



ST JOHN'S College

SANTA FE ♦ ANNAPOLIS

**Annual Security Report
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**St. John's College, Santa Fe
Office of Public Safety
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Santa Fe, NM 87505
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A Message from the Director of Public Safety

The foundational elements of public safety are often linked to philosophical tenets inherent in law enforcement's concept of "community policing," and in the federal government's "whole community" approach to preparedness. Both strategies argue that the degree of success in any public safety system is correlated to the efforts of individuals in concert with support from their broader community. At St. John's College, our public safety objective is to embrace the notion we all share equally in ensuring a safe and secure community; this includes shepherding and protecting the health of the adjacent wildland environment. Perhaps one way to view this approach is through the concept of *sousveillance*—the inverse of surveillance, where people within the community make the observations rather than an authority doing the watching. The College has and will continue to invest significant resources to ensure that a robust system of safety and security is in place and enforced. However, like a multistrand cable, our strength lies in our continuity as a community. The Student Handbook reminds us that "our ability to govern ourselves rests on the observance of two principles, those of responsibility and honesty." Let's all do our part and serve as stewards for the wellbeing of one another, and the beautiful environment in which we live.

On behalf of a dedicated team of staff, faculty, and administrators,



Mike Macey

Director of Public Safety
St. John's College
1160 Camino de Cruz Blanca
Santa Fe, NM 87505
505-984-6000

About the Annual Security Report

This document is a regulatory requirement designed to give an honest and transparent retrospective review of security related issues at St. John's College (SJC), a postsecondary institution. The legislative history is detailed in the Clery Act Appendix (Federal Student Aid Handbook); it states:

In 1990, Congress passed the Crime Awareness and Campus Security Act (CACSA) amendments to the Higher Education Act of 1965 (HEA). Amendments to CACSA in 1998 renamed the law to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) in memory of a student who was murdered in her dorm room. In 2013, Congress passed the Violence Against Women Reauthorization Act (VAWA). The Clery Act requires that all postsecondary institutions participating in title IV student financial assistance programs disclose campus crime statistics and other security information to students and the public. The VAWA amendments added requirements that institutions disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault, and stalking among other changes.ⁱ

The Director of Public Safety at St. John's College initially prepares the Annual Security Report (Report). The Director collaborates with staff, faculty, council, and outside agencies to obtain, review, and report campus crime statistics and other security related information.

Clery Act Requirements

The Clery Act includes a three-part reporting criterion - Part I: Clery Crimes and Reporting; Part II: Clery Geography; and Part III: Reporting, Procedures, Policy, and Notification Requirements.

Part I of the Report addresses the condition wherein "under the Clery Act, a school must report statistics for the three most recently completed calendar years."ⁱⁱ Part II of the Report includes reporting requirements for crimes that occurred either "(1) on campus, (2) noncampus building or property, or (3) public property" (i.e., all public property within the same reasonable contiguous geographic area of the institution).ⁱⁱⁱ Part III of the Report outlines the required content, notifications, procedures, and policy requirements of the Report.

St. John's College campus maintains on-campus student housing facilities; therefore, the Report includes a Fire Safety Report that provides "statistics on the number of fires and causes of each fire, as well as fire-related injuries, deaths, and/or fire-related property damage for each on-campus student housing facility."^{iv}

The Report contains summaries of St. John's College's safety and security policies, and the college's prevention and awareness programs related to sexual misconduct, harassment, and the use of alcohol and drugs. Information about policies of Institutional Equity and Title IX can be accessed via [St. John's College | Institutional Equity and Title IX \(sjc.edu\)](https://www.sjc.edu/institutional-equity) This Report resides on the SJC website and is available to all members of the community and to prospective students. Hard copies are available from the St. John's College office of Public Safety.

Clery Act Part I: Clery Crimes and Reporting

The Report must disclose crime statistics “for the three most recently completed calendar years. Institutions also must submit their crime statistics to the Department as part of the annual data collection and survey . . . that occurred on or within its Clery Geography and that are reported to local police agencies or to another official campus security authority.”^v In counting crimes when more than one offense was committed during a single incident, the college applies the hierarchy rule, counting the most serious offense, except with certain exceptions involving arson and murder, where multiple offenses are counted.

Campus Security Authorities (CSA)

Campus officials with “significant responsibility for student and campus activities” are considered Campus Security Authorities (34 CFR 668.46(a). Appendix A provides a listing of individuals who are designated CSA’s at St. John’s College for the purposes of their *function* as it relates to the Clery Act.

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

St. John’s College Crime Statistics—Clery Crime by Definitions by Source

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 collected and published. Statistics come from the college and the Santa Fe Regional Emergency Communications Center. Table 1 is a list of the Clery Crimes that must be reported in the Annual Security Report.

Table 1: Clery Crimes by Definition by Source

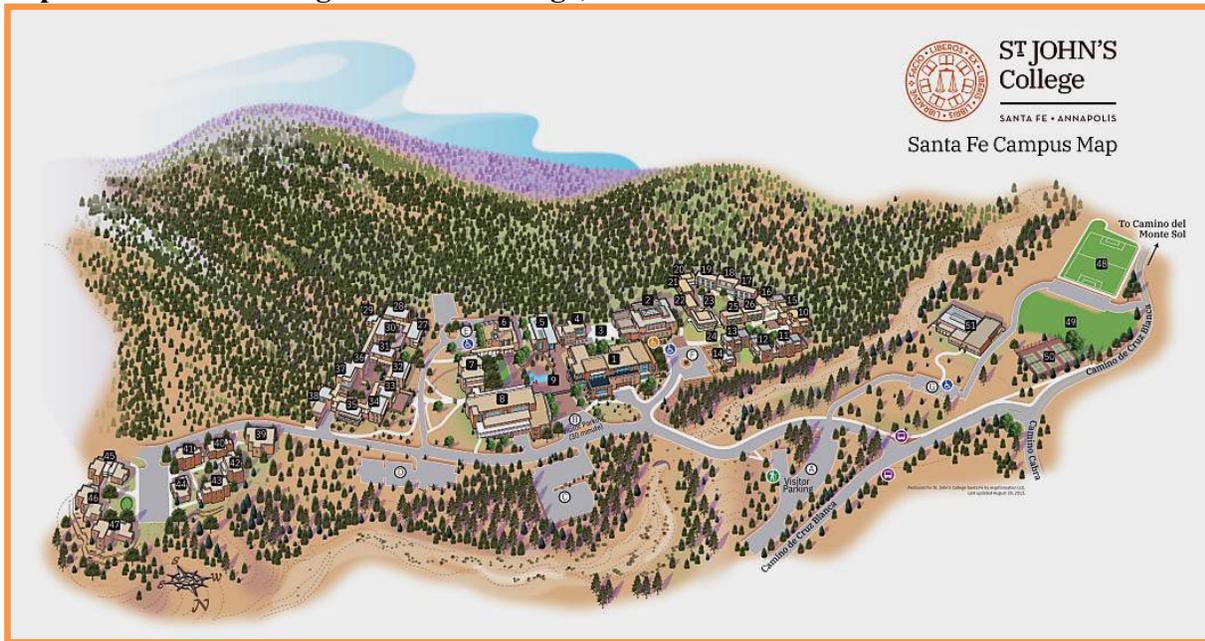
Statistics Crime Reports	On Campus			Public Property			Residence Halls (Subset of On-Campus)		
	Year			Year			Year		
Definitions	2023	2022	2021	2023	2022	2021	2023	2022	2021
Criminal Homicide									
(1) Murder and non-negligent manslaughter	0	0	0	0	0	0	0	0	0
(2) Negligent manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses									
(1) Rape	3	3	2	0	0	0	3	3	2
(2) Fondling	0	1	3	0	0	0	0	1	3
(3) Incest	0	0	0	0	0	0	0	0	0
(4) Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	2	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	1	2	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
All Hate Crimes	0	0	0	0	0	0	0	0	0
Violence Against Women Act of 1994 (VAWA)									
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Dating Violence	2	0	2	0	0	0	1	0	2
Domestic Violence	2	0	0	0	0	0	2	0	0
Stalking	0	2	1	0	0	0	0	2	1
Arrest									
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Campus Disciplinary Referrals									
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Weapons Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	6	5	1	0	0	0	6	4	1
Liquor Law Violations	3	12	0	0	0	0	2	7	0

Note. Clery Act crime definitions are provided in Appendix B.

Clery Act Part II: Clery Geography

The grounds of St. John’s College span roughly 250 acres with campus buildings and facilities sitting atop much of that acreage. Clery Geography states that the College is required to record crimes by location, specifically, “(1) on campus, (2) noncampus buildings or property, or (3) public property.”^{vi} The drawing below provides an approximation of the geographic layout of the campus. It is a representative drawing; however, its inclusion in the report offers a geospatial context to the buildings, facilities, parking lots, and real estate that make up the “Clery Geography” footprint of St. John’s College.

Representative Drawing St. John’s College, Santa Fe



Geography Location Definitions

Campus is defined in 34 CFR 668.46(a) as:

- (i) 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 (ii) any building or property that is within or reasonably contiguous to the area identified in paragraph (i) 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 other retail vendor).^{vii}

Noncampus building or property is defined in 34 CFR 668.46 (a) as:

- (i) any building or property owned or controlled by a student organization officially recognized by the institution; or
- (ii) 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.^{viii}

St. John’s College operates a single-family residence to house distinguished guests for a limited stay. The property is located at 808 Calle Romolo, Santa Fe, NM.

Public Property is defined in statute as:

All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes. The regulatory definition of “public property” in 34 CFR 668.46.(a) includes “all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.”^{ix}

For this Report, crimes within one-half mile of St. John’s College (1160 Camino de Cruz Blanca, Santa Fe, NM) were considered for applicability and consideration for inclusion in Table 1: *Clery Crimes by Definition by Source*. The crime statistics for public property were supplied through a request made to the local public safety agencies via the Santa Fe Regional Emergency Communications Center.



Clery Act Part III: Reporting, Procedures, Policy, and Notification Requirements

St. John’s College maintains on-campus student housing facilities; therefore, in addition to an Annual Security Report, SJC must also submit an annual Fire Safety Report. The annual Fire Safety Report is incorporated into the Annual Security Report. Listed below are persons to whom students and employees could report Clery Act crimes for the purpose of timely reports and statistical disclosures.

Responsible Persons for Reports and Disclosures 34 CFR 668.46(b)

Christine Guevara, Vice President for Student Engagement
505-984-6128, Christine.Guevara@sjc.edu

Aaron Young, Director of Human Resources
505-984-6140, Aaron.Young@sjc.edu

Sarah Reeve, Associate Director of Residential Life
505-984-6925, Sarah.Reeve@sjc.edu

Malcom Morgan-Petty, Associate Director of Student Engagement
505-984-6053, Malcom.Morgan-Petty@sjc.edu

Mary Anne Burke, Fitness and Athletic Director
505-984-6150, MaryAnne.Burke@sjc.edu

Mike Macey, Director of Public Safety
505-984-6125, Michael.Macey@sjc.edu

The remainder of this section (i.e., Clery Act Part III) provides information that is generally or specifically required content of the Clery reporting requirements. Often information in an Appendix is auxiliary; however, for the purpose of this Report the information in the Appendices is inclusive and should be viewed as content required or consistent with the intent of the Clery Act.

St. John's College – Office of Public Safety

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

Administrative hours for the office of Public Safety are Monday through Friday, from 9 a.m. to 5 p.m. Operationally, the Department has personnel continually conducting on campus patrols and operations (i.e., 24-hours a day, 7 days a week, 365 days of the year). Campus public safety officers are employees of the college; the public safety officers are unarmed, and their primary responsibility is to *observe, mitigate, and report*.

Contacting Public Safety

Phone: 505-984-6000, or from a Campus phone dial 0, or email at PublicSafety@sjc.edu. Emergencies should be reported to public safety by dialing 0 (i.e., from a phone within the campus system) or 505-984-6000. Dial 911 for an outside emergency response. It is important to remember that if a situation is life threatening where early reporting is critical, such as a fire, physical threat, or serious medical emergency, community members should immediately dial 911 and report the situation personally. In these situations, please alert the office of Public Safety as soon as possible after calling 911. Persons who dial 911 on a campus phone will be directly connected to the Santa Fe Regional Emergency Communications Center.

Office of Public Safety Policies and Procedures

Reporting Emergencies, Crimes, and Policy Violations

As reported in the crime statistics (Table 1), crimes and policy violations have occurred at St. John's College. SJC public safety personnel respond to situations on campus and coordinate efforts with local public safety agencies (e.g., Santa Fe Police Department). Public safety personnel collaborate with local public safety agencies to ensure adequate resources and operational expertise are available to match response, mitigation, and recovery efforts with the scope and dynamics of an incident.

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

Senior Resident on Call (Dispatched through SJC switchboard)

A senior resident from the office of Student Engagement is on call each day (i.e., after hours), and will be informed of all serious on-campus situations involving students. Senior residents may respond to emergency situations independently or accompanied by public safety personnel.



Santa Fe Fire Department, Brian Moya, Fire Chief

For emergency dispatch, dial 911, and for non-emergency dispatch, dial 505-428-3730. The City of Santa Fe Fire Department’s website reported the following: “there is a career staff of 195 personnel. . . [and] six (6) staffed fire stations located throughout the city.”

Santa Fe Police Department (SFPD), Paul Joye, Chief of Police

For emergency dispatch, dial 911, and for non-emergency dispatch, dial 505-428-3710. SFPD may respond to a call on campus without informing SJC public safety. Also, public safety officers may request additional support from SFPD for any incident, at any time.

Campus Public Safety and the Santa Fe Police Department

The policy of St. John’s College office of Public Safety is to provide an environment conducive to its educational mission; thus, any conduct that is prohibited by state, federal, or local law is subject to discipline under the provisions of St. John’s College policies and will be referred to the office of Student Engagement. When appropriate, the college monitors and reports to area law enforcement agencies, any illegal conduct of students, faculty, or staff on college premises or off-campus locations. In addition, college officials may refer any evidence of illegal activities to the proper local, state, or federal authorities for review and potential prosecution. The Director of Public Safety also requests crime statistics from the Santa Fe Regional Communications Center for properties within the Clery geography.

Campus Contact Information

Campus Switchboard / Dispatch	505-984-6000, or Extension 0
Campus Public Safety Cell Phone	505-660-8177
Vice President for Student Engagement	505-984-6128
Director of Public Safety	505-984-6125
Assistant Director of Public Safety	505-984-6025
Psychotherapists	505-984-6420
Student Health Office	505-984-6418
Buildings and Grounds (B&G)	505-984-6145

Note: Dialing 911 from campus phones directs you to Santa Fe Regional Emergency Communications Center.

Voluntary, confidential, and anonymous reports of crimes for inclusion in the college’s annual disclosure of crime statistics may be made to the office of Public Safety. All criminal reports will be investigated. For certain crimes, such as sexual misconduct, the college may be required to investigate the crime even if confidentiality is requested. Anonymous reports may be made by contacting any Public Safety Officer, the Director of Public Safety, or the Title IX Coordinator/s.

Monitoring and Recording On-Campus and Off-Campus Crimes

Public safety personnel focus on efforts to maximize public safety for the campus community, and they continually patrol the campus and its perimeter. The office of Public Safety's role in off-campus investigations is limited, but information may be shared between law enforcement agencies for the purpose of mutual cooperation. The St. John's College Student Handbook and SJC policies follow local, state, and federal laws; however, the college may take disciplinary action, independent of civil authorities, for activities that take place off-campus when the interests of the college are adversely affected. St. John's College Public Safety personnel will contact the Santa Fe Police Department in all cases that may warrant an arrest.

Daily Crime and Fire Logs

St. John's College office of Public Safety maintains a daily crime and fire log in electronic form, which is available through the office of Public Safety. A physical copy of the fire and crime log can be obtained at the switchboard between the hours of 9 a.m. and 5 p.m.

Promoting a Safe Campus—A Community Effort

Crime Prevention, Education, and Awareness

The crime prevention strategies on the campus are rooted in the idea that good communication and collaboration among members of the community are key to preventing crime. All members of the St. John's College community are encouraged to report incidents to public safety, particularly before they escalate. The college is always evaluating its public safety measures and working to assure they are effective. The Director and Assistant Director of Public Safety assess current best practices in safety and security measures. These practices are passed on to the Public Safety Officers in the form of training and updates. In an effort of continual improvement, all students, staff, administrators, faculty, and visitors are encouraged to share their thoughts and ideas regarding issues of campus safety and security. Students are educated about public safety at freshman orientation. Additional fire and life safety training opportunities are available throughout the academic year.

24-Hour Campus Courtesy Phones

Three call box telephones are installed on campus: (1) entrance to the Student Activity Center, (2) Parking Lot A ("visitor parking"), and (3) entrance to the Chamisa building. These outdoor phones are directly connected to the switchboard. Community members are strongly encouraged to utilize these phones anytime they feel uncomfortable in a situation or require immediate assistance from public safety.

Escorts

Public safety will escort any student from one campus location to another at any time. These escorts may be activated by calling the Switchboard at 505-984-6000 or dialing 0 from any campus phone.

Shuttle Service

As a form of alternate transportation and to enhance student safety and security, SJC offers a shuttle service for students. This service is free of charge. The shuttle service operates within the boundaries of the City of Santa Fe, and although scheduling fluctuates, the shuttle is generally available on Tuesday, Wednesday, Saturday, and Sunday.

Building Security

Access to campus administrative and academic buildings and grounds is available during normal business hours to students, faculty, and staff. Visitors can access the exterior common areas of the campus (albeit prohibited from access to dorm locations), and the Pritzker Student Center during normal business hours. Except for the residence halls, which are always locked, most campus facilities are open when classes are in session, or by special request. When class is not in session, or when the campus is officially closed, all buildings are secured and only faculty, staff, and students with proper authorization are allowed access. When invited, the general public may attend cultural and recreational events on campus; however, their access may be limited to the facility in which the event is being held. Public Safety Officers conduct routine public safety patrols of academic and administrative buildings to monitor activity. Authorization for use of the campus grounds for assembly purposes must be obtained in advance from the Vice President for Student Engagement. Residence halls are locked at all times and access is restricted to students and their authorized guests. Senior residents and resident advisors routinely monitor safety and security concerns inside residence halls, and when necessary, seek assistance from the office of Public Safety.



Lockouts

Students are required to always lock dorm rooms. If a student is accidentally locked out of their room, SJC public safety personnel will grant them admittance after checking their official room assignment and photo identification. Students who lose their room keys should report the loss to the Associate Director of Residential Life.

Building Check and Maintenance of Campus Facilities

Daily, SJC public safety officers patrol the campus visually inspecting buildings, grounds, and surrounding public spaces. Additionally, the public safety officers conduct interior walk-throughs of every building on campus, ensuring that doors are secured, fire safety equipment is operational, safety hazards are mitigated, and offering impromptu public safety education. The goal is to ensure maximum safety and security through reliance on built-in systems (e.g., intrusion alarms, fire sprinkler systems, smoke alarms) and reliance on the public safety officers and the community at large to be curious and resolute in doing their part as stewards of the community's collective wellbeing.

Weapons and Explosives

“The possession or use of any weapon or paraphernalia—including, but not limited to, firearms, ammunition, pellet guns, air guns, paintball guns, stun guns, grenades, tasers, smoke devices, bows/arrows (with the exception of archery club during designated and supervised practice sessions on the SAC field), swords, knives (except authorized tools and kitchen utensils), explosives, and fireworks—is prohibited on the college campus because of the potential for personal injury or death, theft, unauthorized use of such items, and the disruptive effect on the campus community. In addition, verbal or written threats by a student indicating they have a prohibited weapon or explosive will be considered and responded to as an actual threat, whether or not evidence of such weapon or explosive exists.”^x

Personal Safety

- Report criminal activities or emergency situations: For police, fire, or medical emergencies, you can contact public safety (ext. 0 or 505-984-6000), or call 911. If an event is a true emergency (time critical) and 911 is called first, the caller is encouraged to follow up the 911 call with a call to the switchboard. The switchboard operator will dispatch public safety personnel who are on site and are likely to reach the event prior to other responding units (e.g., police department). The campus community is encouraged to report all crimes and safety-related incidents to public safety as quickly as possible.
- Stay alert: Use common sense and consider how your daily routines may need to be altered based on the situation or environment you are in. Do your part to maximize personal safety and minimize risk of victimization from crime.
- If you become aware of a crime, observe a suspicious person or situation, or are a victim yourself, promptly report it to the office of Public Safety. Timely reports increase the likelihood that critical evidence will be obtained, stolen property will be recovered, and the offender will be successfully prosecuted. This is especially important in cases involving sex offenses. The college will assist any student who wishes to report a crime to the Santa Fe Police Department, college therapists, or area victim support services.

- Avoid walking alone at night. Plan to walk in a group. If you must travel alone at night, stay on well-lit paths and sidewalks. You are also encouraged to call public safety and request an escort.
- Personal Whistle Safety Program: The public safety office has personal safety whistles available. These whistles can signal a need for help, discourage a potential assailant, and alert those nearby to call the police or a public safety officer.
- Keep your room door locked at all times. Locking doors deters thefts and crimes of opportunity.
- Do not prop open exterior doors and close any doors you find propped open. Propped doors greatly increase the chances that you or someone else in your dorm may be victimized. Do not open doors to someone you do not know. Furthermore, wild animals may wander into buildings and rooms through propped doors in search of food or shelter. Although a rare occurrence, bears, mountain lions, poisonous snakes, and scorpions have been sighted on and near campus.
- Do not lend your key card to anyone. This endangers you and others in your dormitory and is cause for disciplinary action. Report a lost or stolen key card to the Associate Director of Residential Life.
- Report obscene, annoying, or harassing phone calls, e-mails, or social media posts/messages immediately to the Vice President for Student Engagement. If possible, save the offending messages or posts.
- Report all public safety-related maintenance problems. Locks, doors, windows, exterior lights in need of replacement, shrubbery in need of trimming or other unsafe conditions should be reported immediately to the Buildings and Grounds office. You can contact the college switchboard to request a work order. Students can also notify their RAs or the Associate Director of Residential Life.
- Identify your valuables using operation ID. Students may use an engraver available through the office of Public Safety to mark and identify valuable personal articles as a precaution against theft.
- Park your car in a well-lit area and keep it locked. Keep all valuables out of sight and consider locking them in the trunk of the car.
- 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 investing in a quality bicycle lock. Furthermore, public safety encourages using a two-lock method for securing your bicycle.
- Be aware of crimes at or around St. John's College. Additional information regarding campus crime or public safety awareness is distributed by the office of Public Safety based on events occurring on or around the campus community.

Campus Alerts

Timely warnings are issued for “Clery Act crimes that represents an ongoing threat to the safety of students or employees,” and emergency notifications are issued “upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the camps.” Campus alerts provide the campus community information necessary to make informed decisions about their health and safety. The procedures for Campus notifications and alerting are outlined in the St. John’s College Emergency Response Plan and notifications include campus-wide email, Omnilert (E2 Campus), and campus-wide audible emergency alert system (i.e., siren).

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

Sexual Misconduct and Harassment Education and Training

Programs at St. John's College offer educational opportunities on subjects of harassment, domestic violence, dating violence, sexual assault, coercion, and stalking. The programs are culturally relevant, inclusive and cover topics such as: definitions of sexual misconduct (including sexual assault, domestic violence, dating violence, coercion, and stalking), 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 and procedures. Information is provided on SJC support services and additional area-wide resources are identified.

St. John’s College provides educational opportunities focused on prevention and awareness the training is designed to prevent sexual misconduct before it occurs and to foster students’ efforts to have healthy, respectful, and positive relationships. Student training is provided to explore bystander intervention strategies and encourages students to reflect on their own behaviors and willingness to intervene when necessary and appropriate. Such training also fosters reflection on the nature of consent. These trainings are conducted in person at freshman orientation and through a range of written materials. Risk reduction training is provided during freshman orientation and available via numerous peer-to-peer outreach activities.

The college’s policies and procedures are distributed and available to all students. Resident advisors have been trained in bystander intervention and act as peer educators for other students.

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

Institutional Equity and Title IX

“The final regulations [Title IX] specify how recipients of Federal financial assistance covered by Title IX . . . must respond to allegations of sexual harassment consistent with Title IX’s prohibition against sex discrimination.”^{xi} Information about policies of Institutional Equity and Title IX can be accessed via <https://www.sjc.edu/institutional-equity-and-title-ix>

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 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 to permit disclosure of this information.

Convicted sex offenders are required to register at the college's office of Public Safety prior to registering for any course or program at St. John's College. Disclosure of information provided to the office of Public Safety will be provided to the Assistant Dean and the Vice President for Student Engagement. Additional campus notifications will be initiated as deemed necessary. Failure to register with the college's office of Public Safety will result in disciplinary action including expulsion.

As the local police authority, SFPD is the contact agency for questions relating to our local sex offender registry. Community members may also access the [New Mexico Department of Public Safety Sex Offender Registry](#) for more information.

Program Participation Agreement

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

Drug and Alcohol Policies and Resources

St. John's College has regulations pertaining to the possession, use, and distribution of intoxicating beverages and illegal drugs; these policies are fully outlined in the Student Handbook. Each student is required to carefully review these policies as well as the disciplinary penalties for violating them. The latest version of the [St. John's College Student Handbook](#) can be found on the sjc.edu website.

Alcohol Prevention and Policy

The responsible use of alcohol at St. John's College must be of concern to all segments of the college community. The college recognizes that alcohol is a drug and can impair judgment, cause depression, become addictive, and otherwise interfere with effective functioning.

The college, therefore, makes every effort to inform students of the risks associated with its use. If a case of alcohol dependency is suspected, the individual concerned is strongly urged to seek professional help. A list of crisis hotlines and 12-step programs, as well as risks associated with alcohol/substance abuse, appear in the [Drug Abuse Prevention Program](#) section located in the Appendices of the Santa Fe St. John's College Student Handbook.

Alcohol Policy

The college respects the rights of community members to exercise their legal options regarding alcohol consumption and recognizes that responsible alcohol use can be compatible with healthy adult behavior. However, irresponsible or under-age use of alcohol is always prohibited. Irresponsible drinking is defined as consuming alcohol in a way that is likely to result in a harmful level of intoxication or intoxication-related behaviors that are disruptive, damaging, or dangerous.

Students are expected to conduct any activities involving alcohol in a lawful and socially responsible manner. As such, the following expectations support the safe and legal consumption of alcohol:

- Any behaviors that promote irresponsible drinking are prohibited, including organized drinking games or items used for the purpose of quick or mass consumption of alcohol.
- Unlawful use, possession, distribution, or dispensing of alcohol either on or off campus is prohibited. Students under the age of 21 may not possess or consume alcohol. Presenting false identification for the purpose of obtaining alcohol is prohibited.
- Alcoholic beverages may not be sold or served on campus property, even under the guise of a coupon or donation scheme, by anyone other than an approved licensed vendor.
- Students and their guests are not permitted to bring alcohol to college-sponsored events.
- Alcohol cannot be sold at events as a means to raise money and cannot be given away as a prize or gift.
- Students are expected to attend classes and other academic events and activities of the college free from the effects of alcohol, regardless of whether it is consumed legally.
- For those of legal drinking age, alcoholic beverages can only be consumed in the Cave, the lower portion of the common rooms, or a student's residential room. Graduate students can consume alcohol in the Darkey Room. Exceptions to these locations are only considered for college organized events. If drinking in these locations, students must have identification showing proof of age on their person and provide the identification to a Public Safety Officer when asked.
- Public intoxication is prohibited.

Students over 21 who elect to drink outside of their residential rooms in other approved spaces may only have a reasonable amount of alcohol for one person to consume. Outside of their residential room, no single student should be in possession of any more than 1 six-pack of beer, a half pint of alcohol or one 750mL bottle of wine.

Outside of a student's residential room, alcoholic beverages may not be left unattended. Public Safety Officers will first attempt to identify ownership of unattended alcohol, and, if no one takes responsibility for it, Public Safety Officers will confiscate and immediately dispose of the unattended alcohol. If the Public Safety Officers determine that a student is or has been engaging in irresponsible drinking, then alcohol will be confiscated from that person, regardless of their age or the amount in their possession.

If college officials, including Public Safety Officers, have reason to suspect that any of these provisions are being violated, they shall have the authority to investigate, regardless of the location.

For policies and procedures related to alcohol at events, please visit the [Event Policies and Procedures](#) in the Student Handbook.

Illegal Drugs

The college regards a student's enrollment as a commitment not to use illegal drugs. Regarding college policies on student use of illicit drugs, the college must abide by the law while at the same time encourage students to seek help regarding personal problems of abuse or addiction. The college mental health therapists and the college's Clinical Director of Student Health Services are available for counseling and/or referral to community agencies and programs for those who wish information, advice, or counseling on problems of substance abuse or addiction. Such consultations would, of course, be confidential. (The confidentiality of informal counseling is not protected by law.)

Credible reports of a violation on campus of federal, state, or local laws concerning illegal substances, made to college officials outside the confidential therapeutic or medical relationship, shall be investigated at once by the college. Investigations may involve inspecting the student's on-campus residential premises and any personal belongings, baggage, or containers located on the premises, including but not limited to sealed or locked containers and vehicles. Students found violating those laws are subject to immediate dismissal without refund of fees. Any illegal drugs or drug-related paraphernalia discovered during the investigation shall be turned over to local law enforcement officers, with whom the college will cooperate in their investigation.

Our first objective is the safety of our students, and we do not want the fear of disciplinary action to deter students from seeking professional medical help for themselves or on behalf of another student. Seeking help will not be a cause for a student to be disciplined. Even so, disciplinary action will be taken for violations that would be punished regardless of the presence of drugs or alcohol, such as assault or vandalism.

Names and telephone numbers of agencies and treatment programs are listed in the Appendices of the Student Handbook – [Drug Abuse Prevention Program](#).

Ethics and Fraud Hotline

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

Employees and students are encouraged to use the hotline service in cases where they desire anonymity. Please follow the standard college policies and practices for all reports or issues not requiring anonymity.

Reports may cover but are not limited to the following topics:

bribery and kickbacks
internal control issues
conduct violations
misuse of company property
conflict of interest
ethical violations
theft
embezzlement

falsification of contract, reports,
and/or records
vandalism and sabotage
violation of the law
violation of college policy
improper conduct
fraud

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



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

- Telephone: English speaking: 844-490-0002, Spanish speaking: 800-216-1288
- Website: lighthouse-services.com/SJC
- Email: reports@lighthouse-services.com (must include company name with report)
- Fax: 215-689-3885 (must include company name with report)

Missing Student Procedures

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

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

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

Public safety personnel will interview any members of the community who might have information about the missing student's whereabouts. Such interviewees may include, but will not be limited to, resident advisors, faculty and staff members, roommates, friends, and family members. Particular attention will be given to possible locations of the missing student and their most recent mental state and/or personal problems. SJC public safety reserves the right to enter student rooms in search of missing persons. SJC public safety personnel will determine the last campus access card transaction completed by the student in question and request to be alerted to any further transactions that are attempted.

All missing student reports must be relayed promptly to the Director of Public Safety, the Assistant Dean, and the Vice President for Student Engagement. The Director of Public Safety will determine which other college officials need to be notified. The local police authorities will be regularly updated on the progress of the investigation and may become involved at their discretion. If it is determined by the local police or SJC public safety that the entire college community is at risk, SJC public safety will be responsible for communicating that danger to the campus via any medium that the Director of Public Safety shall deem appropriate. After the situation is resolved, the Director of Public Safety should prepare a detailed report to be provided to the municipal authorities, the Assistant Dean, and the Vice President for Student Engagement.

Emergency Operations Plan

In the event of a serious incident that poses an immediate threat to members of the college community, emergency procedures and policies are contained in the Emergency Operations Plan, which is reviewed annually. For mass notifications, the college incorporates the Omnalert campus communications and automation platform for communicating emergency information quickly to the entire campus.

The campus emergency alert system is composed of a siren warning system in conjunction with text, email, and desktop notification. The siren issues a warning to provide notice to the community that an emergency exists. The siren is used at least on an annual basis as a component of testing emergency response and evacuation procedures. Upon confirmation by public safety of a significant emergency or dangerous situation that threatens the health or safety of the community, an immediate notification may be sent via the Omnilert and/or by mass e-mail distribution. For faculty, staff, and contractors working at SJC, the Omnilert campus emergency alert system is optional. The Policy at the time of writing this Report is that student email addresses are automatically entered into the Omnilert system. Although not recommended, students can request their email address be removed from the Omnilert database. The college regularly tests its emergency response and evacuation procedures, at least annually, through announced and unannounced testing.

Serious threats warranting Omnilert messaging may include weather, health, or personal safety situations. Based on the nature of the emergency the responsibility for assessing the severity of the threat begins with the Emergency Operations Team. Upon a determination that a significant or continuing threat exists, the Director of Public Safety or the Vice President for Student Engagement should determine the appropriate segment(s) to receive the message.

Timely Warnings

Timely warnings are typically issued for the following Uniform Crime Reporting classifications: major incidents of arson, aggravated assault, and criminal homicide, robbery, and sex offenses. Cases of assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by public safety and the Vice President of Student Engagement. Again, alerts are sent via Omnilert and/or campus wide email.

Lockdown Procedures

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

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

Be prepared to go to more secure locations, as directed by appropriate college personnel, and do not leave the building or secured area until and unless told to do so by authorities. The college follows the FBI's doctrine of "run-hide-fight."

Fire Safety Report

St. John's College maintains on-campus housing facilities. Therefore, a Fire Safety Report is required; "the report must include statistics on the number of fires and causes of each fire, as well as fire-related injuries, deaths, and/or fire-related property damage for each on-campus student housing facility."^{xii}

Wildland Urban Interface

St. John's College has repeatedly been listed as one of the most beautiful campuses in America, and an important component of the cumulative aesthetics is the campus' proximity to the Santa Fe National Forest. The SJC community represents a stewardship, of and for, its neighbors. In the case of the National Forest, it carries a capacity of both responsibility and risk. St. John's College is in a "very high fire severity zone." In essence, a wildland fire adjacent to the College has the potential to spread quickly, erratically, and with high heat intensity. It is imperative that the SJC community remain vigilant towards, and knowledgeable about, what is occurring in the wildland urban interface. Students, staff, faculty, and visitors are reminded that within their sphere of control are the actions they take and actions they allow others to engage in. A careless act in the wildland environment can quickly be destructive to St. John's College and destroy what nature has built over time. The SJC community has a responsibility to protect its neighboring environment and ecosystem. Additionally, the community must recognize there are individual and collective roles and responsibilities that must occur in the event of an impending wildland fire. Although there are routine and emergency operational plans in place, it is not uncommon at the early stages of fast-moving wildland fire for the speed of unfolding events to outpace official communications. Therefore, members of the SJC community must be prepared to initiate aspects of the plan (e.g., evacuation) in advance of official notification.



A Philosophy of Fire and Life Safety

Fire and life safety is one of the most important *safety* considerations at St. John’s College. It is not just a minor program managed by a single administrative department. Rather, it is a complex system that concerns itself with the design and maintenance of the many structures that make up the college campus, as well as the behaviors of every student, employee, and visitor. Risk reduction and fire prevention efforts often involve the elements of (1) education, (2) engineering, and (3) enforcement. The philosophy of fire and life safety at St. John’s College adheres to the three Es; education is key to knowledge, logic, and prudent decision making; engineering includes the built-in fire and life safety systems (e.g., residential fire sprinkler systems, smoke alarms, fire resistive construction, panic hardware, emergency lighting; door locks); and enforcement involves maintaining code compliance (e.g., International Fire Code), and mitigating illegal activity or behavior (e.g., removal of a smoke alarm from a dormitory).

Note: Students who choose to tamper with fire safety equipment in any building, including their residential room, will immediately be subject to a \$300 fine and will proceed through the community standards process, even for a first offense.^{xiii}

Campus Fire Fatalities

Historically, the majority of civilian fire deaths in the United States occur in the home. In 2020, home structure fires accounted for “74 percent”^{xiv} of the total civilian fire death as reported by occupancy type. Dormitories represent a home-away-from home, and to highlight the concern consider the findings from the U.S. Fire Administration’s report on Campus Fire Fatalities in Residential Buildings (2000-2015):

During the last 16 academic years from 2000 through 2015, there have been 85 fatal fires in dormitories, fraternities, sororities and off-campus housing, resulting in 118 fatalities — an average of approximately seven per school year. An astonishing 94 percent of fatal campus fires examined took place in off-campus housing. Smoke alarms were either missing or had been tampered with (disconnected or battery removed) in 58 percent of fatal campus fires. Fire sprinklers were not present in any of the 85 fatal campus fires. A disproportionate number of fatal campus fires occurred on the weekend — 70 percent on Friday, Saturday, and Sunday. Males were more likely than females to die in campus fires, accounting for 67 percent of all victims. Alcohol was a factor in 76 percent of all fatal campus fires — fires where at least one of the students was drinking and, according to reports, legally drunk, which is at or above 0.08 percent blood alcohol concentration (BAC). Smoking (29 percent) was the leading cause of fatal fires in campus housing, followed by intentional actions (16 percent), electrical (11 percent) and cooking (9 percent), with 18 percent of the fires classified as cause undetermined. The adage “nothing good happens after midnight” rings true for fatal campus fires, with 73 percent occurring between midnight and 6 a.m. (p. 1)

Smoking Policy

St. John's College recognizes its leadership role in promoting a healthy and safe environment for all members of the community; this includes acknowledging the ingredients and chemicals commonly found in tobacco products can pose a significant health hazard to the community. In addition, cigarettes are routinely recognized as the initial ignition source for many fires. As noted, smoking was the leading cause of fatal fires in campus housing (2000-2015).

Additionally, SJC abuts a national forest, an environment in which history has demonstrated the potential destructive nature of a wildfire caused by a single lit cigarette left unmanaged. All college faculty, staff, students, agents, contractors, and all visitors are required to adhere to the conditions outlined in St. John's College Smoke, Tobacco, and Nicotine- Free Areas Campus Policy.

Smoking is defined as the act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind, including electronic smoking devices (e.g., e-cigarette, e-cigar, e-pipe, e-hookah, vape pen).

The smoking or use of any tobacco and nicotine product (including but not limited to the use of e-cigarettes, juuls or other vaping devices) is limited to three areas on Campus. The designated smoking areas are in the faculty/staff parking lot (parking lot C), the student parking lot (parking lot D), and the staff parking lot (parking lot F). Listed below are the penalties for non-compliance with the Policy.

SJC Smoke, Tobacco, and Nicotine-Free Areas Campus Policy (fine schedule)^{xv}

Type of Offense	Response
First offense	\$100 fine
Second offense	\$200 fine and meeting with student life
Third offense	\$300 fine and community standards process
In/On building (even for a first offense)	\$300 fine and community standards process

Fire and Life Safety Systems

A priority for St. John’s College is the continual enhancement to fire and life safety systems throughout the campus including the dormitories.

Fire Safety Systems in Residential Facilities (Lower Dorms)

Facility	Monitoring Off-Site	Automatic Fire Sprinkler	Smoke Detection	Fire Extinguishers	Evacuation Plans & Placards	Number of (Fire) Evacuation Drills
Larisa (SR)	Yes	Yes	Yes	Yes	Yes	1
Terpsichore	Yes	Yes	Yes	Yes	Yes	1
Polyhymnia	Yes	Yes	Yes	Yes	Yes	1
Euterpe	Yes	Yes	Yes	Yes	Yes	1
Erato (SR)	Yes	Yes	Yes	Yes	Yes	1
Clio	Yes	Yes	Yes	Yes	Yes	1
Calliope	Yes	Yes	Yes	Yes	Yes	1
Urania	Yes	Yes	Yes	Yes	Yes	1
Thalia	Yes	Yes	Yes	Yes	Yes	1

Fire Safety Systems in Residential Facilities (Upper Dorms)

Facility	Monitoring Off-Site	Automatic Fire Sprinkler	Smoke Detection	Fire Extinguishers	Evacuation Plans & Placards	Number of (Fire) Evacuation Drills
Wagner	No	No	Yes	Yes	Yes	0
McCune	No	No	Yes	Yes	Yes	0
Paine (SR)	No	No	Yes	Yes	Yes	0
Andersen	Yes ¹	No	Yes	Yes	Yes	0
Huffman	No	No	Yes	Yes	Yes	0
Jones	No	No	Yes	Yes	Yes	0
Meem	No	No	Yes	Yes	Yes	0
Driscoll	No	No	Yes	Yes	Yes	0
Kirby	No	No	Yes	Yes	Yes	0
Murchison	No	No	Yes	Yes	Yes	0
McKinney (SR)	No	No	Yes	Yes	Yes	0

¹Andersen fire alarm system updated August 2024

Fire Safety Systems in Residential Facilities (Winiarski Dorms)

Facility	Monitoring Off-Site	Automatic Fire Sprinkler	Smoke Detection	Fire Extinguishers	Evacuation Plans & Placards	Number of (Fire) Evacuation Drills
Ferdinand	Yes	Yes	Yes	Yes	Yes	1
Ariel	Yes	Yes	Yes	Yes	Yes	1
Miranda	Yes	Yes	Yes	Yes	Yes	1
Prospero (SR)	Yes	Yes	Yes	Yes	Yes	1

Fire Safety Systems in Residential Facilities (Apartments and Suites)

Facility	Monitoring Off-Site	Automatic Fire Sprinkler	Smoke Detection	Fire Extinguishers	Evacuation Plans & Placards	Number of (Fire) Evacuation Drills
Cluster 1 (Apt. 1-4)	No	No	Yes	Yes	Yes	0
Cluster 2 (Apt. 5-7)	No	No	Yes	Yes	Yes	0
Cluster 3 (Apt. 8-10)	No	No	Yes	Yes	Yes	0
Suite 1 Yarrow	No	No	Yes	Yes	Yes	0
Suite 2 Sunflower	No	No	Yes	Yes	Yes	0
Suite 3 Aster	No	No	Yes	Yes	Yes	0
Suite 4 Globemallow	No	No	Yes	Yes	Yes	0
Suite 5 Blue Grama	No	No	Yes	Yes	Yes	0

Note: All residential facilities listed share the same physical address: 1160 Camino de Cruz Blanca Santa Fe, NM 87505

Fire Statistics Reporting for 2023

There were no reports of fires in residential facilities; there were no reports of injuries, deaths, or property damage as a result of a fire in a SJC residential facility.

What follows is an explanation of items that represent components of various fire protection systems. The list is not all inclusive.

Smoke/Heat Detectors

These devices must be free to monitor the condition of ambient air without obstruction. They should never be tampered with in a fashion that impairs their monitoring capabilities.

Sprinkler Systems/Heads

Automatic fire sprinklers and their associated piping should not be obstructed in any fashion. Additionally, do not hang items from a fire sprinkler head or associated piping. Hanging an item from a sprinkler head could cause the fusible link to break and result in the release of water from the sprinkler head.

Fire Extinguishers

There are roughly 130 portable fire extinguishers located throughout the campus. It is important to take note of their location and to understand how and when to use a fire extinguisher.

Audible/Visual Fire Alarms

As the name implies, fire alarm systems can incorporate both an audible and visual means of notifying building occupants. The alarms signal the need to evacuate the building.

Fire Alarm Pull Stations

Use the pull station if you see fire or smoke in a building, and the fire alarm system has not already activated.

Exit Signage

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

Fire Doors

Fire doors are designed to limit the spread of fire; therefore, do not prop open or obstruct a fire door, thereby impairing its ability to close during a fire.

Combustible/Other Storage Practices

The best approach is to simply maintain one's working and living spaces in an orderly fashion and minimizing combustible storage.

Standards for Electrical Items Permitted

“All electrical items must be Underwriters Laboratory (UL) listed and in good operating condition; Appliances may not have open flames or exposed heating elements and must be rated for 1,500 watts (maximum power draw) and/or approved for a 15-amp circuit; the only cooking

related items permitted in campus housing are coffee pots, electric kettles, microwaves, and popcorn poppers. All of these items must have an automatic shut-off feature in use.”^{xvi}

Use of Electrical Items

“Students should distribute appliances within a room or apartment to reduce the load on individual outlets; mini-fridges, microwaves, hair dryers, and other such appliances should be plugged into the outlet directly rather than a power strip; irons must have a 10-minute automatic shut-off mechanism; items such as irons, microwaves, and ovens must always be monitored while in use. The same standards apply to the student apartments and suites, except that they may have additional cooking items in their kitchens that meet the standards above. Personal items permitted in the apartments and suites are blenders, toasters, hot pots, pressure cookers, rice cookers, and electric grills.”^{xvii}

Refrigerators and Microwaves

“Students may have a personal mini-fridge (no more than four cubic-foot capacity) and/or a personal microwave in their residence hall, suite, or apartment if desired. The student is responsible for any damage the items cause and is expected to keep these items sanitary and well-maintained at all times. If the items cause damage to college property or become a health concern, the college reserves the right to remove them.”^{xviii}

Prohibited Items

“Any item that was not mentioned above as approved is prohibited. Examples include: electric blankets; air conditioning units; sun and heat lamps; personal heaters; torchiere-style halogen lamps or other lamps at risk of causing fire; crock pots; hot plates; personal home-brewing kits; kegerators; toasters; grills, etc.”^{xix}

Restricted Hazardous Articles

The following hazardous articles are restricted from use/storage in all living and working spaces on campus: candles, incense, hookahs, propane, camping stove fuel, strong cleaning solvents, and paint thinner. Additionally, fireworks are prohibited as well as building a fire on campus property (exception: approved on-campus fireplaces). In short, “Students may not possess or use materials or articles that can create hazardous conditions on campus, [and] a hazardous condition is one that poses a threat to building facilities and/or the occupants.”^{xx}

Responses to Fire Alarms (In General)

A fire alarm system can be activated for a number of reasons. One often hears the term “false alarm” when in fact the alarm system operated properly. For example, smoke from burnt toast that activates a smoke alarm is not a false alarm—the smoke alarm activated as designed.

Modern fire alarm systems, such as those at SJC are known as intelligent systems—seldom do they actually produce a “false alarm.” Thus, every alarm should be viewed as a legitimate need for concern and action, and the action required is to evacuate the building. It can take several minutes for public safety personnel to respond and identify the source that initiated the alarm, and if there is no threat the alarm will be silenced and reset. Once reset, public safety personnel will issue an all clear and allow occupants to reenter the building.

It is important to understand the operational events that follow the activation of an alarm. When an alarm is activated, a signal is sent to an alarm company, the alarm company calls the Santa Fe Fire Department (SFFD) and SJC public safety. Both the SFFD and public safety respond to the building and take mitigating action. One of the many reasons maliciously tampering with fire alarm systems is so dangerous is that it places firefighters and the public at risk as fire units respond code three (i.e., displaying lights, siren, expediency) to the campus. The college commits considerable resources toward installing, upgrading, and maintaining fire detection and suppression equipment on campus. Fire and life safety systems are there for your safety; built-in systems (e.g., fire sprinkler systems) are on duty 24/7/365.

Role of Resident Advisor (RA)

RAs must communicate to the students they are advising as to where their respective “Rally Point”^{xxi} is so that a common gathering point is identified for accountability purposes.

Building Coordinators and Employees

Similarly, department directors should communicate to the employees they represent as to where their respective rally points are so that a common gathering point is identified for accountability purposes.

It is incumbent upon the employees in charge of the academic or administrative function to evacuate students to the building’s rally point and communicate accountability accordingly to those students/employees in their care/supervision in an emergency.

Open Flame

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

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

Immediately evacuate the building, and as you evacuate the building, activate a pull station if a fire alarm has not already sounded. Once outside, immediately report the fire to campus public safety or by calling 911. If you call 911 first, follow that phone call with a call to campus public safety. Proceed to your predesignated rallying point.

Student Housing Evacuation Procedures

All dormitories evacuate to Pritzker Student Center, unless that building is compromised. The gathering place if Pritzker is compromised will be the Student Activity Center (SAC).^{xxii}

Fire Statistics 2021-2023

Listed below are fire statistics provided by the Santa Fe Fire Department. Additionally, a “fire log” is available for review through the office of Public Safety.

Fire Statistics 2021-2023

Total Unintentional Fires by Cause

Year	2023	2022	2021
Cooking	0	0	0
Smoking Materials	0	0	0
Open Flames	0	0	0
Electrical	0	1	0
Heating Equipment	0	0	0
Hazardous Products	0	0	0
Machinery/Industrial	0	0	0
Natural	0	0	0
Other	0	0	0
Intentional Fire	0	0	0
Undetermined Fire	0	0	0

Responsibility for Fire Safety

Fire and life safety at St. John’s College is the responsibility of every student, faculty, staff, administrator, and visitor—individual fire and life safety responsibilities cannot be abrogated. Safety is a keystone to our campus life, and failure to follow the guidance contained in this document can put lives at risk.



“Our ability to govern ourselves rests on the observance of two principles, those of responsibility and honesty.” – Student Handbook

Appendix A: Campus Security Authorities (CSA)

Name		Title	Email Address
Anaya	Joe	Public Safety Officer	Joe.Anaya@sjc.edu
Balwit	John	Director of Labs	John.Balwit@sjc.edu
Barrett	Charlie	Senior Resident	Charlie.Barrett@sjc.edu
Bell	Kristy	Assistant Officer Manager	Kristy.Bell@sjc.edu
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Resident Advisors: Names and contact information available from Associate Director of Residential life.

Appendix B: Definitions

The Clery Act requires the inclusion of four general categories of crime statistics (1) criminal offense, (2) Hate Crimes, (3) Violence Against Women Act (VAWA) Offenses and (4) Arrests and Referrals for Disciplinary Action. Also, each category requires specific definitions. For example, “Under the Clery Act, for the purpose of counting and disclosing Criminal Offense, Hate Crime, arrest and disciplinary referral statistics you must do so based on definitions provided by the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) program.”^{xxiii} The definitions below were obtained from: Department of Education: The Handbook for Campus Safety and Security Reporting, 2016 Edition. U.S. Department of Education: Office of Postsecondary Education. The Handbook for Campus Safety and Security Reporting: 2016 Edition

Crime Definitions

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.

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.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

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

Criminal Homicide (b) Manslaughter by Negligence: The killing of another person through gross negligence.

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 Crime: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

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.

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

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 putting the victim fear.

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.

Sex Offense Definitions

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

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 who shares a child in common; by a person who is cohabiting 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.

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.

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.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

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

Drug, Liquor & Weapons Violations

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.

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.

Weapons: Carrying, Possessing, Etc., Violation: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Endnotes

- ⁱ Clery Act Appendix for FSA Handbook, 2022, p. 1
- ⁱⁱ Clery Act Appendix for FSA Handbook, 2022, p. 2
- ⁱⁱⁱ Clery Act Appendix for FSA Handbook, 2022, p. 4
- ^{iv} Clery Act Appendix for FSA Handbook, 2022, p. 7
- ^v Clery Act Appendix for FSA Handbook, 2022, p. 2
- ^{vi} Clery Act Appendix for FSA Handbook, 2022, p. 4
- ^{vii} Clery Act Appendix for FSA Handbook, 2022, p. 4
- ^{viii} Clery Act Appendix for FSA Handbook, 2022, pp. 4-5
- ^{ix} Clery Act Appendix for FSA Handbook, 2022, p. 5
- ^x Santa Fe St. John's College Student Handbook:
- ^{xi} Office of Civil Rights, Department of Education: [Final Rule](#)
- ^{xii} Clery Act Appendix for FSA Handbook, 2022, p. 7
- ^{xiii} St. John's College Smoke, Tobacco, and Nicotine-Free Areas Campus Policy
- ^{xiv} Ahrens, M., & Evarts, B., Fire Loss in the United States During 2020, (September 2020), p.7
- ^{xv} St. John's College Smoke, Tobacco, and Nicotine-Free Areas Campus Policy
- ^{xvi} Santa Fe St. John's College Student Handbook
- ^{xvii} Santa Fe St. John's College Student Handbook
- ^{xviii} Santa Fe St. John's College Student Handbook
- ^{xix} Santa Fe St. John's College Student Handbook
- ^{xx} Santa Fe St. John's College Student Handbook
- ^{xxi} Emergency Response Plan: St. John's College, 2019, p. 38
- ^{xxii} Santa Fe St. John's College Student Handbook
- ^{xxiii} Department of Education: Handbook for Campus Security Reporting, 2016 Edition, p. 3-3.