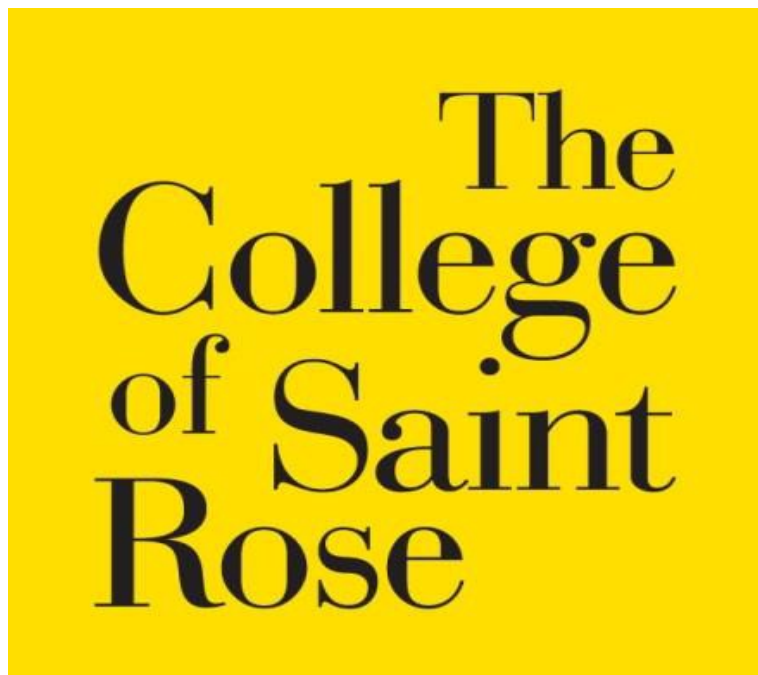


Annual Public Safety Report: 2023

Annual Fire Safety Report: 2023



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## **Purpose of the Annual Security Report**

This Annual Security Report (“Report”) is intended to inform all current and prospective students and employees (faculty, staff, and administrators) about safety and security at The College of Saint Rose (“Saint Rose”). This Report is in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended (“Clery Act”).

Saint Rose is concerned about the safety and welfare of all campus members and guests and commits itself to promoting a safe and secure environment. Because no campus can totally isolate itself from crime, Saint Rose has developed a series of policies and procedures designed to ensure that every possible precaution is taken to protect the campus community.

### **1. What is the Clery Act?**

The Clery Act is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. The Clery Act is named in memory of Jeanne Clery, a 19-year-old Lehigh University freshman who was assaulted and murdered in her residence hall room on April 5, 1986.

### **2. To Review Crime Statistics for All Colleges and Universities:**

In accordance with the Clery Act, the College provides its campus crime statistics to the U.S. Department of Education. Statistics for the College and other institutions are available at: <http://ope.ed.gov/security>.

### **3. Saint Rose’s Report Preparation:**

The Report is prepared by representatives from the Office of the President, the Office of Safety and Security, and Student Development at the College. The crime statistics are compiled from reports and reviewed by the Office of Safety and Security (“Security”), Campus Security Authorities, Albany Police Department, and the University Police Department for the University at Albany.

### **4. To Obtain a Printed Copy of the Report:**

Saint Rose’s Report may be accessed and printed online at: [www.strose.edu/securityreport](http://www.strose.edu/securityreport). In addition, a printed copy of the Report is available as follows:

- Request a copy in person at the Office of Safety and Security during regular business hours at 340 Western Avenue;
- Call Steve Stella, Director of Safety and Security at 518-454-5139; or
- Send a written request by mail to:  
The College of Saint Rose  
Office of Safety and Security  
340 Western Avenue  
Albany, NY 12203

## **II. Procedures for Reporting Criminal Actions and Other Emergencies**

### **1. On Campus Reporting:**

All crime victims and witnesses are strongly encouraged to immediately report crimes to Security and/or the appropriate police agency. Security is committed to working with the Saint Rose community to resolve all criminal matters in a timely fashion. Prompt reporting will help Saint Rose appropriately warn and protect the campus community.

### **2. Security:**

Security is charged with ensuring the safety and security of the entire Saint Rose community. Everyone is encouraged to report all crimes, emergencies, accidents/injuries and unusual occurrences to Security immediately as follows:

- Go directly to a Security Post in either the Lobby of Lima Hall, or at the Security Headquarters located at 340 Western Avenue (Corner of Western Avenue and Partridge Street).
- Dial **518-454-5187** from your mobile phone.
- Dial extension **5187** from any campus extension or using the RAVE Guardian App.
- Push the “security” button from any campus extension or using the RAVE Guardian App.
- Operate one of the many emergency blue light call boxes strategically located throughout the campus.

Security Officers will meet individuals anywhere on campus to investigate and inquire about any crime or concern on campus. Crimes reported to Security will be recorded and may be referred to the appropriate law enforcement agency for investigation.

### **3. Campus Security Authorities:**

In addition, individuals may report crimes to a Campus Security Authority (CSA). At Saint Rose, designated administrators and faculty who have significant responsibilities for student and campus activities are CSAs. If a crime is reported to a CSA, that individual is obligated to provide information about the crime to Security and others at Saint Rose as necessary. If the crime is reportable under the Clery Act, it will be included in this Report.

CSAs are instructed to report crimes they become aware of to the Department of Safety and Security; in addition, a CSA may report a crime to the Albany Police. Other members of the Saint Rose community are encouraged to report information about crimes on campus to Security.

Although this list does not include every CSA, you may contact any of the following Saint Rose employees to obtain immediate assistance if you are the victim or otherwise aware of a crime on campus. These CSAs are generally available Monday through Friday during regular business hours. Victims are encouraged to call Campus Security at 518-454-5187 at all other times.

<b>Name</b>	<b>Title</b>	<b>Telephone Number</b>	<b>Address</b>
Steven Stella	Director of Safety and Security	518-454-5187	Safety & Security Room 104 340 Western Avenue
Kateeka Harris	Title IX Coordinator	518-223-2550	Available virtually
Craig Tynan	Registrar	518-458-5464	St. Joseph's Hall Room 416
Gerald Lorentz	Dean, Division of Arts, Humanities, and Education	518-454-5208 518-454-2861	Lally School of Education 1009 Madison Avenue Moran Hall 979 Madison Avenue
Ian MacDonald	Dean, Division of Mathematics, Sciences and Business	518-454-5266	Science Center Room 255 993 Madison Avenue
Jeffrey Knapp	Associate Vice President for Human Resources	518-454-5138	Cabrini Hall, Room 205 399 Western Avenue
Jennifer Richardson	Associate Vice President for Student Development	518-454-2023	Events and Athletic Center, Room 220, 420 Western Avenue
Lori Ancil	Associate Vice President and Director of Athletics	518-454-5282	Events and Athletic Center, Room 216 420 Western Avenue
Yolanda Caldwell	Chief Diversity Office Director, The Women's Leadership Institute Director, BOLD Women's Leadership Network	518-485-3133	Borisenok Hall, 1020 Madison Avenue
Margaret McLane	Provost and Vice President for Academic Affairs	518-454-5160	Administration Building 1000 Madison Avenue

Other CSAs include the following: Security Officers, Student Development staff, Resident Assistants, Athletic Coaches and advisors to student groups and organizations, as is anyone else so designated by the College due to the nature of their responsibilities.

**4. CSA training requirements:**

All CSA's are required to complete an annual training. The College utilizes both online and in-person training programs in order to comply with the annual training requirements.

- Clery Act Basics (Online course through Get Inclusive-for all CSA's, annual requirement)
- Title IX and Clery: How to respond and report (In-person training for all new employees-orientation/onboarding process)
- Harassment and Discrimination for Faculty and Staff (Online or in-person course for all employees, annual requirement)

**5. Anonymous Reporting:**

Anyone can report a crime anonymously by calling the College's Anonymous Hotline at 518- 454-5275 or by submitting a report via the College's online form (<https://onlineforms.strose.edu/anonymous-report/submit>). Individuals may also email reports to [anonymous@strose.edu](mailto:anonymous@strose.edu) and note that they want to remain anonymous in the text of the email message.

**6. Off Campus Reporting:**

To report a crime off campus, you may dial **911** from a mobile phone. You may also contact the following police departments:

Albany Police Department and Fire Department Dispatch  
Western Ave., Albany, NY 12203  
518-438-4000

NYS Police 24-hour  
hotline 1-844-845-7269

**7. Confidential Reporting:**

Reporting to certain offices is kept confidential in accordance with established professional and legal guidelines and pastoral and professional counselors do not file incident reports. However, Saint Rose encourages its pastoral and professional counselors to inform the person being counseled of any procedures to report crimes for inclusion in the annual disclosure of crime statistics. Confidential reports may be made to the following individuals and offices:

On Campus Health Provider	Health Services 190 Partridge St., Albany, NY 12203 (518) 454-2044 <a href="http://www.strose.edu/officesandresources/academic_and_student_support_services/health_services">http://www.strose.edu/officesandresources/academic_and_student_support_services/health_services</a>
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<p>On Campus Mental Health Provider</p>	<p>Counseling Center  1006 Madison Avenue, Albany, NY 12203  (518) 454-5200  <a href="http://www.strose.edu/officesandresources/academic_and_student_support_services/counseling_services">http://www.strose.edu/officesandresources/academic_and_student_support_services/counseling_services</a></p>
<p>On Campus Pastoral Counselor</p>	<p>Joan Horgan  Interfaith Sanctuary  (518) 454-5296  <a href="http://www.strose.edu/officesandresources/spiritual_life">http://www.strose.edu/officesandresources/spiritual_life</a></p>
<p>Off Campus Mental Health Care Provider</p>	<p>Albany County Crime Victims and Sexual Violence Center  112 State St., Albany, NY 12207  24 Hour Sexual Assault Hotline – (518) 447-7716  <a href="http://www.albanycounty.com/cvsvc/">www.albanycounty.com/cvsvc/</a></p>
<p>Off Campus Domestic Violence Provider</p>	<p>Equinox Domestic Violence Services  518-432-7865 (24-hour hotline)  102 Hackett Blvd.  Albany, NY 12209  (518)434-6135</p>

**8. If you are the victim of a crime:**

- Report the incident to Security and/or the police if you feel comfortable doing so.
- File a complaint following the campus community standards process if the alleged perpetrator is a member of the Saint Rose community. An investigation for appropriate disciplinary action under Saint Rose's policies for the incident will be pursued.
- Tell your story soon to avoid forgetting details. Alternatively, write out the details or use a tape recorder.
- Seek counseling. Professional counseling is available, free of charge, through the Counseling Center. Counseling can be beneficial as you work through your reaction to being the victim of a crime.

**9. Saint Rose Security Advisory Committee:**

The Security Advisory Committee is comprised of faculty, students, staff, and administrators who examine policy and procedures and make recommendations to the President of the College in an effort to maintain the safest campus environment possible. The Committee reviews the following current campus security policies and procedures and makes recommendations for improvement:

- Educating the campus community, including security personnel and employees who advise or supervise students, about sexual assault in accordance with New York State law;
- Educating the campus community about personal safety and crime prevention;
- Reporting sexual assaults and supporting victims during investigations;
- Referring complaints to appropriate authorities;
- Counseling victims, and
- Responding to inquiries from concerned persons.



### **III. Saint Rose Security Policies**

#### **1. Office of Safety and Security Information:**

Security works closely with all departments, units, and offices at Saint Rose to ensure that safety policies and procedures are uniformly executed and conveyed in a clear and consistent manner to all current and prospective students and employees.

The Security Office is located at **340 Western Avenue** and staffed **24 hours a day, 365 days a year**. Uniformed Security Officers provide around-the-clock patrol, select fixed post access control, and other services to the Saint Rose campus community.

#### **2. Enforcement Authority:**

- The Office of Safety and Security includes the following positions:
  - Security Director
  - Security Lieutenant
  - Security Sergeant
  - Security Corporal
  - Security Officer
  - Security Driver
  
- All individuals who hold the positions of Security Officer or higher are licensed in the State of New York as unarmed private security officers and are trained in basic first aid and CPR. All Security supervisors and select Security Officers receive additional Campus Public Safety Officer Training through the Zone Five Regional Law Enforcement Training Academy.
  
- Saint Rose values well-trained and informed Security staff. Security Officers attend various training seminars and informative conferences throughout the year.
  
- Security Officers are responsible for a full range of safety services at Saint Rose, including, but not limited to, responding to reports of crimes, medical emergencies, fire emergencies, traffic accidents, and enforcement of all Saint Rose policies including those relating to alcohol use, drug use, and weapons possession. Security Officers submit incident reports on all crimes and incidents of note on campus reported to the Office by victims, witnesses, and others including Campus Security Authorities.
  
- Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Saint Rose. Security Officers have the authority to issue parking tickets to anyone parked on campus in violation of the parking rules and regulations.
  
- Security Corporals, Sergeants, Lieutenants and the Director have authority to make warrantless arrests when they have reasonable cause under the aegis of the Albany Police Department.

### **3. Relationship with Local Police Departments:**

- Criminal incidents are referred to the Albany Police Department or the New York State Police, both of whom have jurisdiction on Saint Rose's campus through Memoranda of Understanding. Security at Saint Rose maintains a highly professional working relationship with both of these law enforcement agencies.
- Off campus incidents involving Saint Rose students are shared with Saint Rose Security and these agencies when this status is relevant and known. Saint Rose maintains the right to pursue judicial sanctions against students violating student conduct policies off campus.

### **4. Security Awareness & Crime Prevention:**

- Saint Rose Security encourages members of the Campus community to take personal responsibility for their own safety by offering services designed to increase Security awareness and opportunities to be proactive.
- Security crime prevention services include:
  1. ***Escort Service:*** Security Officers provide on-campus escorts 24 hours a day, seven days a week to students and employees upon request. Members of the campus community arriving from off-campus may contact Security to arrange for an escort when they arrive at the Saint Rose campus.
  2. ***Emergency Blue Light Phone System:*** These phones are located on campus walkways and in parking lots. They can be used to contact Saint Rose Security in an emergency situation or to request a security escort.
  3. ***RAVE Guardian:*** This mobile app keeps members informed with safety alerts, a safety timer for an extra layer of safety wherever you are, a College resources guide and direct connection to Campus Security.
  4. ***Anonymous Reporting:*** Anyone can report a crime anonymously by calling the College's Anonymous Hotline at 518- 454-5275 or by submitting a report via the College's online form (<https://onlineforms.strose.edu/anonymous-report/submit>). Individuals may also email reports to [anonymous@strose.edu](mailto:anonymous@strose.edu) and note that they want to remain anonymous in the text of the email message.

### **5. Security Programming:**

- The goals of Saint Rose's crime prevention programming are to minimize criminal opportunities whenever possible and encourage individuals to take their own security and the security of others into consideration. Numerous presentations are made throughout the year to various campus constituencies including resident and commuter students, Resident Assistants, and employees. In addition, any office, department or unit may request additional training through the Security Director.

- Campus Security makes students and employees aware of the availability of its services through articles and/or announcements in the online student and employee newsletters, sending out emails, and by having staffed information tables in the Events and Athletics Center (EAC) and other on-campus locations periodically throughout the year at events such as orientation. In addition, Campus Security provides safety and security workshops to first year and transfer undergraduate students during orientation and to the general campus population at least twice during each Fall and Spring semester.
- Campus safety and crime prevention programs for commuter students are held each semester during daytime and evening class hours, so the training reaches both full- and part-time undergraduate and graduate students.
- Residence Life staff members undergo thorough safety and security awareness, crime prevention and fire prevention training provided by Security at least once each academic year. In addition, applicable local and/or state agencies may provide Saint Rose's Resident Assistants with supplemental programming in these areas.
- All new employees are required to attend a mandatory workshop on Sexual Assault/Harassment and the Clery Act. There is on-going training and awareness programming to provide current students and employees information on personal safety, sexual and relationship violence, stalking, and bystander intervention strategies.

## Access to Buildings Policy:

### I. Purpose

The College of Saint Rose (the “College”) is interested in creating and maintaining a safe and secure campus. Accordingly, access to buildings and facilities at the College is controlled and monitored by the Office of Safety and Security (“Security”). The College is a private institution of higher education and, as such, its buildings are not generally open to the public and are available for students, employees, contractors, and invited guests. This Policy provides information for who has access to College buildings and facilities at various times of the day and days of the week.

### II. Definitions

- A. Academic Buildings – Buildings where classes are held. In addition, the Library and Saint Joseph Hall are Academic Buildings.
- B. Campus Buildings – All buildings owned, leased, and/or operated and maintained by the College. A map of Campus Buildings is available at <https://www.strose.edu/about/campus-map-directions/>.
- C. Campus Facilities – All Campus Buildings, parking lots, and open areas owned, leased, and/or operated and maintained by the College. This term does not include public sidewalks or streets.
- D. Card Access – Access to buildings is obtained by scanning a Saint Rose issued identification card on the pad outside of the building. Card Access may also be provided to third parties, on an as needed basis. The One Card Office provides access with proper permissions utilizing the Card Access Procedures & Request Form, attached as Appendix A. The Office of Human Resources is responsible for collecting identification cards from Employees at the conclusion of their employment with the College.
- E. Employee – Any faculty, staff member, or administrator, whether full-time, part-time, or temporary, employed by the College.
- F. Key Access – Access to buildings is obtained by using a key that is provided to an Employee or Resident student with proper permissions utilizing the Key Access Procedures & Request Form.
- G. Office Buildings – Buildings which are used to provide office space for Employees, but do not have classrooms.
- H. Residence Halls – Any dormitories, houses, or apartments owned, leased, and/or operated and maintained by the College.
- I. Resident Student – A student enrolled at the College who lives in one of the College’s Residence Halls.

### III. Policy

This Policy provides information about which buildings have Key Access and which have Card Access (as defined below). Security reserves the right to restrict access to buildings and facilities when there is a safety concern or threat.

#### **IV. Procedures**

##### A. Access to Campus Buildings:

- a. Residence Halls – All Residence Halls are secured 24 hours a day, 7 days a week by Card Access. Students must swipe their identification card to enter the building. Lima Hall has a security guard posted in the front lobby where students will need to swipe their identification cards at the door by the Security Desk. In addition, all rooms in Residence Halls are secured by Key Access.
- b. Academic Buildings –
  1. Security works with applicable Deans and administrators to determine when these buildings will be accessible by card access. These buildings will only be available to individuals who have Card Access. For example, students who are enrolled in evening classes at the Huether School of Business will have card access to that building.
  2. Other Academic Buildings may be open for events such as those held at the Massry Center for the Arts or Hearst Center for Communications and Interactive Media.
  3. The Neil Hellman Library is accessible by card access at varying times throughout the year based upon the needs of the students and as decided by the Director of the Library and the Provost. The Library's hours are posted on the website at: <http://library.strose.edu>.
- c. Office Buildings –
  1. Office Buildings are locked 24 hours, 7 days a week at the discretion of the Director of Security and only accessible with Card Access.
  2. In addition, some Office Buildings and individual offices are equipped with Burglary Alarms and/or Panic Buttons, at the discretion of the Director of Security.
- d. Other Campus Buildings –
  1. The Events and Athletics Center (EAC) – The EAC is accessible by Card Access from 6:00am to 11:00pm to provide students with access to specific services such as the dining hall and a fitness center. The EAC is closed from midnight to 6:00 am; however, the EAC may be open for extended hours during athletic events or other functions.
  2. Interfaith Sanctuary – During weekdays and other days when the College is open, the Interfaith Sanctuary is on card access from 8:00am – 10:45pm, but may vary depending upon the needs of the College.
  3. Plumeri Sports Complex – The fields at Plumeri are open at all hours, but should not be visited unless there is a valid educational or business reason to do so, including attending or participating in athletic events. During the academic year, the buildings at Plumeri are available for certain employees via Card Access only, unless one or more buildings are open for events or other activities. The College does not maintain Plumeri during the summer months when control shifts to the City of Albany Parks Department.

- e. Parking Lots – Parking lots are available at the times posted on signs in the lot. Parking Permits are required. Some parking lots are available Monday through Friday while others are open on the weekends as well. Residents may park in assigned lots 24 hours a day, 7 days a week. If an individual, other than a resident student, needs to park in a lot overnight, this information must be shared with Security. <https://www.strose.edu/student-development/security/parking-and-transportation/>
  
- B. Lockout Procedures: Security or Residence Life staff will respond to valid, verifiable lockout requests. The individual requesting access to a Campus Building will be required to provide proper identification and authorization before being permitted to access the Campus Building or a specific room in an Office Building or Residence Hall.
  
- C. Building Lockdown: In emergency situations, Security may remotely lock Campus Buildings with Card Access so no additional individuals may enter the building. Security has the ability to lock some individual rooms remotely where card access is available.

**6. Maintenance of Campus Facilities:**

The College conducts maintenance of the Saint Rose campus facilities on a regular basis. This includes the following:

- A. Security conducts comprehensive monthly exterior lighting inspections to ensure that pathways and parking lots are well lit. Security monitors campus lighting adequacy during scheduled patrols.
- B. Security conducts monthly lock down tests of the entire Card Access system and monthly tests covering specific sections of the College campus.
- C. The College monitors the condition and usable life of security systems, including cameras, card access, emergency blue light callboxes, and alarms, to ensure that security systems are functional and appropriate to their specific applications.

**7. Off-Campus Student Organizations:**

Saint Rose does not recognize any off campus student organizations.

#### **IV. Drug Free School and Drug Free Workplace Policy**

The College of Saint Rose (the “College”) is committed to the development and maintenance of a productive workplace and community that is free from alcohol, unlawful drugs, and any other unlawful substance as classified under applicable federal, New York State, and local laws. This commitment is consistent with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989 (the “Acts”), which require colleges to publish their policies regarding the possession, use, or distribution of illicit drugs and alcohol by students and employees on campus.

The full copy of the College’s Drug-Free School and Drug-Free Workplace Policy can be found at [https://www.strose.edu/student-development/policies-important-info/community-standards-safety/community-standards-policies-and-procedures/#Drug\\_Free\\_Policy](https://www.strose.edu/student-development/policies-important-info/community-standards-safety/community-standards-policies-and-procedures/#Drug_Free_Policy).

#### **V. Sexual Harassment and Misconduct Policy and Title IX Grievance Policy Statement**

The College of Saint Rose is committed to creating and maintaining a safe environment for all of its students and employees. All forms of sexual misconduct offenses and other non-consensual sexual contact by members of the Saint Rose community will not be tolerated by the College and represent a violation of College policy and the law. Violation of the College’s Title IX Grievance Policy, Sexual Harassment and Misconduct Policy, or the Sexual Harassment Prevention Policy for Employees will result in the responsive action, as prescribed under Title IX or Title VII including investigation of what occurred; action to stop the prohibited conduct; remedial support for the victim of the conduct and, as necessary, for the broader community; and action to reasonably prevent the re-occurrence of the behavior. This may result in possible suspension, dismissal or termination from the College.

Full copies of the College’s Sexual Harassment and Misconduct Policy, Title IX Grievance Policy, and Sexual Harassment Prevention Policy for Employees are available on the College’s website at [www.strose.edu/titleix](http://www.strose.edu/titleix).



## **VI. Emergency Response and Evacuation Procedures**

Drafted 12/1/2018

Updated 12/16/2020

Updated 7/23/2021

Updated 7/26/2022

Updated 9/19/2023

### **I. Introduction**

The College is committed to providing a safe educational and work environment. One measure of an organization's strength is its ability to respond well in an emergency. Since every emergency scenario cannot be predicted, an emergency response plan must be able to quickly adapt to events as they unfold. The following Emergency Response Plan (ERP) designates areas of responsibility and defines for The College of Saint Rose (the "College") the framework necessary to respond to emergency situations.

The purpose of an ERP is to provide an effective means of communicating contingency and emergency plan responses and evacuation procedures to all campus constituencies in the event of natural, man-made or other disasters and potential emergencies. The implementation of an emergency action plan is essential to ensuring the safety and well-being of students, faculty, staff and visitors. Unforeseen events of all types occur despite all efforts to prevent them; therefore, it is necessary to develop effective emergency procedures to respond to these situations.

Campus officials and responding organizations should know what is expected of them when emergency responses are necessary. Being aware of one's responsibility in the event of an emergency will increase the likelihood of responding to critical situations effectively and efficiently.

### **A. Comprehensive Emergency Management Process**

Emergency management is a continuous process, which includes activities to prevent occurrences and includes planning and response activities to ensure that the College is prepared to respond to and recover from occurrences.

#### **a. Planning, Prevention, and Mitigation**

Planning refers to the periodic risk assessment of potential hazards at the College, plus a historical review of emergency situations in the area, which inform the development and refinement of an ERP. Planning activities should also include discussions with off-campus providers of emergency services, such as local emergency responders. The plan should also include contingency planning for critical services and incident recovery, including cleanup.

Prevention refers to those short or long-term activities that eliminate or reduce the number of occurrences of emergencies and disasters.

Mitigation refers to all activities that reduce the effects of emergencies and disasters when they do occur.

#### **b. Response**

Most response activities follow the immediate impact of an emergency or disaster. Generally, they are designed to minimize casualties and protect property to the extent possible through emergency

assistance. They also seek to reduce the probability of secondary damage and to speed recovery operations.

A response is required when:

1. The College is damaged or exposed in some way
2. Evacuation or special sheltering of all or part of the College may be required because immediate and ensuing threats are uncontrollable

Response activities include:

1. Assessing and monitoring the hazard
2. Alerting and warning endangered populations
3. Alerting response forces to stand by
4. Evacuating or special sheltering of threatened populations
5. Dispensing and/or relocating critical equipment and resources

c. Recovery

Recovery activities are those following an emergency or disaster to correct adverse conditions, and to protect and return the quality of life to the campus.

Recovery activities will include measures to:

1. Prevent or mitigate a recurrence of the emergency
2. Implement contingency plans
3. Provide psychological support
4. Address public health needs
5. Activate support services such as the American Red Cross
6. Reinstate College services
7. Restore private and public property
8. Repopulate evacuated areas

## **B. Levels of Emergencies**

Emergencies can occur on many levels. The emergency response may be as simple as a departmental response to repair a building component or complex involving the coordination of multiple campus operations and community response organizations.

The College has adopted a three-tier system of incident severity levels to structure the College response. The Emergency Management Team will convene in Level II or III situations.

a. Level I – Minor Emergency

A Minor Emergency situation involves an event that is occurring or may occur that could negatively affect one or more college students, employees or visitors. The response may involve calling in personnel and notifying the department where the problem occurred.

These situations are characterized by the following:

1. No immediate danger or emergency exists, but the potential is present
2. The incident appears to be of short duration

3. The situation is limited in scope, such as a broken water pipe, and can be managed by the appropriate administrative area of the College
4. The situation is usually a one-dimensional event that has a limited duration and little impact to the campus community beyond those using the space/building in which it occurred

Examples of a Minor Emergency situation include:

1. A severe storm watch issued by the National Weather Service
2. A fire or hazardous materials incident within two (2) miles of an owned facility
3. A minor building system problem
4. A local power outage
5. A minor fire at the College confined to a small area with no hazardous material exposure
6. Minor chemical or fuel spills at the College
7. A loss of heat and/or electricity to a single or few small buildings, which is expected to last no longer than a few hours

b. Level II - Major Emergency

A Major Emergency situation indicates a risk exists or a situation is about to occur that will impact one or more of the College buildings, students, and/or employees. The presented risk requires that a preparatory status be adopted.

A Major Emergency situation is characterized by the following:

1. The potential danger is real and College personnel should be prepared to react
2. The situation has the potential for expanding beyond a specific physical area
3. The situation may continue for an extended period
4. Resolving the situation may require a response by multiple College departments and/or response by an outside agency

Examples of a Level II situation include:

1. A severe storm warning issued by the National Weather Service
2. A major fire or hazardous materials incident within one-half (1/2) mile of a College owned facility
3. A major building system failure
4. Civil disorder within the city of Albany

c. Level III - Disaster

Disaster Level situations impact a sizable portion or all of the campus and/or outside community. These situations tend to be people focused. Responses to these emergencies often require considerable and timely coordination both within and, at times, outside of the College. A Disaster Level indicates that a situation is occurring and requires a response by the College.

A Disaster Level situation is characterized by the following:

1. College students, employees and guests are in danger and/or facilities and equipment are at risk. Immediate action is necessary
2. The incident is on College property, or it is off College property but close enough to affect a facility or involve College student, employee or guest
3. The situation requires the coordination of College resources or coordination with outside agencies

Examples of a Disaster situation include:

1. A fire or hazardous materials incident occurring at a College facility
2. A major storm or weather event that is causing or has caused injury/damage
3. Active shooter
4. Death on campus
5. Serial sexual assaults
6. Hate crimes
7. Bomb threats
8. Extended power outage
9. Contagious disease outbreak (global or regional epidemic or pandemic)
10. Civil disorder on or contiguous to campus-owned or leased property

### **C. Entities Involved In the College Response**

a. Incident Commander (IC)

A member of the EMT may assume the role Incident Command at an emergency until relieved by appropriate emergency first response personnel or when relieved by the IC appointed by the Emergency Management Team as noted below. The Incident Commander function is frequently assumed by a member of the College's Safety and Security Department.

Priority tasks include:

1. Limit the growth of the incident
2. Ensure the safety of the community and first responders
3. Stabilize the scene
4. Determine threat level
5. Establish communications and control
6. Identify any "danger zones"
7. Establish an inner perimeter to secure the "danger zone"
8. Establish an outer perimeter to control access to the entire scene
9. Establish a staging area
10. Request needed resources

b. Emergency Management Team (EMT)

The EMT provides strategic oversight of the College's emergency response. The EMT makes policy determinations regarding response actions. *Appendix B* lists the EMT members.

1. Any member of the EMT may convene the EMT. If the nature of the emergency warrants the convening of the EMT, the convener contacts the team via group text message with a conference call number, a zoom link, or in-person location to meet. Members can be directed to meet immediately or notified that the EMT and EOG may be activated in the near future. All EMT members have the authority to convene the EMT to activate the College response to an emergency as follows:
  - i. Determine/confirm the level of emergency;
  - ii. Set the direction as to how the emergency will be managed;
  - iii. Make key executive decisions; and
  - iv. Notify the President
2. The role of the EMT includes:

- i. Determine if "state of campus emergency" is necessary
- ii. Assign individuals from available personnel to assist with any evacuations
- iii. Based on the severity and extent of the emergency, determine whether to recall evacuated personnel or release them.
- iv. Appoint an Incident Commander (IC) to lead the operational response to the emergency. The IC may be a member of the EMT or EOG or other College employee outside of these groups and is the individual with primary responsibility for implementing the College response to the emergency
- v. Convene the EOG if necessary
- vi. Brief the College President at regular intervals during the incident
- vii. Notify students/employees of the emergency condition via the emergency notification systems
- viii. Approve overall priorities & strategies
- ix. Approve public information reports & instructions
- x. Gather information for Communications so that College statements for the media can be prepared. Ensure that electronic and print media services are available and operational for use by Communications
- xi. Provide for counseling and spiritual intervention
- xii. Liaison with applicable federal, state or local government agencies and/or external organizations

c. *Emergency Operations Group (EOG)*

The EOG provides operational oversight to aid in the College's emergency response by onsite implementation of the decisions of EMT, including but not limited to, coordinating evacuations, interacting with first responders, and managing the College's facilities and technology. *Appendix B* lists the EOG members/alternates.

The role of the EOG is to:

1. Request that additional College employees be temporarily assigned to the EOG if necessary
2. Gather, confirm and evaluate incident information
3. Identify resource needs and shortfalls and advise EMT on technical and other needs
4. Develop an incident action plan to resolve specific priority situations
5. Ensure the Associate Vice President for Facilities Operations, Projects and Services has overseen the shutdown of necessary equipment
6. Determine the College needs for temporary class, faculty, business operations space and/or housing
7. Report findings and action plan to the EMT
8. Request additional resources as needed
9. Reassign/deploy individuals in support of critical needs
10. Serve as the link to local, state, and federal emergency coordination centers

#### **D. Outside Agencies and Response Coordination**

Federal, state, and/or local government agencies and emergency service organizations play an essential role as the first line of defense in responding to some high-impact emergencies. Some emergencies will initiate an immediate response for outside agencies and, in other scenarios, the College may request the involvement of outside agencies. In responding to an emergency or disaster, the College will initially rely on the full use of the College's facilities, equipment, supplies, personnel, and resources, as well as the

resources of private entities (e.g. contractors) as needed to resolve the emergency or disaster as quickly as possible to minimize its impact on the College community.

When an emergency or disaster is beyond the local management capability of the College and local resources are inadequate, the President may obtain assistance from other governmental agencies with jurisdiction and/or other colleges and universities.

The EMT has the authority to direct and coordinate campus disaster operations and may subrogate this authority to an outside agency. Alternately, in disaster level scenarios, outside agencies will typically exercise their authority to assume command and control of the emergency response. In this scenario, the EMT and/or the College's designated IC will be the primary liaison with the outside agency. Outside agencies, which may exercise command and control, include the Albany Fire Department, the Albany Police Department, County or State Health Departments, as well as the state or federal emergency management offices.

#### **a. Additional Roles and Responsibilities**

Additional College offices/departments are expected to assume various roles at the request of the EOG in an effort to provide a coordinated response to an emergency. In some circumstances, the EOG may direct faculty or staff to assume temporary roles outside the normal scope of their duties. In these situations, the EOG will consider the skills and abilities of individuals to carry out those temporary roles prior to making the assignment. Any employees in departments that do not have specific roles related to the emergency response will become part of a "pool" of reserve personnel to assist as assigned by those coordinating the specific emergency.

Some individuals have specific responsibilities during an emergency. A list of those departments and individuals with a partial notation of their responsibilities is included in *Appendix B*.

#### **b. Training**

Proper training is a key element enabling employees to respond to emergency situations. Effective emergency management includes interaction between campus officials and local emergency responders. Emergency plans should be in place and rehearsed internally through "tabletop" exercises with key campus personnel and local emergency responders to ensure their ability to function in the event of an actual emergency or disaster. The College's Emergency Management Team meets monthly to schedule drills, exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities. These tabletop exercises and live drills allow the members of both the EMT and EOG to apply the knowledge gained from actual experience and prior training to simulated emergency situations.

The members of the EMT continually survey training resources and make available training to members of the EMT and EOG, as appropriate.

The College documents each of its drills with a description of the exercise, the date, time and whether it was announced or unannounced, and stores this information electronically that is viewable by the EMT.

The EMT debriefs and assesses the effectiveness of the College's response and if applicable, the response of any local public safety agencies involved in the drill.

The Federal Emergency Management Agency (FEMA) makes available a number of training resources. A list of on-line courses offered by FEMA is available at <http://training.fema.gov/IS/crslst.asp>.

### **c. Response Framework**

#### 1. Direction and Coordination of an Emergency

The College will follow a series of steps initiated with the identification of an emergency situation.

- i. With the identification of an emergency situation or with information indicating a potential for a future emergency, an employee should contact the Department of Safety and Security (Security) immediately. All employees have the responsibility to report emergency conditions immediately to the Security. The Security may be contacted at 518-454-5187, via internal extension at 5187 on any College phone.
- ii. College Security will dispatch College Security Officers and make calls for appropriate law enforcement and/or emergency services to respond to a situation. For any emergency call, the Dispatcher will notify the on-duty Security supervisor, who will contact the Director of Safety and Security to apprise them of the emergency. Security will assume the lead role for scene control until emergency aid responders arrive on-site.
- iii. Security will notify the conveners of the EMT when emergency information is received, except for most Level I emergencies, which will be communicated through routine channels to the appropriate departments for response.

Level I emergencies do not warrant the assembly of the Emergency Management Team.

With Level II or III emergencies, the Security Dispatcher will notify the Director of Safety and Security who will then notify the EMT.

- iv. If the nature of the emergency warrants the convening of the EMT, the convener contacts the team via group text message with a conference call number, a zoom link, or in-person location to meet.
- v. The EMT will convene as quickly as possible in person or remotely.

Normally, the EOC will be located at Security Headquarters, 340 Western Avenue, but under certain conditions (including power outage) the EOC may be set-up at a selected back-up location where necessary telecommunication and data support facilities exist.

- vi. Once the emergency has been resolved, the EMT and EOG will:
  - Develop and implement a plan for a smooth transition to normal operations by coordinating with other applicable college offices/departments, or federal, state, county, and local organizations.
  - Initiate a complete review of the incident under the direction of the IC.
  - Direct all personnel involved in the incident to prepare an after-action report
  - Provide report to the President and keep with the incident file.

- Arrange for counseling support to any staff involved in the incident.

2. Direction and Coordination of a Potential Emergency

When conditions permit and an impending emergency situation (example: anticipated major snow or ice storm, large campus gathering, etc.) provides ample time, the EMT may assemble the EOG to formulate an incident action plan for recommendation to the EMT, or if time is of the essence, to the President or designee.

3. Declaration of an Emergency Condition

An EMT convener shall declare a state of emergency (an action possible for some Level III emergencies), upon recommendation of the EMT. The EMT determines that emergency procedures should be implemented and/or all or part of the College should be closed. EMT conveners or their designees shall declare an end to the state of emergency when appropriate.

The EMT conveners, in addition to declaring a state of emergency, may also initiate other actions to ensure safety during emergency situations. Those actions include:

- Shelter in Place** – Students, employees and campus visitors are directed to remain in or report to a sheltered area, such as any College building. This action may be taken when a threat is imminent, such as a tornado, or to prevent exposure, in the case of a chemical spill. Individuals should close window blinds and stay away from windows.
- Lock-down** – All doors on College buildings are locked to prevent access from the outside. College ID cards will not open doors. Individuals finding themselves outside during a lockdown are instructed to leave campus rather than attempt to enter a locked building. In a lock down situation, individuals should not open doors unless police and/or other authorities are present. Individuals should close window blinds and stay away from windows.
- Evacuation** – Students, employees and campus visitors will be directed to evacuate all or a portion of the College campus. If an evacuation is initiated, specific instructions will be provided through the internal community notification systems. An evacuation may be initiated for a long-duration power outage, flood or other emergency situation.

4. Emergency Communication

a. **Internal Community Notification**

Timely and accurate communication with the campus population during an emergency situation is very important. The EMT will be responsible for providing the campus community with regularly updated information regarding the emergency.

Media (i.e., radio, television, social media), the College website, College e-mail system, and the RAVE emergency communication system are used to update the campus community based on the severity of the emergency. Announcements may be made via email from the President and coordinated by the Chief of Staff.

Periodic updates will be provided, as time permits, through the same means. Should both the phone and College and regional data network be unavailable, staff will be dispatched to alert resident students and employees in each College building. Emergency communications, both on



and off-campus, will be coordinated by the EMT in consultation with the President's Office.

Members of Security, EMT, or their appointed designee will deploy the communications. The RAVE Alert System, social media outlets, as well as College email, will be used. Security staff and any designee sending communications are responsible for maintaining a written log of the emergency event for post incident debriefing, analysis and reporting.

**b. External Community Notification**

In the event of campus emergencies requiring notification of the media, all information collected by College employees is given to the Crisis Communications Team who will prepare official statements prior to meeting with the media. Other College employees will refrain from speaking with the media to avoid giving inaccurate, contradicting or incomplete information.

In cases where press briefings are necessary, a press area will be established.

In cases where families are brought to campus, a gathering area will be established. Student Development and Spiritual Life will have primary responsibility for interacting with the families and keeping them updated on the emergency.

**c. Plan Distribution and Access**

This plan is distributed to members of the EMT and department heads. A master copy of the document is maintained by the Chair of the EMT or designee. The plan is available for review by all on the College's website.

## Timely Warning, Emergency Notification, Security Advisory Policy

**Policy Number:**

**Responsible Officer: Director of Safety and Security**

**Origination Date: July 2003**

**Revision Date: July 20, 2021**

**Revision Date: July 26, 2022**

**Revision Date: September 19, 2023**

### I. Purpose:

The purpose of this policy is to outline how the College communicates to the campus community whenever there is a serious or on-going threat to the safety of the community or an immediate significant danger to the health or safety of the community.

This Policy fulfills the College's obligations to inform, in accordance with the United States Department of Education Clery Act.

### II. Definitions:

- **Clery Act:** The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics.
- The Clery Campus map delineates the reportable areas for Clery crimes. The locations inside the red boundary are reportable. The areas inside the black lines are not reportable. See Appendix C.
- **Timely Warnings:** When a crime covered by the Clery Act occurs, campus officials will issue a timely warning to all employees and students, if it is determined that there is an ongoing threat to the campus community. For example, if a Clery crime is committed within the Clery boundary, and no arrests have been made. These timely warnings usually include brief instructions and tips to stay safe. (e.g. Shelter-In-Place).
- **Emergency Notifications:** In the event of an immediate, significant danger to the health or safety of the campus community (e.g. weather, disease outbreak), campus officials will issue an emergency notification. Emergency notifications will be sent to the entire campus community. These notifications usually include announcements or directions.
- **Security Advisory:** An informational notification to alert the campus or a specific group that incidents of note, usually crimes not covered by the Clery Act (e.g. rash of minor thefts), have occurred. These advisories usually include crime prevention measures.

### III. Policy:

The College is required to issue a Timely Warning or Emergency Notification whenever there is a serious or on-going threat to the safety of the community or an immediate significant danger to the health or safety of the community.

## **A. Timely Warnings (Crime Alert)**

A Timely Warning, also known as a Crime Alert, will be issued for all Clery Act crimes that occur within the College's Clery Act geographic area (see appendix C) that are reported to campus security authorities or local police agencies and are considered by the College to represent *a serious or continuing threat to students and employees*. The College of Saint Rose's Department of Safety and Security personnel, in consultation with the College's on-duty Commanding Officer or the on-call Duty Officer, and at least one member of the College's Emergency Management Team, will make the determination whether to issue a Timely Warning to protect the campus community. If it is determined to issue a Timely Warning, Security will issue the warning to the campus. In certain urgent circumstances, timely warnings may need to be issued without consultation with a member of the emergency management team by the on-call duty officer or the on-duty commanding officer to convey needed information immediately. Such warnings differ from the Emergency Notifications described below in that Timely Warnings are specific to certain criminal offenses occurring within our Clery geographic area. Timely Warnings may include the type of crime; the date, time, and location of the incident; and suspect information, when applicable.

Timely Warnings will withhold the names of victims as confidential or limit information that may jeopardize the safety of the victim or compromise law enforcement efforts. Information reported in a Timely Warning may not have been investigated or confirmed at the time of the issuance of the warning, and physical descriptions of a suspect will be included in Timely Warnings only if there are enough details to help distinguish the suspect's appearance from the general population.

Timely Warnings are sent out via Rave, the College's emergency communication system, to all registered College of Saint Rose email addresses, and cell phone numbers. They are also posted on the College's social media platforms (twitter, facebook). An announcement will also be made via the internal radios carried by the College's facilities employees.

## **Security Advisories**

The College of Saint Rose's Safety and Security Department may issue a Security Advisory for an incident that doesn't meet the requirements for a Timely Warning, but when it has been determined that there may be a serious or continuing threat to students and employees. This may include any crime that occurs outside the College of Saint Rose's Clery Act geographical area, or non-Clery Act crimes that occur within the College's Clery Act geographical area.

## **B. Emergency Notifications (RAVE ALERT)**

Upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an *immediate threat to the health or safety of students or employees through one of the following methods*:

1. First-hand knowledge of a Saint Rose Security Officer; or
2. Local public safety agencies,

the College's Safety and Security Department will immediately initiate its mass warning policy and activate the campus emergency notification system, also known as a RAVE Alert.

Emergency Notifications differ from Timely Warnings described above in that Emergency Notifications

apply to any immediate threat to the health and safety of students or employees on campus. This may include certain criminal activity in progress, as well as serious fires, outbreaks of serious illnesses, extreme weather conditions, earthquakes, gas leaks, terrorist incidents, armed intruders, bomb threats, civil unrest or rioting, explosions, or nearby chemical or hazardous waste spills.

The College uses some or all of the various systems available for expedient communication including: emails, emergency text messages (RAVE), the outdoor Emergency Bluelight Callbox public address system, emergency messages on the campus public television screens, local media outlets, the College's website and social media (Facebook and Twitter). Students and employees who have valid College of Saint Rose email addresses in the campus directory are automatically enrolled to receive RAVE Alert notifications via e-mail.

#### **IV. Procedures:**

1. The Department of Safety and Security has the primary responsibility to issue Timely Warnings, Emergency Notifications and security advisories.
2. The College of Saint Rose's Department of Safety and Security personnel, in consultation with the College's on-duty Commanding Officer or the on-call Duty Officer, and at least one member of the College's Emergency Management Team, will make the determination whether to issue a Timely Warning to protect the campus community. In certain urgent circumstances, timely warnings may need to be issued without consultation with a member of the emergency management team by the on-call duty officer or the on-duty commanding officer to convey needed information immediately.
3. It is the responsibility of the College's on-call Security duty officer or the on-duty commanding officer to draft the Timely Warning describing the incident. The EMT has developed a set of templates that can be used in emergency situations. The on-duty Security officer can use one of the pre-approved templates or can draft a new message for the emergency situation. If a new message is drafted and time permits, the message will be reviewed by at least one member of the EMT before being sent to the campus community.
4. The Timely Warning will be brief describing only needed details and the incident, but never using the name or describing characteristics of the victim. The describing characteristics of the suspect will only be used if they are still at large and can help distinguish the individual from the general public. All Timely Warnings will contain steps the members of the community can take to protect themselves. These steps will include the services that Campus Security offers to ensure the safety of individuals and property.
5. The Chief of Staff will notify the President of the College that a Timely Warning or an Emergency Notification is being sent out unless such notification will result in delay during an evolving and urgent situation.
6. Timely Warnings and Emergency Notifications will be disseminated by Rave and e-mail as soon as possible after being notified of an incident being reported to Campus Security. The Director of Security or their designee will log on to the RAVE system and initiate the campus-wide notification.

7. If appropriate, follow-up Timely Warnings or security advisories may be drafted and disseminated if the same type of incident continues to occur or if an investigation has led to an arrest or the solving of a crime previously reported in a Timely Warning.
8. If the College determines there is an emergency on or near the campus, Security will immediately and without delay contact the Albany Police Department.
9. The 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 responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Failure to comply with this policy could incur substantial penalties to the College from the U. S. Justice Department.

## **VII. Missing Residential Student Notification Policy and Procedures**

### I. Policy

In accordance with the Higher Education Act of 2008 (20 U.S.C. §1092(j)), The College of Saint Rose (“Saint Rose”) has established these Policy and Procedures. This Policy applies to all Saint Rose Resident Students (as defined below).

### II. Definitions:

- A. Emergency Contact – Anyone designated by the student who can be contacted in case of an emergency, such as if the student is missing. A student may update his/her Emergency Contact(s) through MyStudentHousing on the Secure Site (<https://bannerweb.strose.edu>).
- B. Missing Student – A residential student who is absent from Saint Rose without any known reason and a preliminary investigation fails to locate the student. In most instances, a student will not be deemed a Missing Student for at least 24 hours.
- C. Residential Student – A currently enrolled Saint Rose student who lives on campus in a dormitory/residence hall, apartment, or house.
- D. Security – Saint Rose’s Office of Safety and Security.
- E. Local Law Enforcement Agencies – Any agency or agencies employing peace officers or police officers for the enforcement of the laws of New York and which has or have jurisdiction under provisions of the criminal procedure law over offenses occurring at or on the grounds of Saint Rose, subject to the provisions in this section. In this case, local law enforcement will mean the Albany Police Department.

### III. Information for Students:

- A. A student has the option to identify an Emergency Contact who can be contacted by Saint Rose not later than 24 hours after it is determined that the student is a Missing Student.
- B. A student may register confidential contact information that can be used if the student is a Missing Student for more than 24 hours. Depending upon the circumstances, the College may contact the student’s confidential contact without waiting for 24 hours.
- C. If any student who is under 18 years of age and not emancipated is determined to be a Missing Student, then Saint Rose is required to notify that student’s custodial parent or guardian not later than 24 hours after the student is determined to be a Missing Student.
- D. Saint Rose will initiate Emergency Contact procedures in accordance with the student’s designation if Security is notified and makes a determination that the student is missing for more than 24 hours and has not returned to campus.

#### **IV. Procedures:**

- A.** A report of a Missing Student, from any and all sources, should immediately be provided to the Security Director or designee who shall initiate a preliminary investigation which will include the following:
- 1.** The Security Director or designee shall notify the Director of Residence Life and the Associate Vice President for Student Development or designee. The Associate Vice President for Student Development or designee, in consultation with the Security Director shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.
  - 2.** The Associate Vice President for Student Development will notify the Chief of Staff or the President of the College.
  - 3.** The Security Director will notify the Albany Police Department as soon as practical regarding the Missing Student, but in no case more than 24 hours after a report that a Residential Student is missing from campus.
- B.** The preliminary investigation by Security shall include one or more of the following, as required by the circumstances:
- 1.** Checking the residence of the student, ordinarily with a representative from Residence Life, and talking with known associates;
  - 2.** Calling any phone numbers the student has on file with Saint Rose;
  - 3.** Searching on campus public locations;
  - 4.** Contacting known friends, family or faculty members for last sighting or additional contact information;
  - 5.** Contacting Student Development or academic departments to seek information on last sighting or other contact information;
  - 6.** Reviewing card access logs to determine last use of the card and track the card for future uses;
  - 7.** Reviewing vehicle registration information for the student's vehicle location and distribution to appropriate authorities; and/or
  - 8.** Looking up College Network logs for last login and the use of the Saint Rose email system; and
  - 9.** If necessary, coordinating with local law enforcement agencies.
- C.** Either concurrently with the preliminary investigation or if the preliminary investigation fails to yield the location of the Missing Student, Security and/or the Associate Vice President for Student Development or designee, shall contact the student's emergency contact person. If the Missing Student is under the age of 18 and not emancipated, the student's custodial parent or guardian as noted in Saint Rose's records will be notified within 24 hours of the determination that the student is missing.
- D.** If these contacts fail to yield the location of the Missing Student, Security will file a missing person's report with the Albany Police Department. At their discretion, the Security Director may notify the Albany Police Department immediately upon a report of a Missing Student, but not longer than 24 hours after student is reported missing.
- E.** Saint Rose employees will immediately report any suspicious findings to the Albany Police Department during any step of this process.
- F.** Saint Rose and the Albany Police Department have entered into a written agreement providing for the prompt investigation of Missing Students, which can be found in the Memorandum of Understanding.

## **VIII. Disclosure of Crimes and Crime Statistics**

### **1. Daily Crime Log**

Campus Security maintains a daily crime log that lists all reported crimes, whether or not they are Clery crimes. The log provides information about the reported crime including the incident type, location, date/time of the report, location of the crime, the disposition of the crime, and a brief narrative describing the crime. The Daily Crime Log is available to anyone at the Campus Security front desk located at 340 Western Avenue, Albany, New York 12203.

### **2. Crime Statistics**

Security gathers and compiles Saint Rose's crime statistics. The statistics include information reported to Security or Campus Security Authorities, the Albany Police Department, and the University Police Department for the University at Albany. The 2023 Annual Security Report includes crime statistics from the 2020, 2021, and 2022 calendar years.

In accordance with the law, Saint Rose reports the following Clery Crimes, VAWA Offenses, and Arrests/Disciplinary Referrals:

### **3. Clery Crimes**

- A. **Murder/Non-Negligent Manslaughter** – The willful (non-negligent) killing of one human being by another.
- B. **Manslaughter by Negligence** – The killing of another person through gross negligence.
- C. **Sexual Assault** - An offense that meets the definition of rape, fondling, incest, or statutory rape as defined by the FBI's Uniform Crime Reporting (UCR) program. The statistics for sexual assault offenses are included under each of those Clery crimes.
  - a. **Rape** – 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.
  - b. **Fondling** – The touching of the private body parts of another person for the purpose 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.
  - c. **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - d. **Statutory Rape** – Sexual intercourse with a person who is under the age of consent.

N.B. At the conclusion of the campus process, the alleged victim and the alleged perpetrator will receive simultaneous written notification of the findings.

- D. **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.

- E. **Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or means likely to produce death or great bodily harm.
- F. **Burglary** – The unlawful entry of a structure to commit a felony or a theft.
- G. **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle.
- H. **Arson** – 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.

#### 4. **Violence Against Women Act (VAWA) Offenses:**

- A. **Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- B. **Domestic Violence** – A felony or misdemeanor crime of violence committed by:
  - A current or former spouse or intimate partner of the victim;
  - A person with whom the victim shares a child in common;
  - A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - 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
  - 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.
- C. **Stalking** – 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.

N.B. At the conclusion of the campus process, the alleged victim and the alleged perpetrator will receive simultaneous written notification of the findings.

N.B. If the alleged victim is deceased as a result of a non-forcible sex offense, the next of kin will be treated as the alleged victim to receive results of any disciplinary hearings against the alleged student perpetrator upon written request to the institution.

## 5. Arrests and Referrals for Disciplinary Action:

- A. **Illegal Weapons Possession** – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
- B. **Drug Law 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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addition (Demerol, methadone); and dangerous non- narcotic drugs (barbiturates, Benzedrine).
- C. **Liquor Law Violations** – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence or drunkenness.

## 6. Bias Related/Hate Crimes:

Under the Clery Act, Bias related or Hate Crimes are when any of the Clery Crimes or larceny theft, simple assault, intimidation, or destruction/damage/vandalism of property is based on one or more of the following categories: race, gender, gender identity, religion, sexual orientation, ethnicity, natural origin and disability.

Under New York State Penal Law, Article 485, a Hate Crime is any “specified offense” where victims were intentionally selected because of their race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation. Specified offenses include crimes such as menacing, assault, aggravated assault, criminal trespass, manslaughter, sexual offenses, unlawful imprisonment, burglary, larceny, robbery, and harassment. A full list of specific offenses under NYS Law is available at: <http://ypdcrime.com/penal.law/article485.htm#p485-00>. Penalties under NYS law are based upon the type of felony committed and can include imprisonment and completing training and/or counseling programs directed at hate crime prevention and education.

Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, and fire bombings.

Any member of the Saint Rose community who is found to have committed a Bias Related or Hate Crime is subject to strict disciplinary action including possible suspension or dismissal from the College.

## 7. Bias Response Policy:

The College of Saint Rose is committed to the fundamental belief that all people should be treated with dignity and respect. Discrimination and harassment will not be tolerated in any context but not limited to interactions between the following parties:

- Employee/Employee
- Faculty/Student
- Faculty/Faculty
- Student/Student
- Employee/Student
- Or any other affiliates of the College

All members of the College community have the protected right to work, learn and/or live in an environment that is free from derogatory remarks, unwelcome sexual advances and any other verbal or physical conduct constituting discrimination on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, disability, veterans' status or any other category covered under federal, state and local law (protected classes). In order to actively live by these principles all parties experiencing or witnessing discrimination, harassment, or a hate crime are strongly encouraged to come forward anonymously or self-identified. The College provides a direct channel of communication through the Bias Response Team for a complete complaint resolution procedure. Individuals found to be in violation of this policy will be appropriately sanctioned, up to and including dismissal.

The College's full Bias Policy can be found on the website at <https://www.strose.edu/student-development/policies-important-info/bias-complaint-form/>.

## IX. Crime Statistics

CRIMINAL OFFENSES					
Offense	Year	Geographic Location			
		On-Campus Property (except Housing)	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Murder/ Non- Negligent Manslaughter	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Rape	2022	0	4	0	0
	2021	0	5	0	0
	2020	0	2	0	0
Fondling	2022	0	0	0	0
	2021	1	3	0	0
	2020	1	0	0	1
Incest	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Robbery	2022	0	0	0	0
	2021	1	0	0	0
	2020	0	0	0	0
Aggravated Assault	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Burglary	2022	0	0	2	0
	2021	0	0	0	0
	2020	0	1	0	0
Motor Vehicle Theft	2022	0	0	0	1
	2021	0	0	0	1
	2020	1	0	0	0
Arson	2022	0	0	1	0
	2021	0	0	0	0
	2020	0	0	0	0

VAWA OFFENSES					
Offense	Year	Geographic Location			
		On-Campus Property (except Housing)	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Domestic Violence	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0
Dating Violence	2022	3	0	0	0
	2021	1	0	0	1
	2020	2	0	0	0
Stalking	2022	0	2	0	0
	2021	1	4	0	0
	2020	3	0	0	1

Offense		Year	Geographic Location			
			On-Campus Property (except Student Housing)	On-Campus Student Housing Facilities	Noncampus Property	Public Property
Arrests	Liquor Law Violations	2022	0	0	0	0
		2021	0	0	0	0
		2020	0	0	0	0
	Drug Abuse Violations	2022	0	0	0	0
		2021	0	0	0	0
		2020	0	0	0	0
	Weapons: Carrying, Possession, Etc.	2022	0	0	0	1
		2021	0	0	0	0
		2020	0	0	0	0
Disciplinary Referrals	Liquor Law Violations	2022	4	0	0	0
		2021	0	25	0	0
		2020	0	7	2	0
	Drug Abuse Violations	2022	0	0	0	0
		2021	0	4	0	0
		2020	0	3	0	0
	Weapons: Carrying, Possession, Etc.	2022	0	0	0	0
		2021	0	0	0	0
		2020	0	0	0	0

<b>HATE CRIMES</b>	
2022:	One Hate Crime Reported.
2021:	Three Hate Crimes Reported.
2020:	No Hate Crimes reported.

<b>UNFOUNDED CRIMES</b>	
2022:	No unfounded crimes.
2021:	No unfounded crimes.
2020:	No unfounded crimes.

## **Disclosure of Fire Safety Standards and Measures**

Saint Rose's Fire Safety Report is published on an annual basis in this Annual Security Report. In accordance with the Disclosure of Fire Safety Standards and Measures requirement in the Higher Education Opportunity Act, the Fire Safety Report includes:

- A. Annual statistics;
- B. A description of each on-campus student housing facilities fire safety system, including the sprinkler fire system;
- C. The number of regular, mandatory, supervised fire drills;
- D. Policies or rules on portable electrical appliances, smoking, open flames, procedures for evaluation, policies regarding fire safety education and training programs, provided to students, faculty, and staff; and
- E. Plans for future improvements in fire safety, if necessary.

### **1. Fire Statistics:**

For the most recent calendar years for which data is available, Saint Rose is required to provide the following:

- 1) The number of fires and the cause of each fire in student residences;
- 2) The number of injuries related to a fire that resulted in treatment at a medical facility;
- 3) The number of deaths related to a fire; and
- 4) The value of property damage caused by a fire.

### **2. Fire Safety Systems in Each On-Campus Student Housing Facility:**

The following chart provides information about the fire safety system in each residence hall, apartment, and house used for student residences on Saint Rose's campus:

**All of these buildings have smoke detectors and sprinkler and fire alarm systems.**

<b>Residence Hall</b>	<b>Address</b>		<b>Occupancy Type</b>	<b>Capacity</b>	<b>Floors Occupied</b>	<b>Year of Fire</b>	<b>Cause of Fire</b>	<b>Injuries</b>	<b>Deaths</b>	<b>Property Damage Value</b>
178 Partridge	178	Partridge Street	Student Apartments	7	3					
186 Partridge	186	Partridge Street	Student Apartments	6	2					
188 Partridge	188	Partridge Street	Student Residence	18	3					
198 Partridge	198	Partridge Street	Student Apartments	4	2					
210 Partridge	208/210	Partridge Street	Student Residence	21	3					
401 Western	401	Western Avenue	Student Apartments	5	2					
912 Madison	912/914	Madison Avenue	Student Residence	18	3					
946 Madison	946	Madison Avenue	Student Apartments	9	3					
956 Madison	956	Madison Avenue	Student Apartments	11	2					
968 Madison	968	Madison Avenue	Student Residence	26	3					
972 Madison	972	Madison Avenue	Student Residence	13	2					
974 Madison	974	Madison Avenue	Student Residence	12	2					
Alumni Hall	366A	Western Avenue	Student Residence	86	4					
Borisenok House	1020	Madison Avenue	Student Residence, Offices	7	1					
Carey Hall	944	Madison Avenue	Student Residence	11	2					
Carondelet Hall	941	Madison Avenue	Student Residence	21	3					
Cavanaugh Hall	943	Madison Avenue	Student Residence	21	3					
Centennial Hall	930	Madison Avenue	Student Apartments, Campus Dining Facility	224	4					
Charter Hall	923	Madison Avenue	Student Residence	25	3					
Collins Hall	356/358	Western Avenue	Student Residence	15	2					
Cullen Hall	376/378	Western Avenue	Student Residence	17	2					
Delaney Hall	368/370	Western Avenue	Student Residence	15	2					
Fontbonne Hall	935	Madison Avenue	Student Residence	18	3					
Gibbons Hall	971	Madison Avenue	Student Residence	7	2					
Golub Hall	212/214	Partridge Street	Student Residence	20	3					
Hahn Hall	372/374	Western Avenue	Student Residence	13	2					



Kateri Hall	352/354	Western Avenue	Student Residence	14	2					
Keeshan Hall	405	Western Avenue	Student Residence	9	2					
Kelly Hall	348/350	Western Avenue	Student Residence	16	2					
Lima Hall	366B	Western Avenue	Student Residence	187	5					
Lourdes Hall	384	Western Avenue	Student Residence	17	2					
Maginn Hall	921	Madison Avenue	Student Residence	34	3					
McCarthy Hall	908/910	Madison Avenue	Student Residence	18	3					
McCormick Hall	380	Western Avenue	Student Residence	15	3					
Medaille Hall	407/409	Western Avenue	Student Residence	13	3					
Morris Hall	568	Morris Street	Student Residence	37	3					
Quillinan Hall	953	Madison Avenue	Student Residence	15	3					
Riley Hall	939	Madison Avenue	Student Residence	21	3					
Rooney Hall	917	Madison Avenue	Office/Student Apartments	4	3					

### **Fire Drills:**

The College performs a minimum of four fire drills per year in all student residences as required by the NYS Uniform Fire Prevention and Building Code and by the NYS Education Department, subject to the following schedule each year: (1) at least one between September first and December first; (2) in buildings where summer sessions are conducted, one shall be held during the first week of such summer session; (3) at least one shall be through use of the fire escapes on buildings where fire escapes are provided; and (4) at least one during the hours after sunset and before sunrise. The College performs a minimum of three fire drills per year in all non-residential buildings, subject to the following schedule each year: (1) at least one between September first and December first; (2) in buildings where summer sessions are conducted, one shall be held during the first week of such summer session; and (3) at least one shall be through use of the fire escapes on buildings where fire escapes are provided. All drills are supervised with the results tabulated and evaluated for proficiency.

### **Reports of Fires:**

All fires, whether known or suspected, should be reported to Security immediately.

### **3. Policies on Items Allowed in Residence Halls:**

- Smoking shall not be permitted in any enclosed place, including private residential space within college housing. Smoking shall also not be permitted in the seating areas of outdoor arenas, stadiums, and amphitheaters, or in bleachers and grandstands used for spectators at sporting and other public events.
- Hot pots, electric coils, sun lamps, air conditioners, heaters, or any heat producing cooking appliances are prohibited. Electric percolators, halogen lamps, lava lamps, and any electrical appliance used to cook food is prohibited in the residence halls. Microwaves are permitted (1 per room) but may not exceed .7 cubic feet and 700 watts and must be UL approved. Refrigerators are permitted (1 per room) but may not exceed 3.1 cubic feet and 115 volts and must be UL approved. The kitchen is the primary place in the building where students are allowed to cook. Any illegal item will be confiscated and disposed of by Residence Life Staff or Security.
- The use of portable space heaters must be approved by the Director of Risk Management and must be of a type approved by an NRTL.
- Open flames such as candles are strictly prohibited.
- Power strips are allowed provided they are plugged directly into outlets and not ganged together.
- College policy requires all occupants (students and employees) to immediately evacuate the building in a fire drill, fire alarm or emergency.
- All new resident students receive fire safety training and training is available to all students on an annual basis.

### **Carbon Monoxide Detection:**

The College ensures compliance with National Fire Protection Association (NFPA) 72 and the 2020 Fire Code of New York State, Section 915 on carbon monoxide detection and warning regulation requirements. Carbon monoxide detectors have been installed where required by code, and inspected and tested regularly.

### **4. Plans for Improvements in Fire Safety:**

The College currently uses a Keltron system-a proprietary radio monitoring network system for all fire monitoring and reporting. The current Fire Alarm Master plan is reevaluated and updated as needed. The College will ensure that it performs the required number of fire drills on an annual basis.

## X. Appendix A



# Golden Knights Card Office Additional Card Access Request Form

This form is to be completed electronically by an appropriate member of the College (Access Grantor) and emailed to [icardoffice@strose.edu](mailto:icardoffice@strose.edu). Sending the form from the Access Grantor's e-mail address will take the place of a physical signature on the form. For further assistance, please contact us at (518) 337-4694.

<b>Access Grantor</b>	The Access Grantor should be at the director level of management in the same department that the building access is related to. <input type="checkbox"/> I acknowledge that I have read both the <i>Access Control Policy</i> and the <i>Policy and Procedures for Card Access Control</i> . Name: <input style="width: 200px;" type="text"/> Banner ID: <input style="width: 200px;" type="text"/> Telephone: <input style="width: 200px;" type="text"/> Date of Request: <input style="width: 150px;" type="text"/>	<b>Security Office Use Only</b>  <input type="checkbox"/> Approved <input type="checkbox"/> Denied  Reviewed By <input type="checkbox"/> Director or <input type="checkbox"/> Asst. Director
<b>Access Recipient</b>	A member of the College who requires Card Access entries in addition to the rules that are automatically assigned in Banner. <input type="checkbox"/> I acknowledge that I have read both the <i>Access Control Policy</i> and the <i>Policy and Procedures for Card Access Control</i> . Name: <input style="width: 200px;" type="text"/> Banner ID: <input style="width: 200px;" type="text"/> Reason for additional access: <input style="width: 300px;" type="text"/>	

Describe the building and access needed by the recipient. Leave dates blank for "immediate start" and/or "no end". Add rows as needed to list all access being requested.					<b>ID Card Office Use Only</b>	
					Assigned by: <input style="width: 150px;" type="text"/>	
Access Request	Building	Time Restrictions	Start Date	End Date	Tenant Group	Access Group
<input type="button" value="[+] Add Row"/>		<input type="button" value="v"/>				
<input type="button" value="[-] Delete Row"/>						

## **I. Appendix B**

### **Emergency Response and Evacuation Procedures**

#### **EMT members/alternates**

Chief of Staff (Convener)

Associate Vice President for Human Resources and Risk Management (Convener)

Alternate: Assistant Director of Employee Benefits

Director of Communications and Marketing (Convener)

Associate Vice President for Student Development (Convener)

Alternate – Associate Director of Residence Life

Director of Safety & Security (Convener)

Alternate – Lieutenant ranking officer

Dean of the School of Mathematics and Science (Convener)

Alternate – Provost/Vice President for Academic Affairs

Designated member of the EOG (as needed or available)

#### **EOG members/alternates**

Associate Director of Safety & Security (Leader)

Alternate – Assistant Director of Safety and Security

Director of Risk Management & Environmental Safety

Associate Vice President for Facilities Operations, Projects and Services (Leader)

Alternate – Facilities Manager

Associate Vice President for IT

Associate Director of Residence Life

## Departmental Roles and Responsibilities

Office of the President	Executive decision-maker With Communications Department, spokesperson for communicating with media
Provost, Academic Deans & Chairs	Identify and resolve instructional and research issues Coordinate necessary faculty resources
Athletics	Coordinate use of the Nolan Gym, EAC Complex and the Plumeri Sports complex as staging areas and temporary shelters
One Card Access	Create temporary identification/access credentials as requested
Counseling Center, Spiritual Life	Assist students and employees with support and mental health counseling in coping with trauma Outreach to parents/families, when necessary
Health Services	Treat immediate injuries Assist/provide onsite medical triage, if requested Assist in providing services to those with minor injuries and provide trauma support Coordinate with first aid services
Registrar, Conferences & Events	Reschedule classes and public events to include off campus accommodations
Facilities Department	Provide site and building information Coordinate radio support with Safety & Security Mitigate facility and grounds damages and restore to functional level Assist Safety & Security with creating a safety perimeter at the site of the emergency Provide structural evaluations and repair estimates for damaged structures
Safety & Security Department	Coordinate with law enforcement; assist with crowd control, evacuation, site security, and mobile communications Liaison with on-site safety, fire and medical command personnel Provide transportation services as required
Purchasing	Obtain emergency goods and services; including delivery to site of emergency Arrange for temporary quarters for displaced students
Residence Life	Coordinate with Facilities to provide housing options (including any temporary shelters)
Risk Management	Identify cause and scope of loss, coordinate insurance adjustment. Support Emergency Operations Center Link with State and Federal Environmental Authorities when necessary
Student Development	Coordinate student notification and response Liaison with parents
Information Technology Systems	Coordinate temporary telephone, fax, and computer hookups communications Provide "broadcast" capability for voice mail (RAVE) Arrange phone bank for necessary student call-outs to family. Update digital signage and other modes of communication as needed
Crisis Communications	Media coordination and spokesperson

Team	Update website as needed Post social media updates
Hospitality Services	Coordinate dining for dislocated personnel and emergency workers

# Appendix C. Clery Reporting Map

