2013-2014 SLU-Madrid Campus Compliance to the Clery Act Policy


The Annual Security and Safety Report includes policy statements concerning campus security and safety; and at the end of the document it includes: general crime statistics, arrest and disciplinary referral statistics, and hate crime statistics.

The Annual Security and Safety Report will be published by October 1st of each year. In conjunction with its publication, email notifications are sent to all enrolled students and SLU-Madrid employees that provide the web address of where to access this report. Prospective students and employees may obtain a copy from the Office of Student Life, located in Avenida del Valle, 28 or by contacting Ms. Marta Maruri at +34 91 554 5858 (ext. 213).

Campus crime, arrest and student disciplinary referral statistics, and hate crime statistics include those reported to campus officials (including but not limited to the Madrid Campus Director and Academic Dean, the Director of Finance and Operations, and the Director of Enrollment Management, the Director of Student Life, advisors to students/student organizations, and Academic Division Chairs. Spanish law prohibits authorities from releasing statistical data of crime reports to SLU-Madrid.

Reporting Crimes and Other Emergencies

Students, faculty, staff and guests are encouraged to report crimes and public safety related incidents by telephoning 112 in an accurate and timely manner.

To report a crime or an emergency, call 112 (Spain’s equivalent to 911).

To reach Student Life staff call 91 554 58 58, ext. 213 and after hours, call 638 763 758. If the crime or emergency is reported to Madrid Campus personnel, they will in turn contact the appropriate Spanish authorities.

In Spain, there is no charge for dialing 112 from any public phone or a cell phone. When dialing from a phone located on Campus, 0 must be dialed to reach an outside line. All crimes should be reported to the Office of Student Life Office to aid in providing timely Campus Safety Alerts and to ensure inclusion in annual crime statistics.
SLU-Madrid Policy Statement on Emergency Notification

General information about the emergency response and evacuation procedures for the campus is publicized as part of the SLU-Madrid’s Clery Act compliance efforts and in accordance with Spanish law; this information is available on the Safety and Security section of the SLU-Madrid Student Life web site.

The Director of the SLU-Madrid or a designated substitute in his/her absence has the responsibility of responding to and summoning the local and national law enforcement agencies and emergency response units to mitigate, investigate, and document situations that may cause a significant emergency or dangerous situation. In addition, the Director of the SLU-Madrid has the responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If that is the case, as part of its Clery Act compliance efforts and in accordance with Spanish law, SLU-Madrid will immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

If any department confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the SLU-Madrid community, notification will be made to the offices identified as “control centers” (centro de control operativo) in each of SLU-Madrid’s three buildings: the Office of Finance in Padre Arrupe Hall, the Office of Student Life in Padre Rubio Hall and the Director of the SLU-Madrid Campus’ Office located in San Ignacio Hall. SLU-Madrid senior staff whose offices are located in the control centers will immediately notify each other, the Director of SLU-Madrid and, depending on the gravity and nature of the situation, Madrid’s emergency response units, Spain’s Civil Guard, or Madrid’s Fire Department as directed. In consultation with the Director of Student Life and other senior staff present on campus, the Director of SLU-Madrid, without delay and taking into account the safety of the community, will determine the content of a notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the SLU-Madrid community, the campus has various systems in place for communicating information quickly, including an email network, traditional and electronic signage posted at building entrances, and, taking into account the small size of the campus, word of mouth. Some or all of these methods of communication may be activated in the event of an immediate threat to the SLU-Madrid community.

Procedures for Testing Emergency Response and Evacuation Procedures

Evacuation drills are organized by the Director of Buildings & Grounds in compliance with Spanish Law (La Ley de Prevención de Riesgos Laborales, art. 26). In addition, a campus emergency and evacuation guide (Guía Interna de Emergencia y Evacuación), updated periodically, has been developed and is posted on the SLU-Madrid web site, providing information on the characteristics, objectives, and specific details of the plan. All SLU-Madrid employees are required to be familiar with the contents of this guide. Decisions regarding designated locations for long-term evacuations outline in this plan may be affected by the availability of designated emergency gathering locations on or near campus as well as other factors such as the location and nature of the threat.
The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At SLU-Madrid, evacuation drills are used as a way to educate and train students, faculty and staff on issues specific to their building. During the drill, students, faculty and staff familiarize themselves with the location of exits, the sound of the fire alarm, and direction they should travel upon exiting the building. The process also provides the SLU-Madrid an opportunity to test the operation of fire alarm system components. Fire alarm system components are also tested every three months by Iberext, S.A., in accordance with Spanish law.

Evacuation drills are monitored by an institution designated by Spain’s Social Security System to cover labor-related accidents, Ibermutua, which evaluates egress and equipment issues. Reports are prepared by Ibermutua which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and emergency plan procedures during orientation sessions and other Campus Security meetings that they can participate in throughout the year.

**SLU-Madrid Policy Statement on Timely Warning Notification**

The SLU-Madrid Campus develops Campus Safety Alert notices for the University community to notify its members about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the University community. The Campus Safety Alert notice will include information that will promote safety and will aid in the prevention of similar crimes. The decision to issue a Campus Safety Alert is made on a case-by-case basis considering the validity of the information about the crime reported, facts surrounding a crime, the nature of the crime, continuing danger to the campus community, and risk of compromising law enforcement efforts.

In an effort to provide timely notice to the University community, and in the event of a serious incident which may pose a threat to members of the University community, an email Campus Safety Alert notice is sent to all students, faculty and staff. The alerts are generally written by the Director of Student Life, in consultation with the Director of SLU-Madrid and his/her senior staff. In addition, notifications are posted at the entrance to all buildings. Updates to the University community about any particular case resulting in a Campus Safety Alert notice may be distributed via email, may be posted on the SLU-Madrid website or may be announced through the *Billiken News*.

**SLU-Madrid Policy Statement on Voluntary Confidential Crime Reporting**

SLU-Madrid strongly encourages all crime victims and witnesses to report the crime to local police authorities immediately (112) and to notify the Office of Student Life. Promptly notifying the Student Life Office will assure timely warning to the campus community, allowing individuals to take steps to protect themselves and prevent similar crimes from occurring.

According to Spanish Law a second party cannot report a crime. If someone is the victim of a crime and does not want to pursue action through SLU-Madrid or the Spanish police
authorities, he or she may still want to consider making a voluntary confidential report. The purpose of a voluntary confidential report is to comply with the person’s wish to keep the matter confidential, while taking steps to ensure the safety of the individual and others. With this information, SLU-Madrid can keep an accurate record of the number of reported incidents on and in the immediate vicinity of the campus, determine if there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Crimes reported in this manner are counted and disclosed in the annual crime statistics disclosure for the SLU-Madrid Campus.

It is the policy of SLU-Madrid to assist local authorities in criminal investigations of campus crimes to the extent that it is able.

**SLU-Madrid Policy Statement on Pastoral and Professional Counselors Confidential Reporting**

SLU-Madrid Campus pastoral and professional counselors, when acting in this capacity, are not considered to be campus security authorities for purposes of the Clery Act and are therefore not required by the Clery Act to report crimes for inclusion in the annual disclosure of campus crime statistics for the SLU-Madrid campus. Pastoral and professional counselors may inform the people they counsel of the procedure for reporting crimes confidentially for inclusion in the annual disclosure of campus crime statistics if it is their wish to do so. As a matter of policy, Madrid Campus pastoral and professional counselors are encouraged to provide the people they counsel with this information if and when they deem it appropriate, and in accordance with Spanish law and the standards and rules of their profession.

**SLU-Madrid Policy Statement on Addressing Off Campus Student Criminal Activity**

SLU-Madrid does not offer student housing on or off its campus. SLU-Madrid may, however, assist students to secure private housing with selective referrals to Spanish host families and privately operated residences for students attending one of the universities located in Madrid. SLU-Madrid has no officially recognized student organizations which maintain housing facilities or facilities for the organization’s activities.

If a SLU-Madrid student is alleged to have been involved in a criminal incident off campus, local law enforcement authorities with jurisdiction in the location of the alleged incident will be responsible for its investigation.

Students enrolled at SLU-Madrid are subject to the Code of Student Conduct at all times. SLU-Madrid reserves the right to pursue disciplinary action as provided for in the code of conduct regardless of the location of the conduct and independent of any civil or criminal legal proceeding. It is SLU-Madrid policy to cooperate with local law enforcement authorities investigating criminal incidents involving its students to the extent that it is able.

**Security of and Access to Campus Facilities**

Access to Madrid Campus facilities is limited to scheduled times, posted on the weekly News Bulletin, *Madrid Billiken News* and by departments on the Madrid Campus website (http://spain.slu.edu). Access to buildings and grounds outside of these scheduled hours is available by telephoning the on-campus security guard (*bedel*) by calling 629 59 35 71.
There are no residence halls; thus, in general, all campus buildings are closed and alarmed from 10 p.m. to 8 a.m. each weeknight; only the library is open during the weekends.

University identification cards are required to be able to enter the library and computer facilities; all Madrid Campus students and employees are expected to be able to present their University identification card upon the request of any Madrid Campus official.

**Building Access**

The Madrid Campus is fenced and gated to divide Campus space from the surrounding area; gates are locked outside of open hours and when facilities are not in use. The Madrid Campus parking lot is gated, operated by remote control, accessible only to faculty and staff who register with the Office of Human Resources for parking privileges.

All academic and administrative buildings are equipped with intrusion alarms, and all facilities are locked and alarmed when the buildings close. All campus facilities are equipped with external lighting, which functions from sunset to sunrise year-round.

Madrid Campus Buildings are open according to the following schedule:

**Padre Arrupe Hall (Avenida del Valle 34), Padre Rubio Hall (Avenida del Valle 28) and San Ignacio Hall (calle Amapolas 3):**

- **Weekdays:** 8:00 am - 9:00 pm
  - On weekdays from 9:00-10:00 pm, access is available to faculty/staff (only) by telephoning the *bedel* on duty.
  - On weekdays after 6:00 pm, if ground-floor entrance offices are not occupied, campus security has been instructed to shut and lock all doors. Access is available (until 10:00 pm) to faculty/staff by telephoning the *bedel* on duty (629 59 35 71).

- **Weekends/Holidays:** 9:00 am - 7:00 pm to faculty/staff (only) by telephoning the *bedel* on duty (629 59 35 71).

**Cafeteria:**
- Monday-Thursday: 8:30 am - 8:00 pm
- Friday: 8:30 am - 8:00 pm
- Saturday-Sunday: Closed

**Library:**
- Monday-Thursday: 9:00 am - 9:00 pm
- Friday: 9:00 am - 6:00 pm
- Saturday-Sunday: 3:00 pm - 9:00 pm
- Extended hours for midterm and final exams are posted on the library website.

A desk worker at reception monitors access to the Padre Arrupe Hall and to San Ignacio Hall. Saint Louis University identification cards are required on campus. Student Life Staff monitor access to Padre Rubio Hall.
Security Considerations Used in Campus Facility Maintenance

The Office of Finance and Operations is responsible for facilities management, maintenance, custodial services, buildings & grounds, mail services, parking, University identity cards, transportation, and renovation and new construction services.

- Safety and security issues are considered and implemented in the design and placement of all campus lighting, shrubbery, trees and the like.
- Safety and security issues are considered when planning and designing major renovations to campus facilities or construction of new facilities on campus.
- Safety and security maintenance requests receive priority over non-safety and non-emergency work orders.
- All of the SLU-Madrid Campus community (students, faculty and staff) are expected to report any safety and security maintenance issues promptly when discovered.
- The Madrid Campus manages a Campus-wide key system, allowing for prompt lock changes when lost keys are reported.

SLU-Madrid Policy Statement on Campus Law Enforcement Authority


Violations of the law are referred to local police authorities with jurisdiction on campus and where appropriate, the SLU-Madrid student disciplinary system. It is the policy of SLU-Madrid to assist authorities with investigations of criminal incidents on its campus to the extent it is able.

However, as a private university operating in Spain, SLU-Madrid personnel have the right to ask for identification from anyone on its grounds as well as the right to ask them to leave its facilities and property. Individuals who refuse to follow requests to leave are subject to arrest for trespassing.

Security Awareness Programs

Security and safety awareness through education is a part of Saint Louis University’s efforts to prevent crime and improve campus safety. During scheduled new student and new employee orientation programs, as well as programs held throughout the school year, Student Life staff address an array of safety and security topics, including:

- Crime Prevention
- Personal Safety
- Sexual Assault Awareness and Prevention
- Alcohol Abuse
- Drug Abuse

The presentations offered by Student Life staff emphasize the responsibility of the individual for not only his or her own safety, but the safety and security of others. Student Life staff are available to provide crime prevention presentations upon request.
Student Life staff provides workshops for faculty and staff who function as campus security authorities; participation is mandatory for all the student life staff, the library director, the advisors of all student clubs and organizations as well as the dance professors, the sports director, and senior administrative staff. The workshops cover all the topics: general crimes, hate crimes, referrals, etc. All those who act as CSA were informed of how to report these incidents, either in person or online. Two workshop sessions were held in the Spring of 2012 March 1 and March 14. Personnel considered to be CSA who did not make it to the two general workshops were provided with individual sessions.

All members of the Madrid Campus community play an important role in keeping the campus safe and are encouraged to report any criminal act, unsafe conditions, or suspicious activity to the appropriate Spanish authority or to Student Life. Students, faculty and staff should use sound judgment and take precautions to avoid becoming a victim of crime.

SLU-Madrid Policy Statement on Addressing Drug and Alcohol Use

The possession, sale or furnishing of alcohol on the SLU-Madrid campus is governed by Spanish law, SLU-Madrid policy and the SLU-Madrid Student Code of Conduct sections 3.2 - 3.3. Only on exceptional occasions (alumni receptions, commencement celebrations, for example) and under strict supervision is the consumption of alcohol permitted on the SLU-Madrid campus.

In accordance with the laws of Spain and SLU-Madrid policy, it is prohibited to possess, sell or consume illegal drugs on the SLU-Madrid campus. This prohibition is strictly enforced. Violators are subject to disciplinary action pursuant to the SLU-Madrid Student Code of Conduct, including fines and dismissal. Students violating this prohibition may also be charged and prosecuted by Spanish authorities under Spanish law.

SLU-Madrid Policy Statement on Addressing Disclosure of Student Disciplinary Proceedings Regarding Violent Crime and Non-Forcible Sex Offenses

SLU-Madrid will, upon written request, disclose to the alleged victim of crime of violence, or non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as the result of the crime or offense, the results will be provided to the next of kin if requested.

Sex Offence Policies, Procedures and Programs

Sexual assault is a crime. The University does not tolerate sexual assault in any form. The wishes of a victim of sexual assault will guide how such incidents are handled.

A sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent. Sex offenses include forcible rape, forcible sodomy (oral or anal intercourse), sexual assault with an object, and forcible fondling (touching of the private body parts of another person for the purpose of sexual gratification). Sex offenses also include incest and statutory rape.
A minor, a mentally disabled person, or physically incapacitated persons cannot give consent. Moreover, an individual who is physically incapacitated as a result of alcohol or other drug consumption, whether voluntary or involuntary, is incapable of giving consent.

Student Life Staff provides a presentation to all new students about procedures to follow if they are the victim of a sex crime. Students are strongly encouraged to report incidence of sexual assault. The Student Life Office, the Counseling Services will assist students in contacting appropriate law enforcement authorities. The following emergency numbers are listed on all student identification cards, which students are required to carry with them at all times:

- Student Life: 638 763 758
- Counseling: 609 269 323
- Police, Ambulance, Fire Emergencies: 112

During orientation sessions, students are informed that counseling, mental health and services for victims of sexual assault or other crimes is available through Spain’s national emergency number: 112.

All registered students studying at SLU-Madrid have health coverage through Sanitas, which provides a 24-hour number for medical emergencies: 609 269 323.

**SLU-Madrid Policy Statement on Sex Offender Registration**

The Campus Sex Crimes Prevention Act of 2000 is a U.S. federal law that enables the tracking of sex offenders enrolled or employed at higher education institutions. This law requires authorities in each U.S. state to provide institutions located within the state with a list of registered sex offenders enrolled or employed at these institutions. Generally, state authorities will make these registries available to the general public. The government of Spain does not require convicted sex offenders to register with local authorities; as an institution operating in Spain, such information is not public.