

The Security Report includes: 1. Emergency Response and Evacuation Procedures
2. Fire Safety Policies 3. Missing Person Procedures 4. Sexual Assault Procedures

Emergency Response and Evacuation Procedures *Page 1 of 4*

AMC Emergency Alert System

AMC Emergency Alert System is a free mass notification system. It enables Albertus students, faculty and staff to simultaneously receive alerts and updates through a combination of e-mail, text messaging and phone calls in an emergency situation. This will help to keep participants informed of what is happening and any action that they might need to take.

The College strongly encourages all students, faculty and staff to sign up for the free AMC Emergency Alert System.

The AMC Emergency Alert System may be used for:

- Major disaster
- Safety alerts in situations where there is an immediate potential for personal injury
- Health concerns
- Class cancellation due to weather/snow days

The AMC Emergency Alert system is tested a minimum of two times per academic year.

P.A.L. (Personal Alarm Locator)

The College has installed the Personal Alarm Locator security system. The P.A.L. is a small key ring fob. The P.A.L. fob can be pressed to alert on-campus security guards to one's location in the event that emergency service is needed.

The P.A.L. signal is designed for use only on campus grounds and only outside of campus buildings. The campus security cell phone number is 507-5204. The P.A.L. is not intended to replace the use of the security cell phone number for routine events such as classroom and automobile lockouts, car battery jump starts, escort service, or inquiries for items lost or stolen.

The P.A.L. is to be used for emergency situations only.

To activate individual P.A.L. key fobs, a photograph and personal descriptive information must be put into the administrative computer system. The fee for the initial P.A.L. fob for resident students is included in their room and board charge. The cost for a P.A.L. fob for commuter students is \$100.00. The replacement fee for any P.A.L. fob that is lost or stolen is \$100.00.

FIRE EVACUATION PROCEDURE

In the event of an alarm or a fire:

1. Close your residence room/classroom door behind you

2. Evacuate the building immediately using the fire evacuation guide provided in each residence hall room or by utilizing the nearest accessible stairwell or exit. **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail leaving you trapped.

3. Report to your designated assembly area outside of each building:
 - Dominican Hall- In front of the Athletic Center

 - McAuliffe Hall- Across the Track on the Soccer field

 - Sansbury Hall- Siena Hall Parking Lot

 - Nilan Hall- On the opposite side of East Rock Road

 - All Academic buildings- a minimum of 100 feet away from each building

Fire Safety

Every residence hall has a sprinkler system and hardwired fire alarm detection system monitored 24/7. Evacuation routes are posted in each resident room and common areas. Fire drills are conducted in the residence halls at least once a semester.

Fire Safety Report data

Dominican Hall	0	Nilan Hall	0
McAuliffe Hall	0	Sansbury Hall	0

SMOKING POLICY

Albertus Magnus College is a smoke-free campus. Fire department regulations prohibit smoking in any campus building. (**Connecticut State Law prohibits smoking in all residence halls.**) Substantial fines will be levied for violation of this policy. Repeated violations may result in suspension or expulsion from the residence hall.

OPEN FLAME POLICY - CANDLES AND INCENSE

In our continual efforts to provide a safe and secure environment on the Albertus Magnus College's campus, a policy regarding the use and possession of candles and incense in the Residence Halls has been implemented. This policy is similar to those of other area Colleges and Universities. Burned candles and incense are not allowed in any residence hall. Candles may be used for decorative purposes only and may not be lit or have a burned wick! The use and possession of such materials can pose a fire hazard and threaten the lives of all residents. A fine of \$25.00 per item will be assessed to any student possessing such items.

If candles or incense are used for religious practices, please contact the Dean for Student Services. Other arrangements will be made.

ELECTRICAL APPLIANCES & EQUIPMENT

Appliances and equipment for the preparation and storage of food are permitted only in the kitchen area of each residence hall. Use of small appliances and equipment in any other area is not permitted. Refrigerators and microwaves are not permitted in the residence halls, with the exception of Dominican Hall, as they are safety hazards. **HALOGEN LIGHTING FIXTURES ARE NOT PERMITTED IN ANY RESIDENCE HALL.**

MISSING PERSON PROCEDURES

Most missing person reports in the college environment result from a student changing routines without informing roommates and/or friends. Anyone who believes a student to be missing should report the concern to Campus Security or Student Services immediately. Every report made will be followed up with an immediate investigation. Students will be considered missing if it has been reported that there has been no contact for a 24 hour period. Depending on the circumstances presented to College officials, parents or guardians of a missing student will be notified. If no emergency contact information has been provided to the college by the missing student, law enforcement officials will be notified. In the event that parental notification is necessary, the Dean of Students will place the call.

SEXUAL ASSAULT PROCEDURE

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GETTING ASSISTANCE:

- **Sexual Assault Crisis Services** – 24 hour, toll-free Crisis Hotline:

1-888-999-5545 – IN ENGLISH

1-888-568-8332 - EN ESPANOL

The Hotline will provide important advice on how to proceed immediately. They will also meet you at the hospital or the police departments to provide support during medical exams and statements. They will attend court hearings for support. They also provide bilingual counselors or sign language interpreters. They provide TTY access during weekday office hours.

After hours they use the CT Relay: 1-800-842-9710

All services are free and confidential. Location of the Center is 357 Whitney Avenue, New Haven, CT

- **Campus Security Services** – Available 24 hours everyday.

Cellular phone: (203) 507-5204. Office telephone: (203)773-8509

Security will notify the Director of Public Safety that the incident has occurred.

- **Local City Police** – The police will interview the victim and attempt to apprehend the assailant if the victim/survivor wants to press charges.

New Haven Police: (203) 946-6316 or dial **911**

Hamden Police: (203) 230-4000 or dial **911**

- **Dean of Students** – (203) 773-8542 The Dean of Students can provide information on the survivor's options, arrange for any contacts or care the survivor authorizes, facilitate any changes in residency or academic scheduling the survivor requires and offer assistance if the survivor chooses to file a complaint within the college's student conduct system. For college employees this process is handled by the Director of Human Resources.

- **Residence Life** – The Resident Assistants in each residence hall can provide information regarding the survivor's option, contact a sexual assault advocate, and/or call for transportation to a hospital. The RA is required to immediately contact the Director of Student Affairs who resides on campus.

• **New Haven Area Hospitals –**

Yale-New Haven Hospital, 20 York Street, New Haven, CT,

Emergency Room telephone #: (203) 688-2222.

Hospital of Saint Raphael, 1450 Chapel Street, New Haven, CT,

Emergency Room telephone #: (203) 789-3464.

REPORTING THE INCIDENT:

Any member of the college community, whom the assault victim believes can address a complaint of sexual assault or rape, is required to report the incident to the Dean for Student Services for statistical purposes. The date and the time of day of the incident are reported. **The name of the victim and the alleged assailant are withheld** as well as incident details, unless the victim/survivor specifically authorizes the release of that information. The College recognizes the seriousness and complexity of a survivor's response to the trauma of sexual assault or rape. Our primary concern is the well being of the survivor and our services are intended to provide respectful and timely support. It is essential that the survivor understand available options and is encouraged to obtain assistance.

OTHER RESOURCES:

www.connsacs.org/