

AQUINAS COLLEGE ANNUAL SECURITY REPORT

In order to inform both the immediate campus population and general public about important safety and security matters on campus, Aquinas College now publishes an *Annual Security Report* in October of each year. Doing so also ensures that Aquinas College is compliant with this aspect of the federally mandated Jeanne Clery Act.* This Annual Security Report will be posted on the college website in October of each year, as well as available upon request in hardcopy form.

We can be grateful that incidents of crime and other threats to campus safety have always been remarkably low here at Aquinas College. However, the world is an increasingly dangerous place. A growing climate of risks and threats to personal safety demands we be well-educated and vigilant about personal protection on our campus. This annual security report is part of that effort.

IN CASE OF AN EMERGENCY

For emergencies only – serious physical injury or imminent physical danger – call **911** immediately. For non-emergencies, call the Nashville Metropolitan Police at 615-862-8600.

CAMPUS SECURITY AUTHORITIES (CSAs)

Students are also required to report all *on-campus* crimes and suspicious activities to one or more of the *Campus Security Authorities* (CSAs). The following are official Aquinas College CSAs:

Robinson Security's (ph. 615-473-4016) uniformed guards patrol the campus by car and by foot between the hours of 8:00 a.m. and 10:30 p.m. Security guard phone numbers (615)-467-0213; cell phone (615)-775-0259.

The **Security and Services Manager's** office is located in the main college building. The campus Security and Services manager can be reached at **ext. 437** (615-297-7545). All parking permits and issues are also handled by that office, also. The person currently holding that position is Alan Bradley.

Two other CSAs are the **Director of Student Affairs**, phone **ext. 436** (615-297-7545) and the **Campus Maintenance Manager**, phone **ext. 547** (615-383-3230). The persons currently holding those positions are Suzette Telli and John Wall, respectively.

All reports and statistics for campus crimes, accidents, and other unusual incidents are maintained by the Security and Services manager. If a student has been directly involved in or a witness to one of the above situations, a statement from that student may be necessary for the purposes of statistical reporting or helping law enforcement.

STUDENT SAFETY - Help Us Protect You

Aquinas College intends to provide a healthy, safe, clean, and secure environment for all students and staff. All Students, Faculty, Staff, and guests should leave the campus no later than 10:30 p.m. The College also has a designated liaison with the local police department.

Protect yourself.

- Never walk alone at night.
- Refrain from using shortcuts; walk where there is plenty of light and traffic.
- Walk with a group to the parking lot when leaving from evening and night classes.

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and reporting them.

1. If you are a victim of or witness to a *non-violent crime*, you must notify the Vice President of Administrative Affairs, an Emergency Response Team Member, at x 412, and the Campus Security Manager, at **x 437** as soon as possible to report the following information:

- a) The nature of the incident;
- b) The location of the incident;
- c) The description of the person(s) involved; and
- d) The description of the property involved.

2. If you are a victim of or witness to a *violent crime*, immediately call **911**. You should seek a safe place near the scene and state where you are to authorities so that they may locate you to make a complete report when they arrive. You should notify the Campus Security Manager, at **x 437** and the Vice President of Administrative Affairs, **x 412**, as soon as possible after the incident.

3. If a criminal act or a suspicious person is observed on campus, immediately notify the Vice President of Administrative Affairs and report the incident.

4. Should gunfire or explosives be discharged on campus, you should take cover immediately using all available concealment. If possible, call **911** to report the incident immediately. After the disturbance, seek emergency first aid if necessary.

5. The College provides counseling referral services to students and employees.

Protect your vehicle.

- Park your car in a well-lighted area.
- Keep your car locked; never leave the keys or other valuables in the vehicle.

Protect your property.

The College is not responsible for loss of or damage to personal property. Personal property (purses, briefcases, calculators, lap top computers, etc.,) should never be left unattended.

EMERGENCY COMMUNICATIONS

Students, faculty, and staff are *required* to register with the Aquinas College Emergency Notification System sponsored by ReGroup. Information can be updated through a link on the Aquinas College website: <http://www.aquinascollege.edu/main/login.php>. This service allows the College to send emergency alerts (school closings, emergency weather conditions, threat situations, etc.) by text, voice, and email messages. Registration is free, but there may be a charge to you for text messages received, depending upon your individual service plan.

In the event of an emergency that constitutes a threat to the Aquinas community - whether immediate or potential, the Emergency Response Team will send a message (text, email, or voice message) through the Aquinas College Emergency Notification System advising of the situation and what actions should be taken. Voice messages may also be sent through office phones and classroom intercoms. The College website may be utilized for ongoing emergency situations or campus closure information.

FIRST AID KITS and DEFIBRILLATORS

First aid kits are located in the following areas: Biology Lab, Chemistry Lab, Nursing Office, Student Learning Services, Teacher Education Office, Student Affairs Office, and the Registrar Office. Also, two wall-mounted, portable defibrillators are available - one on the first floor behind the receptionist's desk and the other on the second floor on the wall across from Breen Hall.

FIRE SAFETY AND EMERGENCY EVACUATION

Smoke detectors, fire alarm pull stations, and fire extinguishers are installed in the appropriate areas of all buildings. Emergency lighting (in the event of power loss) and fire doors are installed in key building egresses and stairwell foyers. Fire exit plans are posted near the exits of all rooms.

Emergency evacuation drills are conducted at least once per school year. During such a drill, act according to the emergency announced, in order to be properly prepared should such an emergency occur. Follow directions broadcast through telephone and intercom systems, as well as those of emergency personnel including police, fire department, and campus Emergency Response Team members, who will have bullhorns and radios to provide updates. Students should not leave campus during drills or actual emergency events, unless instructed to do so.

***THE JEANNE CLERY ACT**

The Student Right to Know Act and *Campus Security Act* was formally renamed *The Jeanne Clery Act* in 1998. The Clery Act has been subsequently revised, the latest revision being 2008. The College is committed to complying with all aspects of the Clery Act by annually publishing and making available all crime statistics and related information on crime. The annual Clery Report is published on the College Website under information relating to crime statistics and is also included at the end of this handbook. A printed copy of the report is also available to students, parents, faculty and staff in the Campus Security Office. The Clery Act requires colleges and universities to report on seven basic categories of crime as follows:

- Criminal Homicide – Murder, negligent and non-negligent manslaughter
- Sex offenses – forcible and non-forcible
- Robbery
- Aggravated Assault
- Burglary
- Arson
- Motor Vehicle Theft

Additionally, the Clery Act requires colleges and universities to report on arrests and/or disciplinary referrals for liquor violations, drug law violations and illegal weapons possession, and to give accounting of Hate Crimes as reported on campus.

Criminal violations on Aquinas College campus are recorded and made available through the Department of Education website as well as the FBI and TBI (both the Federal and Tennessee Bureaus of Investigation).

TIMELY WARNINGS

If an incident or series of incidents deemed a threat to the campus community has occurred, *timely warnings* will be issued to the campus population, initially through the ReGroup Emergency Notification System, but also by other means. These warnings will be either text, voice, or email messages describing the threat and recommending precautions. The Aquinas web page, public address systems (classroom intercoms and megaphones), signage, and local media outlets may also be used. When the threat is deemed by college administration and/or law enforcement to have dissipated, the warning will be lifted.

CRIME STATISTICS (Jeanne Clery Act Notification)

OFFENSE	YEAR	*ON CAMPUS PROPERTY	NON- CAMPUS PROPERTY	PUBLIC PROPERTY	TOTAL
MURDER / NON-NEGLIGENT MANSLAUGHTER	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
NEGLIGENT MANSLAUGHTER	2009	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
SEX OFFENSES, FORCIBLE	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ROBBERY	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
AGGRAVATED ASSAULT	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
BURGLARY	2008	0	0	0	0
	2009	1	0	0	1
	2010	0	0	0	0
MOTOR VEHICLE THEFT	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
ARSON	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
LIQUOR LAW ARRESTS	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
DRUG LAW ARRESTS	2008	0	0	0	0

	2009	0	0	0	0
	2010	0	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2008	0	0	0	0
	2009	1	0	0	1
	2010	0	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	2008	0	0	0	0
2009	2009	0	0	0	0
2010	2010	0	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2008	0	0	0	0
	2009	0	0	0	0
	2010	0	0	0	0
*Aquinas College has <u>no student housing</u> at this time.					

CRIME LOG & TBI/FBI CRIME STATISTICS

The campus Security and Services office keeps a running crime log. Copies can be provided upon request. Also, like all U.S. colleges and universities, Aquinas must provide on a monthly basis crime statistics to the Tennessee Bureau of Investigation (TBI) using the TIBRS (Tennessee Incident Based Reporting System) software. Copies of these logs and reports are available upon request. Because there are no residence halls or other student housing on the College campus at this time, fire reports are not federally mandated. However, in the interest of public disclosure, neither have there have been any fires on the campus in recent years.

DRUG & ALCOHOL POLICY

As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, the following constitute prohibited conduct on the Aquinas College campus or at Aquinas College sponsored activities, whether on or off campus:

1. Unauthorized distribution, possession, or use of any alcohol, prescription drug, controlled substance or illegal drug.
2. Providing alcoholic beverages to individuals less than 21 years of age, or possession or use of alcoholic beverages by individuals less than 21 years of age, misrepresenting age in order to consume alcoholic beverages.
3. Unauthorized possession of an open container of an alcoholic beverage, public intoxication, operating a motor vehicle while under the influence of alcohol, or unauthorized distribution of alcoholic beverages. In addition to imposition of disciplinary sanctions under College procedures, including suspension or separation from the College for such acts, employees and students may face prosecution and imprisonment under Tennessee laws, which make such acts felony and misdemeanor crimes. The health risks associated with the misuse and abuse of mind-altering drugs, including prescription drugs, controlled substances and alcohol, include but are not limited to the following: physical and psychological dependence; damage to the brain, pancreas, kidneys, and lungs; high blood pressure, heart attacks and strokes; ulcers; birth defects; a diminished immune system; and death. The College provides referral services to students and employees, and serves as an alcohol and drug information/education resource through the Office of Student Affairs. Aquinas College will comply with

any parental notification requirements as set forth in Tennessee law. For further information contact the Student Affairs Office.

SEXUAL ASSAULT POLICY AND PROCEDURES

The FBI's Uniform Crime Reporting (UCR) Handbook defines a 'sex offense' in general as *any sexual act directed against another person forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent.*

Aquinas College affirms the right of its students to feel safe and secure while on campus and free to explore unhindered the full range of opportunities and experiences available to them here. However, acts of sexual assault or other sexual offenses pose a serious violation of the human person and a threat to the spirit of community.

Students who are victims of a sexual assault should report the assault to both the Nashville Metro Police by calling either **911** or (615)-**862-8600** and one or more of the CSAs (campus security authorities), including the Security and Services manager (x437). Any of the CSAs will assist the student in notifying the proper authorities, if requested. Filing a police report with a CSA will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from CSAs. When a sexual assault victim contacts a CSA, the Nashville Metro Sex Crimes Unit will also be notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College Conduct Council, or only the latter. It is also critical for the victim to seek medical attention. Any of the CSAs can facilitate transportation to the nearest hospital. This should be done immediately in order to preserve evidence that may be needed to prove criminal sexual assault. If the victim wishes to have someone accompany her or him to the hospital, the Vice President of Administrative Affairs, the Director of Student Activities, or the Security and Services manager will be available to accompany the student. It is in the victim's best interest to have the assault well-documented should charges be filed against the person accused of the assault.

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the *Family Educational Rights and Privacy Act (FERPA)*. For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to alleged sex offense and any sanction that is imposed against the accused. [Higher Education Act: 34 CFR – 668.46(b)(11)(vi)(A)&(B)]

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. Such a list for the state of Tennessee and Davidson County locality is provided and updated by the TBI (Tennessee Bureau of Investigation). Aquinas College is required to inform the campus community that the most current registry of known sex offenders living within its jurisdiction can be accessed online at: http://www.tbi.tn.gov/sex_ofender_reg/sex_ofender_reg.shtml

COUNSELING REFERRAL SERVICE

A licensed professional counselor is available to any member of the College community who wishes this service. The use of this service will be kept strictly confidential. Contact the Director of Student Affairs (**x436**) for further information.