

An internal audit was conducted in December 2017 of the data contained in this report. Errors were found in the 2014, 2015, and 2016 numbers for reported incidents:

In 2015, a rape was reported that had occurred in 2014. It was originally added to the 2014 statistics, but the Clery act requires that it be recorded in the year it was reported. Therefore the numbers were changed in 2014 (reduced by one) and properly recorded in 2015 (increased by one). Additionally, one reported case of fondling was reclassified upon reevaluation as part of the internal audit and added to the 2015 statistics.

In 2016, the number for Dating Violence was increased from zero to one. It was unintentionally left out in error.

These corrections were made on 2 January, 2018. See the crime statistics table on page 32 for the updated and correct number of incidents. This updated report was published on 9 January, 2018.



Annual Safety, Security, and Fire Safety Report

2017

St. John's College

Annapolis

OFFICE OF PUBLIC SAFETY



January 1 – December 31, 2016

INDEX

Index	2
Message from the Director of Public Safety	3
Office of Public Safety	4
• Emergency calls for Help	
• Campus police authority and jurisdiction	
• Annual Security and Fire Safety Report	
Campus Security Policies and Procedures	5
• Reporting emergencies, crimes, and policy violations	
• Confidential reporting of crimes and policy violations	
• Campus security authorities	
• Professional counselors	
• Daily crime and fire logs	
• Coordination with local law enforcement	
Creating a Safe Campus	7
• Crime prevention education and awareness	
• Campus escorts	
• Building safety	
• Personal safety	
Crime Awareness and Campus Security Act Crime Definitions	10
• UCR definitions	
• Sex offenses definitions	
• Drug and liquor and weapons violations	
• Location definitions	
Sexual Misconduct and Harassment Policies, Procedures and Prevention	13
• Sexual misconduct and harassment education and prevention	
• Sexual misconduct policy and procedures	
• Sexual misconduct response summary	
• Program participation agreement	
• Off campus support	
• Sex offender registry	
Drug and Alcohol Policies and Resources	25
Missing Student Procedures	27
Emergency Operations Plan	28
• Campus notification procedures	
• Timely warnings	
• Testing emergency response and evacuation procedures	
• Standard Response Protocol	
Crime Statistics	32
Fire Safety Report	33
Fire Statistics	37

Message from the Director of Public Safety

Welcome to the 2017 annual security report, covering all public safety related policies and statistics for calendar year 2016. St. John's College in Annapolis is a great place to live, work, and learn. We enjoy a wonderful location that is geographically and culturally diverse. The Office of Public Safety is committed to providing a safe learning and working environment for every member of this community. Your safety and well-being is our highest priority and our primary concern, so our dedicated and experienced staff is here 24 hours to serve the polity.

The mission of the Office of Public Safety is captured in the words "in quo servitis."

Our Mission Statement is:

**We protect the campus,
Serve the Campus Community,
And Preserve the Good Order of the College.**

Cooperation and communication are at the core of the St. John's approach to safety and are key to the success of our mission. Our webpage is designed to inform the St. John's community of services the Office of Public Safety provides and to encourage safer behaviors in line with this community's ethos.

Please join our e2 Campus alert system, and download the free "LiveSafe" app. It's a great feature for your cell phone to allow you to communicate with us in case of an emergency, and can be found at the app portal for your phone.

All members of our community are asked to make considered and responsible choices, discourage careless behavior wherever prudent, and to promptly report any suspicious activity.

Working together for a safe campus,



Robert Mueck
Director of Public Safety
MISSION FIRST, PEOPLE ALWAYS, ONE TEAM



Office of Public Safety



We, the Officers of Public Safety, are 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 provided 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. 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. It is therefore imperative to immediately report all criminal offenses to the St. John's Office of Public Safety, the assistant dean, or the director of student services.

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. Incidents may also be reported using the LiveSafe app.

Main number	443-336-2348
Campus extension	x2000



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 to 4pm, except holidays

Campus Police Authority and Jurisdiction

St. John's College Public Safety officers are certified Special Police Officers and serve under Public Safety Article Title 3-Subtitle 3, Special Police Officers, and are appointed as such 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 exercise the powers of a police officer on the property (St. John's College in 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 Assistant Dean's office, the Personnel office, 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 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 website, under "Crime Awareness and Clery Act," located at 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, Assistant Dean's, and Personnel offices 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 promptly and accurately report any suspicious behavior or activity, crime, acts of violence against themselves or another, 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. The college does not have any off-campus student organizations, so students living off campus should contact the appropriate law enforcement agency (Annapolis Police if you live in the city).

St. John's Public Safety is equipped to respond to emergency situations on campus and will coordinate with local resources as needed. Security incident reports are forwarded daily to the Assistant Dean's Office for review and referral for potential disciplinary actions. In the event that sexual misconduct is reported, Public Safety refers the matter to the Title IX coordinator and calls in law enforcement as appropriate.

There are a limited number of security cameras on the college, which are monitored by Public Safety. 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 and through the LiveSafe app via text or telephone. Both anonymous and non-anonymous reports can be made. The dormitories are all equipped with telephones and there are courtesy phones on campus. 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.

Cooperation with Other Agencies

The college has memorandums of understanding (MOUs) with the Maryland Capitol Police for emergency evacuations, the Annapolis Police for general assistance for crimes and sexual assault investigations.

The Office of Public Safety regularly works with our allied agencies in mutual cooperation for the safety of the public. Relations with Annapolis Police and the Maryland Capitol Police are excellent, as we are all seeking the same goal; the safety of St. John's College and the community around us.

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. All criminal reports will be investigated. For certain crimes, such as sexual misconduct, the college may be required to investigate the crime even if confidentiality is requested, in keeping with the requirements of Title IX. Anonymous reports may be made by phone or using the LiveSafe app. 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 considered to be *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:

- Assistant Dean, Nathan Dugan; 410-626-2512; nathan.dugan@sjc.edu
- Director of Student Services/Title IX Coordinator, Taylor Waters; 410-626-2512; taylor.waters@sjc.edu
- Director of Public Safety, Robert Mueck, 410-295-6931; robert.mueck@sjc.edu
- Senior Residents; dispatched through Public Safety; 443-336-2348
- Resident Assistants; accessible through the Assistant Dean's office 410-616-2512 or in person
- Public Safety officers, 410-626-2533; security@sjc.edu

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 and when 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 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 counseling at the college.

Daily Crime and Fire Logs

Daily crime logs, in hard copy, are available and open to the public at the Office of Public Safety located in Pinkney Hall. Reports of fires are also recorded in the daily crime log.

Coordination 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 also requests crime statistics from the Annapolis Police Department for those properties within the Clery 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. The college also has MOUs with the Maryland Capital Police and Anne Arundel Community College in regard to mutual aid 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 polity 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. The college adopted the LiveSafe app to allow students an additional method to communicate with Public Safety and off-campus emergency responders.

The Annapolis City Police Department also has an app that can be downloaded from the app store. It allows you to receive timely information and alerts from the Annapolis Police Department in regard to incidents occurring in the City.

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

Campus Escorts

Campus escorts are provided 24/7 by calling the Office of Public Safety or through the LiveSafe app. These escorts are confined to the premises of St. John's College in Annapolis. The LiveSafe app also has a "safe walk" feature that allows students to walk each other home virtually.

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 on evenings and weekends. Exterior doors on campus buildings are locked and secured each evening by public safety personnel. Residence hall exterior doors are locked 24 hours, and may be entered with the use of a valid SJC ID card. Dorm rooms are accessible by key only. Community members should not let people into dorms, and can contact Public Safety if someone does not belong here. Only authorized guests are permitted in dorms, and students should register their guests at the Switch Board.

Personal Safety

Simple precautions can reduce the likelihood that you will become the victim of a crime.



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

To get the app:

- ✓ Open [Google Play](#) or the [Apple App Store](#) on your phone. Download "LiveSafe" with the logo as you see above.
- ✓ Tap "Sign up", and fill in your profile information and create a password.
- ✓ St. John's College, Annapolis may pop-up if you are close to the campus. If so, tap "Yes". Otherwise tap "Change" to select St. John's College, Annapolis.
- **Stay alert:** Use common sense and do not place yourself in a location or situation where you might become a victim of crime.
- **Personal Whistle Safety Program:** The Public Safety office has personal safety whistles available. These whistles signal your need for help, frighten away someone who means you

harm, or alert those nearby to call the police or a public safety officer. 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.** Make arrangements to walk in groups. If you must travel alone at night, stay on well-lit paths and sidewalks. You may also call Public Safety and request an escort by calling ext. 2000 or 443-336-2348
- **Keep your room door locked at all times.** The vast majority of thefts occur from unlocked rooms when the occupant is gone only briefly.
- **Do not prop open exterior doors and close any doors you find propped open.** Propped doors greatly increase chances that you or someone else in your dorm may be victimized. Do not open doors to someone you do not know.
- **DO NOT lend your key or key card to anyone.** This endangers you and others in your dormitory and is cause for disciplinary action. Report a lost or stolen key to the Office of Public Safety.
- **Report obscene, annoying or harassing phone calls or e-mail messages immediately.** Please save the offending messages, if possible.
- **Report all 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 the Building and Grounds office. You can contact the college switchboard (ext. 0) to request a work order. Students can also notify their RAs, and faculty and staff members can obtain a logon to the web based INSITE portal to enter work order notices.
- **Identify your valuables using OPERATION ID.** Students may use an engraver, available through Public Safety, to mark and identify valuable personal articles as a precaution of theft.
- **Park your car in well-lit area and keep it locked.** Lock all valuables in your trunk.
- **Register your bicycle with the Office of Public Safety.** They will issue a registration sticker to affix to your bicycle to deter theft and aid in recovery if it is stolen. Public Safety strongly recommends a U-style lock.

- **Be aware of crimes at or around St. John's College.** Additional information on campus crime is available from the Office of Public Safety. Bulletins are issued through the Assistant Dean's office when the circumstances warrant informing the community of important crime related information.

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.

AEDs & Stop the Bleed



Automatic External Defibrillators (AEDs) are located in six buildings on the college. They are in Mellon Hall, Greenfield Library, BBC, Pinkney Hall, Iglehart Gym, and the Public Safety sub-station. The college participates in the Maryland Public Access AED Program. 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 for use in emergencies.

Crime Awareness and Campus Security Act Crime Definitions



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

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

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

Location Definitions

On-Campus: (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. 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.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus residential facilities: Dormitories or other campus resident facilities for students on campus is a subset of the "On-Campus" category. St. John's owns no other campus residential facilities.

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

Sexual Misconduct and Harassment Education and Training

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

Primary prevention and awareness training is designed to prevent sexual misconduct before it occurs and to foster students' efforts to have healthy, respectful, and positive relationships. It provides them with bystander intervention strategies and encourages them to reflect on their own and other's behaviors and to step up. Such training also fosters reflection on the nature of consent. These trainings are conducted in person at mandatory freshman orientation, at class meetings for all upperclassmen, and through written materials. Ongoing prevention and awareness is accomplished through email and written communication and in person through student forums led by the Assistant Dean's office. Bystander intervention and risk reduction programs/training are done at freshman orientation, at class meetings for all students, through an online program (Haven Ever-Fi), and through forums with student leaders and the general student body throughout the year. The college policies and procedures are promulgated in person and through written materials in hard copy, and are distributed to all students, sent via email, posted in dormitories and in the Harrison Health Centers, included in the Ever-Fi program, and posted on the website. Resident assistants have been trained in bystander intervention and act as peer educators for other students. The college has a close working relationship with Maryland Coalition Against Sexual Assault and other area consultants who also provide routine training. Additionally, the college has an MOU with the YWCA to help educate and support community members who have been victims of sexual harassment or misconduct.

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

Sexual Misconduct Policy and Procedures



Title IX is a federal law that prohibits all forms of sex discrimination, including sexual assault/offenses and harassment, in federally funded education programs. Title IX provides **“no person in the United States shall, on the basis of sex, be excluded from**

participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

In accordance with Title IX, St. John’s College policies and practices forbid sex discrimination of any kind, including sexual harassment and sexual assaults or offenses. The full policy is provided here, and may also be seen on the sjc.edu website under “Title IX Information” at sjc.edu/student-life/office-assistant-dean/title-ix-coordinator.

Sexual Misconduct Policy:

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

Sexual assault is conduct of a sexual nature resulting in physical contact with the victim without the victim’s consent (i.e., an action committed either by force, by intimidation, or by knowingly making use of the victim’s physical or mental helplessness). Effective consent is informed, freely and actively given speech or action that indicates willingness to participate in mutually agreed upon sexual activity. Consent cannot be given by someone who is so incapacitated, by alcohol or other drugs or for some other reason, as not to be able to communicate unwillingness or to understand the nature of the conduct being engaged in. Silence on the part of the victim does not constitute consent.

“Dating violence” means an act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

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

“Domestic violence” refers to felony or misdemeanor crimes of violence committed by a current or former spouse of the victim (or a person similarly situated to a spouse of the victim), by a person who shares a child with the victim, or by a person who is or formerly has cohabitated with the victim as a spouse.

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

“Sexual coercion” is unreasonable or oppressive speech or action used to pressure someone to engage in unwanted sexual activity (e.g., using inappropriate pressure, threats of a non-violent nature (for example, to release sensitive or private information), or manipulation). Sexual coercion can be differentiated from seduction by a repetition of the coercive activity in the face of resistance, the degree of pressure applied, or the initiator’s knowledge that the pressure is unwanted. While sexual coercion does not constitute sexual assault or involve sexual violence, such behavior violates the college’s standard of respect for the person of another and is considered sexual misconduct that will be investigated and addressed through this policy. Since sexual coercion was added to the sexual misconduct policy for the 2016-17 academic year, complaints of sexual coercion will be investigated

and disciplinary action for sexual coercion will be taken only for alleged incidents occurring on or after August 23, 2016.

The college does not tolerate sexual violence of any kind, including any sexual misconduct. If a member of the college community has been, or may have been, a victim of sexual misconduct (the “reporting party”), a complaint of sexual misconduct may be made to a variety of employees of the college, including but not limited to: the Title IX coordinator, the assistant dean, the dean, the treasurer, a senior resident, a college nurse or therapist, a public safety officer, or (in the case of employees) personnel or human resources or the employee’s supervisor. The person to whom the first complaint is made is expected to consider the physical and emotional needs of the reporting party, the need to preserve evidence for future investigation of the allegation, and issues related to confidentiality. In cases of acute short-term need, the first effort should be to bring the reporting party under the care of qualified professionals for medical purposes and/or crisis counseling. If any acute short-term needs have been satisfactorily addressed, the college official first approached should assist the reporting party in bringing the matter to the attention of the Title IX coordinator, in order to initiate the procedures described below.

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

Complaint Procedures:

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

1. Any allegation of sexual misconduct involving a member of the college community or occurring on college property should be reported to the Title IX coordinator, whether or not the alleged assailant (the “responding party”) is also a member of the college community. The college’s primary concern is safety. Any potential violation of unrelated conduct rules, such as illegal use of alcohol or drugs, on the part of the reporting party or witnesses that comes to light in conjunction with a good faith report of sexual misconduct will not be subject to disciplinary action.
2. Because sexual misconduct may constitute a serious criminal offense, the Title IX coordinator will inform the reporting party of the possibility of bringing criminal charges. If the reporting party decides to proceed with a criminal charge, officials of the college will cooperate with the police investigation. At the request of the reporting party, college officials will also assist the reporting party in bringing the allegation to the proper law enforcement authorities.
3. The Title IX coordinator will also inform the reporting party of the importance of preserving evidence in case criminal charges are to be brought or for the sake of the college’s investigation. Campus specific information on the nearest community resources equipped with sexual assault evidence collection kits is described below. At the request of the reporting party, the college will provide or arrange for safe transport

for the victim to the nearest resource equipped with sexual assault evidence collection kits.

4. The Title IX coordinator will make sure that the reporting party has been fully informed of the variety of support services available, both on campus and in the community. Campus specific information on support services is described below. Additionally, at the request of the reporting party, the Title IX coordinator will schedule a voluntary meeting for the reporting party to meet with a therapist or counselor. The Title IX coordinator will provide the reporting party with a written statement of the reporting party's rights and options, with respect to the complaint process and with respect to available support services/changes to campus living.
5. Whether or not criminal charges are to be brought, and without waiting for the conclusion of any criminal investigation, the college will take immediate and appropriate steps to protect the reporting party and to investigate the complaint. Such investigations typically conclude within thirty days of the time when the college becomes aware of the complaint (except that the college may need to delay temporarily the fact finding portion of its investigation at the direction of the police). The college will inform and seek to obtain consent from the reporting party before beginning the investigation. If the reporting party requests confidentiality or that the complaint not be pursued, the college will take all reasonable steps to investigate and respond to the complaint consistent with the reporting party's request. The college will inform the reporting party that such a request may limit the college's ability to respond to the complaint. Even if the college receives a request for confidentiality from the reporting party, the college will take any available steps to limit the effects of the responding party's conduct and to prevent its recurrence consistent with the confidentiality request. Under certain circumstances, the college may need to conduct an investigation even where a request for confidentiality has been made in order to ensure the safety of all members of the college community.
6. The assistant dean and the director of public safety (or other designated investigator) shall serve as dual investigators. The investigators shall receive appropriate training annually on issues related to sexual assault, domestic violence, dating violence, stalking, sexual coercion, Title IX, and how to conduct an investigation that protects the safety of victims and promotes accountability.
7. The investigators will notify the responding party in writing of the complaint against them. Depending on the nature and severity of the complaint, the college reserves the right to suspend the responding party and otherwise restrict their access to campus during the course of the investigation. The investigators will notify the reporting party and the responding party that each is permitted, if they wish, to have a support advisor of their choice present at any meeting or other proceeding under this policy. Meetings/proceedings will be scheduled not less than forty-eight hours in advance. If a party intends to have an advisor present at a meeting/proceeding, the party must notify the investigators at least twenty-four hours in advance of the meeting/proceeding of the identity of the advisor. Advisors serve in a supportive role, and are not permitted to participate in the meeting/proceeding, speak on behalf of the person being advised, or communicate with anyone other than the person being advised. Advisors who fail to

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

8. The investigation shall be conducted in a fair and impartial manner by the investigators. Both the reporting party and the responding party will be permitted to supply documentary evidence and request that the investigators interview witnesses possessing relevant information. Any documentary evidence that may be used in determining the outcome of the investigation shall be supplied to both the reporting party and responding party. While neither party is entitled to be present for witness interviews, each party will be provided with written summaries of any witness interviews, including interviews of the other party (except that summaries of discussions with the parties unrelated to the facts at issue in the complaint shall not be provided to the other party). Either party may request in writing follow-up questions to be posed to any witnesses or the other party. These questions will ordinarily be asked of the witnesses or other party unless they are irrelevant, redundant of questions previously asked, appear designed to abuse or intimidate the witness or other party, or otherwise inappropriate. Parties and witnesses are expected to maintain confidentiality regarding the proceedings under this policy, provided that the parties may speak to confidantes, parents, counselors, and law enforcement authorities regarding the matter. To protect the integrity of the investigation process, parties may not speak with witnesses about the matter until the completion of all proceedings (including appeals) under this policy. Any documentary evidence, witness summaries, or other documents supplied to the parties must be kept strictly confidential.
9. Both during and after the investigation, college officials will make every reasonable effort to make conditions on campus tolerable for all parties concerned (for instance, changing academic or living situations, enforcing no-contact orders**, changing employment or Resident Assistant assignments, etc.). Requests for changes in campus conditions should be addressed to the Title IX coordinator (requests made to the investigators will be referred to the Title IX coordinator). Consistent with Title IX, the college will take steps to prevent retaliation, and will take strong responsive action if retaliation occurs. Any retaliation, reprisal, or intimidation directed toward the reporting party or a witness as a result of the filing or investigation of a complaint is strictly prohibited and should be reported immediately to the investigators.

**No-contact orders may be enforced between parties during and after an investigation, even where no violation of this policy is found to have occurred. Mutual no-contact orders are non-punitive, do not reflect that the individuals subject to the order have done or will do anything wrong, and are simply designed to ensure all members of the community's sense of security and well-being.

10. At the conclusion of their investigation, the investigators shall present all of the information obtained in their investigation, including the statements of the parties and any witness statements or documentary evidence, to the Sexual Misconduct Review Panel, which is convened by the Title IX coordinator and is responsible for determining whether a violation of this policy occurred and the appropriate sanction. The investigators shall not supply a proposed outcome, rationale, or sanction to the panel. A copy of all materials supplied to the Sexual Misconduct Review Panel shall be available for either party to review by contacting the Title IX Coordinator's office.

11. Each Sexual Misconduct Review Panel convened shall include three members and shall be composed of faculty and/or staff members of the college who shall receive appropriate training annually on issues related to sexual assault, domestic violence, dating violence, stalking, sexual coercion, Title IX, and how to conduct the panel process in a way that protects the safety of victims and promotes accountability. Campus specific information regarding the current members of the Sexual Misconduct Review Panel for each campus, and alternate members who are eligible to serve on the panel in the event of scheduling conflicts, a conflict of interest, or any other reason which prevents a member of the panel from serving, is provided below. If, due to scheduling conflicts, conflicts of interest, or any other reason insufficient members of the panel or alternate members are available for a review panel, the Title IX coordinator may select additional college employees to serve on the panel, provided such employees receive appropriate training before serving on a review panel.
12. The Title IX coordinator will inform each party that they may provide a written statement to the panel within five days of the date the panel is convened. Each party's statement will be provided to the other party. The panel may, in its sole discretion, request that both parties appear before the panel to respond to any questions the panel may have. If the panel requests that the parties appear before the panel to respond to questions, each party will have the opportunity to hear the other party's statements to the panel, but may request to address the panel outside the presence of the other party. The parties shall address the panel and may not address one another.
13. The panel's review is based on the information compiled by the investigators and the statements of the reporting and responding parties. Other than the parties, no other witnesses may be called to appear before the panel. New or additional evidence will not be accepted or considered by the panel unless it was unavailable during the investigation or the panel determines in its sole discretion that additional information is necessary for the panel's consideration of the matter. If additional information is accepted or considered by the panel, any such information will be shared with both parties.
14. The deliberations of the panel are private and closed to the parties and public. The panel shall determine whether a violation of this policy occurred and, if so, the appropriate sanction. Members of the college community who are determined to have violated this policy or to have engaged in retaliation may be subject to sanctions depending on the nature and severity of the offense and the individual's disciplinary record, regardless of whether the sexual misconduct is the subject of a criminal investigation or results in a criminal conviction. Sanctions include:
 - formal reprimand (to be included in the permanent record of the student or employee);
 - expulsion from the dormitories (if the person is a student residing on campus); suspension or expulsion from the college, with or without refund of fees, in the case of students;
 - suspension with or without pay or termination of employment, in the case of employee;
 - disciplinary probation;

- separation orders or prohibitions from entering certain parts of campus or attending certain campus events; and
 - mandatory education on issues related to sexual misconduct, including prevention and awareness, victims' rights, and appropriate behaviors, etc. Both the reporting party and the responding party shall be notified in writing of the outcome of the investigation and the rationale of the panel in reaching the outcome. The parties shall also be notified in writing of any sanction imposed on the responding party as a result of a violation of this policy. The panel process ordinarily concludes within thirty days of the date the panel is convened.
15. If either party is dissatisfied with the panel's decision, they may file a written appeal to the dean within ten days of being notified of the panel's decision. The appeal will be shared with the non-appealing party who may, but need not, provide a written response within ten days of receiving a copy of the appeal. The appeal is based on the record considered by the panel. New or additional evidence will not be accepted for consideration by the dean unless it was unavailable during the investigation and panel proceedings. In the event new or additional information is accepted by the dean for consideration, the information will be shared with both parties and each will be given an opportunity to address the new information in writing. The dean may accept, reject, or modify the review panel's decision with respect to the finding and/or sanction or remand the matter for further investigation or consideration by the panel. Both parties will be notified in writing of the outcome of the appeal and the rationale of the dean in reaching the outcome. The dean's decision is final, and no further appeal is permitted. The appeal process ordinarily concludes within thirty days of the date the non-appealing party provides a written response to the appeal (or indicates that no response will be provided).
16. The foregoing procedures shall constitute the college's grievance procedures with respect to matters involving allegations of sexual misconduct and the Discrimination and Harassment Policy set forth in Appendix C shall not be used.

Campus Specific Information: Title IX Coordinators and Sexual Misconduct Investigators

Annapolis:

Title IX Coordinator – Taylor Waters, Director of Student Services

Sexual Misconduct Investigators – Nathan Dugan, Assistant Dean, and Robert Mueck, Director of Public Safety

Santa Fe:

Title IX Coordinator – Matt Johnston, Director of Residential Life

Sexual Misconduct Investigators – Michael Golluber, Assistant Dean, and Ruben Romero, Director of Public Safety

Sexual Misconduct Review Panels

Annapolis Members: Lynn Hobbs, Director of Personnel, Ben Baum, Director of Admissions, Catherine Dixon, Director of Library Services

Annapolis Alternate Members: associate dean of the graduate program, former assistant deans and deans, provided each remains employed by the college

Santa Fe Members: Aaron Young, Director of Human Resources, Susan Kaplan, Manager of Philanthropic and Board Relations, Jennifer Sprague, Library Director

Santa Fe *Alternate* Members: associate dean of the graduate programs, former assistant deans and deans, provided each remains employed by the college

On-Campus and Community Resources:

Annapolis:

These include the Harrison Health Center (x2553 or 410-626-2553) and the Counseling Services (x2552 or 410-626-2552), and the community services listed in the front of the Handbook, including the Anne Arundel County sexual assault hot line (410-222-7273) and the Anne Arundel Medical Center (443-481-1000).

The nearest community resources equipped with the Maryland State Police sexual assault evidence collection kits is Anne Arundel Medical Center (Emergency Room), 2001 Medical Parkway, Annapolis, MD.

Santa Fe:

These include the Student Health Office (ext. 6418 or 505-984-6418) on campus, and the following community services: the Solace Crisis Treatment Center (505-986-9111) and Christus St. Vincent Regional Medical Center (505-913-3361).

The nearest community resources equipped with sexual assault evidence collection kits are the Solace Crisis Treatment Center (505-986-9111) and Christus St. Vincent Regional Medical Center (505-913-3361).

DISCRIMINATION AND HARASSMENT POLICY

The college is deeply concerned about discrimination and harassment. In a small and intimate community such as ours, such misconduct is even more destructive of trust and amity than it would be in a larger setting. St. John's will not tolerate discrimination or harassment of, or by, any member of the college community, and will provide resources and programs to educate the college community about these issues. This policy is itself an instance of that educational effort and is designed to ensure the prompt and equitable resolution of student and employee complaints of discrimination and harassment. ¹

I. Statement of Policy

The college supports and will comply with the provisions of applicable Federal, State, and local laws (including Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act) that prohibit discrimination against and harassment of any member of the college community (student, faculty, or staff) on the basis of race, color, sex, religion, national origin, age, disability or handicap, sexual orientation, gender identity, genetic information, marital status, protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process), or any other classification protected by law.

II. Definitions

A. Discrimination: For the purposes of this policy, "discrimination" means to treat a person (or category of persons) less favorably in admissions, educational programs, or employment, or to otherwise fail to

comply with the college's policies or procedures, on the basis of the person's race, color, sex, religion, national origin, age, disability or handicap, sexual orientation, gender identity, genetic information, marital status, protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process), or any other classification protected by law.

B. Harassment: For purposes of this policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's race, color, sex, religion, national origin, age, disability or handicap, sexual orientation, gender identity, genetic information, marital status, protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process), or any other classification protected by law, that: (i) has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment; (ii) has the purpose or effect of unreasonably interfering with a person's job or academic performance; or (iii) otherwise adversely affects a person's employment or educational opportunities.

Harassing conduct includes but is not limited to epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, religion, national origin, age, disability or handicap, sexual orientation, gender identity, genetic information, marital status, protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process), or any other classification protected by law.

C. Sexual Harassment: For purposes of this policy, "sexual harassment" includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that: (i) implies or states that a person's response may affect their employment or education; or (ii) has the purpose or effect of unreasonably interfering with a person's job or academic performance; or (iii) creates an intimidating, hostile, or offensive working or learning environment.

¹ The policies and procedures set forth in the College's Sexual Misconduct Policy shall constitute the college's grievance procedures for investigating and responding to matters involving allegations of sexual misconduct. Accordingly, the procedures set forth in this Discrimination and Harassment Policy shall not be used in such cases.

III. Procedures

A. Students or faculty members should report discrimination and harassment to the Title IX coordinator, dean, or the assistant dean. Other employees should approach the Title IX coordinator, treasurer, or the director of personnel.

B. Individuals are encouraged to report discrimination and harassment early, before it becomes severe or pervasive or impacts educational or work environments, so that corrective action can be taken.

C. Where appropriate, reports of discrimination or harassment may be resolved through informal intervention prior to initiating an investigation. Informal interventions include, but are not limited to: a college administrator speaking with the person against whom the complaint is made (the respondent) to remind them of this policy and that disciplinary action may result for conduct which violates this policy; instituting no-contact orders; changing work, educational, or living situations; and such other informal interventions as the college deems appropriate. The person reporting a complaint of discrimination or harassment under this policy (the "complainant") may choose not to participate in informal intervention and may ask that the college institute an investigation.

D. All complaints that cannot be resolved through informal intervention will be investigated promptly, thoroughly and impartially. For complaints involving a student as the respondent, the assistant dean will ordinarily serve as investigator. For complaints involving a faculty member as the respondent, the dean will ordinarily serve as investigator. For complaints involving a staff member as the respondent, the director of personnel will ordinarily serve as investigator. If, due to scheduling conflicts, a conflict of interest, or any other reason, the foregoing individuals are unavailable, the Title IX coordinator may select another college employee to serve as investigator, provided that any person selected to serve as investigator shall receive appropriate training on investigating complaints of discrimination and harassment. In the case of complaints involving members of the community from different constituencies (for instance, a complaint by a student against a faculty member or a faculty member against a staff member), the college may determine that it is appropriate to assign more than one investigator.

E. The investigator will inform the respondent of the complaint and both parties will be provided an opportunity to address the allegations in the complaint. Either party may request that the investigator interview witnesses possessing relevant information. The investigator will make a reasonable effort to do so, but reserves the right to decline to interview a witness when the investigator concludes that a witness does not possess relevant information, that the witness's evidence would be cumulative, or when the witness is unavailable. Parties may, if they wish, be accompanied to meetings with the investigator by a support advisor who is another member of the college community (provided such person is not a witness to the alleged discrimination or harassment). Because the college's investigation of a complaint under this policy is not a legal process, parties may not select an attorney to serve as their support advisor.

F. The investigator shall use a preponderance of the evidence standard in determining whether a violation of the college's Discrimination and Harassment Policy occurred (i.e., whether it is more likely than not that the discrimination or harassment occurred).

G. At the conclusion of the investigation, the investigator will make a determination of whether a violation of this policy occurred and how to address any violation found, keeping in mind the college's duty to take immediate and appropriate corrective action to address discrimination and harassment. Members of the college who have violated the policy are subject to sanctions depending on the nature and severity of the offense and the individual's disciplinary record. Some possible sanctions include: education/training on issues related to discrimination and harassment; formal reprimand (to be included in the permanent record of the student or employee); expulsion from the dormitories (if the person is a student residing on campus); suspension or expulsion from the college, with or without refund of fees, in the case of students; suspension with or without pay or termination of employment, in the case of employees. The college also reserves the right to provide appropriate sanctions when the investigation reveals violations of other college policies and procedures, such as the college's civility policy.

H. The complainant and the respondent will be advised of the outcome of the investigation. Investigations are ordinarily concluded within thirty days. For cases of sexual harassment, the college must disclose to the complainant information about any sanction imposed on the respondent when such sanction directly results from the respondent's conduct toward the harassed person. Confidentiality related to the facts at issue in the investigation will be maintained to the extent possible.

I. If dissatisfied with the outcome of the investigation, either the complainant or the respondent may file a written appeal to an appeal panel within ten days of being notified of the outcome of the complaint. Grounds for appeal shall be limited to claims: of procedural error; of the existence of new or additional evidence that was unavailable during the investigation; of disproportionate sanction; or that the finding was unsupported by the evidence. The non-appealing party will be provided a copy of the written appeal and may file a written response within ten days of receiving the appeal. In the event new or additional information is accepted by the appeal panel for consideration, the information will be shared with both parties and each will be given an opportunity to address the new information in writing.

J. The appeal panel shall include three members and shall be composed of faculty and/or staff members of the college who shall receive appropriate training annually on this policy, the appeal process, and issues related to discrimination and harassment. Campus specific information regarding the current members of the appeal panel for each campus, and alternate members who are eligible to serve on the panel in the event of scheduling conflicts, a conflict of interest (including if a member of the panel served as the investigator), or any other reason which prevents a member of the panel from serving, is provided below. If, due to scheduling conflicts, conflicts of interest, or any other reason insufficient members of the panel or alternate members are available for an appeal panel, the Title IX coordinator may select additional college employees to serve on the panel, provided such employees receive appropriate training before serving on an appeal panel.

K. The panel may, in its sole discretion, provide both parties the opportunity to address the panel and to respond to any questions the panel may have. If the panel requests that the parties appear before the panel, each party will have the opportunity to hear the other party's statements to the panel, but may request to address the panel outside the presence of the other party. The parties shall address the panel and may not address one another.

L. The appeal panel's review is based on the written record compiled by the investigator and the statements of the appealing and non-appealing parties. Other than the parties, the appeal panel shall not call witnesses to appear before it or otherwise hold a hearing. The deliberations of the panel are private and closed to the parties and the public. The appeal panel may accept, reject, or modify the investigator's decision with respect to the finding and/or sanction or remand the matter for further investigation or consideration by the investigator. Both parties will be notified in writing of the outcome of the appeal. The appeal panel's decision is final, and no further appeal is permitted. The appeal process ordinarily concludes within thirty days of the date the non-appealing party provides a written response to the appeal (or indicates that no response will be provided).

M. Consistent with applicable law, the college will take steps to prevent retaliation, and will take strong responsive action if retaliation occurs. Any retaliation, reprisal or intimidation directed toward the respondent or any witness as a result of the filing or investigation of a discrimination complaint is strictly prohibited and should be reported immediately to the investigator or Title IX coordinator.

N. A complainant may file a complaint or charge with an external agency simultaneously to making a complaint under this policy, where permitted by such agency.

Appeal Panel Members:

Annapolis Members: Lynn Hobbs, Director of Personnel, Ben Baum, Director of Admissions, Catherine Dixon, Director of Library Services

Annapolis Alternate Members: assistant dean, associate dean of the graduate program, former assistant deans and deans, provided each remains employed by the college

Santa Fe Members: Aaron Young, Director of Human Resources, Susan Kaplan, Manager of Philanthropic and Board Relations, Jennifer Sprague, Library Director

Santa Fe Alternate Members: assistant dean, associate dean of the graduate program, former assistant deans and deans, provided each remains employed by the college

On Campus Support

Harrison Health Center ext. 2552 (410-262-2552) counseling@sjc.edu. You may also find more information at the sjc.edu website under "Counseling" at sjc.edu/student-life/annapolis/student-services/counseling.

Even if you are unsure what happened was an assault or other type of misconduct, the college encourages you to report the incident and to seek appropriate assistance by talking to a counselor, senior resident, resident assistant, public safety officer, nurse-practitioner, the director of student services, or the assistant dean.

Communications with counselors and other health care providers are confidential. Other college employees, however, including resident assistants and senior residents, have an obligation to let the director of student services, who is the Title IX coordinator, know that a sexual assault or offense has occurred. The director of student services will then contact you to discuss the incident and whether the complaint process will be initiated.

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. 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](#).

Maryland Community Services Locator



The MDCSL is an interactive online directory that was developed by the Center for Substance Abuse Research (CESAR) to assist professionals and community members in locating community

services. It allows users to get organizational contact information and other details, map resources by location, and get instant directions to program. The MDCSL can be found online at

<http://www.mdcs.org>.

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 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/sex-offender-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.

Drug and Alcohol Policies and Resources

The Drug-Free School and Communities Act Amendments of 1989 (amends the Higher Education Act) requires institutions receiving federal financial assistance to establish drug and alcohol abuse prevention programs for students and employees. Information on drug and alcohol policies and abuse programs are contained in the student handbook and the employee handbook.

Alcohol and Other Drugs Each student is required to become familiar with the college's policy on drugs and alcohol, stated in Appendix IV of the Student Handbook). This campus-wide policy must be taken very seriously; penalties are severe, including expulsion. The paragraphs below set forth the college rules concerning the legal use of alcohol, and outline the disciplinary approach to illegal use of alcohol and other drugs.

Alcohol Use The college observes state and municipal laws respecting alcoholic beverages. These prohibit the purchase or consumption of alcoholic beverages by any person who is less than 21 years of age, as well as the furnishing or sale of alcoholic beverages to anyone less than 21 or to any intoxicated person. College penalties for violating these laws start at 5 hours of community labor.

Students who consume alcoholic beverages under any circumstances are expected to do so moderately and are responsible for their actions. Drunkenness, offensive conduct, engaging in “drinking games,” or other violations of college rules may subject the offender to disciplinary action including fines, suspension, and expulsion.

Drug Use The college recognizes that drug abuse may be a sign of a serious health problem; please read the second paragraph below (“Help for Students with Alcohol or Drug Dependency”). The college follows the laws of the state regarding the use of drugs, and it is at risk as an institution if it fails to do so. Moreover, the college believes that use of illegal drugs and misuse of any drug are incompatible with both the purposes of the college program and the honest and responsible community we try to foster. The faculty regards enrollment as a commitment on the part of all students that they will not use illegal drugs or misuse any drug. The college will take disciplinary steps up to and including expulsion upon learning that a student has engaged in either activity. Involvement by a student in the distribution of illegal drugs will result in immediate expulsion.

Help for Students with Alcohol or Drug Dependency It is important to emphasize that the college makes a distinction between discovering improper or illegal drug or alcohol use on the part of one of its students, and hearing from a student that he or she has a problem and wants help for it. The college stands ready to provide various kinds of support to students who recognize a pattern of dependency in themselves and who are attempting to alter their behavior. We urge students in this situation to seek help from the assistant dean, the Graduate Institute Director, the Director of Student Services, one of the college nurses or counselors, or from one of the community abuse support groups listed in Appendix IV of the Annapolis Student Handbook. The current Handbook may be found at the sjc.edu website in the “Current Students” section, found at sjc.edu/current-students/undergraduate-annapolis.

The Assistant Dean can advise students and direct them to counseling and treatment and will try under some circumstances to work with students who are motivated and able to continue at the college while pursuing treatment. This is more likely to be possible when a student comes forward voluntarily to seek advice. At the discretion of the Assistant Dean, Dean, or President, a student’s continued enrollment at the college may be contingent on the student’s entering and successfully pursuing a drug abuse counseling or treatment program.

Alcohol at Student Events (See also Parties.) Under no circumstance is alcohol to be provided to or consumed by persons less than 21 years of age. Party hosts are responsible for following an age identification system approved in advance by the Director of Student Services. Party hosts must make every reasonable effort to see that alcohol is not served to intoxicated people. “Drinking games” are not permitted at parties or elsewhere.

All student social events at which alcohol is to be served must be approved of by the Director of Student Services by 2 p.m. four business days before the requested party date. For example, the St. John’s College Event Contract must be completed before 2 p.m. on Tuesday for a Saturday-night party. No more than one party where alcohol is served is permitted each weekend.

The Director of Student Services must also approve in advance the total amount and kind of alcohol to be served, the bartenders, and the method of service. The service of alcohol may begin when the

Senior Resident on-call arrives at the party. All alcohol must be served by an approved bartender. No one may bring any additional alcohol into the party. The party hosts are responsible for upholding this rule, and for seeking the support of a Senior Resident or Public Safety Officer if they need help doing so.

Beer and wine are the only alcoholic beverages that will be approved for service at student parties unless the Director of Student Services grants a specific exception.

Whenever alcohol is served, food and appealing non-alcoholic beverages must also be served. If there is no charge for alcoholic beverages, there can be no charge for food or non-alcoholic beverages. The distribution of alcohol must end at least 30 minutes before the end of the party.

All events at which alcohol is to be served must be held indoors unless the Director of Student Services gives special permission. Alcohol is not to be at athletic events. An exception to this is made for the annual croquet match with the Naval Academy.

Alcoholic beverages are prohibited in all classrooms, in FSK Auditorium, in the dining hall and in the gym. Special exceptions may be made for these prohibitions only with the explicit permission of the Director of Student Services. Under no circumstances is alcohol to be sold to raise money for student organizations or functions. Alcohol may be sold at cost, but for this, a liquor license is required. Obtaining a liquor license from the City of Annapolis can take several weeks. Students who file an incomplete license or who are granted a liquor license but do not pick it up at the City Clerk's Office may be fined by the city. Students who wish to apply for a liquor license must consult with the Director of Student Services before approaching the city.

Missing Student Procedures

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.

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 and the Office of the Assistant Dean.

Contact Information

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 for a period of 24 hours or more. This information is kept on file by the Office of the Registrar. Such contact information will be 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 has been missing for 24 hours. 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.

On first being suspicious that a student is missing, staff should contact any of the following:

1. Senior Resident
2. Assistant Dean at Ext. 2512
3. Office of Public Safety at Ext. 2000

Emergency Operations Plan



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

The EOP is available to all staff in electronic form and to the most responsible personnel in both electronic form and hard copy. 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. Emergency action procedures are also available via the college's LiveSafe app and website.

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



A campus alert will be sent to notify the campus community upon confirmation of emergency or dangerous situations involving an immediate threat to the health or safety of campus community. An "immediate" threat as used here means here an imminent or impending threat to the health and safety of those on campus at that

time. Upon notification that there is an immediate threat, the assistant dean and/or the treasurer, usually in consultation with the Director of Public Safety, assess whether an emergency notification is appropriate, what the best means of notification is, and to whom the notification should be sent. Emergency notifications may be sent out using the college's emergency alert system, e2 campus. This is an opt-out system for all community members. E2 campus messages can be sent via text message, email, posted on the college website, or all three. Other methods of notification besides e2 campus include campus wide email and mail and bullhorns.

Timely Warnings of Emergencies or Dangerous Situations

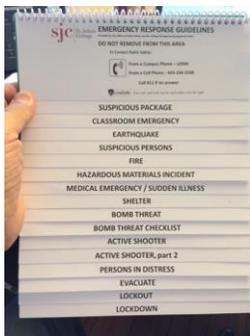
St. John's College, will, without delay and taking into account the safety of the college community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgement of responsible authorities, compromise efforts to assist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

The intent of a timely warning regarding a criminal incident 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 assistant dean,
- The treasurer (or designee)
- The director of public safety, and
- The director of information technology

Alerts are issued as soon as possible after verification by public safety that an emergency 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 which are reported to the Annapolis City Police and in turn reported to St. John's College will be distributed to the campus community. Campus safety alerts are disseminated college-wide by email, e2 campus, campus mail, the LiveSafe app, 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.

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 information contained in this guide is also contained in the LiveSafe app, specific to the Annapolis campus of St. John's College.

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.

Standard Response Protocol



The Annapolis campus has adopted the Standard Response Protocol from the “i love u guys” foundation. It can be found at <http://iloveugays.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.

ACTIONS

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 were 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.

ACTIONS

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.

RESPONSIBILITY

Instructors or other staff member 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.

ISSUES

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

ACTIONS

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.



New in 2017 is the Bike Patrol in the Office of Public Safety. Pictured are Officer Colman and Sgt Harlee with President Pano Kanelos.

St. John's College Crime Statistics



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. Statistical updates, if any, will be posted online.

Statistics ¹	On Campus			Public Property			Residence Halls ² (Subset of On-Campus)		
Crime Reports	Year			Year			Year		
Category	2016	2015	2014	2016	2015	2014	2016	2015	2014
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 ³	5	2	2	0	0	0	5	2	2
Fondling	0	1	2	0	0	0	0	1	2
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	1	0	0	0	0	0	0
Burglary	3	1	3	0	0	0	3	1	1
Motor Vehicle Theft ⁴	0	1	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Hate Crimes ⁵									
0	0	0	0	0	0	0	0	0	0
Violence Against Women Act (VAWA)									
Dating Violence ⁶									
1	0	0	0	0	0	0	1	0	0
Domestic Violence									
0	0	0	0	0	0	0	0	0	0
Stalking ⁷									
1	0	0	0	0	0	0	1	0	0
Arrests									
2016 2015 2014 2016 2015 2014 2016 2015 2014									
Weapons Possession									
0	0	0	0	0	0	0	0	0	0
Drug-Related Violations									
0	0	1	0	0	0	0	0	0	0
Liquor Law Violations									
0	0	0	0	0	0	0	0	0	0
Campus Disciplinary Referrals									
2016 2015 2014 2016 2015 2014 2016 2015 2014									
Weapons Possession									
0	0	0	0	0	0	0	0	0	0
Drug-Related Violations									
1	8	6	0	0	0	0	1	8	4
Liquor Law Violations									
4	13	11	0	0	0	0	4	6	10

Footnotes for the St. John’s College campus 2016 Stats reported in 2017

1. The statistics reflect a 2016 campus population of approximately 443 students and 199 employees.
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. This includes all categories of sex offenses, such as rape, fondling, incest, and statutory rape.

An internal audit was conducted in December 2017 of the data contained in this report. Errors were found in the 2014, 2015, and 2016 numbers for reported incidents:

- In 2015, a rape was reported that had occurred in 2014. It was originally added to the 2014 statistics, but the Clery act requires that it be recorded in the year it was reported. Therefore the numbers were changed in 2014 (reduced by one) and properly recorded in 2015 (increased by one). Additionally, one reported case of fondling was reclassified upon reevaluation as part of the internal audit and added to the 2015 statistics.
- In 2016, the number for Dating Violence was increased from zero to one. It was unintentionally left out in error.

These corrections were made on 2 January, 2018. See the crime statistics table on page 32 for the updated and correct number of incidents.

This updated report was published on 9 January, 2018.

In 2016, the reported cases of dating violence was increased from zero to one. The number was inadvertently left out in error. (See footnote 6).

4. Motor Vehicle thefts, as defined by the Clery Act, includes all motor vehicles and other conveyances such as golf carts, mopeds, motor scooters, and gators. In 2015, a golf cart was taken and later recovered. There were no crimes of this nature in 2016.
5. There were no hate crimes reported to the college in this category.
6. There was only one reported incident of dating violence in 2016. This number was adjusted in January 2018, based on an internal audit conducted by the college. It had been inadvertently left off of the report in the transfer of information.
7. There was only one reported incident of stalking reported in 2016.

Additional Caveats	The college has no properties that meet the Clery definition of <i>Non-Campus Property</i> . Therefore that category does not appear in our statistics, as no crimes or incidents occurred that meet the definition.
	During 2014 and 2015, there were no Criminal Offences on <i>Public Property reported</i> . In 2016, the Annapolis Police reported one theft on <i>Public Property</i> immediately adjacent to the college. Theft is not a reportable crime under the Clery act.
	During this three year period there were no additional Crime stats on the college reported by <i>Local Police</i> .
	During this three year period there were no arrest or disciplinary actions no Criminal Offences on <i>Public Property reported</i> .
	There were no reported crimes or incidents that were determined to be unfounded during any of the three years covered in this report.



Annual Fire Safety Report



The Higher Education Opportunity Act, 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 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) Contact 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 the fire or smoke. Do not use the elevators. Be aware of persons 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.

SJCA Building emergency coordinators, staff and faculty should provide direction regarding evacuation to students and visitors to their areas.

Fire Log

Fires are logged in the daily crime log, which is kept in the Public Safety office in Pinkney Hall. The log is available to be viewed upon request.

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.

Classifications and ratings of fire extinguishers: Portable fire extinguishers are classified for use on Class A, B, C, or D fires and rated by nationally recognized testing laboratories for relative extinguishing effectiveness. The classification and rating are based upon the preceding classification of fires and the fire-extinguishments potentials as determined by fire tests.

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 using Office to institute security measures to prevent losses due to theft. Buildings and Grounds 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 strictly prohibited. Such use may result in 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);
- Heating devices with exposed elements (including hot plates)

Open Fires

Open fire (which includes candles) is not permitted in any residence hall or campus building, except in fireplaces and when authorized by Public Safety. 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 the filing of a safety violation.



St. John's
College

St. John's College Fire Statistics

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

2016 Fire Statistics for On-Campus Student Housing Facilities						
Location	Occurred	Reported	Cause	Injuries	Deaths	Damage
Gilliam Hall	9/10/16 7:10 pm	9/10/16 7:12 pm	Unintentional, cooking	0	0	0
Gilliam Hall	9/11/16 12:42 pm	9/11/16 12:44 pm	Unintentional, Cooking	0	0	0
Humphreys Hall	9/17/16 12:48 pm	9/17/16 12:50 pm	Unintentional, Cooking	0	0	0
Humphreys Hall	11/2/16 10:48 pm	11/2/16 11:50 pm	Unintentional, Cooking	0	0	0
Humphreys Hall	12/18/16 12:28 pm	12/18/16 12:30 pm	Unintentional, Cooking	0	0	0
2015 Fire Statistics for On-Campus Student Housing Facilities						
Gilliam Hall	10/02/15 7:47 pm	10/02/15 7:49 pm	Unintentional, cooking	0	0	\$0

Pinkney Hall	10/29/15 4:40 pm	10/29/15 4:45 pm	Unintentional, candle in trash	0	0	\$0-\$99
Humphreys Hall	12/11/15 5:45 pm	12/11/15 5:49 pm	Unintentional, cooking	0	0	\$0
2014 Fire Statistics for On-Campus Student Housing Facilities						
Gilliam Hall	08/27/14 8:20 pm	09/27/14 08:22 pm	Undetermined cause of smoke	0	0	\$0
Spector Hall	08/04/14 6:43 pm	08/04/14 6:45 pm	Unintentional, cooking	0	0	\$0
Randall Hall	08/26/14 6:26 am	08/26/14 6:28 am	Unintentional, heating equipment	0	0	\$99-\$199
Randall Hall	10/14/14 5:25 pm	10/14/14 5:30 pm	Unintentional, air conditioning equipment	0	0	\$99-\$199
Pinkney Hall	08/30/14 12:13 am	08/30/14 12:15 am	Unintentional, incense caused smoke	0	0	\$0

Fire Safety Measures for Campus Housing in 2016



Facility	Fire Alarm Monitoring	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	Number of Evacuation (fire) drills in 2016
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	3
Randall	X			X	X	X	2
Campbell	X		X	X	X	X	2
Gilliam	X		X	X	X	X	2
Spector	X		X	X	X	X	2

Fire drills are scheduled for 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 all buildings on campus to ensure all safety systems are operable. These fire inspections are conducted in spring after graduation, and any fire code violations are resolved to ensure the safety of occupants of college residential facilities.



Notice of Non-Discrimination

St. John's College does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, gender identity and expression, genetic information, or other legally protected classification in the administration of any of its programs and activities or with respect to admission or employment. The Director of Student Services, Taylor Waters, has been designated as the Title IX Coordinator to ensure compliance with Title IX of the Education Amendments of 1972, as amended, and the Assistant Dean, Nathan Dugan, has been designated as the Section 504 Coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973, as amended. Both Ms. Waters and Mr. Dugan can be reached at 60 College Ave., Annapolis, MD 21401, tel. (410) 626-2512. Inquiries concerning the application of Title IX may be made to Ms. Waters or to the Office of Civil Rights of the Department of Education. Inquiries concerning the application of Section 504 may be made to Mr. Dugan or to the Office of Civil Rights of the Department of Education. The college is authorized under Federal Law to enroll non-immigrant, alien students.



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