

**Alcohol**

Alcohol consumption, even in low doses, significantly impairs the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental function. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. Repeated use can lead to dependence. Pregnant women who drink alcohol may give birth to infants with fetal alcohol syndrome.

**Other Drugs**

More detailed information on drugs and drug abuse, including their common names and appearances, risks and hazards, is available online at [www.stmarytx.edu/police](http://www.stmarytx.edu/police).

**Alcohol and Drug Abuse Awareness and Education**

St. Mary's University is a drug-free school. The Drug Free School and Communities Act of 1989 requires institutions of higher education to adopt and implement programs to prevent the unlawful possession, use or distribution of illicit drugs and alcohol. The University Police Department sponsors alcohol and drug abuse education and awareness programs each semester. Programs, campaigns, and printed literature are presented during peak times when there may be a potential for alcohol and drug abuse, such as holidays, winter, and spring breaks, social and leisure activities, and seasonal city events. Other alcohol and drug abuse awareness programs are held in conjunction with student organizations and Residence Life.

**Alcohol and Drug Abuse Resources**

Below are alcohol and drug abuse resources available on and off campus.

- On Campus**
- Wellness Programming** ..... (210) 431-2097  
Located at the Alumni Athletics & Convocation Center  
Serves as the clearinghouse for information, assistance, and referral on alcohol/drug related issues.
- Student Health Center** ..... (210) 436-3506  
Located at Charles Francis Hall  
Medical assistance is available through the medical personnel.
- Student Psychological and Testing Services** ..... (210) 436-3135  
Located at the Center for Life Directions  
Counseling services are available by a staff psychologist, as well as psychological testing and assessment and individual and group counseling.
- University Ministry** ..... (210) 436-3213  
Located at the Center for Life Directions  
Offers pastoral and spiritual counseling and guidance.
- Off Campus**  
Information concerning off campus resources can be obtained by visiting or calling the Student Psychological and Testing Services.

**Penalties for Drug and Alcohol Violations**

More detailed information on drug and alcohol violation penalties at the University, state and federal levels is available online at [www.stmarytx.edu/police](http://www.stmarytx.edu/police).

**Weapons**

In accordance with Texas Penal Code Ch. 46, it is a felony to intentionally, knowingly or recklessly possess a firearm, illegal knife or prohibited weapon (with or without a concealed handgun permit) on the physical premises of a school or educational institution, to include any buildings or passenger transportation vehicles under the direct control of the educational institution. St. Mary's University strictly prohibits the possession of weapons while entering or being physically present on St. Mary's University campus. Persons excluded from this include qualified members of the St. Mary's University Police Department, St. Mary's University ROTC, while acting within the scope of their training, Marianist permanent residents on the premises, or others who are given written permission by the Chief of University Police.

**Missing Person Protocol**

In accordance with the Higher Education Opportunity Act (HEAO) of 2008, higher education institutions with on-campus housing must have a missing person notification policy for on-campus students that informs students residing on campus that they have an option to identify an individual to be contacted by this institution no later than 24 hours after the time that a student is deemed or determined through investigation to be missing. The Office of Residence Life is responsible for maintaining the contact record information. This notification procedure is confidential and specifically requires students under 18 year of age who are not emancipated to register the name of their custodial parent or guardian with the University and the Office of Residence Life. Once any University official deems or determines a student to be missing, a notification to the University Police Department is required under this protocol. Under this provision, a student missing for 24 hours without any knowledge of their whereabouts are deemed missing and requires notification of the University Police Department at (210) 431-1911/emergency services or (210) 436-3330/nonemergency services. Any missing person's report about a resident student will be investigated by the University Police Department. Notification of the missing student's parent(s), individual to be contacted or guardian will occur at this time by an appropriate University official, if the student opted to provide the contact information. Custodial parent(s) or guardian of students under 18 years of age who are not emancipated will be notified immediately once it is determined he or she is missing by a University official. The University Police will determine if other law enforcement agencies are needed to assist in the investigation.

**St. Mary's University Campus Crime Statistics**

This data includes offenses that were reported to the St. Mary's University Police Department, and was compiled using the Uniform Crime Reporting procedures in accordance with provisions of the Jeanne Clery Disclosure of Campus Crime Statistics Act.

**NUMBER OF REPORTED OFFENSES**

Crime Category	On-campus			Noncampus Building or Property*			Residence Hall**			Public Property		
	08	09	10	08	09	10	08	09	10	08	09	10
<b>Murder/Non-negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses: Forcible***</b>	0	1	1	0	0	0	0	1	1	0	0	0
<b>Sex Offenses: Non-forcible</b>	0	1	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	1	1	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary (includes building or habitation/residence hall)</b>	2	1	1	1	1	0	1	0	1	0	0	0
<b>Motor Vehicle Theft (includes attempts)</b>	2	1	1	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes (by offense)</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Simple assault</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Larceny-theft</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Intimidation</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Restriction/damage/vandalism of property</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes (by prejudice)</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Race</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Gender</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Religion</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sexual Orientation</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Ethnicity</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disability</b>	0	0	0	0	0	0	0	0	0	0	0	0

\* Includes the following Off-campus/Distance Learning sites: Fort Hood, Texas, Lackland Air Force Base and Randolph Air Force Base.

\*\* Crimes reported in the Residence Hall column are included in the On-campus category.

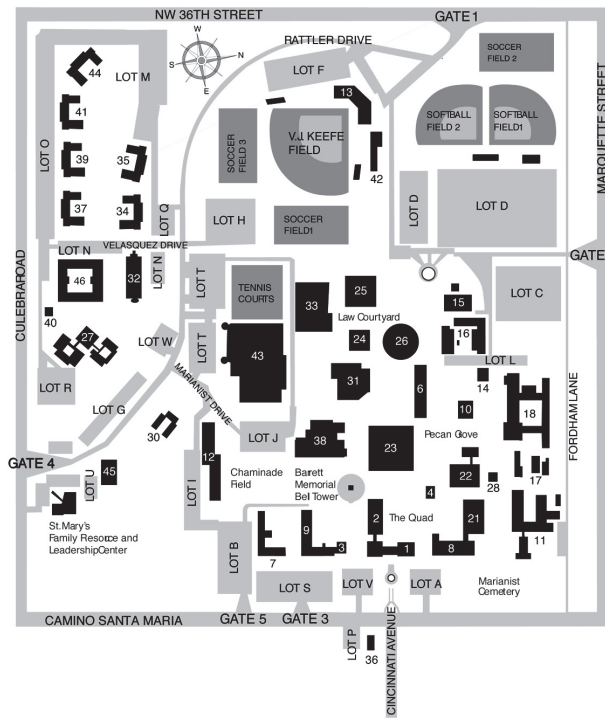
\*\*\* Statistics for Sex Offenses include allegations officially and/or anonymously reported to University officials. These statistics are reported even if alleged victims requested that no investigation be conducted, and without regard to outcome of the judicial process.

Crime statistics for the geographic areas surrounding the St. Mary's University campus are available at [www.sanantonio.gov/sapd](http://www.sanantonio.gov/sapd). Sex offender registration information is available at [www.txdps.state.tx.us](http://www.txdps.state.tx.us).

This map shows the boundaries within campus for which crime statistics are reported by University Police for the Clery Act.

ARRESTS AND JUDICIAL REFERRALS FOR SELECTED OFFENSES	Liquor Law Violations			Drug Law Violations			Illegal Weapons Possession		
	08	09	10	08	09	10	08	09	10
<b>On-campus</b>	35	9	70	3	2	10	0	1	4
<b>Noncampus Building or Property</b>	7	0	0	0	0	0	0	0	0
<b>Residence Hall</b>	45	8	46	6	0	3	0	0	1
<b>Public Property</b>	0	0	2	0	4	1	0	1	0
<b>Arrests</b>	35	9	23	3	6	9	0	2	0
<b>Disciplinary Referrals</b>	(81)	66	49	8	7	2	0	1	4
<b>Fiesta Oyster Bake</b>	35	23	18	0	0	4	0	0	0
<b>Totals</b>	151	98	72	11	13	11	0	3	4

(81): Technical difficulties with the St. Mary's University student conduct database prevented re-verification of the 2008 totals for disciplinary referrals.



- 01 St. Louis Hall
- 02 Reinbolt Hall Assumption Chapel
- 03 Chaminade Tower
- 04 Subway and Java City on the Quad
- 06 Center for Life Directions
- 07 Francis - Charles Francis Hall
- 08 Garni Science Hall
- 09 Chaminade Hall
- 10 Alumni Pavilion - Pecan Grove
- 11 Marianist Residence, Marianist Chapel
- 12 Marian Hall
- 13 Keefe - V.J. Keefe Memorial Stadium
- 14 Marianist Heritage House
- 15 Central Plant
- 16 Physical Plant Shops
- 17 Outdoor Swimming Pool
- 18 Treadaway Hall
- Guadalupe Chapel
- Recital Hall
- 21 Moody Life Sciences Center
- 22 Richter Math-Engineering Center
- 23 Blume - Louis J. Blume Library
- 24 Law Administration
- 25 Law Classrooms
- 26 Raba - Ernest A. Raba Law Building
- 27 Dougherty Hall
- 28 Greenhouse
- 30 Casa Maria Marianist Residence
- 31 Alkek - Albert B. Alkek Business Building
- 32 Lourdes Hall - Our Lady of Lourdes Hall
- 33 Law Library - Sarita Kenedy East Law Library
- 34 Frederick - Anthony Frederick Hall
- 35 Donohoo - John Donohoo Hall
- 36 Financial Assistance
- 37 Flores - Archbishop Flores Hall
- 38 University Center
- 39 Adele Hall
- 40 Satellite Plant
- 41 Cremer - Andrew Cremer Hall
- 42 Alumni Storage
- 43 Alumni Athletics & Convocation Center
- Bill Greehey Arena
- 44 Leies - Herbert and John G. Leies Hall
- 45 AT&T Center for Information Technology
- 46 Founders Hall

# St. Mary's University Campus and Fire Safety Compliance Report

Published Fall 2011

This annual campus security and fire safety compliance report includes information on crime reporting policies and procedures, timely warnings and campus safety alerts, security policy statements, crime statistics, crime awareness and prevention programs, emergency response and notification protocols and fire safety information at St. Mary's University.

**(210) 431-1911  
Emergency Services**

**(210) 436-3330  
Nonemergency Services**

**(210) 436-3472  
Administration**

**(210) 431-6757  
Office Fax**

*In the case of an emergency, alert information will be available on:*

**- The University's website,  
[www.stmarytx.edu](http://www.stmarytx.edu)**

**- The emergency hotline, (210) 431-8075**

**- Your St. Mary's e-mail account**

**- Campus Alert, the emergency notification (subscribe on Gateway)**

ST. MARY'S UNIVERSITY



University Police Department  
One Camino Santa Maria  
San Antonio, Texas 78228  
[www.stmarytx.edu/police](http://www.stmarytx.edu/police)  
code3@stmarytx.edu

\* Each residence hall has two (2) fire drills per semester.

There were no fires in any residence halls in 2010.

## Clery Act Information

### Crime Awareness, Campus Security and Fire Safety Report

#### Introduction

The St. Mary’s University Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with our main campus, distance learning and satellite campuses, and the Office of Student Life. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to the University Police Department, designated campus officials (including but not limited to directors, deans, department heads, designated Residence Life staff, judicial affairs, advisors to students/student organizations and athletic coaches), as well as reports submitted anonymously. This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by St. Mary’s University, and on any public property within, or immediately adjacent to, and accessible from the campus. The report also includes institutional policies concerning campus security, fire safety, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. Current students and employees are notified by mail of this report’s availability, which may be obtained at the University Police Department (ground level of Treadaway Hall) or online at www.stmarytx.edu/police. Prospective students and employees may also obtain a paper copy or access it online. In addition to this report, the University Police Department maintains a daily crime and fire log of incidents committed and occurring on campus. It is available for review at the University Police Department Administrative Office during business hours.

#### Crime Reporting Policies and Procedures

**(Go to [www.stmarytx.edu/police](http://www.stmarytx.edu/police) and click on forms.)**

University students, faculty and staff should report all crimes and public safety related incidents to the University Police Department in a timely manner. Crimes should be reported to the University Police Department to ensure inclusion in the annual crime statistics and to aid in providing timely notices to the University community, when appropriate. To report a crime or emergency on the St. Mary’s University campus, call the University Police Department at x1911 or (210) 431-1911. University Police are available at this telephone number 24-hours a day, seven days a week, to answer your call. To report a non-emergency or public safety-related matter, call the University Police Department at x3330 or (210) 436-3330. Reports involving students are forwarded to the Dean of Students for review and potential judicial action. Incidents will be investigated when deemed appropriate, and any additional information obtained via the investigation may also be forwarded to the Dean of Students. When campus pastoral and professional mental health counselors learn that their client is a victim of crime, their practice is to inform their client of methods of reporting the crime, voluntarily and/or confidentially.

#### Anonymous Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the St. Mary’s University judicial system or the criminal justice system, you may still want to consider making an anonymous report. The Anonymous Report form is available online at [www.stmarytx.edu/police](http://www.stmarytx.edu/police). With your permission, the Chief of St. Mary’s University Police Department or his designee can file a report on the details of the incident without revealing your identity. The anonymous report allows the University to maintain compliance with the Department of Education’s Code of Federal Regulations, as well as aid in the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the University community to potential danger. Reports filed in this manner are counted and disclosed in the institution’s annual crime statistics.

#### Campus Safety Alerts and Timely Warning Notification

In compliance with the Higher Education Opportunity Act (HEOA) of 2008, if a situation arises, either on or off campus, the Office of University Communications will, without delay and taking into account the safety of the University community, determine the content of the notification and initiate the campus alert system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to, St. Mary’s University Police Department, the San Antonio Police Department, and/or the San Antonio Fire Department and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The various systems that St. Mary’s University has in place for communicating information quickly to the University community include the University’s Campus Alert System and/or network e-mails. St. Mary’s University has an emergency notification system in place to provide timely information and direction to students, faculty and staff in the event of a threatening circumstance placing person(s) on campus in harm’s way. This system is only to be used for urgent messages, which should be transmitted through the channels currently in place for such communications. A Campus Alert will be sent by voice, text and/or e-mail to all current University community members. Community members wishing to also receive voice, text messages and/or e-mail must select those options specifically through Gateway, and it is an opt-in University program. A warning may also be issued to students, faculty and staff through the University’s e-mail system and/or posted on fliers. Some or all of these methods of communication may be activated in the event of an immediate threat to the University campus community. Depending on the particular circumstance of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the University Police Department may also post a notice on the University’s website, [www.stmarytx.edu](http://www.stmarytx.edu). Community members can also call St. Mary’s University’s recorded information telephone line at (210) 431-8075. Anyone with information warranting a timely warning should report the circumstances to the University Police Department, by phone at (210) 431-1911 (or extension 1911 from on campus) for emergency services, or (210) 436-3330 (or extension 3330 from on campus) for nonemergency services. You may report the circumstances in person at the University Police Department. A report that is filed more than five days after the date of the alleged incident may not allow the University Police Department

to post a “timely” warning to the community. This type of situation or incident is evaluated on a case-by-case basis. Testing these policies and emergency response procedures occur on an annual basis in the form of table-top exercises and community drills. Community-wide testing of the emergency notification system will occur twice a year. Other efforts to alert the University community on a timely basis about campus crimes and related issues include:

**Annual report** – Statistics are compiled on a calendar year basis and are to the University community and the general public.

**The Student newspaper** - The University Police Department provides summarized information on crimes to the Rattler student newspaper.

**Daily Crime and Fire Log** - The University Police Department maintains a daily crime and fire log summarizing incident reports filed by department personnel for review by the University community and the general public.

#### Sex Offender Registration

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the St. Mary’s University Police Department is providing a link to the Texas Department of Public Safety’s Sex Offender Registry database. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. The Texas Department of Public Safety is responsible for maintaining this registry. Follow the link below to access their site: <https://records.txdps.state.tx.us/soSearch/default.cfm>.

#### Access to Campus Facilities and University Housing

Faculty, staff and students are required to have a Rattler ID card in their possession at all times and to present it upon request. Rattler ID cards may be obtained in the University Center in the Student Life Office. Most academic and administrative buildings and facilities are locked and unlocked by the University Police Department on a daily basis. They are accessible to the University community, guests and visitors during normal business hours with limited access after normal business hours, on weekends and holidays. Students requesting admittance into a secured building after normal hours must show their Rattler ID card and an official Late Entry Pass. No exceptions will be made for students who do not have these items. Each residence hall/area is staffed by a full-time, live-in, Residence Hall Director or part-time, live-in, Graduate Hall Director, as well as students employed as Resident Assistants. Each residence hall is accessible by key, and exterior entrance doors remain locked 24-hours a day. Students are encouraged not to loan their key to anyone, and guests are not permitted into residence halls after designated visiting hours. Residents should report lost keys and malfunctioning locks to the office of Residence Life.

#### Security Considerations Used in Maintenance

The University Police Department works closely with the various departments to maintain a safe campus. Maintenance personnel repair locks, doors and windows that have been reported as not operating properly, and grounds personnel maintain trees, shrubbery and vegetation to ensure that it does not impede lighting, interfere with walkways or create a safety concern. In addition, emergency telephones (call boxes and elevator phones) are tested regularly. Outdoor emergency telephones are located at various locations throughout the campus, and are connected directly to the University Police Department. The campus community is encouraged to report any safety concerns, as well as exterior lighting and emergency telephone malfunctions, to the University Police Department at extension 3330 or by dialing (210) 436-3330.

#### Jurisdictional, Enforcement and Arrest Authority of University Police

St. Mary’s University Police Department is responsible for law enforcement, security, and emergency response on campus. Crimes committed on campus and suspicious incidents that pose a threat to the University community are forwarded to the Investigations Division. Investigations may lead to the arrest of suspects, recovery of lost/stolen property, clearance of suspects of any wrong action, or recommendations and action to improve the safety of the University community. Whereas Section 51.212 (a) of the State of Texas Education Code provides that the governing Board of Trustees of respective private institutions of higher education, including private junior colleges, are authorized to employ and commission campus security personnel for the purpose of enforcing the law of this state on the campuses of private institutions of higher education. Any officer commissioned under the provisions of this section is vested with all the powers, privileges and immunities of peace officers while on the property under control and jurisdiction of the respective private institution of higher education or otherwise in the performance of his/her assigned duties. St. Mary’s University Police Officers are certified by the Texas Commission on Law Enforcement Officer Standards and Education as meeting the established training requirements of the State of Texas for Peace Officers. They are armed with firearms and make arrests pursuant to the Texas Code of Criminal Procedure for crimes defined in the Texas Penal Code. They are supported by non-commissioned civilian staff. All officers have also been trained in First Aid and CPR and are authorized to enforce all regulations on the University campus. Officers conduct foot, bicycle and vehicular patrols on all University property and throughout the University Housing community 24-hours a day.

#### Working Relationships With State and Local Police

The University Police Department maintains close working relationships with the San Antonio Police Department, Bexar County Sheriff’s Office, federal, state, and other law enforcement agencies, and routinely shares investigative information. The University Police Department also works closely with the San Antonio Fire Department and EMS.

#### Encouragement of Prompt Reporting of Crimes or Emergencies

The University community is encouraged to report crimes, emergencies and safety concerns by calling the Emergency Number:

**From an On-campus Phone – Dial extension 1911**

**From an Off-campus Phone – Dial (210) 431-1911**

When reporting an emergency, please provide your name, location, and a brief description of the emergency. Blue light telephones, strategically placed throughout the campus, can also be used for this purpose.

<b>Police Department Services Numbers:</b>	
<b>Patrol Division/Emergency Police Response</b> .....	<b>(210) 431-1911</b>
Reporting crimes and emergencies in progress.	
<b>Patrol Division/Non-Emergency Police:</b>	
<b>Response and Services</b> .....	<b>(210) 436-3330</b>
Police/public safety assistance, patrol information, safety escorts, late entry access and unlock/jumpstart vehicle assistance.	
<b>Parking and Traffic Division</b> .....	<b>(210) 431-6754</b>
Vehicle registration, parking permits, citations/appeals, report copies and late entry passes.	
<b>Investigations/Community Education</b> .....	<b>(210) 431-6772</b>
Investigations, R.A.D. self defense class, operation I.D. and fingerprinting.	
<b>Sergeant’s Office</b> .....	<b>(210) 431-6755</b>
<b>Administration</b> .....	<b>(210) 436-3472</b>
Chief of Police and administrative services.	
<b>Operations and Special Event Planning</b> .....	<b>(210) 431-4334</b>
Crime statistics, reserved parking, building/room access assistance, victim/witness assistance, and community outreach/education.	

#### Emergency Response on Campus

St. Mary’s University Police Department has the primary responsibility for law enforcement, security and emergency response on campus. The University Police can be contacted 24-hours a day, 365 days a year by dialing extension 1911 from an on-campus telephone or (210) 431-1911 from an off-campus telephone.

#### Medical Emergencies

When medical treatment or an ambulance service is required for injuries or health related situations, contact the University Police at extension 1911.

#### Fire

In case of a fire in a campus building or residence hall, contact the University Police at extension 1911. The San Antonio Fire Department can be reached directly at 9-911 on campus or (210) 207-7744 for nonemergencies. If assistance is required from the San Antonio Police Department or the San Antonio Fire Department, the University Police Department will contact the appropriate agency.

#### Reporting of Fire

In case of a fire in a campus building or residence hall, contact the University Police at extension 1911 or (210) 431-1911. The San Antonio Fire Department can be reached directly at 9-911 on campus or 207-7744 for nonemergencies. If any other assistance is required from San Antonio Police Department or the San Antonio Fire Department, the University Police Department will contact the appropriate agency.

Reports of fire (no matter how minor) or activated fire alarms are documented in an incident report by University Police and a log of those reports are contained in the daily report log for viewing during normal business hours at the University Police office.

#### Fire Alarm Information

A fire alarm system is intended to warn occupants of abnormal conditions, to summon aid and to control facility systems to enhance the protection of life. Among the alarm system components are smoke and heat detectors which sense smoke or fire and activate the system. These are installed in hallways and paths of egress. Audible and visual signaling devices then notify occupants of the potential hazard. Pull stations, located next to exit doors, are for manual activation by departing occupants. They also activate the alarm system. Regardless of how activated, an alarm will cause the system to shut down the building’s air handling fans, thus prohibiting the spread of fire and smoke through the ventilation system.

All Residence Halls, as well as several academic and administrative buildings, are equipped with fire alarm systems:

- The University Center
- Center for Life Directions
- Treadaway Hall
- Chaminade Tower
- Charles Francis Hall
- AT&T Center for Information Technology
- Alumni Athletics & Convocation Center

These systems, in addition to sounding a local alarm, report to the master panel in the University Police office. The master panel records not only that there is an alarm, but also where in the building the alarm is occurring. There are some academic buildings having local systems, which are not connected to a central monitoring system. There are only a few academic and administrative buildings that do not have fire alarms.

#### Response to a Fire Condition or Alarm

In residence halls and academic buildings, when a fire condition (visible fire, smoke, or the smell of smoke) is present or fire alarm occurs, the entire building must be immediately vacated until the source of the condition or alarm has been determined. The University Police will investigate the source of the fire condition or alarm. Either the University Police or the alarm-monitoring vendor will notify the San Antonio Fire Department if assistance is required to determine the source of the fire condition.

#### Occupant response actions:

1. If an alarm is activated:
  - If there is smoke in the room, keep low to the floor.
  - Try to exit the room. Feel the doorknob. If it is hot, do not open the door.
  - If the doorknob is not hot, brace yourself against the door and crack it open. If there is heat or heavy smoke, close the door and stay in your room.

- Don’t panic.
- Seal up the cracks under the door with sheets or towels. If there is smoke in the room, crack a window open, if possible, to allow for ventilation.
- Hang a sheet or towel from the window to announce that you are in the room. Call University Police at extension 1911 or (210) 431-1911. Be sure you give your exact location and room number.
- Wait for rescue by fire officials.

2. If an alarm activates and you can evacuate:
  - Put your shoes on and a coat (if necessary).
  - Get a wet towel for your face.
  - Close the doors behind you.
  - Leave the building by the quickest and safest route.
  - If a phone is available, call the University Police at extension 1911 or (210) 431-1911.
  - Move away from entrances.
  - Wait for clearance from fire officials or University Police to return to the building.

3. If you believe there is a fire or fire condition and the system has not activated:
  - Call University Police at extension 1911 or at (210) 431-1911 immediately.
  - Activate the nearest fire alarm pull station.
  - Leave the building.
  - Move away from entrances.
  - Wait for clearance from fire officials or University Police to return to the building.

#### Fire Alarm Inspection and Reporting

Each fire alarm system is annually tested and inspected. To assist in maintaining systems, all alarms should be reported on a Fire Alarm Report. The responding University Police Officer will complete and submit the report when properly notified. If no police response is involved, the person initiating the alarm is to complete and submit the report. Blank report forms are located in the fire alarm master panel of each building.

#### Fire Drills

In order to maintain a safe environment, fire drills (one announced and one unannounced) are required to occur in each semester in each residence hall. Fire drills are recommended in administrative buildings. Each community member needs to familiarize him or herself with their work setting to determine safe routes of escape, in the event of a fire, smoke condition or fire alarm.

#### Campus Safety and Crime Prevention

Proactive approaches to crime prevention and campus safety include:

**Texas Peace Officers on 24-Hour Patrol**

**Safety Escorts** - On-campus safety escorts are available 24-hours a day, seven days a week. **Information/Emergency call boxes** - Emergency call boxes are located at the main entrances of Treadaway, Chaminade, Marian, Dougherty, Lourdes, John Donohoo, and Adele Halls, as well as at the east side of the University Center. Other locations include: parking lots B, D, M, N, O, R, and V. The red emergency assistance button will contact the University Police Department directly. The information/emergency call box telephone system is a part of an on-going effort to make the University Police Department more accessible.

**Community Oriented Policing** - The St. Mary’s Police Department provides a working partnership between all stakeholders in the community to create a safe and secure environment.

**Sexual Assault Prevention** - Sexual assault awareness, education and prevention presentations are made each year to members of the campus community. Rape Aggression Defense (R.A.D.) is a self-defense and sexual-assault awareness class specifically designed for women.

**Operation Identification** -An on-going program that involves engraving valuable, personal items with a driver’s license or student ID number.

**Limited Vehicle Assistance** - Unlock services and battery jumpstarts are offered 24-hours a day, as well as discount coupons for flat tire assistance.

**Lost and Found** - Lost-and-found items are turned over to the University Police Department’s property custodian, who makes every effort to return items to their owners. If an owner cannot be contacted, the property will be logged and held for 60 days. After 60 days, unclaimed property will be disposed of at the discretion of the Chief of Police.

**Crime Prevention and Awareness Programs and Literature** - Crime prevention presentations pertaining to personal safety, sexual assault prevention, alcohol and drug awareness, and burglary and theft prevention are conducted as needed for faculty, staff and students. Specialized crime prevention presentations are available upon request. Crime prevention literature related to personal safety, auto theft prevention, residential security and consumer awareness is available in the University Police Department, and specialized crime prevention literature is available upon request.

#### Sexual Assault Awareness and Prevention

Sexual assault awareness, education, and prevention programs are presented each semester to the University community. In particular, the Rape Aggression Defense (R.A.D.) class is geared toward female community members, and several classes are held each semester. The R.A.D. class is a rape-awareness and self-defense class that is realistic and comprehensive. It begins with awareness, prevention, risk reduction, and avoidance, and progresses to the basics of hands-on defense training. Classes are taught by certified R.A.D. instructors, several of which are University Police Department members. Class participants are provided with a training manual that outlines the program and can be used for continuous personal growth. This program is dedicated to teaching women defensive concepts and techniques against various types of assault, by utilizing easy, effective and proven self-defense tactics. Other sexual assault awareness and prevention programs are held in conjunction with student organizations and Residence Life each semester. Printed literature concerning sexual assault awareness, education, resources, and victim assistance is also available upon request.

#### What to do in the Event of a Sexual Assault

If you are the victim of a sexual assault, go to a safe place and call the University Police at extension 1911 if you are calling from an on-campus telephone, or use the blue

light telephones strategically placed throughout the campus. If you are calling from an off-campus telephone, call (210) 431-1911. The University Police can assist in the reporting of a sexual assault occurring off campus by contacting the San Antonio Police Department or the appropriate investigating police jurisdiction. The University Police can also assist you in seeking medical attention and contacting either a support person, counselor, campus minister or a representative from The Rape Crisis Center of San Antonio.

#### It is very important to:

- **Avoid the urge to bathe, shower or douche.**
- **Avoid changing, cleaning, washing, or destroying clothing and/or bedding that was used at the time of the assault.**
- **Seek medical attention. There is a 48-hour time frame in which forensic evidence can be gathered. If you choose to file charges, any evidence taken at this time will be vital.**

Victims of sexual assault or persons who have information regarding a sexual assault are strongly encouraged to report the incident to the University Police Department immediately. It is the policy of the St. Mary’s University Police Department to conduct investigations of all sexual assault complaints with sensitivity, compassion, patience and respect for the victim. Investigations are conducted in accordance with guidelines established by the Texas Penal Code, Code of Criminal Procedure and the Bexar County District Attorney’s office. All information and reports of sexual assault are kept strictly confidential. In accordance with the Texas Code of Criminal Procedure Article 57, victims may use a pseudonym to protect their identity. A pseudonym is a fictitious name or set of initials chosen by the victim to be used in all public files and records concerning the sexual assault. Victims of sexual assault are not required to file criminal charges or seek judicial actions through the University disciplinary process; however they are encouraged to report the assault and partake of medical and social services.

#### Options Following a Sexual Assault

Medical and social services may be obtained from the following:

<b>On Campus:</b>	
<b>Student Life</b> .....	<b>(210) 436-3714</b>
<b>Health Center</b> .....	<b>(210) 436-3506</b>
<b>Student Psychological and Testing Services</b> .....	<b>(210) 436-3135</b>
(During University business hours), or (210) 825-3622 (emergency number after University business hours).	
<b>University Ministry</b> .....	<b>(210) 436-3213</b>

#### Off Campus:

<b>Sexual Assault Treatment Center (Medical treatment/examination)</b> .....	<b>(210) 575-8168</b>
Methodist Specialty and Transplant Hospital (Wurzbach at Floyd Curl). A sexual assault treatment nurse is on duty 24-hours a day, seven days a week.	
<b>The Rape Crisis Center</b> .....	<b>(210) 521-7273</b>
Free counseling available. Please call for an appointment. 5835 Callaghan Road, Ste. 260, San Antonio, Texas 78228.	
<b>The Rape Crisis Center 24-Hour Hotline</b> .....	<b>(210) 349-7273</b>

#### Academic and Living Accommodations

If requested, the University will make reasonable changes in academic and/or living situations to assist victims of sexual assault. Options may include, but are not limited to, change of residence hall, University phone number or class schedule.

#### Victim Assistance

Victim assistance is available through the Student Life office at extension 3714 or (210) 436-3714, and the University Police Department at extension 4334 or (210) 431-4334. Additional information can also be obtained from:

**San Antonio Police Department’s Victim Advocacy Section** .....

**(210) 207-2141**

Main headquarters, located at 214 W. Nueva, Room 131.

**The Office of the Attorney General/Crime Victims’ Compensation** .....

**1 (800) 983-9933**

#### Sanctions Imposed Following a Final Disciplinary Hearing

The accuser (victim) and the accused are entitled to the opportunities to have others present during a disciplinary hearing and shall be informed of the outcome of institutional disciplinary proceedings alleging a sex offense.

#### St. Mary’s Policy on Alcohol and Other Drugs

The abuse of alcohol and drugs by members of the University community is incompatible with the goals of an academic institution. In accordance with Texas State Law, St. Mary’s does not permit the purchase, possession, or consumption of alcohol by persons under 21 years of age. Alcohol must be served by either Aramark or third party vendor, which must be licensed and pre-approved by the Dean of Students. Both the University and Aramark hold beer and wine licenses for the campus. Neither organization’s license permits the sale or distribution of any other kind of alcoholic beverage.

Respect is the foundation upon which the University bases its Alcohol Policy as outlined in the following areas:

- **Respect for oneself** - Those who are of legal age and choose to drink must never do so in a manner that puts them at personal risk.
- **Respect for others** - Intoxication is inappropriate behavior and it does not excuse an individual of personal responsibility. Anyone choosing to drink must not drink to a level that the rights and well-being of others might be endangered.
- **Respect for property** - Research indicates that most campus vandalism and destruction is directly related to alcohol consumption. Each individual will be held responsible for any damage done while under the influence.