



SAN IGNACIO
UNIVERSITY
MIAMI, USA

ANNUAL CAMPUS SAFETY AND SECURITY REPORT

2017-2018

San Ignacio University

www.sanignaciouniversity.edu

San Ignacio University (Main Campus)

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Campus Safety

This plan is intended to establish policies and procedures which will provide a healthy, safe and secure environment for all members of the San Ignacio University Campus. It includes procedures regarding crime prevention, personnel security and safety, severe weather warnings, evacuation plans, accident and incident reporting and physical safety. Decisions regarding these areas are the responsibility of the campus Executive Director (CED) with actions taken through the San Ignacio University Campus Crisis Action Team hereafter referred to as the (SICCAT).

Responsibilities:

Overall responsibility for activation and decision making for SICCAT functions are assigned to the campus vice chancellor. Activation of the SICCAT is the responsibility of the CED or designated representative in the absence of the CED. The SICCAT leader or designated representative may activate the SICCAT to support actions necessary for handling each of the situations described below. The key is that the needs of the situation will dictate whether the SICCAT will be activated. Members of the SICCAT are as follows:

The emergency situations identified in this document describe actions to be taken by faculty, students and staff while on the San Ignacio University Campus. The SICCAT leader or designated representative on campus will notify team members when situations warrant activation of the team. It is important that situations be assessed as quickly as possible to ensure all persons that could be affected are notified and secured to safe locations immediately.

Notification of personnel may be handled in different ways depending upon the situation. Systems available are fire alarms, website and text message services at (www.sanignaciouniversity.edu) and messengers dispatched to each building. The SICCAT will determine the most effective system to be used and serve as the onsite agent responsible for coordinating all responses to each situation.

Accident Reporting

San Ignacio University has an established accident/incident investigation program to determine the underlying causes of accident and incidents and to prevent similar occurrences. San Ignacio University will investigate any accidents or incidents that involve an employee, student or visitor on campus. Supervisors, teachers and staff must ensure the completion of the injury and Incidents Report Form for each accident, exposure, occupational illness, incident or near miss incident that is reported.

Closed Circuit TV Monitoring

Closed circuit TV (CCTV) is used to monitor activities on the San Ignacio University Campus. Cameras are placed throughout the facilities in selected hallways, open areas for the safety and security of all persons on the campus. Access to the CCTV system is controlled and limited to only authorized personnel and is used only to monitor and detect actions that affect safety and security activities on the campus.

Emergency Procedures

An emergency is present anytime life or property is in danger. In case of an emergency, the first consideration will be to protect life and the second will be to prevent the loss of records, funds, equipment and other assets. The San Ignacio University SICCAT leader or a designated representative on duty will be responsible for declaring an emergency. The same official will determine when the emergency is terminated. If an incident occurs or property is damaged, the on-site representative will notify the SICCAT leader who will activate the SICCAT as needed. Emergency procedures are as follows:

Fire Evacuation Procedures.

The following procedures apply when fire alarms are activated or when verbal notification (public address system) is given to indicate suspicion of fire in the building:

Notification of a fire may be made through the building fire alarm systems and by the use of maintenance personnel or runners dispatched to the building.

(a) Daylight hours. All personnel will lock their offices, if time permits, and proceed to evacuate the building using the nearest stairwell. In the event the stairwell is impassable, personnel will proceed to the next nearest stairwell to evacuate the area. Elevators will not be used. The SICCAT leader or a designated representative will advise personnel of further actions required and determine decisions as to the reality of a fire.

(b) Evening hours. Faculty members are responsible for the evacuation of their students with or without disabilities. Faculty will assist students with disabilities that are unable to evacuate using stairs by moving them to the stairwell landings to allow emergency personnel immediate access to people with disabilities. Faculty should notify the campus person in charge or staff to request assistance. Stairwells are fire rated to allow more time for evacuation.

(c) Notification of emergency personnel. In each case listed above, efforts should be made to alert emergency personnel to remove anyone in stairwells needing assistance.

Emergency Weather Warning/Evacuation Procedures.

Hurricanes and severe weather situations continue to cause fatalities each year, especially during spring and summer months. These procedures are established for compliance and safety during such periods. During severe thunderstorms, all individuals should remain indoors, stay off telephones and stay away from any electrical conducting objects. The SICCAT leader or designated representative will monitor the weather and respond to weather warnings depending upon each situation. Upon notification of a tornado warning by either siren or police notification, the SICCAT leader or designated representative will inform all faculty, students and staff of the weather conditions. If evacuation (take shelter) becomes necessary, all faculty, students and staff will be instructed to move to the lowest floor and take cover in the inner rooms (away from all windows) and to remain there until the "all clear" is received. At no time should anyone remain outside, or in classrooms and other areas where there are windows and doors where glass breakage is possible and/or damage from other flying debris. If time permits, SIU staff should ensure that all computers are turned off in their respective offices. SIU leadership or campus representative will advise when the "all clear" is given.

In case of a serious accident or illness, the instructor or employee will notify the front desk personnel at ext. 4030 or ext. 4012 who will notify the person on duty immediately. The person on duty will determine, through consultation with the instructor and the victim, if emergency medical attention is required. If so, the person in charge will call the city paramedics (telephone 911) and ask for their assistance. If the paramedics determine that the victim should be taken to the emergency room of the day (paramedics will know which hospital) or the victim may elect to see a private physician at the emergency room of their choice. The victim will be informed by the police officer that he/she is responsible for all expenses incurred. After the emergency is over, the person in charge will prepare the appropriate incident report and will forward the report to the human resources campus department who will provide a copy of all reports involving students to the representative of student services. If the victim is unconscious, do not delay calling the paramedics.

Other Safety Procedures:

Fire Inspections and Drills (FIRE DRILLS MUST BE TAKEN SERIOUSLY)

- a. Unannounced fire drills will be conducted annually. The purpose of these drills is to check alarm system for proper operation and train personnel in timely evacuation procedures.
- b. A professional company will check the fire alarm system annually. The emergency (back-up) lighting will also be checked at this time. A 24-hour service contract is in effect in case of malfunction.
- c. Fire extinguishers will be inspected monthly and serviced once per year. They will be hydrostatically tested every five years.
- d. The fire sprinkler system will be inspected semi-annually by a qualified contractor.
- e. The kitchen hood system will be inspected twice each year by a qualified contractor.

Drug Policy

San Ignacio University is in compliance with Federal government regulations for a Drug Free Workplace for both students and employees. Any student or employee caught in possession, use, or distribution of any illegal substances or paraphernalia may be dismissed and/or referred to an appropriate agency for arrest.

Section 5301 of the Anti-Drug Abuse Act of 1988 states that if a person is convicted of drug distribution or possession, a court may suspend his/her eligibility for Title IV financial aid. If he/she is convicted three or more times for drug distribution, he/she may become permanently ineligible to receive Title IV financial assistance.

The institution discloses under CFR 86.100 information related to San Ignacio University's drug prevention program. The Consumer Information located on San Ignacio University's website provides a description of this program and a security report.

The following actions are prohibited:

- a. Using, or possessing illegal drugs.
- b. Using, possessing, selling, distributing or manufacturing prescription medication without a properly issued prescription.
- c. Distributing, selling, or possessing with the intent to distribute illegal drugs or controlled substances.
- d. Growing and/or manufacturing any illegal substance.
- e. Possession of drug paraphernalia that has been used.

Alcohol Policy

The following actions are prohibited:

- a. Underage drinking. Only persons of legal age (21 or older in the United States, and as defined by the laws of a foreign host country) may possess or consume alcoholic beverages. Legal proof of age, such as a valid driver's license, state issued liquor identification card, or a passport, may be required.
- b. Purchasing, serving, or furnishing alcohol for or to a minor.
- c. Selling, manufacturing, or distributing alcohol illegally.
- d. Possession, production, or provision of false identification.
- e. Operating a motor vehicle while under the influence of alcohol or other drugs. Driving on or off campus under the influence of drugs or alcohol is prohibited: fines are assessed, and driving privileges on campus will be suspended. Students who are charged by law enforcement officers with Driving Under the Influence (DUI) and are awaiting the court outcome shall have their campus driving privileges suspended pending the court disposition. In those incidents where the DUI involves an accident with injuries to others, or other exceptional factors, immediate University disciplinary action may take place.
- f. Bringing alcohol to an University event, or leaving an University event with alcoholic beverages provided at the event.
- g. Possessing alcoholic beverages in unauthorized spaces. Open containers of alcohol are prohibited in public spaces, or outside on the campus grounds, unless the area has been designated for a registered or catered event. For purposes of this policy, residential hallways are normally considered private spaces. Students of legal age may transport open alcohol containers for personal use within residence halls, but the use of hallways for parties is prohibited. Individual Commons may designate certain spaces in residence halls as senior commons rooms; these spaces will be considered private.

Firearms Policy

Certified Florida law enforcement officers are the only people permitted to possess a gun or weapon of any kind on any San Ignacio University campus. Any other possession of a weapon of any kind for any reason by anyone on a San Ignacio University campus is strictly prohibited. The above stated policy provides an exception only in the case of San Ignacio University students who are certified Florida law enforcement officers currently employed by a recognized Florida law enforcement agency. There are no other exceptions to this policy.

Sexual Harassment Policy

San Ignacio University is committed to maintaining a work environment that is free from discrimination and harassment, where employees at all levels of the company are free to devote their full attention and best efforts to the job. Harassment and discrimination, either intentional or unintentional, has no place in

the work environment. Accordingly; (SIU) does not authorize and will not tolerate any form of harassment /discrimination of or by any employee, supervisory or non-supervisory, based on race, sex, religion, color, national origin, age, disability, marital status or any protected class.

The term “harassment” for all purposes includes, but is not limited to, offensive language or jokes or other verbal, graphic or physical conduct relating to an employee’s race, sex, religion, color, national origin, age, sexual orientation, disability, marital status or any protected class that would make a reasonable person experiencing such harassment uncomfortable in the work environment, or that could interfere with the person’s job performance. This policy is posted throughout the university.

Definition of Sexual Harassment

Sexual Harassment is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual’s employment;
- 2) Submission or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual;
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment; or 4) Retaliation for complaints of harassment occurs.

Sexual harassment may be verbal, physical, written, or visual. Examples of it may include, but are not limited to, unsolicited verbal sexual comments, suggestive comments, repeated propositions, offensive sexual joking, and sexually-oriented verbal comments about an individual’s body, offensive touching, patting or grabbing, and pressure for sexual favors in return for special treatment on the job.

San Ignacio University regards all such offensive conduct as creating a hostile work environment and, therefore, a violation of this policy. Examples of harassment may include explicit sexual proposition, sexual innuendo, sexually suggestive comments, sexually-oriented “kidding” or “teasing,” practical “offensive jokes,” jokes about gender, specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another’s body; or reading or otherwise publicizing in the work environment.

How to Report Harassment/Discrimination

San Ignacio University can only resolve matters that are brought to its attention. If you have a complaint of or witness harassment in the environment by anyone, including supervisors, managers, or employees, you should immediately bring the matter to the company’s attention. You may bring your complaint of or observation of harassment to the attention of your supervisor, department manager or the Human Resources Director. To report a complaint to the Human Resources Director, you can contact the director directly and/or in person and/or by calling:

San Ignacio University will conduct its investigation of harassment and/or discrimination in as confidential a manner as possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowed by law. However, San Ignacio University will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination and/or harassment. The corrective action issued will be proportional to the severity of the conduct.

The alleged harasser’s employment history and any similar complaints of prior unlawful discrimination and/or harassment will be taken into consideration.

Title IX - Compliance

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sexual orientation in education programs or activities which receive Federal financial assistance. San Ignacio University not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The University is committed to compliance in all areas addressed by Title IX, including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

All University students are responsible to assure that sexual discrimination, sexual violence or sexual harassment does not occur. If you feel that you have experienced or witnessed sexual harassment or sexual violence, you should notify the Title IX Coordinator designated below. San Ignacio University forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation, it is also a violation of Federal law.

Title IX Coordinators:

Ivette Bajandas – Human Resources Manager
3905 NW 107th AVE, Suite 301 Doral, FL 33178, 305.629. 2929

Crime Statistics

The Human Resources Manager is responsible for collecting & compiling campus crime statistics. An Annual Security Report for prospective students and employees is available upon request in the Financial Aid Office. For current employees and students, please note that the latest Annual Security Report is being provided as an attachment to this manual, and included under Attachment "B."

Attachment B

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and the Safe and Drug-Free Schools and Communities Act (DFSCA): Policies, Reporting, Warnings, and Notifications

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, is contained (along with other security-related disclosure requirements) in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092. It requires all postsecondary education institutions to keep records and report annually on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security-related protocols for emergency response procedures, timely notifications for on-campus crimes, etc.

For your information, a copy of San Ignacio University's Annual Campus Safety and Security Report (also known as our Annual Security Report, or ASR) will be made available by October 1, 2017.

San Ignacio University's commitment to safety and security includes:

- Providing a secure and crime free environment for students, faculty and staff.
- Performing regular evaluation of security programs.
- Monitoring and following up on each crime reported at San Ignacio University location.

We believe student, faculty, and staff behavior which promotes security awareness is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other members of the San Ignacio University community.

As you read the following report, comments, questions or concerns may be addressed to:

San Ignacio University
Attention: Ivette Bajandas
Human Resources Manager
10395 NW 41St Street Ste 125
Miami, FL 33178

Statement of current policies regarding procedures for students and others to report criminal actions and policies concerning the institution's response to such reports

Students, faculty or staff who wish to report criminal actions, should immediately contact the academic administrator or other responsible supervisory personnel at their campus. The criminal action should then be immediately reported by students, faculty or staff to the local authorities for assistance and /or investigation. The San Ignacio University School Accident/Incident Report Form is completed with the assistance of the person reporting the criminal action. The report should be filed as soon as possible with the Executive Director who will follow up on the report personally or assign responsibility to another appropriate administrator to follow up and report on the outcome as well as any preventative or other actions taken to ensure the safety and security of all staff, faculty and students.

Additional copies of the San Ignacio University Accident / Incident Report Form may be requested from the Human Resources Manager.

See www.sanignaciouniversity.edu

Preparing the Annual Disclosure

The Human Resources Manager, serving as the campus security authority (CSA) for the school, has the responsibility of gathering the data used to prepare the annual campus crime statistics report. Campus crime data is gathered the same day that it is reported. The data is obtained from reports made to local law enforcement. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction. Data is obtained annually from local law enforcement and compared with the data gathered at the School. The resulting data is used to prepare the annual crime statistics report.

The ASR is published and distributed by October 1 of each year to current students and employees. A notice of the ASR's availability is also provided to prospective students and employees, with a notice that a paper copy is available upon request.

Reportable Offenses under the Clery Act

The Clery Act requires reporting on the following offenses:

- murder;
- manslaughter (non-negligent)
- sex offenses, forcible and non-forcible;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft;
- arson;
- arrests, or persons referred for campus disciplinary action for liquor law violations;
- arrests, or persons referred for campus disciplinary action for drug-related violations;
- arrests, or persons referred for campus disciplinary action for weapons possession; and
- hate crimes, [which for Clery Act purposes include any crime listed in the preceding points and, as of 2008, larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.]

**On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). Among other provisions, this law amended the Clery Act to require postsecondary institutions to include in their Annual Campus Security Report all instances of domestic violence, dating violence and stalking; and instances of gender identity and national origin crimes which fall under the category of Hate Crimes. These new reportable items must be included in the ASR released by October 1, 2017.

Geographical Area

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

“Campus” is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution’s educational purpose. It also includes property in that contiguous area owned by the institution but controlled by another person, if that property is used by students and supports institutional purposes (e.g. a food or retail vendor). Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for the purposes of reporting.

“Public property” is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution’s educational purposes. Crimes occurring on “public property” must also be reported in the crime statistics.

A “non-campus building or property” is one that is owned or controlled by a school recognized student organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on “non-campus property” must be reported. However, incidents occurring on public property adjacent to “non-campus buildings or property” do not have to be included.

Timely Campus Warnings or Alerts

A timely warning to the campus community is distributed regarding any of the above listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies. The campus crime alert is issued in a manner that is timely and will aid in the prevention of similar crimes. **The manner of dissemination to alert the campus community may include one or more of the following methods: e-mail, voice mail, and text messages. In addition, the CSA or other campus officials will post relevant warnings, updates and advisories on the appropriate school Website (www.sanignaciouniversity.edu) and may also utilize campus bulletin boards, its social media Web page, as well as on the automated “305-629-2929” emergency hot line.** Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

A statement of current policies concerning campus law enforcement and policies that encourage prompt reporting of all campus crime to the campus police and local police

San Ignacio University does not have a campus police force. Therefore, all crimes are reported to local authorities as described in the first section regarding policies and procedures to report crimes.

The San Ignacio University School Accident / Incident Report Form (referenced above) may be requested from the Human Resources Manager to assist in the description and recording of an incident of crime or emergency.

Voluntary confidential reporting: As San Ignacio University does not have a campus police force all crimes must be reported to local authorities by calling to (311). Local law enforcement will allow a victim or witness to report crime on a voluntary and confidential basis.

Crime Reporting:

Efforts are made to inform members of the campus community on a timely basis about campus crime and crime-related issues. These efforts include the following:

- Daily Crime Log – The Human Resources Manager maintains a daily crime log, which is available for review within two days of request except in cases such as where disclosure of such information may be prohibited by law, jeopardize the confidentiality of the victim, etc.
- Crime Alerts – Crime Alerts are published when a crime occurs on or near campus that potentially threatens the campus community. The crime alerts are distributed in a variety of methods, depending upon the incident. (See Timely Campus Warnings above.)

How to Report Crimes on Campus

Students and employees are cautioned never to attempt to apprehend or pursue a suspected criminal. Crimes or suspected criminals should be reported to the CSA or other designated staff member or, if appropriate, to 911. Immediately report any crimes or suspicious activity by:

- Calling (305) 629-2929.

- Stopping by Human Resources Manager Office

If you have any doubts about whether to report something that has occurred, report it. Victims of, or witnesses to, crimes may disclose them on a voluntary, confidential basis to the CSA, which can then determine whether the event constitutes a crime that has to be collected and statistically reported. Your cooperation in timely reporting assists the school in issuing equally timely warnings to the campus community. All crimes must be reported immediately.

Always use your eyes, ears, and telephone to keep campus officials advised of what you see and hear. Call the Human Resources Manager when you see:

- Strangers loitering in office areas, hallways, classrooms, or lounge areas, etc.
- Unsecured doors or windows in campus buildings that are supposed to be locked
- Anyone tampering with a motor vehicle or loitering in a parking lot
- Persons publicly displaying a weapon
- Persons loitering in dark or secluded areas
- Suspicious persons carrying articles, equipment, luggage, or other packages out of campus buildings

Crime is a serious problem with no easy solutions. Therefore, all members of the school campus community are encouraged to assist one another by taking responsibility for personal safety and assisting with the security needs of others. While school staff and security measures may offer assistance regarding safety and security concerns, ultimately the primary responsibility for your personal safety rests with you.

Safety Tips

- Stay alert of your surroundings, wherever you are.
- If you feel uncomfortable in a place, leave right away.
- Keep eyes and ears open, hands free.
- Choose busy streets and avoid going through deserted areas.
- At night, walk in well-lit areas whenever possible.
- Try not to walk or jog alone. Take a friend or walk in group.
- Avoid carrying large sums of cash.
- When in public spaces, keep valuable items including jewelry, mobile phones and wallets out of sight.
- Carry a pepper or mace spray as a precautionary measure.
- Avoid returning to campus after dark, or walk in groups to and from buildings.
- Communicate suspicious behavior immediately to a staff or faculty.

A statement of programs and information available to students and employees security, personal safety and crime prevention

San Ignacio University provides information on personal safety and crime prevention. The Student Services office has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act that became effective October 27, 2002 requires eligible institutions participating in the Title IV Federal Student Aid programs to issue a statement advising the campus community where the State law enforcement agency information concerning registered sex offenders/predators may be obtained. Sex offenders are required to be registered according to the State law in the State in which they reside and are also required to notify appropriate State officials of each postsecondary school at which the offender is employed or is a student. Any such offender is also

required to give notice to the appropriate State authorities of any changes in enrollment or employment status at the postsecondary school.

In the State of Florida, information concerning registered sex offenders and predators may be obtained from:

Florida Department of Law Enforcement (FDLE)
Missing Persons and Offender Registration
Post Office Box 1489
Tallahassee, Fl. 32302-1489

Toll-free: 1-888-357-7332 (M-F 8:00am - 5:00pm, EST)

Local: (850) 410-8572

E-mail address sexpred@fdle.state.fl.us.

The SDLE website: <https://offender.fdle.state.fl.us/offender/homepage.do>

Information is also available in the United States Department of Justice national sex offender registry at <http://www.nsopw.gov/Core/Portal.aspx>

Title IX Policy Statement

Title IX of the Education Amendments of 1972 ("Title IX") protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states:

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 program or activity receiving Federal financial assistance.

San Ignacio University not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The Institution is committed to compliance in all areas addressed by Title IX, including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

The purpose of this policy is to ensure that the Institution's policies are applied and interpreted in ways consistent with Title IX and other applicable law.

It is the policy of the Institution to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from San Ignacio University's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at San Ignacio University.

Discrimination

San Ignacio University prohibits discrimination and harassment based on race, color, creed, religion, sex, gender, national origin, citizenship, ethnicity, marital status, age, disability, sexual orientation, gender identity and gender expression, genetic information, veteran status, or any other status protected by applicable law to the extent prohibited by law.

San Ignacio University's TITLE IX Officer

San Ignacio University appoints Title IX Officers. The Institution's Title IX Officer is:

Ivette Bajandas, Human Resources Manager
10395 NW 41 St Street Ste. 125
Miami FL 33178
Phone: 305-629-2929

A statement of current policies concerning the sexual assault prevention program and the procedures that are followed

The new Campus Sexual Violence Elimination Act of 2013 (SaVE Act) requires schools to educate students, staff, and faculty on the prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. As part of San Ignacio University's compliance with the SaVE Act requirements for prevention and awareness programs that address the specified areas above, the institution has several relevant brochures available on display in the Campus Library. These brochures are from nationally recognized organizations and include awareness and preventive information. These brochures also include help hotlines related to these specific topics. Additionally, San Ignacio University has a sexual assault prevention program that includes, but is not limited to the following:

- Use of a "Buddy System" when walking to parked cars at night
- Leaving the building in a group when classes are dismissed
- If an assault occurs, notify the Human Resources Manager immediately
- Do not disturb the crime scene
- Notify local law enforcement officials
- Secure counseling for the victim, or offer a referral to appropriate entities that provide applicable counseling
- Change the academic schedule if victim requests
- Disciplinary actions include dismissal from the School

As part of the effort to provide an environment conducive to the school's mission, the following services relating to sexual assault are provided at San Ignacio University. The school provides educational programs (referenced above) to enhance awareness of sexual assault and the condition that fosters this offense on school campuses.

The school undertakes efforts to safeguard the rights and interest of the survivor and pursues sanctions against the perpetrator(s) of sexual assault. The school official will, upon request, arrange transportation to a hospital for treatment and evidence collection; provide notification to an off-campus support and counseling service; provide assistance in contacting the appropriate law enforcement agency as applicable.

San Ignacio University does not tolerate sexual assault against females or males, whether committed by a stranger or by an acquaintance. The school attempts to protect members of the school community, including visitors, from sexual assaults and offers any student, faculty or staff member who survives a sexual assault that occurs within the context of the school community the support necessary to enable them to continue to pursue their academic or career goals.

Institutional Notice of Petitioners Rights under the Violence against Women Act

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 program or activity receiving Federal financial assistance.

San Ignacio University not only complies with the letter of Title IX's requirements but also endorses the law's intent and spirit. The Institution is committed to compliance in all areas addressed by Title IX including access to higher education, career education, math and science, standardized testing, athletics, education for pregnant and parenting students, learning environment, and technology, as well as sexual harassment.

Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and include dating violence, domestic violence, and stalking. As such should you report a form of sex-based discrimination, San Ignacio University wants to inform you of our policy and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus as well as your rights, and the institution's responsibilities.

As a petitioner of sexual assault, dating violence, domestic violence or stalking, you will receive a full copy of our institution's Title IX Policy. This policy has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. These procedures include our right to inform you of your rights to file criminal charges as well as the availability of medical, counseling, and support services. We also offer additional remedies to prevent contact between a complainant and an accused party. The policy also addresses possible sanctions and interim and/or long-term protective measures that San Ignacio University may impose.

Definitions

For the purposes of this Policy, "sexual assault" is defined as any sexual act perpetrated upon a person without their consent, where the assailant uses physical force, threat, coercion or intimidation to overpower or control the victim; where the victim fears that they or another person will be injured or otherwise harmed if they do not submit; where the victim is prevented from resisting due to the influence of alcohol or other drugs; or where consent is otherwise not freely given. A sexual act includes, but is not limited to, actual or attempted intercourse, sexual touching, fondling, and groping. Sexual assault is classified as "rape" when vaginal, anal or oral intercourse takes place without consent. This includes penetration by a foreign object.

Sex crimes, including but not limited to sexual assaults and rapes, represent violations of criminal and civil law, and constitute serious breaches of student or employee conduct as well. All parties engaging in sexual activity must be based upon explicit consent among the parties. Verbal communications of non-consent, non-verbal acts of resistance or rejection, or mental impairment of the victim due to any cause including the victim's use of alcohol or drugs may constitute lack of consent. The use of alcohol or drugs will not be accepted as an explanation for the actions of any individual charged with a violation of this policy.

Any individual who has been sexually assaulted, including date or acquaintance rape, is strongly encouraged to report the incident to the local police (if off-campus), school officials described below, faculty or staff members as well as any civil authorities that an individual deems appropriate. Staff members are trained to assist and support victims in notifying appropriate law enforcement authorities regarding such crimes, if requested by the victim.

Suggestions to Reduce Risk:

- There is strength in numbers or group dates. Go to parties or clubs with a friend and be responsible for each other. Don't split up. Have a preplanned signal to let your friend know that you want to leave or need help.
- Control your alcohol; don't let it control you. Drink responsibly or not at all, especially on first dates.
- No substance abuse.
- Know your limits. It's never too late to say "no." Don't be embarrassed or ashamed to say "no" or ask someone to stop. It is your body.
- Verbalize your expectations. Be up front. Talk about sexual boundaries. A potentially embarrassing conversation could save you from a traumatic situation.
- Trust your gut instinct. Guard your personal space. If someone makes you uncomfortable, remove yourself from the situation.
- Believe in yourself. Know your rights. Women do not ask to be raped any more than a man with money in his pocket is asking to be robbed. You are in charge of your body and you can say "NO".
- End the night early if your date becomes drunk or abusive. No one deserves physical or emotional abuse.

Response to Reports of Sexual Assault

The school is committed to creating an environment that both promotes and assists in prompt reporting of sexual assault, and to providing compassionate support services for survivors. Students who are the victims of campus-related sexual assault are entitled to certain rights. These rights include, but are not limited to, the following:

- The survivor has the right to have their claims treated seriously and to be treated with dignity.
- The survivor has the right to be informed of their options with regard to notifying law enforcement authorities and to be assisted in notifying such authorities if they so choose. Because the school recognizes that a sexual assault is more than an assault on an individual's body, but is also an attack on the individual's dignity and sense of self, the school is committed to ensuring that the decision to take action against the accused rests solely with the survivor. There may be circumstances, however, depending upon the status of the alleged assailant and the seriousness of the offense, in which the school must take action to protect the survivor or the campus community. Federal law requires that the school provide the campus community with timely notice of certain reported crimes and/or acts the institution believes represent a threat to members of the campus community.
- The survivor has the right to be free from undue coercion of any kind from the school's personnel. Such coercion includes but is not limited to pressuring the survivor to report, not to report, or to under report a sexual assault; suggesting that the survivor somehow contributed to or assumed the risk of being sexually assaulted; or suggesting that the survivor or the school would incur unwanted publicity or humiliation by reporting the sexual assault.
- Student survivors may choose to change academic arrangements, if such changes are reasonably available, without financial or academic penalty. For assistance in exploring options for a change in academic situations, contact should be made with the Executive Director.

If you are Sexually Assaulted

- Get to a safe place.
- Call the police as soon as it is safe to do so by dialing 9-1-1.

Reporting the Assault

Students who believe that they are victims of a sexual assault should contact at least one of the following school officials.

- Director of Academic Affairs
- Student Services

School faculty, staff members or campus visitors who believe they are victims of a sexual assault should contact at least one of the following school officials:

- President
- Human Resources Manager

Individuals who have been raped or sexually assaulted should try to preserve all physical evidence. They should not wash, use the toilet, or change clothing, if doing so can be avoided. If oral contact took place, one should not smoke, eat, drink, or brush one's teeth. If one changes clothes, all clothing worn at the time of the attack should be placed in a paper bag, not plastic. Medical attention should be sought as soon as possible to assess any physical injuries, provide appropriate medical treatment, and collect important evidence in the event legal action is taken.

In cases of alleged sexual assault, the accuser and the accused are entitled to the same opportunities to have others present during campus disciplinary proceedings, and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault. An accused perpetrator of sexual assault, if determined to be responsible of the accused sexual assault, may be dismissed from San Ignacio University immediately.

The nature of sexual assault, particularly when perpetrated by an acquaintance, makes it difficult for many survivors to report their experience. For this reason, the local Shelters and Women's Service Centers at Jackson Hialeah Assistance Hotline 305-385-7273 are primary places where individuals may seek assistance in complete confidentiality.

A statement of programs available to students and employees related to campus security, personal safety, and crime prevention

The Student Services office has a directory of services that are available, within the community, to assist those who have suffered from a criminal act. These services are usually free and are provided by the community. During the orientation of students, faculty and staff, procedures are outlined to cover the reporting of all criminal acts.

Emergency response and evacuation procedures – statement of policy

San Ignacio University has in place at each campus facility a campus response protocol. In an emergency or a dangerous situation, upon confirmation with the Executive President, or designee, of the need for mass notification, the Executive President, or designee, will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency or dangerous situations may include, but are not limited to, gas leaks, tornadoes, contagious viruses, etc.

Emergency Notifications

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, San Ignacio University may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities may include e-mail, voice mail and text messages to alert the campus community. In addition, members of the administration will post relevant updates and advisories on the appropriate school Website (www.sanignaciouniversity.edu) and bulletin boards, as well as on the automated 305-629-2929 emergency hot line. The Executive President, or designee, will simultaneously use the local means at her disposal to notify the campus students, staff and faculty of the situation, as well as disseminate pertinent information to relevant public entities.

This emergency notification requirement does not replace the timely warning requirement described earlier. They differ in that the timely warning applies only to Clery reportable crimes while the emergency notification requirement addresses a much wider range of threats (i.e., gas leaks, tornadoes, contagious viruses, etc.). However, an institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances but must provide adequate follow-up information to the community as needed.

Members of the community at large who are interested in receiving updates during an emergency can call the San Ignacio University hotline 305-629-2929 or visit the website at www.sanignaciouniversity.edu.

Training, exercises and tests will be conducted annually by management on the campus level and by the individuals relevant to mass notification. Management will document each test conducted by all relevant entities.

Student Must Know – Emergency Information

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation. The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, students are to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

*** In case of emergency - dial 911***

Department of Homeland Security:

“Active shooter awareness- options for consideration”

<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

Student Emergency Responses

There is potential for students to be involved in a variety of emergency situations for which appropriate actions must be taken. These possible situations include incidences that may require emergency evacuation, emergency lockdown, external lockdown, or to shelter in place.

Emergency Evacuation

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

Fire evacuation:

- Evacuation is mandatory when a fire alarm is activated.
- Follow authorized personnel's (e.g., faculty, staff, or fire department personnel, etc.) instructions if given.
- Do not use the elevators.
- Assist people with disabilities, if possible.
- Ensure all doors and windows are closed as a room and building are evacuated. (Do not lock doors.)
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Non-fire evacuation

- A non-fire evacuation will be initiated by campus CRT.
- Follow CRT instructions if given.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so

Emergency Lockdown

Emergency Lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior and classroom doors, staff can make it more difficult for dangerous person(s) in the vicinity of the campus and in the campus to gain access to staff and students;

- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds, turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

External Lockdown

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. In addition to locked entrances, this may also include a supervised entry and exit to campus facilities, and/or barricade to campus property (e.g., barricades or chains restricting access to campus parking and grounds). This lockdown allows staff and students to continue activities while maintaining access control to the campus and remain in an elevated state of security.

- Remain in classroom.
- Follow faculty and staff instructions
- Remain attentive to any change in status.

Shelter in place

Sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to a campus and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.

- Follow staff and faculty instructions.
- Assist people with disabilities if possible
- If you are outside when a shelter in place is declared, immediately seek an interior room or hallway with no windows.
- Close windows and doors – do not lock doors.
- Remain in shelter until an all clear is given.

Staff and Faculty Must Know – Emergency Information

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation. The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, all staff and faculty are expected to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

Staff and Faculty Emergency Responses

***** In case of emergency: dial 911 *****

There are a number of different potential situations that may occur that have capability to impact students or staff and faculty. The following possible scenarios are described below with steps to be taken.

- Emergency evacuation for a fire incident
- Emergency evacuation for bomb threat or other non-fire situation
- Emergency lockdown
- External lockdown
- Shelter in place

Emergency Evacuation for a Fire Incident

Definition

A fire emergency evacuation is initiated when a fire incident occurs. Depending upon the campus size, it may require an evacuation of a single particular building affected by the fire incident, rather than the entire campus.

The objective: all building occupants are safely evacuated to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Staff Response

Staff/faculty responsible for the affected areas should conduct a sweep of the building(s) to ensure all students are aware of and appropriately responding to the fire alarm and safely evacuated.

Fire evacuation procedures:

- Evacuation is mandatory when a fire alarm is activated.
- Designated staff or faculty check the affected building(s) to ensure all personnel are appropriately evacuating.
- Do not use the elevators.
- Assist people with disabilities if possible.

- Ensure all doors and windows are closed as a room and building are evacuated.
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuated persons are directed to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Emergency Evacuation for Bomb Threat or Other Non-Fire Situation

Definition

Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

The objective: move all campus occupants to a remote, predefined and controlled location.

Staff Response:

Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision, and should then sweep the evacuation route and evacuation site for secondary hazards. They should immediately report their findings to the lead administrator.

Note: The lead administrator will typically direct that this step be completed before making the general announcement for evacuation of the building.

Other staff:

1. Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator or designee.
2. Ensure that all special needs persons are provided assistance by their designees as per the site evacuation plan.
3. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify the lead administrator or the appropriate public safety officials.
4. Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.
5. On evacuation site - develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also indicate the presence or lack of any suspicious objects in your room/work area.
6. Supervise students under your care.
7. Do not attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.

Emergency Lockdown

Definition

Emergency Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the facility to gain access to staff and students.

Note – locking doors should not eliminate immediate egress possibilities from the facility.

The objective: create as many physical layers of separation between you and the potential aggression.

Staff Response:

1. Make sure entrance points to the building near your location are locked immediately.

2. If you are located in an area with a door that can be locked, gather all students in the vicinity into the room and lock the door.
3. Improvise additional door blocking if possible.
4. Close blinds and cover additional windows, e.g., with a shirt, up-turned table, paper, etc.
5. Turn off lights in the room.
6. If possible, report your status to the lead administrator or designee by telephone or intercom.
7. Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

Department of Homeland Security:

- **“Active shooter awareness - options for consideration”**
<http://www.dhs.gov/video/options-consideration-active-shooter-training-video>

External Lockdown

Definition

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. By locking all exterior doors and supervising these doors, staff can make it more difficult for a possible external intruder or a potentially dangerous person in the vicinity of the facility to gain access to staff and students. In addition to locked entrances and supervised entry and exit to campus facilities, this step may include barricades to campus property (e.g., barricades or chains restricting access to campus parking lots and grounds). This lockdown allows staff and students to continue with productive activities while maintaining access control to the facility.

Objective: create a physical layer of security between the external environment and internal campus operation while elevating the overall level of security.

Staff Response:

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If you are in an external classroom to the main building move students to alternative internal classrooms.
3. If possible, report your status to the lead administrator or designee by telephone or intercom.
4. Continue with normal activities as much as the situation allows.
5. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or designee.
6. Be prepared to rapidly implement an emergency evacuation or emergency lockdown – if directed to do so or if circumstances indicate you should do so.

Campus Crime Statistics – San Ignacio University						
Offense Type	2013-2014	2014-2015	2015-2016	2016-2017	Campus	On Public Property
Aggravated Assault	0	3	0	0		X
Arrests or persons referred for campus disciplinary action for liquor law violations	0	0	0	0		X
Arrests of persons referred for campus disciplinary action for drug-related violations	0	0	0	1		X
Arrests of persons referred for campus disciplinary action for weapons possession	0	0	0	0		X
Arson	0	0	0	0		X
Burglary	0	45	0	1		X
Drugs/Alcohol Violations	0	1	0	0		X
Family child abuse	0	1	0	0		X
Motor Vehicle Theft	0	8	0	0		X
Murder	0	0	0	0		X
Robbery	0	2	0	0		X
Sex offenses, forcible or non-forcible	0	0	0	0		X
Vandalism	0	1	0	0		X

Source: City of Doral Police Department

Shelter in Place

Definition

sheltering in place procedures are traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to, a facility and available information indicates that there is no adequate time to evacuate building occupants to another safe location before the dangerous contaminants reach the facility.

Objective: seek immediate shelter away from doors and windows and remain there during an emergency

Staff Response:

1. All staff that is outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, if possible instruct everyone to move to an interior area without windows and doors.
2. Close all windows and doors.
3. In chemical spills / biological incident - if available, use tape to cover all windows and doors with sheets of plastic to help reduce airflow into the area. Wet towels can be used to reduce airflow under doors. Close all outside air vents. Turn off all heating or ventilation systems. Use damp towels or cloths to cover any openings in walls or doors. Tape can also be used to cover any cracks, crevices, electrical outlets, cable television connections or other openings that might allow air to flow into the shelter area.
4. Listen to local radio or television news for instructions from emergency management and public safety officials.
5. Review emergency evacuation protocols

Clery Act Crime Statistics

Reportable crimes, as defined by the "Campus Security Act of 1990 (Jeanne Clery Act)" as amended, are included within the Annual Security Report referred to above. The University also keeps an "Incident Report Log" that contains the information about any crimes committed on campus and it is available upon request via the University's Executive Director or Financial Aid Director. Recent 2013 amendments to the Clery Act additionally requires SIU to compile statistics for certain crimes that are reported to campus security authorities or local police agencies including incidents of sexual assault, domestic violence, dating violence, and stalking.

The annual disclosure of campus crime statistics is prepared by the Campus Executive Director in conjunction with the Operations & Security Coordinator and the Financial Aid Director.

It is important that violations of law be reported to the University's administration. The University works with local police in the reporting, investigation and prevention of violations of the law which may occur on University property.

i. How does The University report crime to the campus community?

The University reports immediate threats of crime to the campus community using emails, social media, and the SIU website, if necessary to ensure the attention of the students, administration and faculty to any immediate threats.

ii. Are there University guidelines concerning safety and access to campus facilities?

The University guidelines concerning safety and access to campus facilities are in the student manual, the faculty manual, employee manual and SIU Catalog. These guidelines are reviewed with students during the Orientation Day at the beginning of each semester; and reviewed with faculty and staff during Staff Meetings and Faculty Meetings. Copies of the manuals are also available in the SIU library.

i. Who has law enforcement authority at The University?

The University relies on the City of Doral's Police Department for law enforcement authority.

ii. How does SIU inform students and employees about campus security procedures and practices? The University informs students and employees about campus security procedures and practices through the student manual, and the faculty and employee manual. This information is reviewed with the students during the Orientation Day at the beginning of each semester and is reviewed with faculty and staff during Staff Meetings and Faculty Meetings.

iii. How does SIU notify students and employees about an immediate threat to life safety? The University notifies students and employees about an immediate threat to life safety by the use of emails, social media, and notifications posted on the SIU Alerts website.

iv. Who is authorized at SIU to notify students and employees about an immediate threat to life safety?

The Student Services Coordinator and Human Resources Director, under the direct authority provided by the San Ignacio University Executive Director, is authorized to notify students and employees about an immediate threat to life and safety.

v. How does SIU test and evaluate emergency response and evacuation procedures?

The University conducts a once per year evacuation and emergency procedure drill.