

**St. Joseph Seminary College
75376 River Road
St. Benedict La 70457**

**Campus Safety and
Annual Security Report**

January 1 – December 31, 2017

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Campus Security Enforcement:

Fr. Jonathan Wallis has been appointed the Security Officer and the Fire Officer for the St. Joseph Seminary College Campus. His office is located on the second floor of Pius X Building. His direct telephone number is 985-867-2287.

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Getting Help:

Fr. Jonathan is the campus security officer and can be reached at 985-867-2287 in the event of a crime, accident, emergency, or injury occurring on campus, please do the following:

1. Call 911 if there is a fire or life threatening medical emergency.
 2. Report the incident to the proper school authority as soon as possible using any of the following:
 - a. Dial the Porter's Office – ext. 1000
 - b. Covington Police 985-892-8500
 - c. St. Tammany Sheriff's office 985-892-4141
 - d. Fire department 911
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For Reporting Purposes

Any faculty/staff member can complete an injury/incident report form. Submit the form to the President Rector's Secretary located adjacent to the President Rector's office. The President Rector's Secretary will copy the form and submit a copy to the security officer (Fr. Jonathan Wallis).

Safety Concerns and questions should be addressed to the following:

Fr. Gregory Boquet
President Rector
985-867-2232

Fr. Jonathan Wallis
Dean of Students
985-867-2287 or 817-456-1908

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Violent Outbreaks on Campus

All employees and students at SJASC should be observant to possible outbreaks of violence in the classroom or on campus. Report immediately any unusual or potentially dangerous behaviors to the Security officer or proper school authority. If an outbreak does occur, please do the following:

1. Always use good judgment according to the situation's circumstances.
2. Determine immediate appropriate actions, such as evacuation or cover. Act accordingly
3. Notify emergency 911 and proper school authority as soon as possible
4. Remain mentally sharp and cognizant of what is taking place
5. Determine continued appropriate action for yourself and others to minimize injury, etc.
6. Provide all information possible to the authorities to assist in intelligence gathering.

Student Major Disaster Plan: Lockdown or Evacuation

1. In the event of a disaster situation, such as a school shooting or any other life threatening acts, the following guidelines should be performed:
 - a. An announcement will be made directing you to go into a lockdown mode or evacuation of the building/campus.
 - b. The lockdown mode consist of four simple steps:
 1. Lock your door from the outside
 2. Turn out the lights
 3. Move yourself and students away from the door and windows
 4. Keep everyone quiet and sit down on the floor.
 - c. If the criminal act has been committed in your building and you are aware of it, immediately go into lockdown without notification, Call 911
 - d. Call the security officer 817-456-1908 or Porter's office at ext. 1000. Stay on the phone with the person contacted until emergency has subsided.
 - e. All staff and faculty that are not in a classroom should lock their office doors and remain out of sight from any windows. If you are located in a front desk type area, you should lock the doors, turn out the lights and go to an office with another employee.
 - f. All physical plant staff should go to a locked closet area or the nearest office.
2. Assessing the threat/situation:
 - a. The assigned police officers will determine if the threat warrants a continued lockdown, evacuation, or a return to normal activities.
 - b. If an evacuation is required, you will be given the evacuation command by a police officer in your area. (Room to room)
 - c. If a police officer comes to your room, they will advise you when and how to exit the building and where to go.

SJSC Emergency Notification

1. The community will be notified of the emergency situation by the IT Department. This notification will be conducted through emails and telephone.
 2. The security officer is responsible for carrying out the above process. He may be reached at 985-867-2287.
 3. Emergency response and evacuation procedures are tested annually or semi-annually. This test may be announced or unannounced.
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General Liability Claims

Security Policies

After all criminal activity occurring in or on the facilities of SJASC, has been reported to the Covington or St Tammany Sheriff's office, the activity shall be promptly reported to the Director of Campus Security. The Director of Campus Security will track the case through its final disposition by the local police and will file his report accordingly. The Director of Campus Security shall be responsible for establishing and maintaining files used to report criminal activity for the monthly crime report in accordance with the **CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990**.

Annual Security Report of Crime Statistic

The National College Crime Statistics are available on the U. S. Department of Education's Office of Postsecondary Education website by following this link:

<https://ope.ed.gov/campussafety/#/institution/details>

Information containing the registered sex offenders as required by state law is available on the Louisiana State Police Sex Offender and Child Predator Registry website

Crime Prevention Tips

- Be alert. Look around and be aware of your surroundings before entering or exiting a building or vehicle.
- Walk in public areas. Do not take shortcuts with little or no lighting
- Walk with confidence and determination, holding your head up, always looking around
- Recognize potentially dangerous situations before they develop. Trust your intuition, it is usually correct
- Carry your keys in your hand. Never place your name or address, or phone number on your key ring.
- Do not leave valuables in plain view in your vehicle.
- Look inside your vehicle before entering it.
- If you see something suspicious, call Campus Security. If you are unable to reach an officer, the police department.
- If you see someone sitting in a vehicle or standing near your vehicle, turn around, go back inside, and call for assistance.
- If someone has entered your vehicle and told you to drive, then drive your vehicle into anything available: walls, building, curbs, or other vehicles. Never drive off.
- Never let someone force you into a vehicle. Your chances of survival go down after you are inside a vehicle. If grabbed, let your body go limp. Fall to the ground and scream. Dead weight is hard to lift and takes a lot longer to move. Stretch your arms out to grab onto anything, but try to keep out of the vehicle. If you are forced into the trunk, kick out a taillight and push your hand out, waving it.

- If confronted, surrender your valuables. Toss your wallet away from you and run in the other direction.
- Scream or shout if attacked.
- If you must fight someone, hit hard and fast. Use your fingers to target the eyes. Use the palm of your hand to strike the nose. Strike the groin area with your hands, and or knees. Use your elbows when close enough.
- Never leave your books, book bag, or personal items unattended.
- Mark all items with your name or student ID number especially books
- Keep a record or copy of your credit card numbers, identification cards, and checking account numbers. Never write down your PIN number where it can be used, such as in your check book.

If your vehicle breaks down or your have a flat:

1. Pull off the side of the road past the white line.
2. Lock all of your doors and roll up your windows
3. Immediately call a family member or friend to assist you
4. If no one is available, call the police department and ask for a police officer to stand by with you until help arrives
5. If a stranger stops to help, do not get out of your car. If you do not have a phone, ask him/her to call the police, but remain in your car until the police arrive.

If you believe you are being followed, do not go home. Drive to a well-lighted public place or the police station. Try to get the license number, a vehicle description, and suspect description of the person following you.