



# ST. THOMAS AQUINAS COLLEGE

*125 Route 340 Sparkill NY 10976*



## *2024 Annual Security & Fire Safety Report*





*Kenneth D. Daly, President*

STAC Students and Community,

The safety, security, and well-being of our students and the entire STAC community is always our top priority. There has never been a time when our focus on the mental health and wellness of our students and employees has been more important. We have continue to safeguard our campus and introduce new programs and resources to support our students as they navigate through college.

I am delighted that St. Thomas Aquinas College has such strong safety and security protocols in place and that our highly trained safety officers are here on campus "24-7" for all of our protection.

We all play an important role in keeping our campus safe. So, if you "see something, say something" and contact our safety team at (845) 398-4080 or in person at Aquinas Hall Room 101.

Stay safe,

President Daly

---

**IGNITE YOUR PASSION**

125 Route 340 • Sparkill, NY 10976-1050 / 845.398.4012 / kdaly@stac.edu / [stac.edu](http://stac.edu)



I am proud to present the St. Thomas Aquinas College (STAC) 2024 Annual Security and Fire Safety Report to inform the STAC Community, campus visitors, and the public of the College's policies and procedures for campus safety and security. STAC remains committed to maintaining a safe campus environment in which to learn, live, and thrive.

In welcoming our new and returning students to campus, the STAC Campus Safety & Security Department continues to work with our partners college-wide to enhance our programming and focus on safety and student mental health. As members of the Spirit of STAC Action Team we participate in a number of activities including "Spartans Take A Beat" mental health awareness days, and STAC's annual Suicide Prevention Walk, just to name a few initiatives.

The annual STAC Security & Fire Safety Report includes statistics for 2021, 2022, and 2023 concerning reported crimes that occurred on campus, in certain off-campus buildings owned or controlled by STAC, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, bias-related crime, and other matters.

The Higher Education Opportunity Act & the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), require institutions of higher education to collect, report, and disseminate reported crime data and information and fire statistics to the campus community, the US Department of Education, and prospective students and employees. This report contains crime data as classified by the definitions from the FBI's Uniform Crime Reporting Handbook, and Clery Act regulations require data from the 2024 calendar year.

We here at STAC are committed to the highest professional practices in campus public safety management, administration, operations, and support services. However, we also believe that campus safety is everyone's responsibility. Safety begins with personal actions and responsibility and is supported by all the members of the STAC Community. It is mirrored by our Campus Safety & Security Mission Statement: "Working in partnership with the St. Thomas Aquinas College Community to provide a safe and secure learning & living environment for our students, faculty & staff."

Questions can be directed to any member of our Campus Safety & Security Department.

A handwritten signature in black ink, appearing to read 'Michael Greco', written over a circular scribble.

**MICHAEL GRECO**  
Director, Campus Safety  
845-398-4080  
mgreco@stac.edu

## TABLE OF CONTENTS

President’s Welcome	
Safety and Security Director’s Welcome	
<i>ANNUAL SECURITY REPORT</i>	
Important Numbers	6
Campus Safety and Security Department	8
Reporting a crime, Emergency or Safety Concern	9
Annual Disclosure of Crime Statistics	11
Confidential Reporting Procedures	11
Emergency Notification	13
Timely Warning Procedures	15
Emergency Notification	16
Emergency Response Framework	17
Evacuation / Fire Alarm Procedures	19
General Emergency Evacuation Procedures	22
Crime Prevention and Security Awareness	24
Educational and Prevention Programs	24
Safety Escort Program	27
Access Policy	28
Guest Policy	28
Security Considerations Used In Campus Facility Maintenance	29
Medical Assistance	30
Drugs and Alcohol Statement	30
Alcoholic Beverages Policy	32
Substance Abuse Education	33
Anti-Harassment Policy and Procedures	33
Sexual Misconduct Policy / Title IX	34
Non-confidential / Confidential reporting options	35
Risk Reduction / How to be an active bystander	36
What to do if you or your friend were sexually assaulted	37
Where to get help	38
Student Bill of Rights – Gender Based Sexual Misconduct	39
Sex Offender Registration	42
Disciplinary Procedures and Sanctions (Non-Sexual Misconduct/Sexual Assault Offenses)	43
Missing Person	47
<i>FIRE SAFETY REPORT</i>	50
Reporting a Fire	50
Fire Safety / Drills/ Alarms and Fires	50
Evacuation for All Campus Buildings / Fire Alarm Procedures	50

Portable Electrical Appliances, Smoking, Open Flames	53
Fire Safety Education and Training Programs	54
Unit Visits / Safety Inspections	55
Fire Detection / Fire Alarms / Fire Extinguishers	56

**TABLE OF CONTENTS CONTINUED**

*APPENDIXES*

Appendix A	Crime Statistics	64
Appendix B	Fire Statistics	68
Appendix C	Definitions	69
Appendix D	Non-Campus Properties	76
Campus Map		79

**IMPORTANT NUMBERS**

***ON CAMPUS EMERGENCY 845-398-4080***

***OFF CAMPUS EMERGENCY 911***

Montefiore Nyack Hospital 845-348-2000

Good Samaritan Hospital 845-368-5000

Orangetown Police 845-359-3700 / 911

Rockland County Sheriff's Department 845-638-5400

NYS State Police 845-364-0200

Rockland County Crisis Hotline 845-348-6700

Rockland Paramedic Services Behavioral Response Team 845-517-0400

NYS Sex Offender Registry 1-800-262-3257

**St. Thomas Aquinas College**

STAC Counseling Services 845-398-4174

STAC Health Services 845-398-4242

Title IX Officer Mr. Norman Huling 845-398-4068

STAC Deputy Title IX Coordinators:

Nicole Ryan 845-398-4163

Benjamin Wagner 845-398-4212

STAC Residence Life 845-398-4068

STAC VP & Dean Student Development 845-398-4051

STAC Maintenance/Facilities 845-398-4395

STAC Athletics 845-398-4026

STAC Main Switchboard 845-398-4000

## **Domestic Violence and Sexual Assault Resources**

### *Orangetown Police Department*

26 Orangeburg Rd Orangeburg, NY 10962

845-359-3700

### *Rockland County Sheriff's Department*

54 New Hempstead Road New City, NY 10954

845-638-5400

### *New York State Police – Haverstraw*

8 Thiells Mt. Ivy Road Pomona, NY 10970

845-364-0200

### *New York State Police Dedicated Sexual Assault 24 Hour Hotline*

1-844-845-7269

### *“Spirit of Rockland” Special Victims Center - Rockland District Attorney's Office*

845-638-5051

### *Center for Safety and Change (formerly Rockland Family Shelter)*

845-634-3344

### *New York State Domestic and Sexual Violence Hotline*

1-800-942-6906

## **THE CAMPUS SAFETY & SECURITY DEPARTMENT**

The Campus Safety and Security Department provides continuous, year-round security on campus. Safety and Security professionals respond to a variety of calls for help, from medical emergencies to criminal activity. Foot and vehicle patrols of campus grounds, buildings and residence halls, designed to detect any crimes in action, are made 24 hours a day. During these patrols, officers also report any conditions they notice that might pose a threat to campus safety or security.

The Campus Safety and Security Officers are employees of St. Thomas Aquinas College and are supplemented by contract security agency Securitas Security Services USA. All of the Campus Safety Officers are certified NYS Security Guards and maintain certification in first aid and CPR. Many of the officers have additional law enforcement and investigative training and certifications. The Campus Safety Department has several investigators who are annually trained regarding sexual assault, dating violence, domestic violence, stalking and other criminal activities.

St. Thomas Aquinas College Campus Safety and Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at St. Thomas Aquinas College. Campus Safety and Security Officers have the authority to issue parking tickets, which are billed to financial accounts of students.

Campus Safety and Security Officers are not sworn law enforcement officers and do not possess arrest power. Criminal incidents are referred to the Orangetown Police Department who has primary jurisdiction on campus. In addition to the Orangetown Police Department, the Rockland County Sheriff's Department and the New York State Police have jurisdiction on the campus. The St. Thomas Aquinas College Campus Safety and Security Department maintains a highly professional working relationship with these law enforcement agencies.

St. Thomas Aquinas College has a Memorandum of understanding with the Orangetown Police Department. The Orangetown Police Department and St. Thomas Aquinas College have agreed to:

*The Town of Orangetown Police Department (OPD) is the primary law enforcement provider for the St. Thomas Aquinas College Campus (STAC). Upon notification, OPD will respond and investigate criminal matters and missing persons. If applicable, OPD will enforce all local, state and federal laws as appropriate. Additionally, OPD will be the primary point of contact as the "911 Center" for Emergency Medical Services (EMS) and Fire Department (FD) requests for service at STAC.*

The jurisdiction of the campus safety department is consistent with the St. Thomas Aquinas College On Campus Clery Act Geography.



For purposes of this report the following Clery Geography Definitions are used:

*On Campus - Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).*

This includes the following addresses at St. Thomas Aquinas College

- 125 Route 340 Sparkill NY 10976
- 130 Route 340 Sparkill NY 10976
- 230 Route 340 Sparkill NY 10976
- 280 Route 340 Sparkill NY 10976 (athletic field)
- 27 Route 340 Orangeburg NY 10976
- 29 Route 340 Orangeburg NY 10976
- 72 Kings Highway Orangeburg NY 10962
- 76 Kings Highway Orangeburg NY 10976
- 80 Kings Highway Orangeburg NY 10976

*Public Property - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. The college campus is defined as the listed properties in the On Campus Definition.*

*Non-Campus Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.*

See Appendix D for a listing of the Non-Campus Properties

## **REPORTING A CRIME, EMERGENCY OR SAFETY CONCERN**

All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Safety and Security Department and the appropriate police agency for both on campus and off campus incidents. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. St. Thomas Aquinas College Personnel will conduct investigations and work with law enforcement agencies as appropriate.

Community members, students, faculty, staff, and visitors are encouraged to report all crimes, emergencies and safety concerns to the Campus Safety and Security Office in a timely manner.

Reports may be made by calling Campus Safety at 845-398-4080 or extension 4080 using a campus phone or in person at the Campus Safety and Security Office in Aquinas Hall St. Thomas Aquinas

College. The phone number for the local police department is, Orangetown Police (845) 359-3700. In addition, you may contact the Rockland County Sheriff's Department 845-638-5400 or the NYS State Police 845-364-0200.

The Campus Safety and Security Department will assist any person who wishes to report any incident or emergency to law enforcement agencies. If a victim is unable to make a report themselves the Campus Safety and Security Department will make the appropriate notifications.

A crime, emergency or safety concern may also be reported to the following St. Thomas Aquinas College Officials; Director of Campus Safety and Security Phone 845-398-4043, Vice President Student Development Phone 845-398-4052. These offices are not staffed 24/7. After hour emergencies should be reported to Campus Safety, 845-398-4080.

To report a non-emergency security or safety concern, call Campus Safety at 845-398-4080 or extension 4080 using a campus phone or in person at the Campus Safety and Security Office in Aquinas Hall St. Thomas Aquinas College.

All incident reports involving students are forwarded to the Associate Dean for Student Development for review and potential STAC disciplinary action. Title IX incidents are forwarded to the Title IX Coordinator for processing.

If assistance is required from other law enforcement, local fire departments or other emergency agencies, the Campus Safety and Security Office will contact the appropriate unit.

Reports involving Sexual Misconduct may be reported in accordance with the St. Thomas Aquinas College Sexual Misconduct Policy. Please refer to <https://stac.edu/title-ix/> for the most up to date policy including changes. This web page also provides a copy of the Sexual Misconduct Informational Pamphlet and the Student Bill of Rights – Gender Based Sexual Misconduct. A copy of the Sexual Misconduct Policy is available at <https://stac.edu/title-ix/>. You can also visit the STAC Home Page (WWW.STAC.EDU) then click on MY STAC in the top right corner of the page. Scroll Down to TITLE IX INFORMATION and click there to go to the TITLE IX Page. A printed copy of the policy is also available in the Title IX Office, Romano Student Alumni Center.

St. Thomas Aquinas College does not operate off-campus housing and does not have off-campus student organizations. Students, employees, and on campus student organizations participating in STAC sponsored off-campus activities should report crime incidents to the local law enforcement agency where the crime occurred and also to the Campus Safety and Security Office.

Crimes should be reported to the Campus Safety and Security Office to ensure inclusion in the STAC's annual crime statistics and to aid in providing timely warning notices to the community when appropriate.

In addition to the reporting methods listed above, St. Thomas Aquinas College relies on the positive relationships with local law enforcement. Local law enforcement agencies contact the St. Thomas Aquinas College Safety Department with information they deem appropriate involving members of the

St. Thomas Aquinas College Community. As appropriate, St. Thomas Aquinas College will process these reports considering the safety and impact to the college community as well as any violations of the St. Thomas Aquinas College Code of Conduct.

*Annually our local law enforcement partners are reminded during our request for crime statistics: In addition, if a serious crime that may cause an ongoing threat to the St. Thomas Aquinas College Community is reported to your department we would appreciate it if you would notify St. Thomas Aquinas College Campus Safety Department immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and around the campus which pose an ongoing threat to the community.*

## **ANNUAL DISCLOSURE OF CRIME STATISTICS**

The St. Thomas Aquinas College Campus Safety and Security Department prepares the Annual Security and Fire Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <https://stac.edu/wp-content/uploads/2024/09/2024-ASR-Final.pdf>. You will also be able to connect to our site via the STAC Homepage at <http://www.stac.edu>. This report is prepared in cooperation with the local law enforcement agencies, St. Thomas Aquinas College Title IX Office and the Offices of Student Development and Residence Life.

Campus crime, arrest and referral statistics include those reported to the Campus Safety and Security Department, designated campus officials (including but not limited to directors, deans, department heads, designated, judicial affairs, advisors to students/student organizations, athletic coaches) and law enforcement agencies. Records to document compliance with the Campus Security Act are maintained for seven years.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that St. Thomas Aquinas College provides the web site to access this report. Copies of the report may also be obtained at the St. Thomas Aquinas College Campus Safety and Security Department 125 Route 340 Sparkill NY 10976 or by calling (845) 398-4080.

For prospective students and employees, the full text of this report can be located on our web site at <https://stac.edu/wp-content/uploads/2024/09/2024-ASR-Final.pdf>. You will also be able to connect to our site via the STAC Home page at <http://www.stac.edu>. Copies of the report may also be obtained at the St. Thomas Aquinas College Campus Safety and Security Department 125 Route 340 Sparkill, NY 10976 or by calling (845) 398-4080.

A summary of these statistics may be found in Appendix A of this report.

## **CONFIDENTIAL REPORTING PROCEDURES**

If you are a witness or the victim of a crime and do not want to pursue action through St. Thomas Aquinas College, the St. Thomas Aquinas College Campus Safety and Security Department or the criminal justice system, you may still want to consider making a confidential report. Reports involving

Sexual Misconduct may be reported confidentially in accordance with the St. Thomas Aquinas College Sexual Misconduct Policy. Please refer to <http://www.stac.edu/about-stac/college-offices-directory/human-resources/title-ix-information> for the most up to date policy including changes. This web page also provides a copy of the Sexual Misconduct Policy Informational Pamphlet and the Student Bill of Rights – Gender Based Sexual Misconduct. A copy of the Sexual Misconduct Policy is available at <https://stac.edu/title-ix/>. You can also visit the STAC Home Page (WWW.STAC.EDU) then click on MY STAC in the top right corner of the page. Scroll Down to TITLE IX INFORMATION and click there to go to the TITLE IX Page. A printed copy of the policy is also available in the Title IX Office, Romano Student Alumni Center.

To file a confidential report for other than Sexual Misconduct Issues, contact any of the following people: Director of Campus Safety and Security, Assistant Director of Campus Safety and Security or the Vice President and Dean of Student Development. With your permission, the Director of Campus Safety and Security, Assistant Director of Campus Safety and Security or the Vice President and Dean of Student Development can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, STAC can keep an accurate record of the number of incidents involving students, faculty, staff and visitors; determine where there is a pattern of crime with regard to a particular location, method or assailant; and alert the campus community to potential danger as appropriate. Reports filed in this manner are counted and disclosed in the annual crime statistics for St. Thomas Aquinas College. However, the College reserves the right to investigate and pursue resolution when it is deemed necessary to protect the interests of the College community.

Although pastoral counselors and professional counselors do not have to report crimes that are brought to their attention while serving in an official capacity, they are encouraged to inform their client/s of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The pastoral and/or professional counselor will perform this in the manner most appropriate in their professional judgment.

Students may contact the Vice President and Dean of Student Development, Director of Counseling & Psychological Services or the Director of Campus Safety and Security for information on local agencies and counseling services that may provide confidential counseling services. Faculty/staff may contact the STAC Office of Human Resources for information regarding confidential counseling services.

## **ST. THOMAS AQUINAS COLLEGE EMERGENCY NOTIFICATION**

St. Thomas Aquinas College uses the following methods to alert the college community in the event of the emergency:

- e2Campus – text, phone and email notification
- St. Thomas Aquinas College Email System
- A message posted on the WWW.STAC.EDU Home Page
- Postings and notifications in buildings.
- Fire Alarms in buildings
- St. Thomas Aquinas Phone System
- Social Media such as Facebook and Twitter

One or any combination of the above methods will be used to notify the college community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, faculty and staff occurring on the campus. St. Thomas Aquinas College will without delay, and 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.

The Campus Safety and Security Department and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, Campus Safety Officers become aware of these situations when they are reported to the Campus Safety Department or upon discovery during patrol or other assignments.

Once Campus Safety Officers confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, Campus Safety Officers, or other authorized college representatives, will initiate an emergency notification through a campus safety supervisors or other authorized college representatives. Confirmation of the emergency or dangerous situation may be done through one or a combination of means; visual observation, audio detection, camera surveillance and reports from college officials. STAC Officials authorized to activate the emergency notification system, will immediately initiate all or some portions of the colleges emergency notification system. Authorized representatives are: Provost & Vice President of Academic Affairs, Vice President Enrollment Management, Vice President & Dean for Student Development, Associate Dean of Student Development and all Campus Safety and Security Officers and Administrators. If, in the professional judgment of the first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the college may elect to delay issuing emergency notifications. When appropriate, information will be disseminated during the course of the emergency using any or all of the listed modalities. As soon as the condition that may compromise efforts is no longer present, the college will issue a notification using any or all of the listed modalities to the campus community advising them the condition is no longer present.

St. Thomas Aquinas College Campus Safety and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the college community should receive the notification. Generally, the campus community members in the immediate area of the dangerous situation will receive the notification first. The college may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the college mass notification system, the college may also post applicable messages about the dangerous condition on the college homepage to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, college officials will distribute the notification to the entire campus community.

The office responsible for issuing the emergency notification (usually the Campus Safety Department) will, in concert with college and/or local first responders, determine the contents of the notification. The college has developed a wide range of template messages addressing several different emergency situations. The individual authorizing the alert will select the template message most appropriate to the ongoing situation and modify it to address the specifics of the present incident. In those cases where there are no predetermined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure that individuals are aware of the situation and they know the steps to take to safeguard their personal and community safety.

e2Campus is an “opt out system.” All current students, faculty and staff are enrolled in the system with their STAC Email as the primary contact. Students, faculty, and staff are provided information on how to add additional means of notification in the e2Campus System. Please refer to <https://stac.edu/student-life/campus-safety/emergency-notification/> regarding the process of updating your contacts in e2Campus.

Testing of the Emergency Alert System is conducted annually. A message is sent via STAC Email to the college community announcing the upcoming test. The email contains the date and time of the upcoming test along with a reminder to verify their information in the e2 Campus System. Upon completion of the test another email is sent to the college community announcing the test is over and to contact campus safety if they do not feel they properly received the message.

The 2023 Annual Test of the Emergency Notification System was conducted on February 24, 2023, and October 24, 2023. 2,011 messages 1,410 messages respectively were successfully sent to students, staff and faculty using the following modalities: email, SMS, Twitter, FaceBook and voice services.

The Campus Safety and Security Department worked in partnership with the Sparkill Fire Department to conduct training and drills on the Sparkill Campus during the year. St. Thomas Aquinas College Campus Safety has authorized Sparkill Fire Department access to the STAC Campus Safety Radio Channel. This increases communication and interoperability during emergencies.

## Timely Warning vs. Emergency Notification

<p><b>Emergency Notification</b></p> <p>Scope: Wide focus on any significant emergency or dangerous situation (may include Clery Act crimes).</p> <p>Why: Emergency notification is triggered by an event that is currently occurring on or imminently threatening the campus. Initiate emergency notification procedures for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees.</p> <p>Where: Applies to situations that occur on our campus or that impact our campus.</p> <p>When: Initiate procedures immediately upon confirmation that a dangerous situation or emergency exists or threatens.</p>	<p><b>Timely Warning</b></p> <p>Scope: Narrow focus on Clery Act crimes. *</p> <p>Why: Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat. We will issue a timely warning for any Clery Act crime committed on our Clery Act geography** that is reported to our campus security authorities or a local law enforcement agency and that is considered by STAC to represent a serious or continuing threat to students and employees.</p> <p>Where: Applies to crimes that occur anywhere on our Clery Act geography. **</p> <p>When: Issue a warning as soon as the pertinent information is available.</p>
--	---

\* - Clery Act Crimes

*Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying/Possessing, Fondling, Incest and Statutory Rape, Domestic Violence, Dating Violence and Stalking. This includes specific hate crimes.*

\*\* - Clery Act Geography

*On Campus - Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).*

*Public Property - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*

*Non-Campus Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.*

### **TIMELY WARNING**

The St. Thomas Aquinas College Campus Safety and Security Department will develop, issue and/or post Timely Warning Notices for the College Community to notify members of the community about serious crimes against people or property that occur on campus, where it is determined that the incident may pose an on-going threat to members of the STAC community. This report shall be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential and that will aid in the prevention of similar occurrences.

St. Thomas Aquinas College will use one or any combination of the following methods to issue a Timely Warning Notice:

- e2Campus – text, phone and email notification
- St. Thomas Aquinas College Email System
- A message posted on the WWW.STAC.EDU Home Page.
- Postings and notifications in buildings.
- St. Thomas Aquinas Phone System
- Social Media such as Facebook and Twitter

**The Campus Safety and Security Department does not issue timely warnings for the above listed crimes if:**

1. The subject(s) is apprehended and the threat of imminent danger for members of the STAC community has been mitigated by the apprehension.
2. If a report was not filed with the Campus Safety and Security Department or if the Campus Safety and Security Department was not notified by campus officials in a manner that would allow the department to post a “timely” warning for the STAC community. A general guideline will include a report that is filed more than five days after the date of the alleged incident may not allow the department to post a “timely” warning to the community. This type of situation will be evaluated on a case by case basis.

The Campus Safety and Security Department also maintains a Daily Crime and Fire Log which is normally updated each business day and contains all crimes reported to the Campus Safety and Security Department.

### **EMERGENCY NOTIFICATION**

The St. Thomas Aquinas College Campus Safety and Security Department will issue/post Emergency Notifications for the College Community to notify members of the community for an event that is currently occurring on or imminently threatening the campus. St. Thomas Aquinas College Campus Safety and Security Department will initiate emergency notification procedures for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students, employees and visitors. Additionally, emergency notifications will be posted for other crimes/incidents that are determined appropriate by Vice President of Student Development, Director of Campus Safety and Security Department or Assistant Director of Campus Safety and Security Department.

St. Thomas Aquinas College will use one or any combination of the following methods to issue an Emergency Notification:

- e2Campus – text, phone and email notification
- St. Thomas Aquinas College Email System
- A message posted on the WWW.STAC.EDU Home Page.
- Postings and notifications in buildings.
- Fire Alarms in buildings
- St. Thomas Aquinas Phone System
- Social Media such as Facebook and Twitter



## EMERGENCY RESPONSE FRAMEWORK

St. Thomas Aquinas College (STAC) recognizes the importance of an integrated plan to ensure that our mission will continue in the event of an emergency. When an emergency occurs, response actions are guided by STAC's overriding emergency goals to primarily protect life and the safety of the college's students, faculty, staff and guests, and secondarily to protect the surrounding environment and college assets. The Emergency plan outlines the college's procedures for managing major emergencies that may threaten the health and safety of our campus community or disrupt college programs and operations. At St. Thomas Aquinas College, emergency preparedness responsibilities are shared throughout the college.

### Purpose

The purpose of the St. Thomas Aquinas College Emergency Response Framework (ERF) is to establish guidelines, assign responsibilities and promote awareness in responding to emergencies that may affect the STAC Community. Additionally, the framework is designed to provide guidelines to assist those affected in dealing with crises, to coordinate with external entities and to provide resources to expedite the return to normal operations with minimal negative impact. This framework was created to complement plans that have been developed on the national, state, county and town levels.

### Emergency Framework Summary

The St. Thomas Aquinas College Emergency Framework establishes the structure, processes and protocols for the college's response to major emergencies that could threaten the health and safety of the campus community or disrupt college programs and operations. The following emergencies which may affect St. Thomas Aquinas College Campus include but are not limited to: **fire and explosion, extended power failure, hazardous materials release, adverse weather conditions, workplace violence, bomb threat, hostage situation and pandemic threat.**

Any college official can make an emergency decision. However, if timing allows, the Director of Campus Safety and Security (DCSS) will serve as the Incident Commander (IC) during an emergency. In the absence of the DCSS, the Assistant Director of Campus Safety and Security (ADCSS) will serve as the IC. **The DCSS or any cabinet member can authorize the closing of the college in an emergency if an immediate decision is needed and the president of the college is not available.**

The Incident Commander will assess the emergency and initiate an external emergency response by notifying any appropriate public emergency response agencies. The Incident Commander will also alert and assemble the Emergency Response Team (ERT) as appropriate.

### Preparation:

**Levels of Emergencies:** The ERF is designed to provide guidelines for responding to a variety of incidents and emergencies that affect St. Thomas Aquinas College. Not all emergencies require the same

degree of response, and each incident will be evaluated on a case by case basis. The designated level for an incident may change as emergency conditions intensify or ease.

**Level 1 (Minor Emergency)** – *A minor, localized department or building incident that is quickly resolved with college resources or limited outside help. A Level 1 Emergency has little or no impact on personnel or normal operations outside the locally affected area. Level 1 Incidents do not require assembly of the Emergency Response Team (ERT) or activation of the Emergency Operations Center (EOC).*

**Level 2 (Major Emergency)** – *A major emergency that disrupts sizeable portions of the campus. Level 2 emergencies may require assistance from external organizations. These events may escalate quickly and have serious consequences for mission critical functions and/or life/safety. Examples include: serious crimes on campus, major fires, deaths or partial infrastructure failure. The College Incident Commander (IC) determines whether to assemble all or part of the ERT and if the EOC requires full or partial activation.*

**Level 3 (Disaster)** – *An incident impacting the entire campus. Normal college operations could potentially be suspended. The impact of the emergency is wide-ranging and complex. A timely resolution of disaster conditions requires college wide coordination and extensive cooperation. The ERT is activated and assembles.*

**Emergency Management Team (EMT):**

President – Mr. Kenneth Daly

Provost /Vice President for Academic Affairs – Dr. Robert Murray

Vice President for Administration & Finance/Treasurer – Mr. Joseph Donini

Vice President for Enrollment Management – Mr. Michael DiBartolomeo

Vice President & Dean for Student Development – Mr. Kevin Nesbitt

Executive Director of Human Resources and Strategic Services –

Ms. Maria Coupe

Director of Campus Safety – Michael Greco

Director of Maintenance/Facilities – Mr. James Doyle

Associate Dean, Student Development; Director, Growth Task Force; Title IX Coordinator –

Mr. Norman Huling

## INCIDENT COMMAND SYSTEM

Management of significant emergency incidents by St. Thomas Aquinas College is accomplished through implementation of a response framework as specified by the Federal Emergency Management Agency (FEMA) using the Incident Command System (ICS). ICS is recognized as the standard for management of crisis incidents in New York State. This framework will enhance the college's ability to respond successfully, resume the academic program and maintain business continuity in an emergency. The ICS format will also allow the STAC Community to successfully interact with local emergency responders as needed. *Since every scenario cannot be predicted, an emergency response plan must be able to adapt quickly to incidents as they unfold.*

Annually, the college conducts an emergency management exercise to test emergency procedures. The scenarios for these exercises may change from year to year and include several departments from across the campus. To ensure the college's emergency management plans remain current and actionable, the college will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills, emergency operations center exercises or full scale emergency response exercises. The college conducts after action reviews of all emergency management exercises.

In conjunction with at least one emergency management exercise each year, the college will notify the St. Thomas Aquinas College community of the exercise and remind the community of the information included in the colleges' publicly available information regarding emergency response procedures.

### **EVACUATION FOR ALL CAMPUS BUILDINGS / FIRE ALARM PROCEDURES**

**R** – Rescue and relocate anyone in immediate danger.

**A** – Alert others by activating the building fire alarm system and calling 845-398-4080 or extension 4080 using a campus phone from a safe location.

**C** – Confine the emergency by closing the doors.

**E** – Evacuate immediately. Do not use elevators. Use stairs. If there is smoke in the corridor, stay in room, close and seal doors, call 845-398-4080 or extension 4080 using a campus phone for help, and stand by the windows.

### ***YOUR GOAL IS TO GET OUT SAFELY***

***If you cannot get out, follow the appropriate steps below***

- Before opening any doors, feel the door first. **If it is hot, don't open the door.** If it isn't hot, brace yourself against the door, open it slightly, and if heat or heavy smoke is present, close the door and leave by an alternate exit.
- If you can't leave the room, keep the door closed. Open the windows from the top to let out heat and smoke AND from the bottom to let in fresh air. Seal the bottom of your room door and any air vents with a rug, blanket or towel. Then hang a light-colored object (towel, bed sheet, shirt, etc.) out the window to attract the fire department's attention. If there is a phone in the room, call 845-398-4080 or extension 4080 using a campus phone and report that you are trapped. Be sure to give your building name and location. Do not hang up until the dispatcher tells you to.

- If you can leave the room, leave a light on and close all the doors behind you. Leave all materials in your room or office to avoid wasting time. Take your key in case you cannot reach an exit and you have to return to your room.
- Go to the nearest exit or stairway. If the first exit is blocked, go to an alternate exit or stairway.
- **Never use an elevator during a fire emergency.** A mechanical or electrical failure could leave you trapped at the fire floor or between floors.
- If you are not able to self-evacuate, proceed to an enclosed stairwell if available in your building. If you go to an enclosed stairwell, be sure to position yourself so as not to block or impede pedestrian flow or access to the stairwell.
- If you go to a stairwell or remain in a room, call Campus Safety at 845-398-4080 or extension 4080 using a campus phone, giving your exact location – building, floor and stairwell/room number.
- If all exits are blocked, go back to your room, close the door and open the window, as previously described.
- Stand clear of the area after evacuating to give emergency apparatus and personnel room to maneuver. Go to a designated meeting area and stay there. If possible, call Campus Safety at 845-398-4080 or extension 4080 using a campus phone from a neighboring area and give as much information as possible.
- Each person not involved in the emergency procedures should follow the directions of the fire department, Campus Safety and other emergency personnel.
- No persons may re-enter an evacuated building until permitted to do so by Campus Safety.
- Each student and employee has the responsibility of knowing the location of the fire alarm station, fire extinguisher and primary and secondary exit routes for primary place of occupancy while on College property. Should a fire be discovered or suspected, a fire alarm should be sounded immediately. If time permits, call Campus Safety at 845-398-4080 or extension 4080 using a campus phone and activate the pull station.
- If you discover or suspect a fire, sound the building fire alarm immediately. All fires, even small ones, must be reported to Campus Safety immediately.
- When an alarm sounds, every building occupant shall evacuate the building immediately. Treat every alarm as an actual emergency.
- Be especially aware of handicapped persons in your building. They may need your help to reach a point of safety such as a stairwell. Report to the command post the location of the handicapped individual.
- Rescue others only if you can do so safely.

### **Pre-Emergency Preparation**

- All members of the College community should become thoroughly familiar with their facility and the location of all its exits and areas of refuge.
- They should become familiar with the distinct sound of the fire alarm signal.
- They should seek out volunteers (buddy system) who might be able to assist them in an emergency.
- If wheelchair-confined, they should know the safest method people can use to assist them, and they should know how many people are needed to provide such assistance.
- Every person who is mobility-impaired as well as communication-impaired should place a sign on their wheelchair providing instructions on how they can be assisted. They should carry a loud whistle, horn or similar device to alert people of their location if they become trapped or isolated.

### **Assisting an Individual with Disabilities**

Under the assumption that Campus Safety will be the first responders to any fire incident, the Campus Safety department should be made aware, on an on-going basis, of those persons with significant physical disabilities working, studying, or living in any College facility.

### **Responsibility of Individuals with Mobility Impairment**

It is critical to the health and safety of mobility-impaired persons that they are knowledgeable of their needs during an emergency evacuation. They should be expected to convey these needs to their professor or supervisor at the beginning of their employment or academic year. In the event of a fire emergency, an individual with mobility impairment may choose one of the following alternatives:

- Proceed to an enclosed stairwell, accompanied by a partner or “buddy” and wait inside the stairwell.
- Remain in the stairwell until the responding fire department arrives and safely completes the evacuation.
- Defend in place. Seek refuge in rooms or sections of a building that, by virtue of its construction in relation to the location of the fire, will provide a safe area for persons to remain during a fire until rescue is made. The door should be kept closed. If possible, individuals should call Campus Safety to advise them of their location.

### **Mobility Impaired – Wheelchair**

Individuals who use a wheelchair may need to be evacuated with the wheelchair particularly, if they use a respirator. During an emergency evacuation, it is preferable for someone to remain with and assist the non-ambulatory person if the “buddy” can do so safely.

### **Mobility Impaired – Ambulatory**

Individuals who are able to walk independently, either with or without the use of crutches or a cane, and can negotiate stairs in an emergency situation with minor assistance, should wait until heavy pedestrian traffic has cleared before attempting to use the stairways, in the event of imminent danger.

### **Hearing Impaired**

Individuals with hearing impairments may need fire alarm horn/strobe lights installed in their rooms or offices. Staff should be aware of those persons with hearing impairments and should attempt to provide assistance and guidance in the event of an emergency evacuation.

### **Visually Impaired**

Individuals with a visual impairment should become familiar with their immediate surroundings and most frequently traveled routes. In the event of an emergency evacuation, staff or other students should offer to guide an individual with a visual impairment from the building. Special attention should be given to obstacles or route obstructions.

### **Speech Impaired**

Individuals with speech impairment may have difficulty communicating during an emergency evacuation. Ideally, a volunteer or “buddy” capable of communicating with that individual should assist them during the evacuation.

### **Developmentally Disabled**

It is critically important that the designated evacuation route be rehearsed with a developmentally disabled occupant. Ideally, someone capable of communicating effectively with this person should assist them during the evacuation.

**Questions?** Contact the Office of Campus Safety at 845-398-4080 or extension 4080 using a campus phone

## **GENERAL EMERGENCY EVACUATION PROCEDURES**

General Emergency evacuation will be conducted in a manner similar to fire drill evacuations. Notification for general emergency evacuation will be made using the STAC Emergency Notification System as appropriate.

Students learn the locations of the emergency exits in the buildings and are provided guidance about the directions they should travel when exiting each facility for a short-term building evacuation. We do not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus and other factors such as the location and nature of the threat. In both cases, Campus Safety Staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of an evacuation drill is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At STAC, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sounds of the fire alarm.

In addition to educating the occupants of the building about the evacuation procedures, the drill process also provides the College an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the STAC Campus Safety Department to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be affected immediately. Recommendations for improvements are also submitted for consideration.

Students receive information about evacuation and shelter in place procedures during move in weekend and during other educational sessions that they can participate in throughout the year.

Residence Life Staff members are trained in these procedures as well and act as an ongoing resource for the students living in residential facilities. The Campus Safety Department conducts announced and unannounced drills and exercises each year and conducts follow-through activities which are designed for assessment and evaluation of emergency plans and capabilities.

### ***Shelter in Place Procedures - What it means to “Shelter in Place”***

If an incident occurs and the buildings or areas around where you are become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances in the air, it is usually safer to stay indoors because leaving the area may expose you to the danger. Thus, to ***“shelter in place”*** means to make a shelter of the building that you are in and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

### ***Basic “Shelter in Place” Guidance***

If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, Spartan Card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If the police or fire department personnel are on the scene, follow their directions.

### ***How You Will Know to “Shelter-in-Place”***

A shelter-in-place notification may come from several sources, including Campus Safety, Residence Life Staff, other college employees, Orangetown PD or other authorities utilizing the college emergency communications system.

### ***How to “Shelter-in-Place”***

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - An interior room;
  - Above ground level; and
  - Without windows or with the least number of windows.
  - If there is a large group of people inside a particular building, several rooms maybe necessary
3. Shut and lock all windows (tighten/seal) and close exterior doors.
4. Turn off air conditioners, heaters and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)

6. Make a list of the people with you and ask someone (house staff, faculty, or other staff) to call the list in to campus safety so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

## **CRIME PREVENTION AND SECURITY AWARENESS**

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Campus Safety and Security Personnel facilitate programs for students, parents, faculty, residents and resident advisers providing a variety of educational strategies and tips on how to protect themselves. Members of the Campus Safety and Security Department speak at various student meetings, presentations and employee meetings covering the following topics: security awareness, prevention, risk reduction and avoidance.

St. Thomas Aquinas College provides information about crime prevention programs during orientation to both incoming students and parents and on the web site <https://stac.edu/student-life/campus-safety/>. Campus Safety and Security Officers engage in routine, motorized and foot patrol on the campus on a 24-hour basis.

The St. Thomas Aquinas College Campus Safety and Security Department will issue/post Timely Warning Notices for the College Community to notify members of the community about serious crimes against people or property that occur on campus when it is determined that the incident may pose an ongoing threat to members of the STAC community. The St. Thomas Aquinas College Campus Safety and Security Department will post Emergency Notifications for the College Community to notify members of the community for an event that is currently occurring on or imminently threatening the campus. St. Thomas Aquinas College Campus Safety and Security Department will initiate emergency notification procedures for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students, employees and visitors. Additionally, emergency notifications will be issued/posted for other crimes/incidents that are determined appropriate by Vice President of Student Development, Director of Campus Safety and Security Department or Assistant Director of Campus Safety and Security Department.

## **EDUCATIONAL AND PREVENTION PROGRAMS**

St. Thomas Aquinas College (STAC) engages in comprehensive, intentional and integrated programming initiatives, strategies and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs and informed by research or assessed for value, effectiveness or outcome; and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Students



The first action of prevention occurs during new student orientation. Incoming students are educated as to what sexual misconduct/assault is, the laws regarding sexual misconduct/assault, ways of reducing the risk of becoming a victim of sexual misconduct/assault and procedures for getting help should they encounter any form of sexual misconduct/ assault. In addition, seminars are held during the year on timely topics such as date rape prevention, self-defense, managing your drinking and behavior, etc.

**Employees**

The first action of prevention occurs during new employee orientation. New employees are required to view on-line training programs on the topics of Sexual Harassment. In addition, special training is given to individuals who hold responsibility for ensuring compliance with our Title IX. College employees are also invited to attend programs presented by the Office of Student Development on related topics; in addition to having seminars presented through the Office of Human Resources.

The following programs and initiatives are designed to inform students and employees about St. Thomas Aquinas College’s Policies and Procedures. These programs also provide members of the STAC Community with information to encourage them to be responsible for their own security/safety and the security/safety of others.

TOPIC	DATE	PARTICIPANTS	FOCUS	Comments
Campus Life Panel – Campus Safety	9/1/23	Students	Security Awareness, Crime Prevention	Orientation
Introduction Gender Based Sexual Misconduct	9/1/23	Students	Sexual Assault, Domestic/Dating Violence, Stalking, Title IX, Sexual Misconduct Policy	Orientation
Spartan Start – Campus Safety	9/1/23	Students	Security Awareness, Crime Prevention, Sexual Assault, Domestic/Dating Violence, Stalking, Title IX, Gender Based Sexual Misconduct (GBSM), Alcohol/Drug Awareness	Move In Weekend
Spartan Start – Community Standards	9/1/23	Students	Sexual Assault, Domestic/Dating Violence, Stalking, Title IX, Gender Based Sexual Misconduct	Move In Weekend

			(GBSM), Alcohol/Drug Awareness	
Spartan Start-New Student Orientation	9/1/23	Students	Center for Safety and Change Presentation. Sexual Assault, Domestic/Dating Violence, Stalking, Title IX, Gender Based Sexual Misconduct (GBSM)	Move In Weekend
The Most Significant Case of My Entire Career, “Spring Break: a True Story of Hope and Determination”	9/1/23	Students	Alcohol/Drug Awareness	Move In Weekend
United Educators	On Going	Students	Sexual Assault, Domestic/Dating Violence, Stalking, Title IX, Gender Based Sexual Misconduct (GBSM), Alcohol/Drug Awareness	STAC 101/ Freshman Seminar, Judicial/ Code of Conduct Processing
Flashpoint: Recognizing and Preventing Violence in the Workplace	Upon Hire, Online Resource	Employees	Security Awareness	
Preventing Sexual Harassment- United Educators	Upon Hire, Online Resource	Employees	Sexual Assault, Domestic/Dating Violence, Stalking, Title IX, Gender Based Sexual Misconduct (GBSM)	
Title IX Training	On-going	Faculty, Staff, Athletes, Camp Counselors, Responsible Employees	Targeted Title IX training for specialized groups/representatives on campus	

“Run, Hide, Fight” Training Video	On-going	Students, Faculty, Employees	Security Awareness	
--------------------------------------	----------	---------------------------------	--------------------	--

*Programs and Initiatives Descriptions*

*Face to Face* - This is an activity which will help the participants understand the diverse demographics of their START Group (Spartan Orientation Group).

*United Educators* Used by STAC 101/Freshman Seminar and Judicial/Code of Conduct Processing

*The Most Significant Case of My Entire Career, “Spring Break: a True Story of Hope and Determination”* – Steven Benevisiti, Esq. - For 25 years, Steven Benvenisti, Esq., personal injury attorney and motivational speaker, has been featured on television, radio and appeared before hundreds of thousands to share his story of the most significant case of his entire career. The case is about a college student who had everything in life until one night, while walking, a drunk driver’s vehicle crashed into him. Within hours his parents were asked to consent to his organ donation because survival was not likely and if he did survive, he would be completely and totally disabled. Audiences are then astounded when they learn that Steven Benvenisti is actually the student depicted in the photos and are then inspired by his full and complete recovery.

*Domestic Violence, Dating Violence and Stalking – The Center for Safety and Change* – Students were trained; on how to recognize abuse, to learn the warning signs and where to go on campus and in the community to receive help and support.

*Flashpoint: Recognizing and Preventing Violence in the Workplace* – This video is produced by the Center for Personal Protection and Safety. The focus of this program is to help viewers; understand what workplace violence is, recognize common myths about workplace violence, recognize behaviors of concern before violence occurs, recognize signs of domestic violence as it affect the workplace environment, understand the importance of early action and options for responding to and reporting warning signs.

*Preventing Sexual Harassment* – This online training is produced by Workplace Answers LLC. The training is differentiated by employment responsibilities, faculty, supervisory and non-supervisory personnel. Participation in this interactive online training program titled *Preventing Sexual Harassment* will increase awareness within our community about sexual harassment. It defines sexual harassment, presents current laws, as well as case studies, and gives examples of unacceptable behavior. In addition, it provides the College’s policy on harassment, including procedures for reporting harassment. While the program primarily focuses on sexual harassment, the principles it imparts apply to all forms of discriminatory harassment, as identified in the College’s Harassment Policy.

*First Year Connection* – This is a TED Talk Viewing that discusses Gender Based Sexual Misconduct and Title IX Topics. Student participants then completed a reflection question on the topic. TED Talks are influential videos from expert speakers on education, business, science, tech and creativity, with subtitles in 100+ languages.

*Suicide Prevention in the workplace-* The American Foundation for Suicide Prevention

*Marijuana and Mental Health-* Rockland Council on Alcoholism & Other Drug Dependence, Inc.

## **SAFETY ESCORT PROGRAM**

Campus Safety recognizes that you may be uncomfortable walking across campus after dark or at other times. With this in mind, a safety escort program has been developed as an alternative to walking alone. This service is offered from dusk to dawn. Daylight escorts will be provided for special circumstances such as illness, injury or a legitimate fear that would prevent a student from feeling safe while crossing campus.

Requests may be made by calling Campus Safety at 845-398-4080 or extension 4080 using a campus phone or in person at the Campus Safety and Security Office in Aquinas Hall St. Thomas Aquinas College. Advise the officer of your name and exact location, destination and a call back telephone number. An officer will be dispatched and respond as soon as possible. In most instances, the officer will respond in a timely manner however, an emergency situation may dictate a longer waiting period for the escort. Please be patient. Safety escorts will be walking or mobile based upon the discretion of the campus safety department.

The safety escort service is NOT intended to be a taxi service. We strongly encourage you to walk in pairs or small groups especially late at night. Inappropriate use of the service takes campus safety officers away from regular patrol and campus safety issues.

## **ACCESS POLICY**

During all our activities, events, and entry onto campus, St. Thomas Aquinas College does not discriminate against students, staff, and other beneficiaries on the basis of race, color, national origin, gender, age, sexual orientation, disability, marital status, genetic predisposition, carrier status, veteran status or religious affiliation, in admission to the College or in the provision of its programs and services. The Director of Human Resources (Borelli Hall Room 206, ext. 4044) is the Section 504 Coordinator, the Title IX Coordinator, and Age Act Coordinator.

As the utilization of a building diminishes during the day or evening, Campus Safety and Security Officers lock the building. These buildings are patrolled throughout the night on a random basis to ensure the safety and security of the campus. The same procedure is repeated during the weekend hours. Exterior door access to a locked building is granted only on a limited basis of proven need. Campus Safety and Security Officers are prepared to escort anyone to and from a building during non-working hours. Anyone entering or leaving a building during non-working hours such as when class is not in session is required to notify the Campus Safety and Security Department. Access control is coordinated with the Associate Dean of Student Development, Registrar and Facilities.

## **GUEST POLICY**

### **Evening Access to Campus**

Under normal circumstances, beginning at 9:00 pm nightly, access to campus is monitored by Campus Safety Officers in booths at the entrance to the main campus and the McNelis Commons. Individuals who do not possess a St. Thomas Aquinas identification card will be required to produce identification upon request, and register as visitors.

### **Late Night Access to Campus**

Under normal circumstances, beginning at 12:00 am nightly, access is restricted to those individuals who live on campus and to their registered guests. These guests will be issued a visitor's pass (wristband) which must be clearly displayed.

### **Visitors to Residence Facilities**

A "visitor" is defined as anyone (including other STAC students) who is not a resident of that unit. Resident students are responsible for the conduct of their visitors, both registered and unregistered. All visitors must be escorted by a resident student. All non-resident STAC students and other guests must be registered by a STAC resident. Unregistered overnight guests will be removed from campus immediately. The College reserves the right to limit visitation for any person at any time and/or declare a nonmember of the College community "persona non grata" when his/her presence is considered detrimental to the welfare of the College community. An individual declared "persona non grata" is not permitted on college property.

### **Late Night Guests**

The College believes that late night guests are an infringement upon the privacy and convenience of the person/s sharing the space. Late night guests should only occur on a limited and infrequent basis. The consent of all roommates sharing the space should be agreed upon before the late-night guest is registered with the Office of Campus Safety. One (1) guest per resident student is permitted between 12:00 a.m. 8:00 a.m. Late night guests must be issued an overnight guest pass by 12 a.m. for the night the individual is staying. No guest is permitted to stay more than two consecutive nights. No guest may stay overnight more than four times in each semester. Resident student hosts assume all responsibility for the conduct of their visitors while on campus. There are NO VISITORS permitted during the opening week and the last two weeks of each semester.

### **Residential Access**

Routine access to the student residences is regulated by key or an access control card. Additionally, visitor and guest access is restricted as listed above. During extended school closings, arrangements are made to restrict access with lock changes and access card permissions being modified.

## **SECURITY CONSIDERATIONS USED IN CAMPUS FACILITY MAINTENANCE**

The St. Thomas Aquinas College Facilities and Maintenance Department is responsible for facilities management, maintenance, custodial, grounds and renovation and new construction services. The following are examples of security considerations:

- Safety and security issues are considered and implemented in the design and placement of all campus lighting, shrubbery, trees, etc.
- Safety and security issues are considered when planning and designing major renovations to campus facilities or construction of new facilities on campus.
- Safety and security maintenance requests receive priority over non safety and non-emergency work orders.
- Campus Safety Officers and Facilities Services Maintenance Personnel are expected to promptly report any safety and security maintenance issues when discovered.

## **MEDICAL ASSISTANCE**

If serious injury or illness occurs on campus contact Campus Safety and Security immediately by calling 845-398-4080 or by calling extension 4080 using a campus phone. Give your name and describe the nature and severity of the medical problem and location of the victim.

If it is a life-threatening injury or illness contact the Orangetown Police at 911. Give your name and describe the nature and severity of the medical problem and the location of the victim. Then contact Campus Safety and Security immediately by calling 845-398-4080 or by calling extension 4080 using a campus phone

If serious injury or illness occurs off campus at a college sponsored activity call “911”. Give your name and describe the nature and severity of the medical problem and location of the victim.

Have someone remain on the phone with Campus Safety and Security or the local emergency services to provide updated information regarding the incident.

Keep calm and reassure other people who may be nearby.

## **DRUG & ALCOHOL STATEMENT (Faculty/staff refer to the employee manual)**

In accordance with the Drug-Free Schools and Communities Act (DFSCA) Amendments of 1989, St. Thomas Aquinas College has adopted and implemented programs and policies designed to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by College community members on College Property or as part of any of its activities. St. Thomas Aquinas College maintains a firm commitment to provide a safe and healthy environment for its students. In keeping with this commitment, the College has joined a network of other institutions throughout the country, the Network

of Drug Free Colleges and Universities which have agreed to maintain a drug-free campus. In addition to adhering to the standard established by that group, the College's substance abuse policy complies with the regulations set forth in the Drug-Free Schools and Communities Act Amendments of 1989.

It is each student's and employee's responsibility to understand and abide by the laws as outlined in the College Substance Abuse Policy. The College Drug and Alcohol Policy is binding on all undergraduate and graduate students and college employees. Violations in alcohol and drug policies and laws will result in disciplinary action. Sanctions could include written warnings, fines, alcohol and /or drug assessments, disciplinary probation, loss of housing, loss of extracurricular privileges, suspension, and dismissal. Student organizations also may be sanctioned for violations of these policies and laws. Students and employees are responsible for compliance with all laws regarding possession and distribution of illicit drugs and alcohol. The College does not condone any violations of the criminal law, including underage drinking.

It is St. Thomas Aquinas College's policy to prohibit the *unlawful* distribution, dispensing, possession or use of illicit drugs or alcohol on the St. Thomas Aquinas College Campus. ***It is St. Thomas Aquinas College's policy to prohibit the distribution, dispensing, possession or use of marijuana (cannabis) on the St. Thomas Aquinas College Campus.*** This means that use and/or possession of marijuana (cannabis), in any form, or possession of any paraphernalia, will not be tolerated on campus.

Although the Marijuana Regulation and Taxation Act (MRTA) changes the way New York State regulates cannabis, using and possessing cannabis in any form remains a crime under federal law. Specifically, New York Colleges and Universities remain bound by their federal requirements under the [Drug Free Schools and Communities Act](#) and the [Drug Free Workplace Act](#). Under these laws, the use, possession, and distribution of cannabis for any reason must be prohibited and subject to student code of conduct or employee disciplinary actions. Failure to comply with federal law may result in termination of all forms of federal financial assistance, including federal student financial aid grants.

The possession, sale, or the furnishing of alcohol on the St. Thomas Aquinas College Campus is governed by STAC Alcohol Policy and New York State Law. Laws regarding the possession, sale, consumption or furnishing of alcohol are controlled by the New York State Department of Alcohol and Beverage Control (ABC). The enforcement of alcohol laws on-campus is the primary responsibility of the Campus Safety and Security Department with the assistance of the Orangetown Police Department. The STAC Campus has been designated "Drug Free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Campus Safety and Security Department with the assistance of the Orangetown Police Department.

Violators are subject to college disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. Enforcement of the College Substance Abuse Policy will occur in residence life units and rooms when, for example, attention is drawn to the room because of noise, excessive numbers of people, intoxication or any violations of the rights of others, etc.

In addition to laws governing alcohol/drug consumption, the College has developed internal policies related to the potential adverse impact of the illegal use of alcohol/drug on students, faculty and staff. An employee who violates the College's Substance Abuse Policy may be subject to disciplinary action up to and including termination, depending upon the College's assessment of the circumstances. A student who violates the College's policies may be subject to disciplinary action up to and including expulsion, depending upon the College's assessment of the circumstances. Organizations or groups violating alcohol/substance policies are also subject to sanctions by the college.

## **ALCOHOLIC BEVERAGES POLICY**

Federal law requires that in order for an institution of higher education to receive federal funds, it must adopt and implement a program to prevent the possession, use, or distribution of illegal or illicit drugs and alcohol by students and employees. In keeping with the foregoing, all students are required to strictly adhere to the standards of conduct outlined below.

In keeping with the laws of New York, college policy regarding alcoholic beverages is as follows:

- It is illegal for any person under 21 years of age to possess alcoholic beverages or to attempt to purchase or to consume or transport any alcoholic beverage.
- It is illegal for any person to sell or give alcoholic beverages of any kind to a minor.
- It is illegal for any person to misrepresent his or her own age or the age of any other person to obtain alcoholic beverages.

For students and their guests of legal age, alcoholic beverages are confined to resident rooms with doors closed, or to a location designated and approved by the Student Development Office. All individual students or guests in any student room must be of legal age (21 years or older) when alcohol is present.

Alcohol is prohibited in all public areas, including, without limitation, porches, lounges, stairs, lobbies, classrooms, hallways, and offices. In those situations, in which exceptions are made, the college reserves the right to require additional procedures to ensure safety and responsible consumption.

Alcoholic beverages are not allowed in the Student Activities programs on campus unless during an event where all in attendance are of age and the sponsoring group has received the explicit written permission of the Vice President for Student Development.

*Alcohol Containers and Quantities:*



This section regulates the amount of alcohol a student who is 21 or older may possess in our residence halls or while on college property. The essential elements of that policy are as follows:

- No kegs or beer balls, or the number of cases and/or bottles or cans of alcohol that equal the volume of these containers, are permitted in the residence halls or on college property.
- Non alcoholic punch/mix/concoction is permitted in the residence halls or on college property.
- No student may possess more than one total unit in any combination of the following list of alcohol unit amounts:
  - One gallon of wine.
  - One liter of hard liquor or natural or distilled spirits used or intended for consumption.
  - One case of beer or malt products (24 12-ounce bottles or cans).
  - One case of wine coolers or similar alcoholic products (24 12-ounce bottles or cans).

Bulk amounts and common sources of alcohol are strictly prohibited for individual and campus organizations unless provided by a third-party vendor and approved by and registered with the Student Development Office. Examples of bulk amounts and common sources of alcohol are kegs and beer balls or jug wines. Alcohol used in violation of college policy will be confiscated.

Empty alcohol containers and paraphernalia— including wine bottles, beer cans/bottles, liquor bottles of any size, shot glasses, beer bong and funnels—are prohibited on college property, including those for decorative purposes.

## **SUBSTANCE ABUSE EDUCATION**

Substance education is an ongoing process at St. Thomas Aquinas College. Each year during Freshman Orientation the students are required to attend seminars regarding alcohol and other drugs. Additionally, Resident Assistants complete drug and alcohol presentations. Alcohol and drug counseling and education are part of the college adjudication process. The substance abuse policy is reviewed with new employees during their orientation. Please refer to *Educational and Prevention Programs* on page 25.

## **ANTI-HARASSMENT POLICY AND PROCEDURES**

*Please refer to <https://stac.edu/title-ix/> for the most up to date policy including changes.*

This web page also provides a copy of the Sexual Misconduct Policy Informational Pamphlet and the Student Bill of Rights – Gender Based Sexual Misconduct. A copy of the Sexual Misconduct Policy is available at <https://stac.edu/title-ix/>. You can also visit the *STAC Home Page* ([WWW.STAC.EDU](http://WWW.STAC.EDU)) then click on *MY STAC* in the top right corner of the page. Scroll Down to *TITLE IX INFORMATION* and click there to go to the [TITLE IX Page](#). A printed copy of the policy is also available in the Title IX Office, Romano Student Alumni Center.

St. Thomas Aquinas College is committed to a working and learning environment in which all individuals are treated with respect and dignity. Every member of our campus community has the right to work and learn in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, St. Thomas Aquinas College expects all members of the College community to assume responsibility for ensuring that all decisions and interactions among students, employees and other members of the community are free of unlawful bias, prejudice and harassment.

The College also is committed to the principles of academic freedom and recognizes that enthusiastic discussion and debate, as well as open inquiry and free expression, foster critical thinking skills and are essential in an academic environment. This policy will be administered in an endeavor to recognize both objectives and to provide all protections recognized under the law.

## **SEXUAL MISCONDUCT POLICY / TITLE IX**

Please refer to <https://stac.edu/title-ix/> for the most up to date policy including changes. This web page also provides a copy of the Sexual Misconduct Policy Informational Pamphlet and the Student Bill of Rights – Gender Based Sexual Misconduct. A copy of the Sexual Misconduct Policy is available at <https://stac.edu/title-ix/>. You can also visit the *STAC Home Page* ([WWW.STAC.EDU](http://WWW.STAC.EDU)) then click on *MY STAC* in the top right corner of the page. Scroll Down to *TITLE IX INFORMATION* and click there to go to the [TITLE IX Page](#). A printed copy of the policy is also available in the Title IX Office, Romano Student Alumni Center.

The following section of the Annual Security and Fire Safety Report discusses Dating Violence, Domestic Violence, Sexual Assault, Stalking and other incidents of sexual misconduct. In this section and in the Sexual Misconduct Policy you will find: procedures to follow if any of the crimes or incidents occur; information regarding reporting to law enforcement with or without the assistance of college employees; orders of protection and stay away notices; confidentiality; procedures for changes and concerns such as academic, living, transportation, working and protective measures; investigation procedures; the resolution process and disciplinary procedures. Information regarding legal, visa and immigration concerns can be addressed with our partner resource, The Center for Safety and Change.

Members of the College community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

This policy is intended to cover incidents of sexual misconduct which are defined by the College as non-consensual contact, non-consensual sexual intercourse, or sexual exploitation. Sexual Harassment, which we broadly define as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and has the purpose or effect of creating an employment or academic environment that is hostile, offensive or coercive to a reasonable woman or man, as the case may be, is further defined in the College's Anti-Harassment Policies as published in the Student Handbook and in the Employee Manuals, both available for viewing on the College's website.

The College strongly opposes all forms of gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator’s attention, and a respondent is found to have violated this policy, sanctions and/or other appropriate action will be employed to reasonably ensure that such actions are not repeated. This policy has been developed to prevent sexual violence, end such conduct when it occurs, prevent its recurrence and address its effects, reaffirm these principles and provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

All allegations of Sexual Misconduct and/or retaliation as defined in this policy may be reported to the Title IX Officer or designated Deputy Coordinator, to a member of the Office of Campus Safety and Security, or to any employee to whom the complainant feels comfortable making a report. All reports of potential incidents of Sexual Misconduct and/or retaliation shall be forwarded promptly to the Title IX Officer (or designated Deputy Coordinator)

**NON-CONFIDENTIAL RESOURCES AND REPORTING OPTIONS**

Mr. Norman Huling	Title IX Officer	845-398-4068
Ms. Nicole Ryan	Title IX Deputy Coordinator	845-398-4163
Dr. Benjamin Wagner	Title IX Deputy Coordinator	845-398-4212
Office of Campus Safety & Security		845-398-4080

**CONFIDENTIAL COUNSELING RESOURCES**

Ms. Anne Walsh, BSN, RN	Director of Health & Wellness Services	845-398-4242
Nicol Zambrano, LMHC	Senior Clinician for Counseling and Mental Health	845-398-4174
Center for Safety & Change	<a href="http://centerforsafetyandchange.org">http://centerforsafetyandchange.org</a>	845-634-3344

**Prohibited Conduct – Sexual Misconduct**

This policy prohibits any and all forms of sexual misconduct. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation, and/or gender identity of those involved. The definition of consent below will be used in the interpretation and application of this policy:

***Affirmative Consent*** is a clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. Consent is active, not passive. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

More specifically, under this policy, a person is incapacitated if he or she is disabled or deprived of ability to act or reason for one's self, is unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. Incapacitation is defined as a state in which a person cannot make rational, reasonable decisions because he/she lacks the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of a sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from taking of an incapacitating substance. Under New York State law, a person is incapacitated if the person is temporarily incapable of appraising or controlling the person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance; if a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically limited; or if the person has a bodily impairment or handicap that substantially limits the person's ability to resist or flee. In addition, according to NYS law, a person cannot give consent if he/she is under 17 years of age.

An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the respondent to a claim of sexual misconduct was intoxicated and, therefore, did not realize the other person's incapacity.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy in the sense that sexual activity without consent violates this policy regardless of the sexual orientation or gender identity of the individuals involved.

## **RISK REDUCTION**

*How to be an Active Bystander*

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."

We want to promote a culture of community accountability in which bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander.

- If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.
- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources listed in this document for support in health, counseling or with legal assistance.

**WHAT TO DO IF YOU OR YOUR FRIEND WERE SEXUALLY ASSAULTED**

<u>YOU</u>	<u>A FRIEND</u>
Get to a safe place	Get them to a safe place
Tell someone you trust	Believe them and don't blame them
Call campus safety OR an agency you are comfortable with	Call campus safety OR an agency they are comfortable with
Preserve Evidence	Preserve Evidence
● Don't Shower/wash up	● Encourage not to Shower /wash up
● Don't brush your teeth	● Encourage not to brush teeth

<ul style="list-style-type: none"> <li>● Don't urinate or use the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>● Encourage not to urinate or use the bathroom</li> </ul>
<ul style="list-style-type: none"> <li>● Save clothing that was worn at the time of assault</li> </ul>	<ul style="list-style-type: none"> <li>● Encourage to save clothing that was worn at the time of assault</li> </ul>
<ul style="list-style-type: none"> <li>● Don't disturb scene if possible</li> </ul>	<ul style="list-style-type: none"> <li>● Encourage not to disturb scene if possible</li> </ul>
<ul style="list-style-type: none"> <li>● If concerned about date rape drugs try to save your drinks or the containers</li> </ul>	<ul style="list-style-type: none"> <li>● If concerned about date rape drugs encourage to try to save drinks or the containers</li> </ul>
<ul style="list-style-type: none"> <li>● Go to the hospital for treatment and evidence collection</li> </ul>	<ul style="list-style-type: none"> <li>● Encourage them to go to the hospital for treatment and evidence collection and go with them</li> </ul>
Talk to a professional, counselor or special complainants' center	Encourage them to talk to a professional, counselor or special complainants' center
Follow through – recovery is not immediate	Encourage them to follow through-recovery is not immediate

**Where To Get Help For Yourself Or A Friend:**

*Campus Safety and Security: 845-398-4080*  
 Aquinas Hall-101 125 Route 340 Sparkill NY 10976

*Title IX Coordinator St. Thomas Aquinas College: 845-398-4068*  
 Romano Student Alumni Center – Title IX Coordinator 125 Route 340 Sparkill NY 10976  
*The Center for Safety and Change 845-634-3344 24 Hour Crisis Hotline*  
 9 Johnsons Lane New City NY 10956  
 They provide a hotline, advocacy, accompaniment, counseling and support groups for complainants of sexual assault/abuse and their families.

*Counseling and Psychological Services at STAC 845-398-4065*  
 Romano Student Alumni Center 125 Route 340 Sparkill NY 10976

*STAC Health Services 845-398-4242*  
 McNelis Commons Residence Life Complex 130 Route 340 Sparkill NY 10976

*Nyack Hospital 845-348-2000*  
 160 N. Midland Avenue Nyack, NY

*Good Samaritan Hospital 845-368-5000*  
255 Lafayette Ave, Suffern, NY 10901

*Orangetown Police Department 845-359-3700 / “911”*  
26 Orangeburg Rd Orangeburg, NY 10962

*Rockland County Sheriff’s Department 845-638-5400*  
54 New Hempstead Road New City, NY 10954

*New York State Police – Haverstraw 845-364-0200*  
8 Thiells Mt. Ivy Road Pomona, NY 10970

*New York State Police Dedicated Sexual Assault 24 Hour Hotline 1-844-845-7269*

*“Spirit of Rockland” Special Victims Center - Rockland District Attorney’s Office 845-638-5051*

*New York State Domestic and Sexual Violence Hotline 1-800-942-6906*

*Rockland Paramedic Services Behavioral Response Team 845-517-0400*

*STAC Deputy Title IX Coordinators:*

- Nicole Ryan 845-398-4163
- Benjamin Wagner 845-398-4212

*STAC Residence Life 845-398-4068*

*STAC VP & Dean Student Development 845-398-4051*

*STAC Main Switchboard 845-398-4000*

## **STUDENT BILL OF RIGHTS – GENDER BASED SEXUAL MISCONDUCT**

*This is published in accordance with NYS Education Law Section Article 139*

St. Thomas Aquinas College strongly opposes all forms of gender-based misconduct. Members of the St. Thomas Aquinas College Community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The Student Bill of Rights is a summary of your rights as a student regarding sexual assault, domestic violence, dating violence, and/or stalking. St. Thomas Aquinas College’s Title IX and College Policies can be located at: <https://stac.edu/title-ix/>. You can also visit the STAC Home Page (WWW.STAC.EDU) then click on MY STAC in the top right corner of the page. Scroll Down to TITLE IX INFORMATION and click there

to go to the TITLE IX Page. A printed copy of the Student Bill of Rights is also available in the Title IX Office, Romano Student Alumni Center.

**ALL STUDENTS HAVE THE RIGHT TO:**

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institutional representatives as practicable and not to be required to unnecessarily repeat a description of the incident;
- Be free from retaliation by the institution, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the College.

**Options in Brief:**

Victims/survivors have many options that can be pursued simultaneously, including one or more of the following:

- Receive resources, such as counseling and medical attention;
- Confidentially or anonymously disclose a crime or violation (for detailed information on confidentiality and privacy, visit <https://stac.edu/title-ix/>)



***ALL STUDENTS HAVE THE RIGHT TO MAKE A REPORT TO:***

An employee with the authority to address complaints, including the Title IX Officer, Title IX Deputy Coordinators, a Student Conduct employee, or a Human Resources employee; St. Thomas Aquinas College Campus Safety; Local law enforcement; and/or Family Court or Civil Court.

***CONFIDENTIAL COUNSELING RESOURCES***

*Ms. Anne Walsh, BSN, RN*

Director of Health & Wellness Services  
845-398-4242

*Nicol Zambrano, LMHC*

Senior Clinician for Counseling and Mental Health  
845-398-4174

*Center for Safety & Change*

<http://centerforsafetyandchange.org>  
845-634-3344

***NON-CONFIDENTIAL RESOURCES AND REPORTING OPTIONS***

*Mr. Norman Huling*

Title IX Officer  
845-398-4068

*Ms. Nicole Ryan*

Title IX Deputy Coordinator  
845-398-4163

*Mr. Benjamin Wagner*

Title IX Deputy Coordinator  
845-398-4212

*Office of Campus Safety & Security*

845-398-4080

**LOCAL LAW ENFORCEMENT**

*Orangetown Police Department*

26 Orangeburg Rd

Orangeburg, NY 10962

845-359-3700

*Rockland County Sheriff's Department*  
54 New Hempstead Road  
New City, NY 10954  
845-638-5400

*New York State Police – Haverstraw*  
8 Thiells Mt. Ivy Road  
Pomona, NY 10970  
845-364-0200

## **SEX OFFENDER REGISTRATION**

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne *Clery Act* and the Family Educational Rights and Privacy Act of 1974, the St. Thomas Aquinas College Campus Safety and Security Department is providing a link to the New York State Division of Criminal Justice Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation or is a student.

### **NYS Division of Criminal Justice - Office of Sex Offender Management Sex Offender Registry**

The New York State Sex Offender Registration Act (Correction Law Article 6-C), known as SORA, established a Sex Offender Registry within the New York State Division of Criminal Justice Services. SORA was enacted to assist local law enforcement agencies and to protect communities by: 1) requiring sex offenders to register with the State; and, 2) providing information to the public about certain sex offenders living in their communities. SORA took effect on January 21, 1996.

The New York State's Sex Offender Registry home page is located at <http://www.criminaljustice.ny.gov/nsor/>. The Registry helps protect our families and communities by requiring sex offenders to register and providing this information to law enforcement and the public.

SORA requires the registration of individuals convicted in New York State of certain sex offenses as well as the registration of those individuals convicted in another jurisdiction if the offense is equivalent to a New York State registerable sex offense. In addition, if the individual is convicted of a felony requiring registration in the conviction jurisdiction or the individual is convicted of one or more specific federal or military offenses, the individual will be required to register in New York State. Individuals convicted of one or more registrable offenses on or after the effective date of SORA must register with the Division. Additionally, any person convicted of a registerable offense who was incarcerated or under parole or probation supervision on January 21, 1996, is required to be registered.

There are three levels of sex offenders – Level 1 (low risk of re-offense), Level 2 (medium risk of re-offense) and Level 3 (high risk of re-offense); risk level is set by a judge after a court hearing. SORA requires the Division of Criminal Justice Services to maintain a public *Subdirectory* on the internet which can only include Level 2 and Level 3 sex offenders. While the Registry also contains information on low-risk (Level 1) sex offenders, this site provides you with public access to the *Subdirectory* only. Therefore, accessing this site will not provide you with information about Level 1 offenders. Level 1 offenders are required to register for a minimum of twenty years, and level 2 and 3 offenders for life. Police and law enforcement have access to information on all sex offenders (levels 1, 2 and 3). However, under the law, information on level 1 (low-risk) offenders is not available on the public website. This directory now posts multiple photographs of registered sex offenders, as they become available, to provide New Yorkers with additional information to keep their families safe. In addition to multiple photographs, this directory also includes multiple names (aliases), multiple home and/or work addresses in an offender's profile, if applicable. Additional information, including conviction charge, sentence and supervision conditions if the offender is on parole or probation and vehicle information also is posted.

### **How do I search for a sex offender?**

Only level 2 and 3 offenders are listed on the public website, <http://www.criminaljustice.ny.gov/nsor/>

Information about offenders of all risk levels, including those whose risk levels are pending, is available by calling 518-457-5837 or 1-800-262-3257.

Callers must have an individual's name and one of the following – an exact address, date of birth, driver's license number, or Social Security number – to learn if the individual is on the Registry.

Local law enforcement agencies, as defined under the New York State Sex Offender Registration Act, in the communities where offenders live or go to school can release information to 'entities with vulnerable populations,' which could include a school, nursing home or day care center, for example. Those law enforcement agencies can release the same information about offenders that is available via the toll-free number.

## **DISCIPLINARY PROCEDURES & SANCTIONS (NON-Sexual Misconduct/Sexual Assault)**

Please refer to <http://www.stac.edu/student-life/student-development-policies> for the most up to date policy including changes.

### **Purpose**

The purpose of the College disciplinary procedures is to adjudicate violations of college rules and regulations. The disciplinary process should be an educational experience that rests upon fairness and the right to due process.

### **Adjudication of Non-Academic Matters: Due Process**

When a Code of Conduct violation is charged, due process is observed as follows:

A student accused of violating the Code of Conduct shall be notified in writing of the specific charge(s) against him or her and shall have the opportunity, within a reasonable amount of time for a hearing to discuss the charge(s). This hearing shall consist of a meeting between the accused student and the Vice President and Dean for Student Development or a designated hearing officer at which time the accused student shall have the opportunity to present his or her full and final version of the facts. Refusal or failure to appear at this hearing will not impede the adjudication process and judgment will be made based on the available evidence and testimony.

### **Administration**

The Board of Trustees vests in the President the authority to hear and resolve final appeals in any matter. The Vice President and Dean for Student Development is responsible for supervising the disciplinary system. All alleged infractions of the Student Code of Conduct policies are referred to the Office of the Vice President and Dean for Student Development.

### **Disposition of Infractions**

Disciplinary action usually begins with the witnessing by campus security, residence life staff member, a member of the college administration, faculty, staff or other student of conduct which appears to violate a college policy, rule or regulation. Any individual wishing to report an incident must notify either the Vice President and Dean for Student Development, the Associate Dean for Student Development and/or the Director of Campus Safety & Security of the alleged infraction. An individual may be requested to submit a written complaint providing additional detail. The Vice President and Dean for Student Development reserves the right to act in the best interests of the college community in situations that threaten the health, welfare, and safety of students, College personnel and property. The Vice President and Dean for Student Development has the authority to adjudicate those very serious violations of College policy which require immediate attention.

All other complaints are forwarded to the Campus Judicial Officers who initiate the campus disciplinary procedure. The Campus Judicial Officers are members of the professional staff in Student Development appointed by the Vice President and Dean for Student Development.

### **Standard of Proof**

The standard of proof in College disciplinary procedures shall be “preponderance of the evidence”--meaning that it is more likely than not that the alleged violation took place.

### **DISCIPLINARY SANCTIONS**

St. Thomas Aquinas College response to policy\rule\code of conduct violations may include the following sanctions, among others:

- **Reprimand** - the student is told verbally that his\her behavior was inappropriate and that behavioral changes are expected.
- **Written letter of warning** - the student is sent a written letter warning him\her that behavior changes are expected. The letter is placed in the students file in the Office for

Student Development and may be removed according to conditions specified by the Vice President and Dean for Student Development.

- **Formal probation** - this action is considered a more stringent written letter of warning issued in response to more serious or frequent violations of rules and regulations. The probation status is issued for a stated period of time and may include specific restrictions on the student.
- **Residential review** - a sanction that places the student under warning that at the next violation of College policy, rules or regulations, he\she may be ineligible for on-campus housing for the next term.
- **Residential relocation** - a sanction that moves a student to another area of on campus housing.
- **Removal from residence** - this action removes the student from on-campus housing either permanently or temporarily.
- **Disciplinary Probation** - a sanction consisting of a written statement to a student offender that he\she has violated a particular College policy, rule or regulation, and that further violations may likely result in a more severe sanction, such as suspension or dismissal. The student shall not hold office in any student group or organization. If deemed appropriate, the student may also be subject to restriction of privileges as described below:
  - Violation of any of the terms of disciplinary probation may subject a student to immediate suspension or expulsion (dismissal) from the College.
- **Disciplinary suspension** - a sanction consisting of a written statement to a student offender that he\she has violated a particular College policy, rule or regulation, Suspension shall mean exclusion from classes, from presence on campus and from all other privileges or activities for a definite period of time.
  - Disciplinary suspension is recommended by the Vice President and Dean for Student Development and forwarded to the President for consideration.
  - The statement of suspension shall be placed in the student's file in the Office of the Vice President and Dean for Student Development and may be removed according to conditions specified by the Office of the Vice President and Dean for Student Development.
  - In cases of suspension a student must reapply for admission by writing a letter of request to the President.

**Expulsion** - a sanction consisting of a written statement to a student offender that he\she has violated a particular college policy, rule or regulation. Expulsion shall mean immediate dismissal from the college.

- Expulsion is recommended by the Vice President and Dean for Student Development and forwarded to the President for consideration.
  - The statement of expulsion shall be placed in the student's file in the Office of the Vice President and Dean for Student Development and may be removed according to conditions specified by the Office of the Vice President and Dean for Student Development.
- **Restrictions of Privileges and imposition of Special Conditions** - Students may

also have their privileges restricted or special conditions imposed upon them. Such restrictions and/or imposed conditions may be implemented as “stand alone” sanctions, or in combination with other sanctions. The restrictions and/or imposed conditions may include any action that the Vice President and Dean for Student Development believes is appropriate in the situation.

- Examples include but are not limited to:
  - Be prohibited from participating in specified or all extracurricular activities
  - Be prohibited from being present in areas on campus where alcohol is served.
  - Be prohibited from being present on particular parts of the campus (i.e. residence halls).
  - Be prohibited from being on campus at specified times.
  - Be suspended or dismissed from on-campus residence.
  - Be prohibited from having conduct with specific individuals (“Stay Away Orders”).
  - Be required to complete an educational project.
  - Be required to complete community service or restorative activities.
  - Be required to pay restitution or compensation.
  - Be required to undergo a psychological or psychiatric evaluation.
  - Be required to meet with specified College employees.
  - Be required to provide appropriate medical documentation.

## **STUDENT JUDICIAL RECORDS**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that provides regulations regarding the access, review, amendment, and disclosure of student educational records. Student judicial records are included in the definition of educational records. The requirements of this law with respect to student judicial records are covered in the information which follows.

### **Access**

Any student has the right to inspect his or her own judicial file. The information contained therein will be made available to the student upon written request forwarded to the Vice President & Dean for Student Development.

No one outside the College shall have access to the student's records nor will the College disclose any information from these records without the written consent of the student, except under those circumstances that are permitted by FERPA. Students are advised that potential graduate schools or employers may request information on disciplinary status. Under the FERPA regulations, the College may disclose a student's records to school officials of another institution in which a student seeks to enroll. However, judicial materials will not be sent to any employer unless the student specifically authorized the College to do so in writing. Within the College community, only those members individually or collectively acting in the student's educational interests are allowed access to student records.

It shall be the responsibility of the Vice President & Dean for Student Development in response to any authorized inquiry to inspect the records of any student, and to provide an explanation in

writing, if necessary, as to the nature and severity of any violation in which the student in the question has been sanctioned.

### **Maintenance of Records**

When a student is found responsible for violating the College's Code of Conduct a disciplinary file for the student is created. This file contains all information pertinent to any and all proceedings in which the student has been involved. Each subsequent time a student is found responsible for violating regulation his or her record is used in determining a sanction. The records of any student contained in the judicial file shall be maintained by the Office for Student Development until the student's graduation from the College, at which time it will be destroyed. An exception will be made to this policy, however, in those instances where the judicial proceedings resulted in a student's suspension or expulsion (dismissal) from the College. In such a case, a notification will appear on the student's record, and the documents containing the relevant sanction will be maintained to substantiate this notation

### **Off-Campus Conduct Policy**

Whether on or off campus, students are expected to adhere to the code of conduct established by St. Thomas Aquinas College. The College reserves the right to investigate and subsequently apply College discipline in certain off-campus situations, which impact the College community.

## ***MISSING PERSONS***

- *Missing College Student* - Definition
  - Pursuant to the NYS Campus Safety Act of 1999, a missing student is any person who is a “student of an institution (college or university) ... who resides in a facility owned or operated by such institution and who is reported as missing from his or her residence.”
  - There is no age limit specified in these laws.
- Colleges and universities are required to adopt specific policies and procedures to ensure that these cases are handled in an expedient and consistent manner.
  - This includes involvement of and coordination with local police agencies or the New York State Police, whenever warranted by circumstances.
- Missing Child – Definition
  - A missing child is defined as any person under the age of 18 at the time of disappearance.
    - The age criteria may be extended beyond the age of 18, at the discretion of a law enforcement agency, if circumstances warrant.
    - Person is mentally incompetent.
    - Case circumstances indicate abduction and/or endangerment.
  - Types of missing children cases include:
    - Non-family abductions (e.g., strangers).

- Familial abductions (e.g., non-custodial parent).
- Acquaintance abductions.
- Runaways.
- Others (e.g., lost or unknown circumstances).

### ***Campus Safety and Security Department***

For purposes of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation or has been with persons who may endanger the student’s welfare.

***No one should be told that a waiting period must pass before an investigation can be initiated.***

Missing persons should be reported to the Campus Safety and Security Department. If reported to any office or person other than Campus Safety that office or person will immediately contact the Campus Safety and Security Department at 845-398-4080.

The Campus Safety Department upon notification of a missing student will conduct a thorough investigation and obtain all necessary information. The person's description, clothes, who they may be with or where they may be, vehicle description and physical and mental well-being of the individual will be obtained.

The Campus Safety Department will conduct a quick, but thorough search of the campus buildings and parking lots using the student's class schedule.

The Campus Safety Department will also check access card logs to determine the last time the ID card was used as well as any surveillance video.

The Campus Safety Department may also request assistance from Resident Assistants or others to assist in a search on campus. The Campus Safety Department may issue an ID card photograph to assist in the identification of the missing student.

After a search has been conducted with negative results, the Campus Safety Department will notify the local law enforcement agency within 24 hours, unless the local law enforcement agency was the entity that made the determination the student is missing.

#### ***Emergency Contact Information:***

Annually, Resident students will be able to provide the College with the name and contact information of at least one individual who could be contacted in the event of an individual emergency other than the student is missing. This can save critical time if a student is injured and has to be taken to the hospital. Emergency Contact information is maintained on the resident student’s applications.



Students under the age of eighteen (unless emancipated) must provide contact information for at least one custodial parent.

Students over the age of eighteen may designate anyone of their choosing to be the emergency contact.

Annually, a “Google Form” titled *Resident Student Missing Person Contact Form* is distributed to residence students. Students can designate if they want to use their regular emergency contact in cases where they are reported missing or resident students have the option of identifying an individual to be contacted by the Office of the Vice President of Student Development not later than 24 hours after the time that the student has been determined to be missing. Students can register this confidential contact information and it will only be accessible to authorized campus officials and may not be disclosed to law enforcement personnel in furtherance of a missing person investigation.

If the student is under 18 years of age, and not an emancipated individual, the Office of the Vice President of Student Development is required to notify a custodial parent/guardian and missing person contact no later than 24 hours after the time that the student is determined to be missing.

If the Campus Safety Department and/or the local law enforcement agency has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the Office of the Vice President of Student Development will initiate the emergency contact procedure in accordance with the student's designation.

# **FIRE SAFETY**

## **REPORTING A FIRE**

Fires and other emergencies can be reported in several ways:

- Calling Campus Safety at 845-398-4080 or extension 4080 from a campus phone
- Calling “911”
- Activating the fire alarm in a building or verbal notification to others in the area
- Automatic alarm activation

All members of the community are encouraged to report fires or emergencies of any size. Reports of past, not active, fires and emergencies should be reported to the Campus Safety Department for proper accounting and statistical reporting.

## **FIRE SAFETY DRILLS/ ALARMS AND FIRES**

Fire Safety is an important part of the daily activities at St. Thomas Aquinas College. Fire drills are conducted in accordance with requirements prescribed by the NYS Office of Fire Prevention and Control. Routine inspections are conducted by St. Thomas Aquinas College Staff in addition to those conducted by the NYS Office of Fire Prevention and Control. On the spot corrections are made during these visits and inspections as appropriate. During 2023 there were 4 fire drills conducted in each of the academic buildings and 4 in each of the student residences. Documentation regarding fire drills includes time, date, location, personnel involved, and status. This documentation is maintained in the Campus Safety Office. Documentation regarding fire safety equipment and alarms is maintained in the Facilities/Maintenance Department. Fire alarms are maintained by the St. Thomas Aquinas College Facilities/Maintenance Department, Tyco SimplexGrinnell and DTM Installations Corporation. The alarm systems are monitored by the Rockland County Sheriff’s Department – Communications Division, commonly referred to as “Radio HQ” & “44-Control” In case of a fire alarm or actual fire the John Paulding Engine Company #1 – The Sparkill-Palisades Fire Department is the initial responding agency.

## **EVACUATION FOR ALL CAMPUS BUILDINGS / FIRE ALARM PROCEDURES**

**R** – Rescue and relocate anyone in immediate danger.

**A** – Alert others by activating the building fire alarm system and calling 845-398-4080 or extension 4080 using a campus phone from a safe location.

**C** – Confine the emergency by closing the doors.

**E** – Evacuate immediately. Do not use elevators. Use stairs. If there is smoke in the corridor, stay in room, close and seal doors, call 845-398-4080 or extension 4080 using a campus phone for help, and stand by the windows.

***YOUR GOAL IS TO GET OUT SAFELY***  
***If you cannot get out, follow the appropriate steps below***

- Before opening any doors, feel the door first. **If it is hot, don't open the door.** If it isn't hot, brace yourself against the door, open it slightly, and if heat or heavy smoke is present, close the door and leave by an alternate exit.
- If you can't leave the room, keep the door closed. Open the windows from the top to let out heat and smoke AND from the bottom to let in fresh air. Seal the bottom of your room door and any air vents with a rug, blanket, or towel. Then hang a light colored object (towel, bed sheet, shirt, etc.) out the window to attract the fire department's attention. If there is a phone in the room, call 845-398-4080 or extension 4080 using a campus phone and report that you are trapped. Be sure to give your building name and location. Do not hang up until the dispatcher tells you to.
- If you can leave the room, leave a light on and close all the doors behind you. Leave all materials in your room or office to avoid wasting time. Take your key in case you cannot reach an exit and you have to return to your room.
- Go to the nearest exit or stairway. If the first exit is blocked, go to an alternate exit or stairway.
- **Never use an elevator during a fire emergency.** A mechanical or electrical failure could leave you trapped at the fire floor or between floors.
- If you are not able to self-evacuate proceed to an enclosed stairwell if available in your building. If you go to an enclosed stairwell, be sure to position yourself so as not to block or impede pedestrian flow or access to the stairwell.
- If you go to a stairwell or remain in a room, call Campus Safety at 845-398-4080 or extension 4080 using a campus phone, giving your exact location – building, floor and stairwell/room number.
- If all exits are blocked, go back to your room, close the door, and open the window, as previously described.
- Stand clear of the area after evacuating to give emergency apparatus and personnel room to maneuver. Go to a designated meeting area and stay there. If possible, call Campus Safety at 845-398-4080 or extension 4080 using a campus phone from a neighboring area and give as much information as possible.
- Each person not involved in the emergency procedures should follow the directions of the fire department, Campus Safety, and other emergency personnel.
- No persons may re-enter an evacuated building until permitted to do so by Campus Safety.
- Each student and employee has the responsibility of knowing the location of the fire alarm station, fire extinguisher, and primary and secondary exit routes for primary place of occupancy while on College property. Should a fire be discovered or suspected, a fire alarm should be sounded immediately. If time permits, call Campus Safety at 845-398-4080 or extension 4080 using a campus phone and activate the pull station.
- If you discover or suspect a fire, sound the building fire alarm immediately. All fires, even small ones, must be reported to Campus Safety immediately.
- When an alarm sounds, every building occupant shall evacuate the building immediately. Treat every alarm as an actual emergency.
- Be especially aware of handicapped persons in your building. They may need your help to reach a point of safety such as a stairwell. Report to the command post the location of the handicapped individual.

- Rescue others only if you can do so safely.

### **Pre-Emergency Preparation**

- All members of the College community should become thoroughly familiar with their facility and the location of all its exits and areas of refuge.
- They should become familiar with the distinct sound of the fire alarm signal.
- They should seek out volunteers (buddy system) who might be able to assist them in an emergency.
- If wheelchair-confined, they should know the safest method people can use to assist them, and they should know how many people are needed to provide such assistance.
- Every person who is mobility-impaired as well as communication-impaired should place a sign on their wheelchair providing instructions on how they can be assisted. They should carry a loud whistle, horn, or similar device to alert people of their location if they become trapped or isolated.

### **Assisting an Individual with Disabilities**

Under the assumption that Campus Safety will be the first responders to any fire incident, the Campus Safety department should be made aware, on an on-going basis, of those persons with significant physical disabilities working, studying or living in any College facility.

### **Responsibility of Individuals with Mobility Impairment**

It is critical to the health and safety of mobility-impaired persons that they are knowledgeable of their needs during an emergency evacuation. They should be expected to convey these needs to their professor, or supervisor, at the beginning of their employment or academic year. In the event of a fire emergency, an individual with mobility impairment may choose one of the following alternatives:

- Proceed to an enclosed stairwell, accompanied by a partner or “buddy” and wait inside the stairwell. Remain in the stairwell until the responding fire department arrives and safely completes the evacuation.
- Defend in place. Seek refuge in rooms or sections of a building, that by virtue of its construction associated with the location of the fire, will provide a safe area for persons to remain during a fire until rescue is made. The door should be kept closed. If possible, individuals should call Campus Safety to advise them of their location.

### **Mobility Impaired – Wheelchair**

Individuals who use a wheelchair may need to be evacuated with the wheelchair particularly if they use a respirator. During an emergency evacuation, it is preferable for someone to remain with and assist the non-ambulatory person if the “buddy” can do so safely.

### **Mobility Impaired – Ambulatory**

Individuals who are able to walk independently, either with or without the use of crutches or a cane, and can negotiate stairs in an emergency situation with minor assistance, should wait until heavy pedestrian traffic has cleared before attempting to use the stairways, in the event of imminent danger.

### **Hearing Impaired**

Individuals with hearing impairments may need fire alarm horn/strobe lights installed in their rooms or offices. Staff should be aware of those persons with hearing impairments and should attempt to provide assistance and guidance in the event of an emergency evacuation.

### **Visually Impaired**

Individuals with a visual impairment should become familiar with their immediate surroundings and most frequently traveled routes. In the event of an emergency evacuation, staff or other students should offer to guide an individual with a visual impairment from the building. Special attention should be given to obstacles or route obstructions.

### **Speech Impaired**

Individuals with speech impairment may have difficulty communicating during an emergency evacuation. Ideally, a volunteer or “buddy” capable of communicating with that individual should assist them during the evacuation.

### **Developmentally Disabled**

It is critically important that the designated evacuation route be rehearsed with a developmentally disabled occupant. Ideally, someone capable of communicating effectively with this person should assist them during the evacuation.

### **Residence Life Complex Evacuation Assembly Areas**

Fitzpatrick Village Building One – Grass Area at the East End of AV 400

Fitzpatrick Village Building Two – In front of AV 100

Fitzpatrick Village Building Three – In front of AV 200

Fitzpatrick Village Building Four – In front of AV 100

Fitzpatrick Village Building Five – In front of AV 100

McNelis Commons Building One & Two – Center Courtyard by Volleyball Court

McNelis Commons Building Three & four – Center Courtyard by trees

**DO NOT enter any roadways or parking areas as this is where emergency vehicles respond.**

**Questions?** Contact the Office of Campus Safety at 845-398-4080 or extension 4080 using a campus phone

## **PORTABLE ELECTRICAL APPLIANCES, SMOKING, OPEN FLAMES**

### **Smoking**

Smoking is not permitted in ANY of the rooms within the college residence complexes. Any student found to be violating this policy will face disciplinary action up to and including expulsion or termination of residence privileges.

Smoking is not permitted inside any building on the college campus.

## **Candles/Incense/Open Flames**

Candles, incense, and open flames are not permitted in any residence life unit. Any student found to be violating this policy will face disciplinary action up to and including expulsion or termination of residence life privileges.

### ***PROHIBITED ITEMS FOR FIRE AND SAFETY REASONS:***

- \* Items placed on or over smoke/heat detectors/sprinkler heads
- \* Items too close to smoke/heat detectors/sprinkler heads
- \* Multiple electrical connectors (other than breaker equipped outlet strips)
- \* Halogen lamps
- \* Pets
- \* Water beds, water-filled furnishings
- \* Lofts
- \* Hot plates, toasters, toaster ovens, space heaters, candles, fireworks, incense, flammable liquids, lighter fluid, kerosene, propane, gas, electric or charcoal grills
- \* Excess trash/combustibles
- \* Irons without an automatic shut-off

## **FIRE SAFETY EDUCATION AND TRAINING PROGRAMS**

Fire safety education and training are ongoing endeavors at St. Thomas Aquinas College.

New employees are provided the following information in their new employee packets; emergency notification procedures, Fire Alarm Procedures / Fire Evacuation for All Campus Buildings and a listing of Non-Residential Buildings Fire Alarm Pull Box and Fire Extinguisher Locations.

Resident Life Professionals, Resident Assistants and Campus Safety Employees are provided fire safety training. Fire Safety Training is conducted as part of the annual RA Training Program.

All students are provided a copy of the Fire Alarm Procedures / Fire Evacuation for All Campus Buildings in the St. Thomas Aquinas College Student Handbook. The Student Handbook is available at: <http://www.stac.edu/student-life/student-development-policies>

Residential Students are provided initial fire safety training as part of the “move in weekend” programs. At the beginning of each semester a "Fire Safety Standdown" is conducted in partnership with the

Sparkill-Palisades Fire Department. All resident students are required to attend. During the standdown STAC safety procedures, fire safety regulations, and evacuation plans are reviewed. Additional fire safety training / refresher is provided during the year as needed.

### **UNIT VISITS / SAFETY INSPECTIONS**

Resident Assistants and Campus Safety Officers make visits to student residence units during the academic year. The purpose of these visits is to develop community and positive relationships for our students. In addition, the Resident Assistants and Campus Safety Officers are trained to look for violations of the campus policies and general safety concerns, this includes but is not limited to; fire safety, alcohol and drug policies, health and welfare issues as well as general code of conduct concerns. Posted in each unit prior to move in weekend were posters that provided a visual reference of prohibited items along with a fire emergency poster as a reminder for residents. Facilities/Maintenance Staff are also advised to be alert for safety concerns during routine maintenance and unit inspections. On the spot corrections are made as appropriate during all visits and inspections. If further attention is needed the appropriate department is notified.

**FIRE DETECTION / FIRE ALARMS / FIRE EXTINGUISHERS**

<i><b>BUILDING</b></i>	<i><b>ALARM TYPE</b></i>	<i><b>ALARM NOTIFICATION</b></i>	<i><b>FIRE EXTINGUISHER</b></i>	<i><b>SPRINKLER SYSTEM</b></i>
<i>MCNELIS COMMONS BLDG 1, 2, 3, 4</i>	SMOKE FIRE CARBON MONOXIDE	AUDIBLE  VISUAL	Common Areas	-Common Areas  -Bedrooms
<i>FITZPATRICK VILLAGE BLDG 100, 200, 300, 400, 500</i>	SMOKE FIRE CARBON MONOXIDE	AUDIBLE  VISUAL	Common Areas	-Common Areas  -Bedrooms
<i>ACADEMIC BUILDING Spellman Hall</i>	SMOKE FIRE	AUDIBLE  VISUAL	See List Below	No Sprinkler System
<i>ACADEMIC BUILDING Maguire Hall</i>	SMOKE FIRE	AUDIBLE  VISUAL	See List Below	No Sprinkler System
<i>ACADEMIC BUILDING Aquinas Hall</i>	SMOKE FIRE	AUDIBLE  VISUAL	See List Below	-Fitness Center -Basketball Gym -E-Sports -Bathrooms in Fitness Center - Hallway outside Fitness Center -Common Area by E-Sports -Stairwell by E-Sports



<i>ACADEMIC BUILDING Costello Hall</i>	SMOKE FIRE	AUDIBLE VISUAL	See List Below	-Hallways -Classrooms -Offices
<i>ADMINISTRATIVE BUILDINGS Borelli Hall</i>	SMOKE FIRE	AUDIBLE VISUAL	See List Below	-Hallways -Classrooms -Offices
<i>ADMINISTRATIVE BUILDINGS Naughton Hall</i>	SMOKE FIRE	AUDIBLE	See List Below	No Sprinkler System
<i>ROMANO STUDENT ALUMNI ACTIVITY CENTER (RSAC)</i>	SMOKE FIRE	AUDIBLE VISUAL	See List Below	No Sprinkler System

***Non-Residential Buildings Fire Alarm Pull Box and Fire Extinguisher Locations***

**BORELLI HALL**

*FIRST FLOOR*

*FIRE DEVICE*

*LOCATION*

Pull Box

Lobby next to Stair B Door

Fire Extinguisher

Lobby next to Stair B Door

Pull Box

Lobby next to Stair A Door

Fire Extinguisher

Lobby next to Stair A Door

*SECOND FLOOR*

*FIRE DEVICE*

*LOCATION*

Pull Box

Main Lobby next to Men's Lavatory

Pull Box	Main Lobby next to Stair B Door
Fire Extinguisher	Main Lobby next to Stair B Door
Pull Box	Main Lobby next to Stair A Door
Fire Extinguisher	Main Lobby next to Stair A Door

*THIRD FLOOR*

*FIRE DEVICE*

*LOCATION*

Pull Box	Next to Third Floor Stair A
Fire Extinguisher	Next to Third Floor Stair A
Pull Box	Next to Third Floor Stair B
Fire Extinguisher	Next to Third Floor Stair B

**SPELLMAN HALL BUILDING**

*FIRE DEVICE*

*LOCATION*

Fire Extinguisher	Upper level/ Hallway next to Room S109
Fire Extinguisher	Upper level/ Hallway next to Copy Room
Pull Box	Upper level/ Hallway next to Copy Room
Fire Extinguisher	Upper level/ Hallway to Custodian Closet (room S116)
Pull Box	Upper level/ Hallway by the Library
Fire Extinguisher	Upper level next to 122
Pull Box	Upper level/ Hallway outside Financial Aid Office
Fire Extinguisher	Upper level/ Inside Reception Booth of Financial Aid
Pull Box	Lower level/ Pathway Entrance and Stairway
Pull Box	Lower level/ Outside Copy Room (SG1)
Fire Extinguisher	Lower level/ Outside room SG1-SG2
Pull Box	Lower level/ Admission Office Entrance

Fire Extinguisher	Lower level/Admissions Office entrance next to Pull Box
Fire Extinguisher	Lower level/ AV-Room and Vending Machines
Pull Box	Lower level Entrance/ Vending Machines
Fire Extinguisher	Lower level Entrance/ Inside Server Room
Fire Extinguisher	Lower level Entrance/ Inside Pathway Office
Fire Extinguisher	Lower level Entrance/ Inside Pathway Office/ L105
Fire Extinguisher	Lower level Entrance/ Inside Admissions Office
Pull Box	Upper level/ Inside Library – Entrance doors
Fire Extinguisher	Upper level/ Inside Library – by copy machine
Fire Extinguisher	Upper level/ Inside Library – Sitting Room
Fire Extinguisher (#1)	Lower level/ Inside Library
Fire Extinguisher (#2)	Lower level/ Inside Library

### **AQUINAS HALL BUILDING**

<i>FIRE DEVICE</i>	<i>LOCATION</i>
Pull Box	Ramp Entrance
Pull Box	Fitness Center Entrance
Fire Extinguisher	Inside Gymnasium/ Entrance by Fitness Center
Pull Box	Inside Gymnasium
Pull Box	Gymnasium Main Entrance
Fire Extinguisher	Lower level/ Inside Multi-purpose Room
Pull Box	Lower level/ Inside Multi-purpose Room next to Ext.
Pull Box	Lower level/ Next to Coach Offices

Fire Extinguisher	Corridor by stairway and Athletic Dept.
Pull Box	Corridor by stairway and Athletic Dept.
Fire Extinguisher	Athletic Hallway/ Next to Baseball Coach Office
Pull Box	Athletic Hallway/ Next to Baseball Coach Office
Fire Extinguisher	Athletic Hallway
Pull Box	Outside Main Security Office
Fire Extinguisher	Inside Main Security Office
Fire Extinguisher	Inside Mailroom
Fire Extinguisher	Men's Locker Room Fitness Center
Fire Extinguisher (qty 2)	Fitness Center Entrance
Fire Extinguisher	Women's Locker Fitness Center
Pull Box	Concession Entrance Outside Gym
Fire Extinguisher	Concession Entrance Outside Gym

**NAUGHTON HALL BUILDING**

<i>FIRE DEVICE</i>	<i>LOCATION</i>
Fire Extinguisher/Pull Box	Lower level/ Entrance door
Fire Extinguisher/Pull Box	Upper level/ Hallway

**COSTELLO HALL BUILDING**

<i>FIRE DEVICE</i>	<i>LOCATION</i>
Pull Box	Lower level/ Inside Classroom C103
Pull Box	Lower level/ Inside Classroom C104
Pull Box	Lower level/ Hallway by Stairway
Pull Box	Lower level/ Hallway outside Room C116
Fire Extinguisher	Lower level/ Inside Classroom C116

Fire Extinguisher	Lower level/ Hallway outside Room C116
Fire Extinguisher	Lower level/ Inside Classroom C115
Fire Extinguisher	Lower level/ Inside Classroom C121
Fire Extinguisher	Lower level/ Hallway outside Room C121
Fire Extinguisher	Lower level/ Inside Art Gallery
Pull Box	Lower level/ Inside Art Gallery
Pull Box	Upper level/ by Stairway
Fire Extinguisher	Upper level/ by Stairway and Elevator
Fire Extinguisher	Upper level/ Inside Classroom C208
Fire Extinguisher	Upper level/ Inside Classroom C201
Fire Extinguisher	Upper level/ Inside Classroom C204
Fire Extinguisher	Upper level/ Hallway outside Room C204
Pull Box	Upper level/ Hallway outside Room C204
Fire Extinguisher	Upper level/ Inside Classroom C205

**ROMANO CENTER BUILDING**

<i>FIRE DEVICE</i>	<i>LOCATION</i>
Pull Box	Upper level / Outside Career Center
Fire Extinguisher	Upper level / By Fire Alarm panel
Pull Box	Lower level / Outside Year Book office
Pull Box	Lower level / Radio Station
Pull Box	Lower level / By Exit doors (4 glass doors)
Fire Extinguisher (qty 2)	Upper level / Inside Career Center
Pull Box	Upper level / Inside Bookstore

Fire Extinguisher

Lower level / Inside Spartan Grille

**MAGUIRE HALL BUILDING**

*FIRE DEVICE*

*LOCATION*

Pull Box

Bottom Floor/ By Stairway door MG2

Pull Box

Bottom Floor/ Hallway by Vending Machines

Fire Extinguisher

Bottom Floor/ Hallway by Vending Machines

Fire Extinguisher (Qty 3)

Bottom Floor/ Inside Classroom MG4

Pull Box

Bottom Floor/ Outside Classroom MG17

Fire Extinguisher

Bottom Floor/ Inside Classroom MG17

Fire Extinguisher

Bottom Floor/ Inside ClassroomMG26

Fire Extinguisher

Bottom Floor/ Inside Classroom MG10

Fire Extinguisher (#1)

Middle Floor/Inside Sullivan Theater Entrance

Pull Box (#1)

Middle Floor/Inside Sullivan Theater Entrance

Fire Extinguisher (#2)

Middle Floor/ Inside Sullivan Theater Entrance

Pull Box (#2)

Middle Floor/Inside Sullivan Theater Entrance

Pull Box

Middle Floor/ Hallway-Outside Sullivan Theatre

Fire Extinguisher

Middle Floor/ Hallway-Outside Sullivan Theater

Pull Box (2)

Middle Floor/ Exterior Entrance to Theater

Pull Box

Middle Floor/ Hallway-Outside Classroom MG 133

Fire Extinguisher

Middle Floor/ Inside Classroom MG133

Pull Box

Middle Floor/ Hallway by Stairway door M130

Fire Extinguisher

Middle Floor/ Hallway next to storage room  
MG131

Pull Box

Middle Floor/Hallway next to stairwell MG115

Fire Extinguisher

Middle Floor/ Inside Classroom MG118

Fire Extinguisher

Middle Floor/ Inside Classroom MG 126

Pull Box

Middle Floor/ Hallway by Stairway door M115

Pull Box

Upper level/ Hallway by Stairway door MG215

Fire Extinguisher	Upper level/ Hallway Outside Art Room MG211
Pull Box	Upper level/ Hallway by Stairway door MG230
Pull Box	Upper level/ Hallway by Stairwell door MG 201
Fire Extinguisher	Upper level/ Inside Classroom MG226
Fire Extinguisher	Upper level/ Hallway outside Room MG200
Fire Extinguisher	Upper level/Hallway by Stairway door MG203

**MCNELIS COMMONS** (residence halls not included)

<i>FIRE DEVICE</i>	<i>LOCATION</i>
Fire Extinguisher (Qty 8)	Inside Dining Hall
Pull Box (Qty 4)	Inside Dining Hall
Fire Extinguisher (Qty 2)	Inside Maintenance
Pull Box	Inside Maintenance
Fire Extinguisher	Inside Laundry Room
Pull Box	Inside Laundry Room

## ***APPENDIX “A” CRIME STATISTICS***

*See Appendix “C” for Clery Act Crime and Hate Crime Definitions*

The following statistics were collected using reported information to the St. Thomas Aquinas College Campus Safety and Security Department. Additional information was obtained from the Orangetown Police Department. Information for Non-Campus Properties was obtained from the police agency covering that location. See Appendix D for Non-Campus Properties and the associated police agency. The charts below reflect the changes of terminology and definitions required during the listed reporting periods.



**ST. THOMAS AQUINAS COLLEGE CRIME STATISTICS 2021, 2022, 2023**

<i><b>CRIME CLASS</b></i>	<i><b>YEAR</b></i>	<i><b>ON CAMPUS</b></i>	<i><b>ON CAMPUS- STUDENT HOUSING</b></i>	<i><b>NON- CAMPU S</b></i>	<i><b>PUBLIC PROPERTY</b></i>
Murder/Non-Negligent Manslaughter	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Sex Offense: Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	1	0	0	0
Sex Offense: Fondling	2021	1	1	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Sex Offense: Incest	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Sex Offense: Statutory Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Robbery	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Burglary	2021	0	0	0	0
	2022	1	1	0	0
	2023	1	1	0	0
Motor Vehicle Theft	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Arson	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

<i><b>VAWA OFFENSES</b></i>	<i><b>YEAR</b></i>	<i><b>ON CAMPUS</b></i>	<i><b>ON CAMPUS-STUDENT HOUSING</b></i>	<i><b>NON-CAMPUS</b></i>	<i><b>PUBLIC PROPERTY</b></i>
Domestic Violence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Dating Violence	2021	1	1	0	0
	2022	2	1	0	0
	2023	1	1	0	0
Stalking	2021	1	1	0	0
	2022	0	0	0	0
	2023	0	0	0	0

<i><b>ARRESTS</b></i>	<i><b>YEAR</b></i>	<i><b>ON CAMPUS</b></i>	<i><b>ON CAMPUS-STUDENT HOUSING</b></i>	<i><b>NON-CAMPUS</b></i>	<i><b>PUBLIC PROPERTY</b></i>
Weapons Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Abuse Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Liquor Law Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

<i><b>DISCIPLINARY ACTIONS</b></i>	<i><b>YEAR</b></i>	<i><b>ON CAMPUS</b></i>	<i><b>ON CAMPUS-STUDENT HOUSING</b></i>	<i><b>NON-CAMPUS</b></i>	<i><b>PUBLIC PROPERTY</b></i>
Weapons Violations	2021	1	1	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Abuse Violations	2021	14	12	0	0
	2022	13	13	0	0
	2023	7	7	0	0
Liquor Law Violations	2021	11	10	0	0
	2022	6	6	0	0
	2023	19	19	0	0

**UNFOUNDED CRIMES**

Total Unfounded Crimes

**2021**

**2022**

**2023**

0

0

0

**HATE CRIME STATISTICS**

St. Thomas Aquinas College is required to disclose the occurrence of the following hate crimes when the motivation for the crime is the victim's membership or perceived membership in a particular race, gender, gender identity, religion, sexual orientation, nationality, ethnicity or disability:

Murder/non-negligent manslaughter

Aggravated assault

Sex Offense (Rape, Fondling, Statutory Rape, Incest)

Motor vehicle theft

Robbery

Arson

Burglary

Simple Assault

Intimidation

Larceny-theft

Destruction, damage, vandalism to property

Any other crime involving bodily injury

*St. Thomas Aquinas College experienced no reported hate crimes in, 2021, 2022, 2023*

**APPENDIX “B” FIRE STATISTICS**  
*2021, 2022, 2023*

<b>LOCATION-STUDENT HOUSING</b>	<b>YEAR</b>	<b>#/CAUSE OF FIRE</b>	<b>FIRE RELATED INJURIES</b>	<b>FIRE RELATED DEATHS</b>	<b>PROPERTY DAMAGE</b>
<b>FITZPATRICK VILLAGE</b>  <i>125 Rt. 340 Sparkill, NY</i>	2021	0	0	0	N/A
	2022	1/garbage can fire	0	0	\$0-\$99
	2023	0	0	0	N/A
<b>MCNELIS COMMONS</b>  <i>130 Rt. 340 Sparkill, NY</i>	2021	0	0	0	N/A
	2022	0	0	0	N/A
	2023	0	0	0	N/A

## ***APPENDIX “C” DEFINITIONS***

***The following definitions are used by St. Thomas Aquinas College.***

*Harassment* is any verbal, non-verbal or physical conduct directed at an individual because of one of the traits listed above that is severe and/or persistence and is likely to interfere significantly with an individual’s work or education, or adversely affect an individual’s living conditions on campus and creates an intimidating, offensive or hostile environment. Isolated incidences (e.g. a single comment) ordinarily will not constitute harassment. However, in “quid pro quo” cases a single sexual advance may constitute harassment if it is linked to the granting or denial of employment benefits, as may unusually severe incidences of harassment, particularly when it is of a physical nature.

*Sexual harassment* is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or participating in educational programs; or (2) submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or student's academic performance creating an intimidating , hostile, or offensive working or learning environment.

*Affirmative Consent* is a clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. Consent is active, not passive. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent to any sexual act or prior consensual sexual activity between or with any party does not constitute consent to any other sexual act. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression. Consent may be initially given but withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop. Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

More specifically, under this policy, a person is incapacitated if he or she is disabled or deprived of ability to act or reason for one’s self, is unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. Incapacitation is defined as a state in which a person cannot make rational, reasonable decisions because he/she lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, or how” of a sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from taking of an incapacitating substance. Under New York State law, a person is incapacitated if the person

is temporarily incapable of appraising or controlling the person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance; if a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically limited; or if the person has a bodily impairment or handicap that substantially limits the person's ability to resist or flee. In addition, according to NYS law, a person cannot give consent if he/she is under 17 years of age.

An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the respondent to a claim of sexual misconduct was intoxicated and, therefore, did not realize the other person's incapacity.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy in the sense that sexual activity without consent violates this policy regardless of the sexual orientation or gender identity of the individuals involved.

*Non-Consensual Sexual Contact* is intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes: Intentional contact with the breasts, buttock, groin, or genitals, or touching another whether directly or through clothing, with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice., clothed or unclothed.

*Non-Consensual Sexual Intercourse* is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman, that is without consent and/or by force

Intercourse includes: vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

*Sexual Assault* means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting System. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

*Rape* is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

*Fondling* is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

*Incest* is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*Statutory Rape* is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

*Domestic Violence* is a term that means a felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - By any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and section 668.41, (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013) any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

*Dating Violence* is a term that means violence committed by a person:

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

For the purposes of this definition:

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

For the purposes of complying with the requirements of this section and section 668.41, (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013) any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

*Stalking* is a term that means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: Fear for the person's safety or the safety of others OR Suffer substantial emotional distress

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to acts which the stalker directly, indirectly or through third parties, by any action, method, device or means; follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with a person's property.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim

For the purposes of complying with the requirements of this section and section 668.41, (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013) any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

***The following definitions are used in compliance with the The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))***

The following crime definitions are taken from the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR) as required by Clery Act regulations.

*Criminal Homicide:*

*Murder and Nonnegligent Manslaughter:* The willful (non-negligent) killing of one human being by another.  
*Negligent Manslaughter:* The killing of another person through gross negligence.

*Sex Offenses-Forcible:*

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

*Forcible Rape:* the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.

*Forcible Sodomy:* oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

*Sexual Assault With An Object:* The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia.

*Forcible Fondling:* The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

*Sex Offenses-Nonforcible:*

Incidents of unlawful, nonforcible sexual intercourse.



*Incest:* Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

*Robbery:*

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

*Aggravated Assault:*

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

*Burglary:*

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

*Motor Vehicle Theft:*

The theft or attempted theft of a motor vehicle.

*Arson:*

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Newly Added Reporting categories: (Campus Sexual Violence Elimination Act (Campus SaVe), March 7, 2013).

*Domestic violence:* Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

*Dating violence:* Means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship.

*Stalking:* Is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or suffer substantial emotional distress.

*Additional Reportable Offenses if they are Hate Crimes:*

*Larceny-Theft:*

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

*Simple Assault:*

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

*Intimidation:*

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

*Destruction/Damage/Vandalism of Property:*

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without consent of the owner or the person having custody or control over it.

*Hate Crimes*

*Race:* A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g. color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

*Gender:* A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

*Religion:* A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

*Sexual orientation:* A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

*Ethnicity/national origin:* A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

*Disability:* A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

*Gender Identity* (added 3.7.13) : A preformed negative opinion or attitude toward a group of persons based on their gender identity and biological sex not being congruent; the individuals may identify as transsexual or as another transgender category.

*Weapon Law Violations:*

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

*Drug Abuse Violations:*

The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

*Liquor Law Violations*

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

NEW YORK STATE PENAL LAW DEFINITIONS

A complete listing of the New York State Penal Law and current definitions can be found at:

<http://www.nycourts.gov/judges/cji/2-PenalLaw/130/art130hp.shtml>

NEW YORK STATE CRIMINAL PROCEDURE LAW

A complete listing of the New York State Criminal Procedure Law can be found at:

<http://ypdcrime.com/cpl/>

## ***APPENDIX D – NON-CAMPUS PROPERTIES***

***Non-Campus:*** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The following properties meet the above definition. Inclusion of these properties does not mean that they were continuously used or occupied by St. Thomas Aquinas College Students, Faculty or Staff.

<b>Common Name</b>	<b>Location</b>	<b>Police Agency</b>
Double-Tree by Hilton Buffalo-Amherst	10 Flint Rd Amherst, NY 14226	Amherst Police Department (NY)
Smith Mountain Lake at Mariners Landing	1235 State Park Road Huddleston, VA 24104	Bedford County Sheriff's Department (VA)
Maximum Tennis Development Zone	171 White Plains Rd, Bronxville, NY 10708	Bronxville Police Department (NY)
Nyack High School	360 Christian Herald Rd Nyack, NY 10960	Clarkstown PD (NY)
Phillip J. Rotella Golf Course	200 Thiells Mt Ivy Rd, Pomona, NY 10970	Town of Haverstraw Police Department (NY)
Hampton Inn	1275 Indian Springs Road Indiana, PA 15701	Pennsylvania State Police(PA)
Doubletree	700 Elm Street, Manchester NH 03101	Manchester Police Department (NH)
Best Western	181 Boston Post Rd Marlborough MA, 01752	Marlborough Police Department (MA)
Holiday Inn	930 Airport Blvd Morrisville, NC 27560	Morrisville Police Department (NC)
Holiday Inn Express	3100 Oleander Drive Myrtle Beach, SC 29577	Myrtle Beach Police Department (SC)
Ocean Breeze Athletic Complex	625 Father Capodanno Blvd, Staten Island, NY 10305	New York Police Department (NY)
Storey Lake Resort	4827 Romeo Cir, Kissimmee, FL 34746	Osceola County Sheriff Office(FL)

Match Point Tennis Club	39 Ramland Rd S., Orangeburg NY 10962	Orangetown Police Department (NY)
Orangetown Little League	200 Old Orangeburg Rd Orangeburg, NY 1096	Orangetown Police Department (NY)
VRBO Property	4 Wilkes Ct, Pinehurst. NC 28374	Pinehurst Police Department (NC)
Hampton Inn Fort Lauderdale/Plantation	7801 SW 6th St Plantation, FL 33324	Plantation Police Department (FL)
Microtel Inn & Suites	3345 Gateway Drive Pueblo, CO 81004	Pueblo Police Department (CO)
Holiday Inn Express	506 S. Pennsville Auburn Rd Carney's Point NJ 08069	Pennsville Police Department (NY)
Joseph T. St. Lawrence Community Health and Sports Center	115 Torne Valley Road Hillburn, NY 10931	Ramapo Police Department (NY)
Clover Stadium	1 Phil Tisi Way Pomona, NY 10970 ( Also Known as: 1 Provident Bank Park Dr. Pomona, NY 10970)	Ramapo Police Department (NY)
Hilton	598 Broadhollow Rd Melville NY, 11747	Suffolk Police Department Headquarters (NY)
Courtyard Marriott	5000 Express Drive South Ronkonkoma NY, 11779	Suffolk Police Department Headquarters (NY)
Newport Beachside Hotel	16701 Collins Ave Sunny Isles, FL 33160	Sunny Isles Beach Police Department (FL)
Hackley School	293 Benedict Ave Tarrytown, NY 10591	Greenburgh Police Department (NY)

Holiday Inn Express & Suites	670 North Scottsdale Road Tempe, AZ 85281	Tempe Police Department (AZ)
------------------------------	--	---------------------------------



Clover Stadium

**ST. THOMAS AQUINAS COLLEGE**  
**CAMPUS TOUR Building Key**

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>1. Romano Student Alumni Center</li> <li>1a. Career Services</li> <li>1b. Student Development</li> <li>2. Marian Gardens</li> <li>2a. Naughton Hall/Admissions</li> <li>3. Maguire Hall</li> <li>3a. Sullivan Theatre</li> <li>4. Aquinas Hall</li> </ul> | <ul style="list-style-type: none"> <li>5. Gymnasium &amp; The Kraus Fitness Center</li> <li>6. Costello Hall</li> <li>6a. Azarian-McCullough Art Gallery</li> <li>6b. Science Labs</li> <li>7. Spellman Hall</li> <li>7a. Communications Studio</li> <li>7b. Computer Labs (Digital Imaging Labs, Language Lab, General Labs)</li> <li>7c. Lougheed Library &amp; The Bloomberg Professional Lab</li> </ul> | <ul style="list-style-type: none"> <li>8. Fitzpatrick Village Residence Halls</li> <li>9. McNelis Commons Residence Halls</li> <li>10. McNelis Commons Dining Hall</li> <li>11. Borelli Hall</li> <li>12. Spartan Athletic Complex (1/4 mile from campus)</li> <li>13. Clover Stadium - Home to Spartan Baseball Team (20 minutes from campus)</li> </ul> |
|--|---|---|

*When in doubt,  
call Campus Safety*

*Don't hesitate to call for anything  
that doesn't seem right*

Call immediately.

**845-398-4080**