

CAMPUS

# SECURITY

INFORMATION

SAGRADO

Universidad del Sagrado Corazón

## INTEGRATED SECURITY AND RISK MANAGEMENT

### MISSION

The mission of Sagrado's **Office of Integrated Security and Risk Management (OSIMR)** is to foster a safe environment on campus and to guide the university community, employees, students, residents and visitors.

To achieve its mission, OSIMR asks for the cooperation of every member of the university community. It therefore urges any student or employee who is the victim of a crime, or who witnesses a crime being committed, to report it to OSIMR immediately.

### SECURITY OFFICE SERVICES

The office provides service 24 hours a day, 7 days a week. It is our responsibility to document every incident report we receive, to notify the Puerto Rico Police depending on the incident, and to ensure compliance with the institutional regulations and the state and federal laws that apply to us. We work with the Vice Presidency for Student Affairs and the Center for Integral Wellness on prevention programs for the university community.

### PARKING PERMITS

To obtain a campus parking permit, regular students must complete the corresponding procedures at ASI, short-course students at Sagrado Global, and faculty and staff at OSIMR.

### EMERGENCY TELEPHONES

The campus has 27 emergency telephones strategically located where students gather most: in building hallways, common areas and parking lots, for the benefit of the university community. You may use them if you need assistance as the victim of, or a witness to, a criminal act. Your call will be answered directly by the officer on duty, who is responsible for immediately activating the security protocol to respond to the request for help.

### ELECTRONIC SURVEILLANCE SYSTEM

Universidad del Sagrado Corazón has a system of security cameras installed throughout the campus as well as in the student residence halls. The cameras are monitored 24 hours a day, 7 days a week by security guards.

We also offer the following services:

- Campus access control
- Guidance for students, employees and other members of the university community on looking out for their own safety
- Guidance on safety measures and on preventing crime and other emergencies
- Enforcement of the Traffic and Motor Vehicle Access Regulations
- Daily reports on crimes and incidents at the university, as well as annual statistical reports on incidents on campus and in the surrounding areas
- Distribution of the University's Annual Security Report to students and employees
- Security alerts – An informed community helps you stay alert and avoid becoming the victim of criminal activity
- Emergency alert system

# JEANNE CLERY ACT

## Failure to comply with this law carries sanctions for the institution

- Federal law originally known as the "Crime Awareness and Campus Security Act"
- Every institution of higher education must provide information on criminal acts that occur on university grounds and in adjacent areas
- The law applies to every institution of higher education that participates in federal financial aid programs
- The law is named in memory of a 19-year-old Lehigh University student who was raped and murdered in her university residence hall on April 5, 1986
- In 1992 it was amended to require that certain basic rights be granted to students who are victims of sexual assault
- In 1998 it was amended again to expand the reporting requirements and was renamed the "Jeanne Clery Act"
- Since 2003, institutions must inform members of the community who request it where to obtain information on the sex offender registry

## CRIMINAL INCIDENTS ARE RECORDED IN THE FOLLOWING GEOGRAPHIC AREAS, AS ESTABLISHED BY LAW:

- On campus
- Off campus
  (Buildings and properties that are not part of the main campus)
- Public property

## CRIME DEFINITIONS (UNIFORM CRIME REPORTS) "UCR"

1. Criminal homicide
   - Murder/non-negligent manslaughter
   - Negligent manslaughter
2. Sexual assault
   - Non-forcible
   - Forcible
   - Fondling (unwanted touching)
   - By inducement
3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft
7. Arson
8. Statutory rape

**Alert bulletins include:**

- Information that promotes safety within the community
- Information that enables people to protect themselves
- Time, location and type of crime

# PREVENTION

## TIPS FOR PREVENTING CRIMES AGAINST YOU:

- Never leave personal belongings such as cell phones, purses, computers, tablets or other valuables unattended
- Keep valuables out of sight in your vehicle and always lock it
- Do not open the door to, or give a ride to, a stranger
- If you ride a bicycle or motorcycle, chain it when you park
- Avoid walking alone at night in poorly lit or deserted places, alleys, parking lots or empty buildings
- Park your vehicle in well-lit areas
- Back into parking spaces; it makes an emergency exit easier
- Stay alert; if you suspect you are being followed, run the other way toward a safe or busier place
- Keep a whistle handy in one hand and blow it if you notice someone following you or trying to attack you
- Have your car or residence keys in hand before you arrive
- Look around before entering your residence or your vehicle
- Make sure to lock the door whenever you leave or enter your home or residence hall
- Do not leave your keys in visible or public places
- If you see suspicious people, notify the Security Office
- Report any criminal or suspicious incident
- Stay informed about everything related to safety on your campus

## DUTY TO REPORT INCIDENTS, CRIMES OR EMERGENCIES

Any incident or criminal act on institutional grounds, or any emergency that warrants it, must be reported as soon as possible to security personnel or another campus security authority. Any crime committed off campus during an official institutional activity must be reported to OSIMR.

## WHAT TO DO IF YOU ARE THE VICTIM OF SEXUAL ASSAULT

- Seek medical attention on campus. We recommend that you do not wash or bathe and, if possible, do not change clothes; instead, try to keep them. This evidence is extremely important for reporting the aggressor.
- As far as possible, do not disturb the physical scene where the events took place, and immediately contact:
  - **Campus Security Office**
    787-728-1515, exts. 5555, 5556 and 5557
    787-727-2020 (direct)
    939-969-1515 (24 hours a day, 7 days a week)
  - **Vice Presidency for Organizational Development and Human Resources**
    Title IX Coordinator
    787-728-1515 • ext. 5656
  - **Rape Victims Assistance Center**
    787-765-2285 • 787-474-2028 • 1-800-981-5721
  - **Emergency Call Service 9-1-1**
  - **State Police:** 787-793-1234
  - **Municipal Police:** 787-296-1124

## OTHER SERVICES

### POLICIES AND PROTOCOLS

OSIMR is responsible for carrying out the following institutional protocols and policies:

- Campus access protocol
- Multi-hazard emergency operations plan
- Protocol for the prevention of and intervention in risk situations on campus
- Protocol for health incidents on campus
- Protocol for intervention in situations of domestic violence, sexual assault and stalking
- Policy on the use of alcohol and other drugs
- Policy for reporting a missing resident student
- Traffic regulations
- COVID-19 protocol

### TRANSPORTATION SERVICE: DOLPHY

Universidad del Sagrado Corazón operates a shuttle service between the University and the Tren Urbano for the greater safety of regular students, faculty and administrative staff who use the train to travel to and from the institution. The service is free of charge. It runs Monday through Friday from 7:00 a.m. to 10:00 p.m., with two trips every hour and five stops on campus.

### CAMPUS ACCESS

The University uses a system of gates and an AVI system to properly control access to the campus.

**BUSINESS HOURS:**

- Anyone whose vehicle displays a valid parking decal will have access to the campus from 6:00 a.m. until 11:00 p.m.
- All visitors must identify themselves and state the purpose of their visit; once authorized, they are registered in the visitor system and granted access

### ACCESS TO RESIDENCE HALLS

The University has two residence halls on campus, with front-desk staff 24 hours a day, 7 days a week. The residence halls have an access control system that uses electronic photo ID cards for residents.

## STUDENT ASSISTANCE PHONE NUMBERS AND LOCATIONS

**Psycho-Spiritual Support Services**
**Centro Sofía**
787-728-1515, ext. 5170

**Paramedic Service**
787-728-1515 • ext. 5430

**Vice Presidency for Student Affairs**
787-728-1515 • ext. 5397

**Office of Integrated Security and Risk Management**
787-728-1515 • exts. 5555, 5556 and 5557
787-474-3030 (direct)
939-969-1515
(24 hours a day, 7 days a week)

**Title IX**
**Quality, Assessment and Institutional Intelligence**
787-728-1515 • ext. 5656

**Emergency Call Service**
9-1-1

**Office of the Women's Advocate**
787-721-7676

**Rape Victims Assistance Center**
787-765-2929 • 787-765-2285

**Psychosocial First Aid**
**PAS Line**
**ASSMCA (24/7)**
1-800-981-0023

**Barrio Obrero Police Station**
787-480-4880

**State Police**
787-793-1234

**Municipal Police**
787-296-1124

**Hospital Pavía**
787-641-1616

# CAMPUS MAP




## DOLPHY ROUTE

### USC Transportation Service

**STOPS**

1 Tren Urbano — 2 Library — 1 Tren Urbano

## MAP LEGEND

### General Points

- Emergency Telephones
- First Aid
- Integrated Security and Risk Management
- Security Cameras
- ATM
- Cafeteria
- Dolphy Stop
- Dolphy Route
- One-Way Traffic
- Two-Way Traffic
- Security Gate
- Student Parking
- Administrative Parking

### Buildings

1. **Integrated Security and Risk Management**
2. Santa Magdalena Sofía Barat South
3. Santa Magdalena Sofía Barat North
4. Studio Lab
5. Collaborative Innovation Center
6. Sagrado Corazón
7. Pórtico
8. Main Chapel
9. Recruitment and Admissions Office
10. San José
11. Integrated Assistance
12. Dean of Student Affairs
13. San Miguel
14. Casa Máter
15. Emilio S. Belaval Theater
16. Madre María Teresa Guevara Library
17. Religious of the Sacred Heart Residence
18. Art Gallery
19. Soccer Field
20. Olympic Pool
21. San Juan Pablo II Student Center
22. Indoor Court
23. **First Aid**
24. Centro Sofía
25. Casa José Jaime Rivera