety or police, but to other offices on campus. Consequently, not all incidents were criminally investigated, but were administratively investigated by the college when reported.
4. In 2022 there was a CDS (Controlled Dangerous Substance) arrest on St. John's Street. No weapons were involved, and none of the persons were members of the campus community. Anne Arundel County Police handled the incident.
5. The number of drug and alcohol violations sharply increased in the calendar year 2021. Officers have been more diligent in documenting violations of college policies. This, in addition to a residual effect of the post Covid-19 pandemic, led to an increase in our numbers.

Additional Caveats	In 2020, the college took control of 214 Prince George Street, Annapolis, MD, as additional housing due to the Covid-19 pandemic. This property meets the Clery definition of <i>Non-Campus Property</i> . There were no crimes or incidents at that location in 2023.
	There was one reported hate/bias incident in the BBC that was determined to be unfounded in 2021. Writing on a chalkboard was determined to be two students engaged in discussion, with no malicious intent. No other cases were determined to be unfounded in any of the last three years.

## Annual Fire Safety Report

The Higher Education Opportunity Act, as enacted on August 14, 2008, requires colleges with on campus housing facilities to publish an Annual Fire Safety Report that provides statistics about fire related incidents and outlines the fire safety policies and practices. The information provided in this section of the Annual Security Report satisfies the requirements of the Clery Act.

Fire safety requires community wide effort and multiple strategies for preventing fire. Through design and engineering controls, safe working practices, and appropriate student and employee behaviors, the college community can minimize fire hazards. Public Safety takes an active role in assisting with the fire safety and inspection programs mandated by the State of Maryland. These mandates include performing fire equipment inspections of all college owned property, and actively monitoring conditions to prevent any potentially dangerous conditions that could lead to a fire.

The college has many fire safety devices and practices in place, outlined more fully below. Some simple guidelines to follow to keep the campus safe are as follow: Fire extinguishers, pull stations, alarm bells, smoke and heat detectors, alarm panels are in place for everyone's safety. Use of these systems for other than fire emergencies; or abuse of these systems; or the intentional causing of a false fire alarm may result in a fine and possible dismissal from college housing. (Tampering includes moving, modifying, obstructing or in any way altering life safety equipment.) False fire alarms and willful damaging of any life safety equipment is not only an inconvenience to fellow students but constitutes a real danger.

All buildings on campus must be immediately evacuated whenever a fire or general alarm sounds in the building. Intentional evading or refusal to evacuate may result in a notice of violation. In residence halls, the Office of Public Safety will go from room to room to ensure that evacuation of the residence hall is completed.

### Fire Response

1. Pull a fire alarm.
2. EVACUATE via the nearest emergency exit.
3. Use a fire extinguisher if you are properly trained.
4. Call Public Safety or call 911.
5. DO NOT take an elevator.

**ALARM** - Activate the closest fire alarm pull station. Most pull stations are located within a few feet of a stairwell or building exit. *Contact Public Safety.*

**EVACUATE** - Evacuate the building to a safe distance (at least 200 feet). Allow ample room for emergency personnel and equipment to access the building. Report to your designated gathering area as directed by your building emergency coordinator. Fire extinguishers are located throughout SJCA facilities but should be used by persons who have been trained in their proper use.

To exit buildings:

1. Crawl low if there is smoke.
2. Use a wet cloth, if possible, to cover your nose and mouth.
3. Use the back of your hand to feel the upper, lower, and middle parts of closed doors.
4. If the door is not hot, brace yourself against it and open slowly.
5. If the door is hot, do not open it. Look for another way out.

RESCUE - IF it is SAFE to do so, rescue anyone who is in imminent danger of fire or smoke. Do not use the elevators. Be aware of people who may need assistance.

CONTAIN - Close all windows and doors, even if you are not in the affected area. Shut off all fuel sources, such as piped gas.

ENTRY/REENTRY- Do not return to the affected area until directed to do so by public safety personnel. Call Public Safety at the main number (443-336-2348) to notify them of the fire or fire alarm. Public Safety Officers will ensure that the Annapolis Fire Department responds to the proper building on the campus. SJCA Building emergency coordinators, staff and faculty may provide directions regarding evacuation to students and visitors to their areas.

## **Fire Log**

Fires are documented by the Office of Public Safety. Information on fires is available to be viewed upon request in the public safety office in Pinkney Hall.

## **Fire Safety Equipment and Protocols**

What follows is a description of some of the protocols we follow and equipment we use to assure that the campus is safe.

Portable Fire Extinguishers: Trained students are encouraged to use fire extinguishers when warranted for fire safety. If students are uncertain how to properly use the fire extinguisher, they may request training from the Office of Public Safety. Students are encouraged to report suspected problems with extinguishers to the Office of Public Safety immediately. If students have cause to discharge the extinguisher for fire control, they must immediately report the fire and use of the extinguisher to the Office of Public Safety. If a fire extinguisher is discharged for any reason other than to control a fire or tampered with in any way to cause the extinguisher to be inoperable or unavailable for emergency use, the person responsible or occupant(s) of the floor will be charged for the cost of replacement and/or recharging.

The provisions of this policy apply to the selection, distribution, inspection, maintenance and testing of portable extinguishing equipment. The requirements given herein are minimums. Portable extinguishers are intended as a first line of defense to cope with fires of limited size. They are needed even when a facility is equipped with automatic sprinklers, standpipe and hose, or other fixed protection equipment. Fire extinguisher training is provided by contacting the Office of Public Safety at ext. 2000.

Definitions: The basic types of fires are Classes A, B, C, and D as defined in the following:

- Class A Ordinary combustible materials, such as wood, cloth paper, rubber, and many plastics.
- Class B Flammable and combustible liquids.
- Class C Energized electrical equipment.
- Class D Combustible metals, such as magnesium, titanium, zirconium, sodium and potassium.

Selection of extinguishers: The character of the fires anticipated determines the selection of extinguishers for a given situation.

Distribution of extinguishers: Fire extinguishers shall be provided for the protection of the building and for the occupancy hazard contained therein: Required building protection shall be provided by fire extinguishers suitable for Class A fires. Protection against occupancy hazard shall be provided by fire extinguishers suitable for such Class A, B, C, or D fire potentials as may be present.

Mounting locations: Extinguishers shall be conspicuously located where they will be readily accessible in the event of fire. They shall be located along normal paths of travel, including exits from an area. Fire protection and fire detection equipment shall not be obstructed.

Maintenance: Buildings and Grounds will recharge extinguishers needing to be recharged due to use or pressure leakage.

Inspections: Extinguishers are to be visually inspected monthly by Buildings and Grounds personnel.

Extinguishers loss due to damage or theft: It is the responsibility of the Office to institute security measures to prevent losses due to theft. Facilities will replace missing extinguishers.

### **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 (security) is 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. Never prop or obstruct a fire door, thereby impairing its ability to close during a fire.

### **Electrical Power Connection Equipment**

The use of extension cords and multiple outlet plug adapters is prohibited. Such use may result in overloading the plug and cause an electrical fire. Use of these items may lead to a fine and removal of the cord and/or plug. Power strips with overload circuit protectors may be used.

### **Portable Electrical Devices**

The following devices are prohibited:

- Small air conditioning units (unless specifically installed by Facilities or issued by the Assistant Dean's Office);
- Heating devices with exposed elements (including hot plates).



## Open Fires

Open fires are **not** permitted in any residence hall or campus building, except in fireplaces when authorized by Public Safety or college administration. The intentional setting of any fire, which is not authorized or designed for a recognized and accepted purpose and practiced with proper safety precautions in effect, may result in fines issued by the Annapolis Fire Marshal, disciplinary action through the college, and/or issuance of a criminal citation by the Office of Public Safety.

The burning of candles, incense, or other instruments with open flames are not allowed in residence halls or dorm rooms. Smoking is also not allowed inside any buildings on the college.

The college has one area designated for exterior fires: the mid-campus field near the Planetarium. No other locations are authorized for fires of any kind.

Requests for exterior fires must be made via a work order for B&G to provide wood for fires, and a Burn Permit must be obtained by the sponsoring group from the Annapolis Fire Marshal. Public Safety officers must be present when the fire is lit. Public Safety officers can provide fire starter briquettes or logs to assist in safely initiating a fire.

**Training:** If you are interested in fire prevention training, contact the Office of Public Safety. We can provide training ourselves, or request training from the Annapolis Fire Department on your behalf.

## Fireplace Policy

Fireplaces may only be used from October 15 to April 15 of the year. Fireplaces are not to be used at any other time, as it will impact the HVAC system of the building.

Fireplace usage must be approved in advance. Requests for wood must be made to B&G via a work order, and only the wood provided shall be used. Public Safety must be notified to be present when the fire is started. Officers can provide starter briquettes or fire logs and ensure that fires remain safe. Someone at the location must assume responsibility for fires, as officers will not remain on scene. Fires cannot be left unattended. Paper or accelerants shall not be used in fireplaces.

## Fire Safety Measures for Campus Housing in 2023

Residence Hall	Fire Alarm Monitoring	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	Number of Evacuation (fire) drills in 2023
Paca-Carroll	X		X	X	X	x	2
Humphreys	X		X	X	X	x	2
Pinkney	X		X	X	X	x	2
Chase-Stone	X		X	X	X	x	2
Fielding	X		X	X	X	x	2
Campbell*	X		X	X	X	x	1
Gilliam	X		X	X	X	x	2
Spector	X		X	X	X	x	2

\*Campbell Hall was closed for renovations starting May 15, 2023-December 31, 2023.

Fire drills are scheduled by Public Safety and the Office of the Fire Marshal of the Annapolis City Fire Department and are conducted once each semester. Additionally, the City Fire Marshal conducts annual fire safety inspections of buildings on campus to ensure all life safety systems are operable. Fire code violations are resolved to ensure the safety of occupants of college residential facilities.

# St. John's College Fire Statistics



**ST JOHN'S  
College**

For purposes of the Annual Fire Report, fire statistics apply only to residence halls.

2023 Fire Statistics for On-Campus Student Housing Facilities						
Location	Occurred	Reported	Cause	Injuries	Deaths	Damage
Chase-Stone House	01/18/2023 11:14 am	01/18/2023 11:14 am	Smoke from Dryer Machine	0	0	0
Gilliam Hall	03/12/2023 5:37 pm	03/12/2023 5:37 pm	Unintentional, Cooking	0	0	0
Campbell Hall	03/24/2023 4:19 pm	03/24/2023 4:19 pm	Unintentional, Cooking	0	0	0
Campbell Hall	04/18/2023 12:30 pm	04/18/2023 12:30 pm	Unintentional, Cooking	0	0	0
Spector Hall	04/23/2023 10:07 am	04/23/2023 10:07 am	Unintentional, Cooking	0	0	0
2022 Fire Statistics for On-Campus Student Housing Facilities						
Location	Occurred	Reported	Cause	Injuries	Deaths	Damage
Gilliam Hall	04/08/2022 7:48 pm	04/08/2022 7:48 pm	Unintentional, Cooking	0	0	0
Spector Hall	04/11/2022 6:53 pm	04/11/2022 6:53 pm	Unintentional, Cooking	0	0	0
Chase-Stone House	04/14/2022 11:09 pm	04/14/2022 11:09 pm	Unintentional, Cooking	0	0	0
Spector Hall	08/18/2022 4:04 pm	08/18/2022 4:04 pm	Unintentional, Cooking	0	0	0
Humphreys Hall	11/12/2022 10:48 am	11/12/2022 10:52 am	Unintentional, Cooking	0	0	0
Campbell Hall	12/31/2022 9:25 pm	12/31/2022 9:25 pm	Unintentional, Cooking	0	0	0
2021 Fire Statistics for On-Campus Student Housing Facilities						
Location	Occurred	Reported	Cause	Injuries	Deaths	Damage
Campbell Hall	03/05/2021 6:15 pm	03/05/2021 6:15 pm	Unintentional, Cooking	0	0	0
Humphreys Hall	03/08/2021 9:35 am	03/08/2021 9:35 am	Unintentional, Cooking	0	0	0
Humphreys Hall	12/02/2021 11:53 pm	12/02/2021 11:53 pm	Unintentional, Cooking	0	0	0
<sup>1</sup> On March 24, 2023, Randall Hall has been renamed "Ronald H. Fielding and Susan Rumore Hall".						

End of Annual Security and Fire Safety Report



## Notice of Non-Discrimination

St. John's College does not discriminate on the basis of age, color, disability, ethnic characteristics, shared ancestry, or national origin, gender or gender identity, genetic information, marital status, military/veteran status, race, religion, sex (including pregnancy or childbirth), sexual orientation, or other legally protected characteristic in the administration of any of its educational programs and activities or with respect to admission, employment, or access to its programs or activities.

The designated compliance officer to ensure compliance with Title IX of the Education Amendments of 1972, as amended, and with Section 504 of the Rehabilitation Act of 1973, as amended, for the Santa Fe Campus is Christine Guevara, Vice President of Student Engagement, 1160 Camino Cruz Blanca, Santa Fe, NM, 505-984-6128. The designated compliance officer to ensure compliance with Title IX of the Education Amendments of 1972, as amended, and with Section 504 of the Rehabilitation Act of 1973, as amended, for the Annapolis Campus is Danielle Lico, Vice President of Student Affairs, 60 College Ave., Annapolis, MD, 410-626-2530.

Questions about the application of Title IX, Section 504, or other College nondiscrimination policies, may be directed to the designated compliance officer for the campus or to the Office for Civil Rights, or both. A copy of the College's nondiscrimination policy and the associated grievance procedures can be found at [sjc.edu/title-ix](http://sjc.edu/title-ix). Persons who wish to report information about conduct that may constitute sex discrimination, or other forms of discrimination, should contact the designated compliance officer for the appropriate campus, as outlined above.

Hard copies of this Annual Security and Fire Report are available in the Public Safety office (Pinkney Hall), Business Office (Hodson House) and the Assistant Dean's office (Mellon Hall).