



SANTA CLARA UNIVERSITY

ANNUAL SECURITY AND FIRE SAFETY REPORT September 2011

Santa Clara University (SCU) and its Jesuit School of Theology (JST-SCU) in Berkeley value the safety and well-being of their students, staff and faculty. The University community can only remain safe and secure through the cooperation of community members. By working together, we all can continue to make SCU and JST-SCU among the safest urban universities in the country.

Campus Safety Services prepares the Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Annual Security and Fire Safety Report for Santa Clara University is maintained on the Campus Safety Services website (www.scu.edu/cs) or by contacting Campus Safety Services at (408) 554-4441. The Annual Security Report and the appropriate crime statistics for the Jesuit School of Theology of Santa Clara University (JST-SCU) in Berkeley are also maintained by SCU Campus Safety Services and are found on the JST-SCU website (www.scu.edu/jst/) or by contacting SCU Campus Safety Services at (408) 554-4441. The Fire Safety Report for JST-SCU is maintained by SCU and can be found as part of this report.

JST-SCU is a member of a consortium of nine theological seminaries and eleven centers and affiliates called the Graduate Theological Union (GTU). Where noted, some policies of JST-SCU are developed and maintained by the GTU.

CAMPUS SAFETY SERVICES PROGRAMS

Santa Clara University's Campus Safety Services provides protection and security services to both the Main Campus and adjoining properties owned by the University. While the department and its personnel are responsible for ensuring that the campus remains as safe as possible, the primary responsibility for crime prevention and personal safety rests with each individual.

As with other universities, property crimes account for the majority of all crimes at SCU. The most common types of crime at SCU are: theft of unattended property such as book bags, laptop computers, purses and briefcases, and theft or burglary from cars. In an effort to reduce the frequency of crimes at SCU, Campus Safety Services offers the following crime prevention programs:

Operation ID

Campus Safety Services encourages the campus community to mark personal property and keep a record of the property in case it is stolen. Anyone wishing to mark his or her property can make an appointment to borrow

an electric engraver to identify valuables. Doing so can assist in the recovery of lost or stolen items. This program is available as requested.

Orientation Presentations

On an annual basis, representatives from Campus Safety Services speak to students and parents at new student orientation about crime prevention and personal safety tips, as well as descriptions of the services and programs provided by Campus Safety Services.

Personal Safety Programs

Interested individuals and groups can arrange for a personal safety and security survey presented by Campus Safety Services personnel. Details are available by calling Campus Safety Services at (408) 554-4441. This program is available as requested.

Residence Life Training Program

Campus Safety Services provides annual training for the Residence Life staff. The training provides the participants with the knowledge and tools necessary for them to conduct their own basic crime prevention discussions in the Residence Hall system.

Campus Safety Services Website

As an extension of the crime prevention and community education efforts, Campus Safety Services maintains a website (www.scu.edu/cs). The site provides valuable crime prevention information and links to other resources at SCU and on the internet. This site is updated regularly.

Security Surveys

Upon request, Campus Safety Services conducts crime prevention surveys of offices. The survey describes findings such as physical weaknesses, methods of increasing security, and equipment protection. Scheduling an office security survey is available by contacting Campus Safety Services at (408) 554-4441.

Jesuit School of Theology of Santa Clara University Campus Safety

JST-SCU does not have an on-campus safety staff. JST-SCU urges faculty, staff, students, and guests to make use of the extensive resources of the City of Berkeley Police and Fire Departments and the University of California at Berkeley Department of Public Safety. JST-SCU encourages students and employees to be responsible for their own safety and security. There are numerous safety procedure and crime avoidance tips available from the City of Berkeley and the University of California. This information may be accessed online via:

City of Berkeley Police Department: <http://www.ci.berkeley.ca.us/Police/>

City of Berkeley Fire Department: <http://www.ci.berkeley.ca.us/fire/>

University of California, Berkeley Department of Public Safety: <http://publicsafety.berkeley.edu/>

The University of California operates a night escort service, BearWALK, that JST-SCU students are encouraged to use. The service provides escorts who will walk students to their cars, a shuttle bus, public transportation, or home if they live nearby. This service is available by calling (510) 642-9255 from 6:00 p.m. to 2:00 a.m. Boundaries for the service are: Cedar (north), Parker (south), Shattuck (west) and Prospect (east). Further information on BearWALK can be found online at http://police.berkeley.edu/programsandservices/campus_safety/index.html

PROCEDURES FOR REPORTING CRIMES AND OTHER EMERGENCIES

Community members, students, faculty, staff, and guests are encouraged to report all campus crimes and safety related incidents to Campus Safety Services in a timely manner. To report a crime or an emergency on the Main Campus, community members should call Campus Safety Services at (408) 554-4444 or 911 for the Santa Clara

Police Department. To report a campus non-emergency security or safety related matter on the University's Main Campus, call (408) 554-4441. A dispatcher is available at Campus Safety Services 24 hours a day, 7 days a week.

Alternatively, there are Emergency Call Boxes located throughout the Main Campus. When in use, there is a flashing blue light that is affixed on top of each call box. The call boxes provide a secured direct communication line to the Campus Safety Services office. Campus Safety Services tests all Emergency Call Boxes on a regular basis to ensure they are functioning properly. A map of the location of each of the boxes is provided in Appendix E.

Procedures for Reporting Crimes and Other Emergencies at JST-SCU

Members of the GTU community, including students studying at JST-SCU, or any other person authorized to be present on the JST-SCU campus, should report any suspected criminal activity or other emergency that poses a threat to life or property.

- If immediate danger to life or property exists, dial 911 from a land line or (510) 981-5911 from a cell phone.
- If immediate danger is not present, call the Berkeley Police Department at (510) 981-5900 to report criminal activity.

In all cases, incidents should be reported to the GTU Vice President for Administration and Finance or other GTU or JST-SCU senior administrator.

The appropriate administrator will make sure every report received under this policy is investigated and will take appropriate action to remedy the problem.

Santa Clara University urges that all crimes be reported. Since JST-SCU and the GTU do not have campus law enforcement staff, a report should be made to the City of Berkeley Police Department. After such a report is made, the crime should be reported to the appropriate GTU or JST-SCU administrator.

Incidents that may or may not be crimes may also be reported to "campus security authorities" defined as, in addition to the Vice President for Administration and Finance, those with responsibility for controlling access to buildings or facilities and officials having significant responsibility for student and campus activities.

Crimes Reported to Campus Pastoral Counselors and Professional Counselors

Campus pastoral counselors and professional counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

A campus pastoral counselor is an employee who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. A professional counselor is an employee whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Timely Warnings

Santa Clara University maintains records of all crime and other information affecting the security of the SCU community. The Director of Campus Safety Services is responsible for gathering, recording, and disseminating such information and for decisions regarding the content, time, and manner of distribution. Depending on the circumstances, the Director of Campus Safety Services may request the assistance of various University departments and/or administrators in carrying out this responsibility. For Main Campus statistics on crime, go to www.scu.edu/cs. For campus statistics for JST-SCU, go to www.scu.edu/jst.

Crime Alerts – Main University Campus

If a situation arises in which the campus community may be at special risk due to a crime incident or possible suspect, Campus Safety Services distributes a Crime Alert Bulletin notifying the community as quickly as possible. Santa Clara University also has a mass notification system, called SCU Campus Alert, operated through Connect-ED, that sends time sensitive notifications to registered students, faculty, and staff. This is an opt-in service. Community members can register for SCU Campus Alert notifications through their personal Ecampus account.

Crime Alerts – JST-SCU

The GTU maintains an alerting and warning service designed to contact faculty, students, staff and other interested parties to warn of situations on or near campus that may pose an immediate threat. The “GTU-Alert” system provides urgent and important information and instructions in other emergencies. This is an opt-in service. Members of the campus community must visit <http://www.gtulink.edu> and follow the instructions to activate the service. They will be asked to provide their contact information, specifying whether they would like to be alerted by phone (cell, home, office, TTY) or via text message or e-mail.

The GTU will activate this system in the event of an immediate threat to safety, in a serious emergency, or on the occasion of an urgent situation. All personal information provided remains private.

The GTU tests this system on a regular basis to ensure that it is functioning properly. The Vice President for Administration and Finance and the consortial IT staff are authorized to determine the content of the emergency communication and to initiate the system in the event of an emergency. If the emergency notification system is initiated, all those who have registered for its use by completing the enrollment steps will be notified.

Crime and Incident Summary

Campus Safety Services publishes a Crime/Incident Summary every day. This summary reflects crimes and major incidents that occurred during the previous 24-hour period. This summary is provided to key administrators in the University and campus media. It is also available for inspection in the Campus Safety Services office.

Missing Person Notification Policy

In compliance with the Higher Education Opportunity Act, the Missing Person Notification Policy addresses the manner in which the University will proceed in the event a resident student at the Main Campus or at JST-SCU (i.e. a student who lives in University housing) is believed to be missing.

Any concern that a resident student is missing should be immediately directed to Campus Safety Services at (408) 554-4441. A resident student is considered to be missing if the person’s whereabouts have not been established for a period of 24 hours, or if there is information within the 24 hour period that suggests the person is missing. In such circumstances, staff, faculty, and students are required to immediately notify Campus Safety Services. Campus Safety Services will implement the Emergency On-Call Protocol for the Office of Student Life and the Office of Residence Life and will notify the appropriate law enforcement agency upon receipt of information that establishes a resident student is missing. Such notification shall be in a timely fashion, and must be made within 24 hours of the receipt of this information.

In support of this policy, resident students are encouraged to provide the University with the name and contact information of someone for the University to notify in the event the resident student is determined by Campus Safety Services or the local law enforcement agency to be missing. Resident students can confidentially provide this contact information via their Ecampus accounts. If a resident student is determined to be missing and is under 18 years of age and not emancipated, the University is required by law to notify a custodial parent or guardian, in addition to any additional contact person designated by the student, within 24 hours of when the resident student is determined to be missing.

Emergency Response and Evacuation Procedures

Santa Clara University utilizes SCU Campus Alert (mass notification system) to inform students, faculty, and staff upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the University community. In such instances, Santa Clara University implements such action without delay after taking into account the safety of the community. The content of the message and the decision to initiate SCU Campus Alert includes making certain that the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency is not compromised.

Procedures for Preparing the Annual Security Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Campus Safety Services prepares and publishes the Annual Security Report and Disclosure of Crime Statistics for both the main SCU campus and for JST-SCU. The report is maintained on the Campus Safety Services website (www.scu.edu/cs) and is available upon request by calling (408) 554-4441. The President's Clery Act Task Force reviews the Annual Security Report on an annual basis to ensure compliance. The Annual Disclosure of Campus Crime Statistics is prepared in cooperation with representatives of the Graduate Theological Union in Berkeley, the Santa Clara Police Department, and the Office of Student Life.

CAMPUS SAFETY SERVICES LAW ENFORCEMENT AUTHORITY

Campus Safety Services has a memorandum of understanding with the Santa Clara Police Department. Campus Safety Services officers are not peace officers as defined by Section 830 of the California Penal Code. Campus Safety Services officers have the authority to ask persons for identification, to determine whether individuals have lawful business at Santa Clara University, and to issue parking tickets.

Campus Safety Services officers do not have arrest authority. All crime victims and witnesses are strongly encouraged to immediately report crimes to Campus Safety Services. Campus Safety Services takes crime reports for campus crimes and notifies the Santa Clara Police Department for the purpose of investigation and prosecution in accordance with the memorandum of understanding. All Campus Safety Services reports that involve students are forwarded to the Office of Student Life for review and potential welfare or disciplinary action by that office.

Since JST-SCU and the GTU do not have a police department or any individual with police authority, the entities rely on the Police Department of the City of Berkeley. Campus community members are encouraged to contact this department immediately in the event of a security emergency by calling 9-1-1 from a land telephone and (510) 981-5911 from a cell phone. For non-emergency calls please call (510) 981-5900.

CAMPUS ACCESS, SECURITY, AND MAINTENANCE

All Santa Clara University students, faculty, and staff are issued a University ACCESS card for the purpose of photo identification as an SCU student, faculty, or staff person. The ACCESS card is also used to gain entry on an authorized basis to University facilities. Public and commercial access to any campus location must be cleared in advance by the appropriate campus official. The general public may attend events at specified locations on campus. Parking on campus is restricted and controlled 24 hours a day. Permits for parking, including guest permits, are obtained through Campus Safety Services.

Most buildings at the GTU and JST-SCU are not open to the public, but are intended for use by faculty, students, staff, vendors and others with legitimate business with the school, including faculty, students, staff, and vendors of JST-SCU. Access to these buildings is intended for the use of these people only.

Members of the JST-SCU community are charged with responsibility for safeguarding the spaces under their control, maintaining custody of the keys and ACCESS cards to which they have been entrusted, and reporting promptly the loss of any such keys or cards.

Campus Safety Services is in operation 24 hours a day on the University's Main Campus. Campus Safety Services officers regularly patrol the campus and University owned properties that are off-campus. Many areas of the campus, both inside and outside select facilities, are monitored by video cameras that are operated by Campus Safety Services. Video surveillance is not a substitute for eyewitness reports of crimes and safety hazards. Community members and guests are encouraged to report any suspicious person(s) or circumstance as soon as possible. It is also important to provide as complete a description of the person(s) and their current location as possible. Campus Safety Services will respond and confront any suspicious person(s).

Individuals who live in University housing have secured access to the residence hall and their room. Guests of residents are welcome in University residence halls. A guest is defined as any person who is not contracted to live in the residence hall. This definition includes SCU students who live in other residence halls or who live off-campus. Students must accompany their guests while they are in the residence hall.

The Facilities Department maintains University buildings and grounds with a concern for safety and security. The Facilities Department has procedures in place with departments throughout campus for reporting maintenance and repair issues for all University properties. Any potential safety hazards are prioritized and repaired beginning with those that present the most immediate and significant safety concerns.

MONITORING AND RECORDING STUDENT OFF-CAMPUS CRIMINAL ACTIVITY

The Santa Clara Police Department provides crime statistics for the neighborhoods adjacent to the University's Main Campus for inclusion in the University's Annual Disclosure of Crime Statistics. The Santa Clara Police Department also provides reports to the Office of Student Life of students who are issued citations or arrested. The Office of Student Life addresses any potential violations of the Student Conduct Code through the University Judicial System.

The Santa Clara Police Department is the proper law enforcement agency for any off-campus crime and safety concerns surrounding the Main Campus. The Santa Clara Police Department and Campus Safety Services routinely communicate about serious incidents occurring on campus or in the immediate neighborhood and business areas surrounding the Main Campus. Campus Safety Services does not have law enforcement authority off campus.

ALCOHOL AND OTHER DRUG USE POLICY

Alcoholic Beverage Policy

The Alcoholic Beverage Policy of Santa Clara University is based on the central and fundamental educational focus of the University to create an environment that fosters learning. The University believes in personal responsibility, moral growth and development, awareness of communal consequences of personal choices, obligation of citizenship, and responsible decision making. The University strives to build a community that is welcoming, hospitable, fair, inclusive, rooted in mutual understanding and appreciation, and respectful of diverse perspectives, traditions, and practices. Therefore, it is critical that the members of the University community are committed to the physical and emotional health and well-being of those who work, study, or congregate at the University. The policy serves as a guide and applies to all members of the campus community including students, parents, staff, faculty, alumni, and guests of the University.

The Alcoholic Beverage Policy is set in the context of the legal requirements governing the sale, consumption, and distribution of alcoholic beverages and in the context of community expectations for not only upholding the laws but also sharing responsibility for the safety and welfare of other members of the community. The University will not tolerate disregard for the law, or behaviors and practices that counter the education of the whole person, compromise rigorous and imaginative scholarship, inhibit moral and spiritual development, and constrain the University's fundamental values. Consequently, the University does not condone underage drinking and considers intoxication, disorderliness, or offensive behavior deriving from the use of alcoholic beverages to be unacceptable, regardless of a person's age or on-campus or off-campus status. To cultivate a

campus environment consistent with the stated goals and purposes of an educational institution, the University has adopted the following policies and procedures for the use of alcoholic beverages.

1. The service and consumption of alcoholic beverages on the University campus and at University-sponsored events off campus shall be done in compliance with applicable municipal, state, and federal laws and regulations, and in accordance with University policies and procedures. All persons on the University campus or at any University-sponsored event off campus where alcoholic beverages are being served or consumed are expected to abide by and respect all such laws, regulations, policies, and procedures. (Copies of applicable laws are available from the Office of Student Life. See the end of this section for a partial listing of laws.)
2. Alcoholic beverages at events held on campus shall be supplied and sold only by the University food service provider or another designated, licensed agent of the University, except in situations covered by No. 5 of this policy. No other individual person or private party shall supply or sell alcoholic beverages at on-campus events or hold the license for the sale of alcoholic beverages on campus.
3. Alcoholic beverages shall not be served or consumed in public areas of the University except at authorized University events. Public areas include all indoor and outdoor spaces on the campus except individual residences and private departmental work areas and offices.
4. Alcoholic beverages shall not be served or consumed at any University-sponsored intercollegiate or club sport athletic event or recreational sports activity.
5. The sponsorship of events by alcoholic beverage companies or distributors is limited to cash donations; donated products (other than those that directly promote or advertise alcoholic beverages) in support of fundraising or other special events as approved by the appropriate vice president, vice provost, or dean; and materials for University educational programs. The use of donated products for events that are held in Benson Memorial Center must also be approved by the University liaison to the food service contractor.
6. Alcoholic beverages may be served at on-campus events sponsored by University-affiliated student organizations whose membership is predominantly 21 years of age or older, provided that University operating funds are not used to purchase the alcohol for the event.
7. The service of alcoholic beverages at all events on campus shall be in accordance with the Office of Student Life's Alcohol Management Plan, which should be submitted and approved by the Vice Provost for Student Life or designee.
8. For student organization-sponsored events off campus that include the service of alcoholic beverages and that require University approval of the contract or agreement with the off-campus facility, an Addendum to Agreement must be signed by the service provider and received by the Vice Provost for Student Life or designee. (Copies of this addendum are available in the Center for Student Leadership.)

Responsible Hosting of Events Where Alcohol Is Served

The event manager for events where alcoholic beverages are served is responsible for implementing the following practices:

1. A University-affiliated student organization must identify an event manager responsible for planning and managing the event. The event manager must be present throughout the entire event and must remain alcohol-free prior to and during the event. The event manager and the manager of the facility or his/her designee will work together to ensure that all University event planning requirements are met.
2. An appropriate crowd management and security plan shall be developed for the event to monitor excessive drinking, control disorderly behavior, and as appropriate, implement the Responsible Guest Policy.
3. The location used for the event should have controllable points of ingress and egress.
4. Alcoholic beverages should not be the primary focus of an event (i.e., progressive drinking party, kegger, happy hour). Alcoholic beverages shall not be used as an inducement to participate in an event.

Alcohol Policy within the Residence Halls

Students of legal drinking age (21 years or older) may consume alcoholic beverages in the privacy of their own rooms in the residence halls and apartments, provided the space is not shared with an underage roommate. Students hosting guests, including fellow SCU students and non-SCU guests, are responsible for their guests' adherence to the policy. Any person under the age of 21 who is in possession of alcohol or is in a room where alcohol is knowingly or unknowingly present will be assumed to have been consuming alcohol as it is difficult to determine who was drinking and who was not.

Possession and/or consumption of alcoholic beverages in public areas is prohibited. Public areas are all areas other than individual living spaces. Rooms with open doors, rooms with closed doors to which public attention is attracted by excessive noise, hallways, lounges, restrooms, and outdoor areas are considered public areas.

No kegs, beer bong, or other equipment for the sole use of consuming alcohol will be allowed in the residence halls or apartments. Empty alcohol containers and/or packaging within a student's room will be considered the property of the student.

Students and guests can be held in violation of the Alcohol Policy if empty containers and/or packaging are in the students' rooms.

Drug and Alcohol Abuse

Individuals who are not Santa Clara University employees, but who perform work at the University for its benefit (e.g., independent contractors, temporary employees provided by agencies, visitors engaged in joint projects at Santa Clara University, volunteers, and so forth) are required to comply with the University's Drug and Alcohol policy. Such individuals who unlawfully manufacture, distribute, dispense, possess, or use controlled substances or unlawfully use, possess, or distribute alcohol in the Santa Clara University workplace may be barred from further work for and at Santa Clara University.

GETTING HELP: Drug and Alcohol Programs

Faculty or Staff members who are concerned about substance use, abuse, and rehabilitation are strongly encouraged to contact their physicians, health plan, the Employee Assistance Program (currently offered through United Behavioral Health), or the Department of Human Resources, which can refer them to appropriate resources (community or private agencies) that provide complete, confidential substance abuse counseling. Many health insurance plans provide coverage for substance abuse programs to address substance abuse and rehabilitation as well. Successful completion of an appropriate rehabilitation program, including participation in aftercare, may be considered as evidence of eligibility for continued or future employment.

Students who are concerned about substance use, abuse, and rehabilitation are urged to contact the Wellness Center, Counseling and Psychological Services, or Cowell Health Center. The Wellness Center offers **BASICS--Brief Alcohol Screening and Intervention for College Students**. This program is appropriate for any student who uses alcohol and/or other drugs, whether a student is concerned about his/her drinking or drug use or just curious to learn about how his/her use compares to others. BASICS provides a structured opportunity to assess a student's risk, identify potential changes, and helps individual students to reduce the risk of developing future problems. Successful completion of an appropriate rehabilitation program, including participation in aftercare, may be considered as evidence of eligibility for reinstatement of student status.

Other outside sources for Faculty, Staff, and Students Find a Treatment Center in Your Community (Nationwide)

<http://alcoholism.about.com/cs/pro/a/blpro.htm>

<http://www.alcoholscreening.org/Get-Help.aspx>

Alcoholics Anonymous
(408) 374-8511
274 E. Hamilton Ave.
Campbell, CA 95008
www.aasanjose.org

Al-Anon and Alateen Information
(408) 379-1051
****for family and friends of**
alcoholics
www.ncwsa.org/scvafg

Narcotics Anonymous
(408) 998-4200
Greater San Jose Area Service
Committee
of Narcotics Anonymous
P.O. Box 59114
San Jose, CA 95159
www.sjna.org

Several drug and alcohol counseling, treatment, and rehabilitation programs are available to GTU faculty, students and employees. Merritt Peralta Institute's (MPI) Chemical Dependency Department may be reached at (510) 869-7000 for help in dealing with a drug or alcohol dependency problem. The initial consultation is free and includes an assessment of the problem and the recommendation of a treatment plan. A local Alcoholics Anonymous program may be reached at (510) 839-8900 and a local Narcotics Anonymous program may be reached at (510) 444-4673.

See the personnel manual or student mailing for complete delineation of policy and educational programs for drug and alcohol abuse.

****PLEASE NOTE: Santa Clara University does not endorse or collaborate with any of the above-listed programs.**

Drug-Free Policies

It is the goal of Santa Clara University to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited on the Santa Clara University campus, in the workplace, or as part of any of the University's activities. This includes the unlawful use of controlled substances or alcohol in the workplace even if it does not result in impaired job performance or in unacceptable conduct.

The unlawful presence of any controlled substance or alcohol in the workplace and campus itself is prohibited. The workplace and campus are presumed to include all Santa Clara premises where the activities of the University are conducted.

Violations will result in disciplinary action up to and including termination of employment for faculty and staff or expulsion of students. Disciplinary processes outlined in the Faculty Handbook, Staff Policy Manual, and Student Handbook, will be followed as appropriate. Disciplinary action may also include the completion of an appropriate rehabilitation program. Violations may also be referred to the appropriate authorities for prosecution.

The policy information is distributed on an annual basis to all faculty, staff and students. New staff employees are given a copy during the New Employee Orientation. New faculty employees are given a copy during the New Faculty Orientation. The policy is reviewed at least biennially by the Office of Student Life, the Provost's Office, the Sponsored Projects Office, the Affirmative Action Office, the Financial Aid Office, and the Department of Human Resources.

Medical Marijuana Policy

Students who qualify under California Proposition 215 to use marijuana for medical reasons are encouraged to inform the Office of Student Life for the purpose of notifying Santa Clara University of their use as authorized within the law. For students who live in University housing, the Office of Student Life informs the appropriate personnel in Residence Life. Santa Clara University does not permit the use of marijuana for any purpose on University property. Students who qualify under California Proposition 215 to use marijuana for medical purposes are not permitted to possess, store, provide, or use the marijuana on University-owned or controlled property (including but not limited to residence halls, academic buildings, athletic facilities, and parking lots),

or during a University-sanctioned activity regardless of the location. Students who fail to follow this policy are in violation of the Student Conduct Code and are subject to disciplinary action.

SEXUAL ASSAULT PREVENTION AND RESPONSE

The University is committed to educating the student community about sexual assault and date rape. The Wellness Center is the home of two student peer health educator programs that address the issue of sexual assault. Every Two Minutes is an all-female sexual assault prevention and education program and One in Four is an all-male program. The emphasis of these programs is to educate Santa Clara University students about sexual assault and prevention so they are able to recognize such behavior, report instances of sexual assault, offer support to sexual assault survivors, and refer them to appropriate University and off-campus resources. In addition to the programming done throughout the year by both of these organizations, all freshmen must attend a mandatory prevention and education program about sexual assault at the beginning of the year.

The University disciplinary proceedings for cases involving sexual misconduct are detailed in the Student Handbook. The disciplinary procedures for reviewing allegations of sexual misconduct allow for the respondent and the complainant to have another community member with them during the judicial proceedings. Both the respondent and complainant are informed of the outcome of the judicial process. A student who is held accountable for a first offense sexual misconduct violation, and any subsequent violation, is subject to the full range of judicial sanctions, including expulsion, independent of the outcome of any criminal proceedings in the state courts. Student complainants have the right to academic and living accommodations if such changes are reasonably available.

What follows is the complete text of the University's Sexual Assault and Misconduct Reporting Protocol. The protocol is published annually in the Student Handbook and applies to all undergraduate and graduate students.

Sexual Assault and Misconduct Reporting Protocol

Purpose Statement

Santa Clara University seeks to provide a consistent, caring, and timely response when sexual assaults occur within the University community. The University prohibits any nonconsensual physical contact of a sexual nature, including sexual assault and sexual misconduct. Sexual assault or misconduct can occur between people of different genders or of the same gender. (For definitions of sexual assault and sexual misconduct, see "Definitions" at the end of this document.)

The following procedures were created to:

- Facilitate the recovery of a sexual assault victim/complainant by providing prompt and compassionate support services
- Create a campus environment that both expedites and encourages the prompt reporting of sexual assaults or misconduct against students
- Facilitate the apprehension of assailants when such assaults are committed and/or process cases through the campus judicial system
- Establish and cultivate a climate of community involvement in sexual assault or misconduct prevention
- Increase the safety of the campus community
- Ensure accurate reporting of crime statistics

Students are encouraged to report all instances of sexual assault or misconduct. Victims/complainants who have engaged in alcohol or other drug use at the time of the assault will not be subject to disciplinary action for such use. Every effort will be made to ensure that students are informed of rights and resources, including options for reporting through the University or the appropriate police department.

Campus Sexual Assault Victims' Bill of Rights

In compliance with the Campus Sexual Assault Victims' Bill of Rights, sexual assault and misconduct victims/complainants have the right to be informed:

1. About notifying appropriate law enforcement authorities with the assistance of University personnel if requested;
2. About existing on- and off-campus counseling, mental health, or other services;
3. That the University will change academic and living situations after an alleged report if those changes are requested by the victim/complainant and are reasonably available;
4. That the victim/complainant and the accused are entitled to the same opportunities to have others present during a University disciplinary proceeding; and
5. About the outcome of the University disciplinary proceeding.

The rights specified in items 1 through 3 are applicable to any victim/complainant regardless of whether the accused is a student at Santa Clara University.

Sexual Assault Reporting Protocol for Student Victims

If you are the victim of an assault, your personal safety is most important. You are encouraged to go to a safe place if you are somewhere you do not feel comfortable. If you are comfortable, share what has occurred with someone you trust. Sharing as much specific information as you can remember with this individual may help in the event that you decide you want to report the assault to University officials and/or the police.

Preserve Evidence

Do what you can to preserve any evidence, even if you are not certain you want to file a report with the police department or the university. Preserving evidence now will give you the options should you decide to report later. It is best for any physical evidence to be collected within the first 24 hours.

If you can avoid it, do not wash your face or hands, bathe, brush your teeth, drink or eat, douche, or change clothes. If you must change your clothes, place each garment in a separate paper (not plastic) bag.

On and Off Campus Counseling Services

You are encouraged to seek out the support of family, friends, and/or a counselor.

We encourage you to make an appointment at Counseling and Psychological Services, located in Cowell Health Center, (408) 554-4172. If you do not want to wait, you can request to see the on-call counselor for the day. Except in cases when students are under the age of 18, Counseling and Psychological Services are not required to report incidents of sexual assault or misconduct.

The YWCA Rape Crisis Hotline is available as a resource and support for you. The confidential hot line is open 24 hours a day/7 days a week and can be reached at (408) 287-3000. You do not need to be in crisis in order to contact a counselor from the hot line. Counselors on the hot line are trained to help rape victims and offer support and information about legal, medical, and mental health resources. The hotline is also available to anyone providing support to a victim of sexual violence.

Physical Health

You are the victim of an assault and should be examined by a doctor as soon as possible for injuries you may not be able to see. You might also want to preserve evidence this way. Under certain circumstances, medical health care providers are required to report crimes such as sexual assault to the police.

If you are interested in an evidence exam, go to Santa Clara Valley Medical Center located at 751 S. Bascom Avenue in San Jose, CA. This is the forensic medical facility in the area. They are a specially trained nursing facility. If you want to have an evidence exam conducted, go to the emergency room and tell them you have been sexually assaulted. If you would like, Campus Safety Services can arrange at no cost for transportation to Santa Clara Valley Medical Center. Campus Safety Services can be contacted at (408) 554-4441.

You can have a medical-only (non-evidence) exam to treat cuts, infections, and internal injuries. It is important to know that you will lose the opportunity to collect evidence at this time. Before making this decision, consider talking to a rape crisis counselor through the YWCA Rape Crisis Hotline at (408) 287-3000.

Cowell Health Center provides pregnancy, STD testing, or baseline HIV testing. Cowell Health Center does not prescribe emergency contraception and does not collect evidence.

Campus Advocate and Academic and Living Accommodations

The Office of Student Life, located in Benson Center, Room 205, or at (408) 554-4583, can assist you by informing you of 1) your rights, 2) on- and off-campus resources, 3) reporting options, and 4) your options through the University Judicial System. The on-campus resources include the Campus Advocate Program. A Campus Advocate is a trained staff or faculty member who is available to support you through the University reporting process. You can also choose to request assistance with academic and living accommodations. The person you meet with will also inform you about the law enforcement reporting process and your options regarding filing a criminal complaint. More detailed information about University and local resources are available through the Office of Student Life.

Reporting Options

If you decide to report, you will be asked to give a detailed account of what has occurred. This can be a difficult process and you are encouraged to bring a friend or advocate for support. YWCA advocates can support you with off-campus proceedings and Campus Advocates can assist you with on-campus proceedings.

Filing a Police Report

If you are interested in filing a police report, call 911 for immediate response, or call the police department in the city where the assault occurred. If the assault occurred in the city of Santa Clara, contact the Santa Clara Police Department, located at 601 El Camino Real or at (408) 615-4700. An officer can meet you at your residence or somewhere else on campus such as at the Campus Safety Services office. Part of the investigation and with your permission, may include a medical exam at Santa Clara Valley Medical Center (see the previous “Physical Health” section for more details). You have a legal right to have a YWCA advocate present during your interviews and interactions with the police department. The YWCA is the recognized advocate provider for Santa Clara County.

Filing a report with the police does not necessarily mean prosecution will occur. If you do not want to call the police, you can call a friend to take you to a hospital or go to Cowell Health Center for referral.

Filing a University Report

You can begin the process for filing a report through any of the following departments:

Call Campus Safety Services at (408) 554-4444 to file a report involving another student, even if the assault occurred off campus. Campus Safety can also connect you to the appropriate police department to file a report.

Call the Office of Student Life (408) 554-4583 in Benson Center, Room 205 to schedule an appointment or report to the office to request a same day appointment. You may simply state that you want to meet with a Student Life staff member to discuss a “student welfare matter.” The Office of Student Life will introduce you to a Campus Advocate, if you agree to meet with one, who can support you through the campus reporting process, explain the resources available to you, including the University Judicial System, and if applicable, arrange for you to file a report with Campus Safety Services.

In addition to contacting the Office of Student Life or Campus Safety Services, if the assailant is a staff or faculty member, you can also report the incident to the Office of Affirmative Action, located in Loyola Hall or at (408) 554-4178. Faculty/staff should report any assault committed by another member of the University community to the Office of Affirmative Action, not the Office of Student Life.

Understanding Who at the University is Mandated to Report Instances of Sexual Assault or Misconduct

The University seeks to provide accurate and timely information to the campus community related to public safety. Faculty and staff are encouraged to consult with the Office of Student Life about accessing campus resources to support student victims.

In cooperation with the Santa Clara Police Department to provide for the safety and welfare of the community,

the University notifies the Santa Clara Police Department of reports of sexual assault or misconduct. The Office of Student Life and/or Campus Safety Services will assist you with this process or will provide the report on your behalf. You may choose to either participate or not participate in a criminal investigation. If you choose not to participate, it is highly unlikely the police will file criminal charges.

Mandated Reporters

Faculty and staff who have significant responsibility for student and campus activities are required to inform Campus Safety Services of allegations of sexual assault or misconduct reported by students. When this happens, Campus Safety Services will notify the Office of Student Life. If preferred, faculty and staff can contact the Office of Student Life to assist with the process of notifying Campus Safety Services. University personnel who are mandated reporters include, though not limited to, Office of Student Life, Residence Life (including CFs and ARDs), Residence Ministers, Housing, Athletics and Recreation, Center for Student Leadership, Drahmman Center, Disability Resources, Career Center, Campus Ministry, and Campus Safety Services.

Licensed medical professionals, such as those in Cowell Health Center, are required by law to notify law enforcement if they have reason to believe or know that a patient has been sexually assaulted.

Supervisors of student employees are required to report to the Office of Affirmative Action allegations of sexual assault or misconduct that happened in the context of employment.

Not Mandated to Report

Unless there is a statutory duty to do so, University personnel who are not mandated reporters include pastoral (clergy) and professional counselors when acting in those roles, faculty who do not advise student groups, and clerical or support staff. Students who participate in 1 in 4 and Every Two Minutes, which are the peer sexual assault prevention and education programs, are not mandated reporters.

Anonymous Reporting for Statistical Purposes

Staff, faculty, and students who are not mandated reporters are encouraged to report instances of sexual assault or misconduct to the Office of Student Life. These reports can be made without identifying the victim. In such instances, the report of the incident will be included in the University's Annual Disclosure of Crime Statistics. Office of Student Life staff will provide to the reporting person resources and information about how to file a campus judicial report and police report should the victim decide to do so.

University Response to Sexual Assault and Sexual Misconduct

As authorized by the Board of Trustees and the University president, the vice provost for student life or designee will adjudicate a charge of sexual misconduct or assault under the Student Conduct Code, Section 7: Nonconsensual physical contact of a sexual nature such as sexual misconduct, sexual assault, and rape. The University's definitions of sexual assault and sexual misconduct are explained in this section and are the standards by which the University holds its students accountable. The University reserves the right to review all student conduct that occurs on and off campus when such behavior is inconsistent with the Student Conduct Code.

Violations of the Student Conduct Code do not necessarily constitute violations of the law. A report of sexual assault or misconduct filed with the university is evaluated according to university standards through a university process and is separate from a criminal investigation. Any sanction within the full range of disciplinary action, including expulsion, may be imposed upon a student who is found responsible for committing sexual assault or misconduct.

Disciplinary sanctions for findings of sexual misconduct or assault will be imposed regardless of whether the nonconsensual sexual activity was preceded or followed by consensual sexual activity.

The use of alcohol or other drugs can blur the distinction between consensual and nonconsensual sexual activity. If the accused person knew or reasonably should have known that the victim was incapable of providing consent due to the use alcohol or another drug, the accused person is in violation. The accused person's use of alcohol or other drugs does not diminish his or her responsibility for committing the sexual

misbehavior.

Definitions

Consent means mutually understandable words or actions that demonstrate a voluntary agreement to engage in mutually agreed-upon sexual activity. Consent must be informed, active, and freely given. Consent is invalidated when it is forced, coerced, or nullified by a person's incapacitation, including being under the influence of alcohol or other drug. Non-action as a response does not constitute active or affirmative consent.

In reviewing a report of sexual misconduct or assault, consent is a critical factor in determining whether there is a violation of Section 7 of the Student Conduct Code. It is the responsibility of individuals to engage only in mutually agreed upon sexual activity and it is the responsibility of the person initiating sexual activity to obtain consent.

Act referenced in the terms below, includes but is not limited to sexual intercourse, sodomy or sexual penetration with an inanimate object, the touching of a person's intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them), or compelling a person to touch his or her own, or another person's intimate parts without consent.

Coercion means compelling another person to do something through emotional or physical pressure, threats, or other forms of intimidation. Real or perceived power differentials between individuals also may create an atmosphere of coercion that can significantly impair the ability to consent.

Sexual assault occurs when the act is intentional and is committed by a) physical force, violence, threat, or intimidation; b) ignoring the objections of another person; c) causing another's intoxication or impairment through the use of drugs or alcohol; or d) taking advantage of another person's incapacitation, state of intimidation, helplessness, or other inability to consent.

Sexual misconduct occurs when the act is committed without intent to harm another and where, by failing to correctly assess the circumstances, a person believes unreasonably that consent was given without having met his/her responsibility to obtain consent. Situations involving physical force, violence, threat or intimidation fall under the definition of sexual assault, not sexual misconduct, and will be treated as such. Sexual misconduct or assault can occur between people of different genders or of the same gender. In some cases, consensual sexual activity occurs before an assault or after an assault.

(End of Sexual Assault and Misconduct Reporting Protocol)

Sex Offender Information

The Office of The Attorney General for the State of California maintains a website with the California State Sex Offender Registry. This registry is available at <http://meganslaw.ca.gov/>. Registered sex offenders who are employed, carry on a vocation, or are students at Santa Clara University are required under the Campus Sex Crimes Prevention Act of 2000 to notify the University that they are registered sex offenders. In the State of California, convicted sex offenders are required to register with the police department of the city in which he/she lives.

CAMPUS FIRE SAFETY ANNUAL COMPLIANCE REPORT

The Higher Education Opportunity Act (HEOA) [Public Law 110-315] became law in August 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus housing statistics. The following public disclosure report details all information required by this law as it relates to Santa Clara University. Fire statistics for the SCU Main Campus are found in Appendix C. Fire statistics for JST-SCU are found in Appendix D.

Santa Clara University Residence Halls and Supporting Fire Life Safety Systems

Name of Residence Hall	# of Beds	Sprinkler/Fire Suppression	Detection Type	Fire Alarm Sound	Strobe Lights
Bellarmine	94	Yes	Heat/Smoke	Yes	Yes
Campisi Hall	194	Yes	Heat/Smoke	Yes	Yes
Casa Italiana Hall	311	Yes	Heat/Smoke	Yes	Yes
Dunne Hall	287	Yes	Heat/Smoke	Yes	Yes
Graham 100	56	partial	Smoke	Yes	Yes
Graham 200	65	No	Smoke	Yes	Yes
Graham 300	62	No	Smoke	Yes	Yes
Graham 400	66	No	Smoke	Yes	Yes
McLaughlin Hall	147	Yes	Heat/Smoke	Yes	Yes
Nobili Hall	74	Yes	Heat/Smoke	Yes	Yes
Sanfilippo Hall	199	Yes	Heat/Smoke	Yes	Yes
Sobrato Hall	284	Yes	Heat/Smoke	Yes	Yes
St. Clare Hall	109	No	Smoke	Yes	No
Swig Hall	411	Yes	Heat/Smoke	Yes	Yes
University Square	19	Yes	Heat/Smoke	Yes	Yes
Villa Apartments	41	No	Smoke	Yes	No
Walsh Hall	104	Yes	Heat/Smoke	Yes	Yes

Jesuit School of Theology of Santa Clara University Residence Halls and Supporting Fire Life Safety Systems

Name of Residence Hall	# of Beds	Sprinkler/Fire Suppression	Detection Type	Fire Alarm Sound	Strobe Lights
2600 Virginia St	19	No	Smoke/CO	Yes	No
2564 Virginia St	19	No	Smoke/CO	Yes	No
2466 Virginia St	25	No	Smoke/CO	Yes	No

Relevant Student Conduct Code Sections

The following acts may subject students to disciplinary action:

Tampering with, removing, damaging, or destroying fire extinguishers, fire alarm boxes, smoke or heat detectors, emergency call boxes, and other safety equipment anywhere on University property; creating a fire, safety, or health hazard; or failure to respond to fire alarms, evacuate buildings during alarm activation, or respond to the directions of emergency personnel.

University Standards, Policies, and Procedures: Building Evacuations & Fire Safety

The following standards are for the safety of all resident and nonresident-students. Violation of many of these standards is also punishable by local and state law.

Evacuation is required of all occupants of University buildings whenever an alarm is sounded. Students should be familiar with emergency evacuation routes from buildings in which they spend time.

Specific procedures are:

- Exit the building immediately by the proper pathway.
- Lock your door and take your key if you are a resident and in your room at the time the alarm sounds.
- Use stairways; do not use the elevators.
- Once outside, move to your designated emergency assembly point.
- Do not return to an evacuated building until the all-clear signal is given and permission is explicitly granted by a member of the Housing and Residence Life team or a Campus Safety Services officer.
- Failure to evacuate for an alarm is a violation of city and state ordinances and will be treated as a serious violation of the Student Conduct Code.

Fire alarms and fire-safety equipment are located in each building to save lives and property. Initiating a false alarm or tampering with fire-safety-equipment is a violation of University policy and Santa Clara City Ordinance and Berkeley Fire Code.

RESIDENCE HALL POLICIES, PROCEDURES, AND STANDARDS

Housing and Residence Life Community Living

These policies are established for the health, safety, and security of on-campus residents. Violations of the following policies may result in assessment of fines (up to a maximum of \$500 per person, per violation depending upon the severity of the incident) and/or referral to the University Judicial System.

Appliances

Appliances are permitted as long as they pose no undue safety risk, include no exposed heating elements, or do not unnecessarily over utilize building utilities. Appliances that create undue safety risks are not permitted within the residential living community. The University reserves the right to require the use of Energy Star rated appliances.

<u>Approved Appliances</u>		<u>Unapproved Appliances</u>	
Clocks	Hot pots with non-exposed coils	Air Conditioners	Sun Lamps
Computers	Microwaves	Ceiling Fans	Toasters*
Desk Lamps	Refrigerators (energy star certified/4.5 cubic feet or smaller)	George Foreman style grills*	Torchiere halogen lamps
Fans		Hot Plates	Window appliances (humidifiers, etc.)
Hair Dryers	Televisions	Space Heaters	

*Are permitted only in Casa Italiana and Sobrato Apartments

Candles/Open Flames/Incense

Candles/open flames/incense are considered extremely dangerous due to the potential of fire and are prohibited in the residence halls. Unburned candles or incense sticks are not permitted in residence hall rooms. Students may not create open flames of any kind for any reason in any residence hall location. Outdoor grills should not be used in or near residence halls. All violations of this policy are considered to be serious, as open flames pose the largest single safety threat to University residence halls.

Exits, Doorways & All Hallways

Exits, doorways, and all hallways must have a minimum of a 48-inch clearance from obstructions such as boxes, bicycles, and mattresses at all times.

Extension Cords

Extension cords are not permitted in University residence halls at any time for any reason per California State Fire Code. See section on Power Strips for further information.

Fire Safety Equipment

Fire safety equipment has been installed in most buildings to provide maximum protection from fire. This equipment includes pull stations, pull station covers, smoke/heat detectors, sprinklers, water hoses, door hold open hardware, fire alarm panels, and fire alarm lights and horns. It is imperative that this equipment be properly respected and maintained. If equipment is not working properly, campus community members must report it immediately to University staff. A student found tampering or fraudulently using this equipment places the community at risk and the disciplinary response will be severe. Disciplinary action may include a maximum disciplinary fine in addition to possible residence hall expulsion and possible suspension from the University. The appropriate City Fire Agency may also investigate such activity and may prosecute offenders.

Furniture

Furniture, other than University issued, must adhere to all California state fire codes. All furniture must be flame-retardant. Upon checking out, students are required to return furniture to its original configuration. Water beds are not permitted inside University residence halls at any time. All University issued furniture must remain in designated rooms or apartments.

Halogen-Bulb Lamps

Halogen-bulb lamps have been the cause of multiple residence hall fires around the country. To promote the safety of students living in residence halls, torchiere halogen-bulb lamps are not permitted in any residential community.

Power Strips

Power strips are permitted only if they are UL-approved, circuit breaker-type and their use must be kept to a minimum in university residence halls. Students must follow manufacturer guidelines in order to ensure that they are not overloaded.

Room Alterations

Decorations for student rooms consisting of sheets, nets, curtains, or large pieces of material hung or draped from ceilings and walls are prohibited because of California State Fire Code. Large pieces of material are considered fire hazards, especially when draped across the ceiling.

Painting is done in the summer by Facilities personnel. Because a great deal of effort is expended in repainting student rooms, residents are not permitted to paint their rooms or apartments. Students will be held responsible for any and all damage done to walls, windows, doors, or furniture.

Light fixtures and fire equipment (sprinklers and smoke detectors) should never be for hanging any items and must never be tampered with or turned off in any fashion.

Firearms, Weapons & Other Hazardous Materials

Firearms, weapons, and other hazardous materials, including, but not limited to flammable liquids, any weapons, any item that can reasonably be determined to be a simulation of a weapon, any item that can be reasonably determined to potentially cause harm or injury to self or others, and ammunition are not permitted in University residences. Possession of firearms, including BB and paint-ball guns, is a violation of the Student Conduct Code. Students must find suitable storage locations off campus for the safe storage of any firearms, weapons, and ammunition. Flammable liquids and hazardous materials are not to be stored or used in residence hall rooms. Anyone violating this policy will be assessed a fine and will be removed from University housing pending review by the University.

Fireworks & Firecrackers

Fireworks and firecrackers of any kind are prohibited in Santa Clara County and are therefore not permitted in or around the residence halls. Anyone possessing fireworks of any kind may immediately be removed from University housing.

Smoking Policy

The purpose of the smoking policy is to promote and foster the health, comfort, and safety of all members of the Santa Clara University community.

Santa Clara University has adopted a nonsmoking policy. Smoking is prohibited at all times in University facilities that house offices, work areas, classrooms, or residence rooms. Members of the community who choose to smoke must maintain a distance of 25 feet from any building openings (balconies, doors, windows, air intakes).

Building Evacuations and Fire Safety

The following standards are for the safety of all residents and nonresident students. Violation of any of these standards is also punishable by local and state law.

In the Event of a Fire

If you smell smoke or detect a fire, activate the nearest alarm and call 911 immediately from a safe location on or off campus. Before opening any door, use the back of your hand to see if it is hot. If it is hot, leave it closed and stuff wet towels or clothes in the cracks and open a window. If the door is not hot, open it slowly and be prepared to close it quickly if necessary. Exit the building cautiously and carry a blanket or towel to protect you from flames and smoke. Do not use elevators. If you see or smell smoke in a hall or stairway, use another exit. If you have knowledge of what may have caused a building evacuation, please immediately notify University staff.

Fire Prevention

All students must maintain an obstruction free evacuation route to all exits. The minimum clearance of the route must be 48 inches wide or greater. Students must follow manufacturer guidelines when using power surge strips in order to ensure that they are not overloaded.

Fire Safety

Residence hall occupants should follow all safety precautions, including fire safety, and report any violations they observe to their Community Facilitator or Resident Director as soon as possible.

In collaboration with the Santa Clara Fire Department and the University Environmental Health and Safety Office (EHS), a mandatory supervised fire drill is conducted for each residence hall once each academic quarter. (17 residence halls four times per academic quarter equates to 68 evacuation drills each year)

POLICIES REGARDING FIRE SAFETY EDUCATION AND TRAINING PROGRAMS PROVIDED TO STUDENTS, FACULTY, AND STAFF

Housing and Residence Life

All Residence Life staff members receive building evacuation, fire prevention, and fire incident response training at the beginning of each academic year.

Building evacuation drills are conducted in every University staffed building or property. Staff members are trained to record/account for those present and submit reports to incident command staff. Records for these building evacuation drills are retained by both the EHS office and the Housing Office.

Health and safety checks of each room/apartment are conducted by staff each quarter. Staff members are trained to note and assess a fine for improper use of extension cords, overloading electrical circuits, covering ceiling light fixtures with fabric/paper, using (halogen) lights, improperly using of holiday lights, and using candles and incense which is prohibited in any on-campus housing facility.

Environmental Health and Safety Office

The University Fire Protection Technician along with a Santa Clara Fire Department Deputy Fire Marshal conduct semi-annual fire safety inspections of every campus building, which includes all 17 residence halls. They interface with faculty, staff, and students.

New University staff members are required to attend a new employee orientation course which includes a Safety Presentation that covers: Emergency Contact Information, Management Commitment, Evacuation Procedures, Injury and Illness Prevention Program, and Potential Workplace Hazards.

Appendix A

ANNUAL DISCLOSURE OF CRIME STATISTICS

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Campus Safety Services prepares and publishes the Annual Crime Disclosure of Crime Statistics. The report is maintained on the Campus Safety Services website and is available by calling (408) 554-4441. This report is prepared in cooperation with the Santa Clara Police Department and the Office of Student Life.

The following statistics, which include crimes on campus and crimes in adjacent public areas, are collected by Campus Safety Services. These statistics include crimes reported directly to Campus Safety Services and information provided by the Santa Clara Police Department. The non-campus statistics include statistics from SCU Casa de la Solidaridad in El Salvador and SCU Burkina Faso.

SANTA CLARA UNIVERSITY MAIN CAMPUS

CATEGORY	VENUE	TOTAL 2008	TOTAL 2009	TOTAL 2010
(Violent Crime)*				
CRIMINAL HOMICIDE: Murder & Non-Negligent Manslaughter	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0
Negligent Manslaughter	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0
SEX OFFENSES: Forcible	- On Campus***	3	3	4
	- In Dormitories or other residential facilities	2	3	3
	- In or on a non-campus building or property	0	0	0
	- On public property	1	2	0
Non-forcible	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	2	0
ROBBERY	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	1	3	0
AGGRAVATED ASSAULT Includes Hate Crimes**	- On Campus***	5	6	7
	- In Dormitories or other residential facilities	2	0	5
	- In or on a non-campus building or property	0	3	0
	- On public property	6	4	1

CATEGORY	VENUE	TOTAL 2008	TOTAL 2009	TOTAL 2010
(Property Crimes)				
BURGLARY	- On Campus***	6	4	2
	- In Dormitories or other residential facilities	0	1	1
	- In or on a non-campus building or property	1	2	0
	- On public property	3	12	0
ARSON	- On Campus***	0	0	2
	- In Dormitories or other residential facilities	0	0	2
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0
MOTOR VEHICLE THEFT	- On Campus***	2	4	1
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0

CATEGORY (Arrests- Selected Violations)	VENUE	TOTAL	TOTAL	TOTAL
		2008	2009	2010
ARREST FOR: Liquor law violations	- On Campus***	15	8	0
	- In Dormitories or other residential facilities	1	2	0
	- In or on a non-campus building or property	9	0	0
	- On public property	21	13	0
Drug-related violations	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	1	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	1	0
Weapons possession	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	1
DISCIPLINARY REFERRALS: Liquor Law Violations	- On Campus***	695	563	565
	- In Dormitories or other residential facilities	550	541	554
	- In or on a non-campus building or property	4	0	0
	- On public property	28	55	57
Drug-related violations	- On Campus***	99	117	140
	- In Dormitories or other residential facilities	91	95	140
	- In or on a non-campus building or property	0	0	0
	- On public property	13	5	1
Weapons possession	- On Campus***	0	2	6
	- In Dormitories or other residential facilities	0	2	5
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	1
Hazing, Harass Threaten Language/Acts	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	1	0

* Violent crimes are defined by the FBI/UCR as murder, forcible rape, robbery, and aggravated assaults. Santa Clara University has also added simple assault into this category.

** KEY TO HATE CRIMES NOTATIONS

Type of Bias or Prejudice - Race=ra, Gender =g, Religion=re, Sexual Orientation=s, Ethnicity=e, Disability=d

*** This category includes all on-campus incidents, including those listed in the category below, "In dormitories or other residential facilities." Therefore, the two categories are not cumulative, but duplicative.

**** SCU affiliated incidents that did not occur in any of the above locations.

FERPA: Clarification of the interplay of the disclosures required under the Clery Act and the prohibition against the disclosure of information from education records contained in the Family Education Rights and Privacy Act (FERPA) provides no barrier to compliance with the disclosures under Clery Act. The reporting of crime statistics by an institution of the occurrence of crimes on campus does not violate FERPA. FERPA protects the nonconsensual disclosure of personally identifiable information from the education records. FERPA does not protect statistical information. FERPA does not preclude an institution's compliance with timely warning provision of the Clery Act. Information can, in case of an emergency, be released without consent when needed to protect the health and safety of others (34 C.F.R. Section 99.31(b)(6) & 99.36). The Clery Act amended FERPA to allow an institution to disclose to the victim of an alleged crime of violence the results of a disciplinary proceeding brought against a student accused of the crime without prior consent of the accused. This disclosure is limited to the alleged victim who should be informed that the information may not be disclosed to the general public (20 U.S.C. Section 1232g(b)(6)).

NOTE: With the 1998 amendments, the Student-Right-to-Know and Campus Security Act was formally renamed the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", or more simply "The Clery Act."

Appendix B

ANNUAL DISCLOSURE OF CRIME STATISTICS

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Campus Safety Services prepares and publishes the Annual Crime Disclosure of Crime Statistics. The report is maintained on the Campus Safety Services Website or by calling (408) 554-4441 to request a copy. This report is prepared in cooperation with representatives of the Graduate Theological Union in Berkeley, the Santa Clara Police Department and the Office of Student Life.

The following statistics, which include crimes on campus and crimes in adjacent public areas, are collected by Campus Safety Services. These statistics include crimes reported directly to Campus Safety Services and information provided by the Santa Clara Police Department.

JESUIT SCHOOL OF THEOLOGY OF SANTA CLARA UNIVERSITY

CATEGORY	VENUE	TOTAL	TOTAL	TOTAL
(Violent Crime)*		2008	2009	2010
CRIMINAL HOMICIDE: Murder & Non-Negligent Manslaughter	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0
Negligent Manslaughter	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0
SEX OFFENSES: Forcible	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0
Non-forcible	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0
ROBBERY	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	1	0	0
AGGRAVATED ASSAULT Includes Hate Crimes**	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0

CATEGORY	VENUE	TOTAL	TOTAL	TOTAL
(Property Crimes)		2008	2009	2010
BURGLARY	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0
ARSON	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0
MOTOR VEHICLE THEFT	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	1	0	0

CATEGORY (Arrests- Selected Violations)	VENUE	TOTAL	TOTAL	TOTAL
		2008	2009	2010
ARREST FOR: Liquor law violations	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0
Drug-related violations	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0
Weapons possession	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0
DISCIPLINARY REFERRALS: Liquor Law Violations	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0
Drug-related violations	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0
Weapons possession	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0
Hazing, Harass Threaten Language/Acts	- On Campus***	0	0	0
	- In Dormitories or other residential facilities	0	0	0
	- In or on a non-campus building or property	0	0	0
	- On public property	0	0	0

* Violent crimes are defined by the FBI/UCR as murder, forcible rape, robbery, and aggravated assaults. Santa Clara University has also added simple assault into this category.

** KEY TO HATE CRIMES NOTATIONS

Type of Bias or Prejudice - Race=ra, Gender =g, Religion=re, Sexual Orientation=s, Ethnicity=e, Disability=d

*** This category includes all on-campus incidents, including those listed in the category below, "In dormitories or other residential facilities." Therefore, the two categories are not cumulative, but duplicative.

**** SCU affiliated incidents that did not occur in any of the above locations.

FERPA: Clarification of the interplay of the disclosures required under the Clery Act and the prohibition against the disclosure of information from education records contained in the Family Education Rights and Privacy Act (FERPA) provides no barrier to compliance with the disclosures under Clery Act. The reporting of crime statistics by an institution of the occurrence of crimes on campus does not violate FERPA. FERPA protects the nonconsensual disclosure of personally identifiable information from the education records. FERPA does not protect statistical information. FERPA does not preclude an institution's compliance with timely warning provision of the Clery Act. Information can, in case of an emergency, be released without consent when needed to protect the health and safety of others (34 C.F.R. Section 99.31(b)(6) & 99.36). The Clery Act amended FERPA to allow an institution to disclose to the victim of an alleged crime of violence the results of a disciplinary proceeding brought against a student accused of the crime without prior consent of the accused. This disclosure is limited to the alleged victim who should be informed that the information may not be disclosed to the general public (20 U.S.C. Section 1232g(b)(6)).

NOTE: With the 1998 amendments, the Student-Right-to-Know and Campus Security Act was formally renamed the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", or more simply "The Clery Act."

APPENDIX C

**SANTA CLARA UNIVERSITY MAIN CAMPUS (Address: 500 El Camino Real, Santa Clara, CA)
Statistics and Related Information Regarding Fires in Residential Facilities - 2008 - 2010**

Residential Facilities	Total Fires	Fire Number	Cause of Fire	Number of Fire Injuries	Number of Fire Deaths	Property Damage Value
YEAR 2010						
Bellarmino Hall	0	N/A	N/A	N/A	N/A	N/A
Campisi Hall	0	N/A	N/A	N/A	N/A	N/A
Casa Italiana Hall	0	N/A	N/A	N/A	N/A	N/A
Dunne Hall	2	1	Intentional Fire	0	0	\$25
		2	Intentional Fire	0	0	\$50
Graham 100	0	N/A	N/A	N/A	N/A	N/A
Graham 200	0	N/A	N/A	N/A	N/A	N/A
Graham 300	0	N/A	N/A	N/A	N/A	N/A
Graham 400	0	N/A	N/A	N/A	N/A	N/A
McLaughlin Hall	0	N/A	N/A	N/A	N/A	N/A
Nobili Hall	0	N/A	N/A	N/A	N/A	N/A
Sanfilippo Hall	0	N/A	N/A	N/A	N/A	N/A
Sobrato Hall	0	N/A	N/A	N/A	N/A	N/A
St. Clare Hall	0	N/A	N/A	N/A	N/A	N/A
Swig Hall	0	N/A	N/A	N/A	N/A	N/A
University Square	0	N/A	N/A	N/A	N/A	N/A

YEAR 2009						
Bellarmino Hall	0	N/A	N/A	N/A	N/A	N/A
Campisi Hall	0	N/A	N/A	N/A	N/A	N/A
Casa Italiana Hall	0	N/A	N/A	N/A	N/A	N/A
Dunne Hall	0	N/A	N/A	N/A	N/A	N/A
Graham 100	1	1	Transformer Fault	0	0	\$86,647.00
Graham 200	0	N/A	N/A	N/A	N/A	N/A
Graham 300	0	N/A	N/A	N/A	N/A	N/A
Graham 400	0	N/A	N/A	N/A	N/A	N/A
McLaughlin Hall	0	N/A	N/A	N/A	N/A	N/A
Nobili Hall	0	N/A	N/A	N/A	N/A	N/A
Sanfilippo Hall	0	N/A	N/A	N/A	N/A	N/A
Sobrato Hall	0	N/A	N/A	N/A	N/A	N/A
St. Clare Hall	0	N/A	N/A	N/A	N/A	N/A
Swig Hall	0	N/A	N/A	N/A	N/A	N/A
University Square	0	N/A	N/A	N/A	N/A	N/A

YEAR 2008						
Bellarmino Hall	0	N/A	N/A	N/A	N/A	N/A
Campisi Hall	0	N/A	N/A	N/A	N/A	N/A
Casa Italiana Hall	0	N/A	N/A	N/A	N/A	N/A
Dunne Hall	0	N/A	N/A	N/A	N/A	N/A
Graham 100	0	N/A	N/A	N/A	N/A	N/A
Graham 200	0	N/A	N/A	N/A	N/A	N/A
Graham 300	0	N/A	N/A	N/A	N/A	N/A
Graham 400	0	N/A	N/A	N/A	N/A	N/A
McLaughlin Hall	0	N/A	N/A	N/A	N/A	N/A
Nobili Hall	0	N/A	N/A	N/A	N/A	N/A
Sanfilippo Hall	0	N/A	N/A	N/A	N/A	N/A
Sobrato Hall	0	N/A	N/A	N/A	N/A	N/A
St. Clare Hall	0	N/A	N/A	N/A	N/A	N/A
Swig Hall	0	N/A	N/A	N/A	N/A	N/A
University Square	0	N/A	N/A	N/A	N/A	N/A

APPENDIX D

**JESUIT SCHOOL OF THEOLOGY OF SANTA CLARA UNIVERSITY
 Statistics and Related Information Regarding Fires in Residential Facilities – 2008 – 2010**

Residential Facilities	Total Fires in Each Bldg	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
YEAR 2010						
2600 Virginia St	0	N/A	N/A	N/A	N/A	N/A
2564 Virginia St	0	N/A	N/A	N/A	N/A	N/A
2466 Virginia St	0	N/A	N/A	N/A	N/A	N/A
YEAR 2009						
2600 Virginia St	0	N/A	N/A	N/A	N/A	N/A
2564 Virginia St	0	N/A	N/A	N/A	N/A	N/A
2466 Virginia St	0	N/A	N/A	N/A	N/A	N/A
YEAR 2008						
2600 Virginia St	0	N/A	N/A	N/A	N/A	N/A
2564 Virginia St	0	N/A	N/A	N/A	N/A	N/A
2466 Virginia St	0	N/A	N/A	N/A	N/A	N/A

Appendix E

EMERGENCY TELEPHONE NUMBERS AND CAMPUS EMERGENCY CALL BOXES

Anyone can report potential criminal actions and other emergencies on campus by dialing the emergency numbers listed below at any time.

EMERGENCY TELEPHONE NUMBER

Campus Safety Services:	(408) 554-4441
Campus Safety Services Emergency:	(408) 554-4444
Santa Clara Police, Fire, Medical:	911

EMERGENCY CALL BOXES

There are Emergency Call Boxes located throughout the Main Campus. When in use, there is a flashing blue light that is affixed on top of each call box. The call boxes provide a secured direct communication line to the Campus Safety Services office which is staffed 24 hours a day and 7 days a week. Campus Safety Services tests all Emergency Call Boxes on a regular basis to ensure they are functioning properly.

Emergency Call Box Locations – The map is on the following page.

- | | |
|-------------------------------|------------------------------|
| 1. Fine Arts Building | 18-7. S-2nd Garage Elevator |
| 2. Leavey Activity Center Lot | 18-8. S-2nd Garage Wall |
| | 18-9. N-3rd Garage Elevator |
| 3. Interim Library | 18-10. S-3rd Garage Elevator |
| 4. Post A | 19. Bellomy Field / Street |
| 5. NW Arts & Sciences Lot | 20. Facilities (Bldg. 604) |
| 6. Third Mission Lot | 21.1. Sobrato NW Basement |
| 7. Heafey Library | 21.2. Sobrato NE Basement |
| 8. Adobe Lodge | 21.3. Sobrato SE Basement |
| 9. Kenna Hall | 21.4. Sobrato S Basement |
| 10. St. Joseph's Hall | 21.5. Sobrato SW Basement |
| 11. Benson Center | 22. Sobrato SE Exterior |
| 12. Performing Arts | 23. Stanton Field |
| 13. Loyola Hall East | 24. Market / Alviso Streets |
| 14. Franklin Lot West | 25. Bellarmine Hall |
| 15. Loyola Hall West | 26. Facilities (Bldg. 604) |
| 16. Mayer Theater / Nobili | - General Enclosure East |
| 17. Pat Malley Gym | 27. Schott Field Front |
| 18-1. N-1st Garage Elevator | 28. Schott Field Rear |
| 18-2. N-1st Garage Wall | 29. Accolti Way East |
| 18-3. S-1st Garage Elevator | 30. Dunne / Kennedy |
| 18-4. S-1st Garage Wall | 31. Bellomy Field |
| 18-5. N-2nd Garage Elevator | 32. Jesuit Community |
| 18-6. N-2nd Garage Wall | |

