

2011-2012

Department of Campus Security and Safety

**YOUR RIGHT TO KNOW
CRIME & FIRE STATISTICS**



You'll Love the Person you become here

Mission Statement

The SLU Office of Campus Safety exists to protect life and property; maintain a successful parking and traffic system; prevent crime; and be of general service to the community. We shall fulfill these responsibilities in a professional and pleasant manner. Each officer is expected to maintain a high standard of conduct and proficient performance in all of his or her duties. We pledge to enhance our services by improving the skills of our officers through continuing education, in-service training programs, experience, and structured self-improvement programs. Meeting students’ needs is the top priority of the Office of Campus Safety.

We realize that every responsibility, duty and policy must be geared to meet the needs and ensure the comfort and safety of our students. It is our policy, therefore, always to have open and clear communication with every student. It is our philosophy and policy to be fair and friendly, but firm when appropriate. We are also available to assist the administration, faculty, and staff of the college. It is our intention to efficiently fulfill our responsibilities, serving all personnel associated with the institution. We strive to enhance the quality of life at saint Leo University.

Important Phone Numbers

- Campus Security and Safety Emergencyext. 8333
- Campus Security and Safety Non-emergencyext. 8432
- Pasco County Sheriff’s Office352-567-5131
- Rape Crisis Hotline352-567-1111
- Pregnancy/Parenting Support Services352-521-1218
- Substance Abuse Hotline800-662-4357
- Student Servicesext. 8992
- Residence Lifeext. 8268
- Counseling Centerext. 8354
- Health Centerext. 8347
- Sunrise Domestic Violence/Sexual Assault Center352-521-3120

Department of Campus Security and Safety

Introduction

A university’s campus is an important part of the local community that it serves. As in any neighborhood, it is important that the students, faculty, and staff realize they should take every possible precaution to prevent assault and crime against themselves or others.

The Campus Security and Safety staff of Saint Leo University recognizes that the university campus is part of the community and experiences the risks and threats of society as a whole. Saint Leo University has established programs and systems involving personnel, procedural methods, and physical means to provide as safe and secure an environment on campus as possible.

The Department of Campus Security and Safety provides information and assistance on self-protection to students and residents. However, each person also must take action to protect him or herself.

Lack of vulnerability is the key to protection. A criminal looks for and exploits perceived weaknesses. The less vulnerable the person, residence, or vehicle appears, the less chance of assault, loss, theft, or robbery is to occur. The information provided in this booklet is designed to inform, advice and alert individuals about Saint Leo University policies and procedures on crime

awareness and reporting. Also, crime methodology and crime prevention techniques are provided to assist in self-protection.

Campus Security and Safety

I. General Campus Safety Policies

The Saint Leo University Campus Security and Safety Department is open 24 hours a day, seven days a week for the protection and service of the students, faculty, staff, and visitors. It also is an information center for visitors. Campus Security and Safety officers patrol the campus by foot and also in a marked vehicle. Campus Security and Safety has an emergency telephone extension 8333 for all individuals living and working on campus. This is a 24-hour telephone service always staffed for immediate response. Students living off campus should always utilize the 911 service for law enforcement, rescue, ambulance and fire.

Campus Security and Safety personnel are not police officers and are not empowered as such, but they do work closely with local law enforcement in the event they are needed.

The Department of Campus Security and Safety must be contacted as soon as possible in all instances of criminal occurrences such as loss of property, threats, assaults, injury or attempted crimes. Campus Security and Safety, in turn, immediately contacts the local police to assist.

Quick response and good communication with Campus Security and Safety help eliminate threats and hazards. Therefore all Saint Leo University students, employees, faculty, and staff members should contact Campus Security and Safety with any and all concerns for safety and security at:

On-Campus:

Ext. 8333 Emergency

Ext. 8432 Non-Emergency

Mobile Phone:

352-588-8333 Emergency

352-588-8432 Non-Emergency

Connect Ed. In the case of any emergency that requires notification of students, faculty and staff; Saint Leo University will utilize the Connect-ED service. This service provides the University a timely notification process through one of more of the following options: Voice messages, Email, and/or text messaging. Contact information is uploaded on a weekly basis to the system, and any changes to personal contact information should be reported as soon as possible. Changes can be made online, through the "Information Change Screen" link in eLion.

Listed below are some reminders of how to ensure better security:

- Keep your residence hall/vehicle doors locked at all times.
- Do not prop doors open.
- Walk, jog or travel with a friend.
- Notice and be aware of suspicious persons and conditions.
- Stay in well-lit areas (on and off campus.)
- Call Campus Security and Safety (Ext 8333) to report any suspicious incident/ crime. Note: If off campus, call local law enforcement (911).
- Anonymous calls are always accepted. You are not required to provide your name.

- Avoid giving out information about yourself or making appointments with strangers over the phone.
- To help deter theft of personal property, engrave or mark all valuable property. Engravers are available at Campus Security and Safety.
- Your property should be kept with you or locked in your room at all times. Do not leave your property (keys, laptop, IPOD) unattended.
- Don't offer rides to strangers.
- If you lose the keys to your room, report the loss immediately to Residence Life.
- When using your vehicle, keep doors locked at all times. Before you enter your vehicle, always look under vehicle and in the back seat.

Special programs and information are provided by the Division of Student Services in the following forms:

- Personal contact
- Student orientation
- Information booklets
- Presentations by Student Services staff

Campus Security and Safety provides escorts from two main campus locations to Marmion and Snyder Halls seven days a week. Call extension 8432 for an escort.

Library	Campus Safety and Security office
7:50 PM	8:00 PM
9:50 PM	10:00 PM
11:50 PM	Midnight
1:50 AM	2:00 AM

This is another step Saint Leo University takes in providing better safety.

II. Crime Statistics

The following chart outlines the crime and safety record reported on the Saint Leo University campus during the calendar year.

Offense	Number of Offenses Reported		
	2008	2009	2010
a. Homicide Offenses	0	0	0
b. Sex Offenses, Forcible	0	0	0
c. Non-forcible Sex Offenses	0	0	0
d. Robbery	0	0	0
e. Aggravated Assault	3	1	0
f. Burglary/Breaking & Entering	17	6	5
g. Motor Vehicle Theft	0	1	0
h. Arson	0	0	0

i. Negligent Manslaughter	0	0	0
j. Hate Crimes	0	0	0

Based on a recent amendment to the Violent Crime Control and Law enforcement Act, popularly known as Megan’s Law we are required to inform faculty, staff, and students that if they feel a need or are interested in obtaining a list of violent sexual predators in our local area, they should contact the local Pasco County Sheriff’s Department.

Responding to the latest directive from the U. S. Government, Subject “Institutional security policies and crime statistics,” Section 668.48, subparagraph 8 develops the following information.

Violations	Arrests		
	2008	2009	2010
Alcohol Law Violations	0	0	1
Drug-Abuse Violations	1	0	4
Weapons Possessions	0	0	0

Violations	Disciplinary actions		
	2008	2009	2010
Alcohol Law Violations	52	204	175
Drug-Abuse Violations	3	26	41
Weapons Possessions	0	0	0

The previous information was provided in response to the directory from the U.S. Government, Subject ‘Institutional Security Policies and Crime Statistic’ Section 668.48 subparagraph 8.

Note: Always remember the sooner a crime is reported, the better the chance of the assailant being caught. Report all crimes to your Saint Leo University Campus Security and Safety Department and your local law enforcement agency. By working together (Campus Safety, students, faculty, and staff) we will help make a safer campus.

To obtain crime statistics for college and universities around the nation, visit <http://oped.gov/security>. To obtain a listing of sexual predators in the area, visit <http://www.state.fl.us>. To view current crime statistics, please visit <http://www.saintleo.edu/SaintLeo/Templates/Inner.aspx?pid=3421>

III. Specific Policies and Procedures

This section attempts to educate students to the philosophy behind the policies so they may gain a greater understanding of the university’s expectations of the student community. More detailed explanations can be provided by the Student Services staff.

Although it is our expectation that students comply with all policies, we also recognize students have the freedom of choice regarding their behavior. A student’s acceptance of personal responsibility, as well as attitude and behavior during an incident, past behavior and impact of actions on others will all be considered in any decision.

Advertising/Soliciting

Off-campus businesses, individuals or students are not permitted to advertise on campus. Saint Leo University organizational materials may be posted only on bulletin boards. All material posted on other areas will be removed and discarded. The complete posting regulations are available in the Student Involvement office.

AIDS and Other Communicable Diseases

It is the policy of Saint Leo University to allow each student or staff member to participate as a member of the university community as fully as possible. Cases of AIDS or other communicable diseases will be handled by weighing the individual's right to privacy, ability to function normally, the potential risk to other members of the university community and the most current medical and legal information. All reasonable efforts will be made to protect a person's confidentiality, except where required by law or deemed strictly necessary for the protection of other individuals. Any person with AIDS or other communicable diseases should report this condition immediately to the Health Center. If a student believes that he/she may have been exposed to the virus or is at risk, that student should seek immediate assistance from the Health Center. It is the desire of Saint Leo University to assist all members of its community fairly and supportively. For more information about AIDS, other communicable diseases or this policy, contact the Health Center or Student Services.

Alcohol Policy

Florida State requires that a person must be at least 21 years of age in order to possess or consume alcoholic beverages. The university promotes a respect for individual rights and privileges which include mature and responsible consumption of alcoholic beverages in designated areas only. The university does not encourage the use or condone any drinking patterns or behaviors that may lead to or are detrimental to the health and welfare of the individual, student group or university community. Students are expected to exhibit behavior which is appropriate and consistent with that of members of a community of scholars. Everyone must encourage responsible and moderate drinking habits by legal-aged individuals who choose to drink and respect those who choose to abstain from alcohol use. Individuals who attend Saint Leo University agree to accept and abide by the policies listed throughout the handbook. Students that are 21 or older have the privilege to use alcoholic beverages responsibly in designated areas only. This privilege may be suspended if in the opinion of staff those students, either individually or as a group, are not exhibiting reasonable concern for the alcohol policy. Students who violate the alcohol policy may be reassigned to counseling or professional treatment. Participation in treatment, even at cost to the students, may be required for students to continue enrollment at Saint Leo University. Students who choose to consume alcoholic beverages always do so with the knowledge that they remain responsible for their actions at all times. Students who present themselves on campus in an intoxicated and disorderly condition, regardless of age, are subject to disciplinary action. Due to concern for the right of each individual student and the personal growth of all students, the university will intervene when inappropriate behavior is demonstrated. With the exception of designated rooms in the Apartments, Alumni and Roderick Hall, alcoholic beverages may NOT be possessed or

consumed in the residence halls. Students under the age of 21 who live on campus may not consume or possess alcoholic beverages. (See the *Student Handbook or Campus Life Handbook* for additional information on the alcohol policy.)

It is unlawful for anyone to sell, serve, give or provide alcohol to someone under the legal drinking age. The law prohibits anyone who is under 21 years of age from legally possessing or consuming alcoholic beverages. Any person who sells gives or permits access to alcoholic beverages to anyone under the age of 21 is in violation of campus policy and state law. Students “of age” may consume alcohol only in approved areas and only with other students also of legal age. Possession or consumption of alcohol in the presence of minors is considered a violation of policy.

Altered Identification Cards/Fake Driver’s License

Students who use, loan or possess altered identification cards, falsified driver’s licenses or borrowed cards/licenses are subject to disciplinary action and suspension. Possession of an altered driver’s license or a false driver’s license may result in a suspension from the university. This is a third degree felony in Florida.

Students involved in the production, distribution or manufacture of false or altered cards/licenses will be subject to more severe disciplinary actions.

Arson, False Fire Alarm or Endangering the Safety of Others

Setting a fire or attempting to do so, setting off a false alarm or discharging or misusing fire fighting or fire safety equipment endangers the safety of others and cannot be tolerated.

The unauthorized use of fire fighting or safety equipment will result in severe disciplinary action. Behavior that results in an endangerment to the safety of others will result in swift and severe action.

Demonstrations

Saint Leo University recognizes the right of students to dissent as long as it does not limit the freedom of others, cause a disruption to the well-being of the university community, damage the physical plant, or delay the opportunity of the student body to proceed regularly with its academic work. Students may use public areas for assembly so long as they do not restrict the movements of traffic. When a rally or other such gathering requires building space and public areas, clearance must be obtained in advance from the Assistant Vice President for Student Services. The university reserves the right to moderate the time, place, manner, and consent of orderly demonstration.

Discrimination

Saint Leo University does not discriminate on the basis of race, color, national origin, ethnic origin, age, gender, disability, or veteran status in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs.

Dishonesty

Any dishonesty, cheating, forgery, lying and willfully taking advantage of another person will result in disciplinary action. It is a violation to falsify records, documents, I.D. cards or driver’s licenses.

Disorderly Conduct

Academic enrichment must take place in an environment which respects the rights of others and the institution, even when individuals may have different personal views or standards. Behavior which disrupts the normal functioning of events or activities or infringes on the privacy, privileges or rights of others is prohibited. This includes, but is not limited to, interfering with the freedom of movement of others; interfering or impeding the rights of others to enter, use or leave a facility or activity; exhibiting conduct which is unbecoming of a Saint Leo University student; interference with academic freedom or freedom of speech; and/or use of abusive, degrading or demeaning language, especially pertaining to race, color, religion, ethnic or national origin, age, handicap, gender or sexual orientation.

Drug Policy

In its desire to promote a campus environment that is Christian and healthy for all, and to assist its students in appropriate principles of personal conduct which will support a happy and successful life, Saint Leo University is unrelenting in its efforts to maintain a drug-free campus. Possession, use or distribution of drugs is strictly prohibited and will not be tolerated. Distribution, possession and/or use of drugs or drug paraphernalia are prohibited on campus. Nonprescription drugs or illegal paraphernalia found on campus will be confiscated. Students are cautioned that the possession of drugs and/or related paraphernalia can also be implied. Implied possession may be assumed to exist through the presence of drugs/paraphernalia in and about rooms, vehicles, space or repository to which the student has access and under such circumstances where his/her knowledge of the presence of drugs/paraphernalia can be fairly presumed. All present will be subject to disciplinary action.

When a violation of the drug policy is apparent or suspected in the residence halls, a thorough room search may be conducted. (See Drug Policy and Room Search in the online Student Handbook.)

Students who desire help with a drug problem will be provided access to and encouraged to use the counseling programs offered by Saint Leo University and community agencies. Students interested in more information about drug counseling should contact the Counseling Center (See Counseling Center in the online Student Handbook). Additionally, illegal drugs or paraphernalia may be subject to inspection by state and local law enforcement personnel. Information regarding it, including students involved, may also be shared with law enforcement officers. Under local, state, and federal law, most violations, including possession of paraphernalia, are felonies or misdemeanors. Penalties, even for the first offenders, can result in substantial fines and/or prison sentences. Each offense is judged individually by the courts of residence halls. Students under the age of 21 who live on campus may not.

FERPA

The Family Educational Rights and Privacy Act (FERPA) contain guidelines for the handling and the confidentiality of student records. The Amendment has three basic points of interest to students:

I. FERPA gives students the right to inspect their own records except in the case of students applying for financial aid who cannot review their parent's financial information.

II. FERPA permits the transmission of the student's records to other university officials who have a legitimate educational interest, to officials of a legitimate system in which the student seeks or intends to enroll, and to authorize representatives of federal and state educational authorities if necessary for an audit, evaluation, enforcement or compliance. These members include personnel in the offices of department chairs, the vice presidents, the deans, residence life, the registrar, institutional research, admissions, financial aid, career development center, health center, the university attorney, the president and members of the faculty and administration within the limitation of their need to know.

III. A record of access indicating requests for and disclosures of information is maintained with each student record. No record is maintained of requests or access to the record by the student, parents or disclosures to school officials as indicated above. Parents have access as permitted by law.

Sexual Assault

The University recognizes and adopts the Florida State statute as appropriate for the particular location; additionally, Saint Leo University acknowledges acquaintance rape in its definition as sexual assault. A friend or an acquaintance defines acquaintance rape as forced, manipulated or coerced sexual intercourse. It is an act of violence, aggression and power in which a victim, under protest, is forced to have sex through verbal coercion, threats, physical restraint, and/or physical violence.

What To Do If You Have Been Sexually Assaulted

Get to a safe place and call Campus Security and Safety, local police (Pasco County Sheriff 352-567-5131) and/or Rape Crisis hotline at 352-567-1111.

Do not douche, shower, or change your clothes until after you've been to the hospital or examined by a doctor. The rape hotline will provide a physician.

You won't want to destroy any evidence in case you decide to prosecute later.

Remember, you are NOT to blame for what happened. Like a mugging or robbery victim, you have no reason to feel guilt, shame or embarrassment.

NEED TO TALK?

Counseling Centerext. 8354
Student Servicesext. 8992
Health Servicesext. 8347
Religious Concernsext. 8331 or 8991
Campus Security and Safetyext. 8432
Residence Lifeext. 8268

IV. Fire Safety

Fire can occur in any building, trash receptacles, or exterior location at any given time. Timely detection, reporting, and response are vital in containing and extinguishing the fire to minimize damage and risk to individuals' safety.

Saint Leo University Facilities are equipped with fire suppression devices (fire extinguishers and/or sprinklers) in accordance with the requirements of the Town of Saint Leo fire code and fire hose connections. Fire alarm pull stations are located throughout each building. Pulling

one of these stations will immediately sound the fire alarm for the entire building and notify the fire department and Campus Safety and Security.

Statistics

In accordance with the Higher Education Opportunities Act of 2008, Saint Leo University is providing mandatory fire safety information as part of its Your Right to Know handbook. Data collected includes but is not limited to building name, time and date, the number and cause of each fire, injuries or fatalities caused by the fire, and property damage caused by the fire. Fire statistics for the previous three calendar years are listed below:

Statistics & Related Information Regarding Fires in Residential Facilities																		
Residential Facility	Total Fires in Each Facility			Fire Number			Cause of Fires			Number of Injuries			Number of Deaths			Property Damage (US \$)		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Marmion	0	0	0	0	0	0				0	0	0	0	0	0	\$ -	\$ -	\$ -
Snyder	0	0	0	0	0	0				0	0	0	0	0	0	\$ -	\$ -	\$ -
Villas	0	0	0	0	0	0				0	0	0	0	0	0	\$ -	\$ -	\$ -
Henderson	0	0	0	0	0	0				0	0	0	0	0	0	\$ -	\$ -	\$ -
Benoit	0	0	0	0	0	0				0	0	0	0	0	0	\$ -	\$ -	\$ -
Roderick	0	0	0	0	0	0				0	0	0	0	0	0	\$ -	\$ -	\$ -
Alumni	0	0	0	0	0	0				0	0	0	0	0	0	\$ -	\$ -	\$ -
Apartment 1	0	0	0	0	0	0				0	0	0	0	0	0	\$ -	\$ -	\$ -
Apartment 2	0	0	1	0	0	1			Grease Fire	0	0	0	0	0	0	\$ -	\$ -	\$500.00
Apartment 3	0	0	0	0	0	0				0	0	0	0	0	0	\$ -	\$ -	\$ -
Apartment 4	1	0	0	2	0	0	Oven Fire			0	0	0	0	0	0	\$ -	\$ -	\$ -
East Campus 5	1	0	0	1	0	0	Oven Fire			0	0	0	0	0	0	\$400.00	\$ -	\$ -
East Campus 6	0	0	0	0	0	0				0	0	0	0	0	0	\$ -	\$ -	\$ -

Fire Safety Systems & Drills

Information provided in the following table describes the current Fire Safety Systems in place within the Saint Leo University Residence Hall facilities and the number of Fire Drills conducted during the previous calendar year.

Fire Safety Systems in SLU Residential Facilities

<i>Building</i>	<i>Fire Alarm Monitoring by Symplex</i>	<i>Full Sprinkler System</i>	<i>Smoke Detection</i>	<i>Fire Extinguisher Devices</i>	<i>Evacuation Plans & Placards</i>	<i>Number of Evacuations (Fire) drills each calendar Year</i>
Marmion	x	x	x	x	x	2
Snyder	x	x	x	x	x	2
Villas	x	x	x	x	x	2
Henderson	x	x	x	x	x	2
Benoit	x	x	x	x	x	2
Roderick	x	x	x	x	x	2
Alumni	x	x	x	x	x	2
Apartment 1	x	x	x	x	x	2
Apartment 2	x	x	x	x	x	2

Apartment 3	x	x	x	x	x	2
Apartment 4	x	x	x	x	x	2
East Campus 5	x	x	x	x	x	2
East Campus 6	x	x	x	x	x	2

Please note that Saint Leo University is currently in the process of installing the Evacuation plans and placards in all buildings and facilities.

Fire Safety Policies & Procedures

All Saint Leo University students are provided access to the University's Code of Conduct and Guides to Residence and expected to follow all policies and procedures stated within. This is available online at <http://www.saintleo.edu/Campus-Life/Code-of-Conduct> or within the student handbook available from the Student Services office or the Office of Residence Life.

University policies state:

B11. FIRE SAFETY

Values: Community, Respect, Integrity

Students are expected to act with due regard for the health and safety of others. Violations of this standard would include, but are not limited to, such behaviors as: failing to evacuate a building or failing to cooperate with authorities during a fire alarm or drill; deliberate or negligent activation of a false alarm; tampering with fire safety equipment; creating a safety hazard, starting a fire or causing an explosion. Students will be held financially liable for the fines imposed by the Fire Department, applicable expenses (clean up, recharging a fire extinguisher, etc.) and will be subject to disciplinary action.

8. FIRE SAFETY

- a. Student rooms are equipped with individual smoke detectors. If you hear a smoke detector activated in a student room, contact Campus Security and Safety immediately (x8333) to investigate the alarm. Hot air, smoke, or aerosols directed toward the detector will set off the alarm. Power tools are not permitted to be used indoors. With the exception of apartments with kitchens, electrical kitchen appliances including popcorn poppers, hot plates, frying pans, toasters/ovens, and indoor grills (e.g. "George Foreman" type) are not permitted. The only UL approved cooking/kitchen appliances that are permitted in the residence halls without kitchens are microwave ovens, coffee makers, hot air popcorn poppers, and blenders. All residence halls are furnished with either a micro-fridge or refrigerator and microwave. Although you may bring your own, the University supplied appliances must remain in your room and may not be stored elsewhere. Illegal devices will be confiscated until they can be removed from campus.
- b. Devices using an open flame such as candles with wicks (flameless candles are permitted), camping stoves, grills, fondue pots, incense, and gas lanterns are not permitted in or around the residence halls.
- c. Students responsible for false alarms, either through negligence, vandalism, or a prank will be responsible for the fine imposed by the Fire Department, a \$100 University fine, applicable expenses (clean up, recharging a fire extinguisher, etc.) and subject to disciplinary action.
- d. No containers of flammable liquids or volatile toxic materials like gasoline or kerosene are permitted in residence halls.
- e. When a building alarm sounds, all residents must vacate the residence hall. Rooms may be inspected by Campus Security and Safety, Residence Life, and Emergency Personnel. No one may reenter the hall until the official present has secured the building and given permission for residents to return. In conjunction with the Fire Department and Campus Safety, scheduled fire drills will occur at least once each academic year.

- f. No student may disengage or reset any alarm enunciator panel. This is the responsibility of the University official present.
- g. No student may tamper with and/or misuse any fire safety equipment including, but not limited to, alarms, alarm covers, hoses, and extinguishers. Due to the seriousness of this offense (felony), all reported cases of misuse will be reported to local law enforcement. Students found responsible of these offenses may be subject to Residence Hall Dismissal.
- h. Nothing may be hung from the fire suppression system (sprinklers) due to flooding hazards. Students will be held financially responsible for any repairs, replacement or cleaning of University and student property for negligence.
- i. Items, including furniture and lofts, may not interfere with access to room doors, windows, and fire suppression systems (sprinklers).
- j. Flammable items such as paper, drapes, or tapestries may not be used as wall and/or ceiling coverings. Students who want to personalize their room with their own curtains may do so only if the curtains are made of or treated with flame retardant material.
- k. Halogen floor lamps are not permitted as they pose a severe fire safety risk due to the intense heat generated by the high wattage bulb.
- l. Decorations, including Holiday trees/branches, shall be of such materials that they will not continue to burn or glow after being subjected to the flame of an ordinary match or must be treated with flame retardant material. Due to fire hazard, only artificial holiday trees are permitted in the residence halls. All holiday decorations must comply with all fire safety guidelines and should not cause permanent damage to buildings, fixtures, or furnishings. All holiday decorations must be removed prior to hall closing at the end of the semester.
- m. The Florida Fire Prevention Code and State of Florida Electrical Code only permit extension cords with integrated UL approved surge protectors (internal breaker or GFI) for use within the residence halls. All other types of extension cords are prohibited.

Evacuation Procedures

Immediately pull and activate the nearest fire alarm pull station.

- Do not attempt to extinguish the fire unless you can do so safely with the use of an appropriate fire suppression device (Fire Extinguisher) without causing harm to yourself or others. (If able to extinguish the fire, immediately notify Campus Safety and the Fire Department if they have not already been contacted; to inspect the scene of the fire to ensure that it is completely extinguished and will not re-ignite or has spread.

Remember where your nearest exit is and to feel the doors before opening to ensure there is not any danger of a fire on the opposite side. Follow the path of least danger to yourself and others when exiting the building. In the event you are in a hallway or room filled with smoke, drop down to your hands and knees and crawl alongside the wall (keeping contact with the wall at all times to avoid disorientation) to the nearest exit. Once outside move away from the building to a safe distance and contact the proper authorities (Campus Safety 352-588-8333). Then move to the designated safe area and contact your building/floor representative (RA, Campus Safety and Security personnel, or emergency services.

Resident Assistants are responsible for knowing their residents and informing them of the location to meet in the event of a fire. Once outside the building the Resident Assistant will

begin a count of their residents and report any important information (i.e. – missing resident) to the responding Professional Staff on scene.

Fire Safety Education & Notification

Resident Assistant(s) go thru a training session at the beginning of each academic year conducted by either the local fire department or the Fire Marshal on what to do in the event of a fire. They are also trained on how correctly and safely use a fire extinguisher if/when extinguishing a fire.

Students, staff, and faculty may contact the Office of Campus Safety and Security or the Office of Residence Life at Saint Leo University to report that a fire occurred.

Off Campus Sites and Addresses

For your convenience, we have included the addresses and telephone numbers for off campus sites:

CALIFORNIA

San Diego Office

Stephanie Holt, Director
Saint Leo University - MCAS Miramar
P.O. Box 45916
San Diego, CA 92145-0916
Phone: (858) 693-3337
Fax: (858) 693-3338
stephanie.holt@saintleo.edu

FLORIDA

Key West Center

Tyler Upshaw, Director
Saint Leo University
P. O. Box 9033
A-718 Essex Circle
NAS Key West, FL 33040
Phone: 305-293-2847
Fax: 305-296-7296
tyler.upshaw@saintleo.edu

Brooksville Office

Ed Steele, Director
Saint Leo University
PHCC North Campus
11415 Ponce de Leon
Brooksville, FL 34601
Phone: 352-467-9468
edward.steele@saintleo.edu

Distance Learning Program

John Cain, Director
Saint Leo University
32223 Michigan Avenue
San Antonio, FL 33576
Phone: 352-588-7580
Toll Free: 866-758-3571
Fax: 352-588-8196
john.cain@saintleo.edu

Gainesville Center

Dawn McElveen, Director
Saint Leo University
3000 Northwest - 83rd Street
Building R, Room 227
Gainesville, FL 32606
Phone: 352-395-5926
Fax: 352-395-5811
dawn.mcelveen@saintleo.edu

Lake City Center

Charles Oden, Director
Saint Leo University
149 S.E. College Place
Lake City, FL 32025
Phone: 386-752-6866
Fax: 386-752-6776
charles.oden@saintleo.edu

Lake-Sumter Office, Florida

Fred Ramlow, Director
Saint Leo University
9501 U.S. Highway 441
Leesburg, FL 34478
Phone: 352-323-3671
Fax: 352-323-3624
fred.ramlow@saintleo.edu

MacDill Center

Kenneth Gonzalez, Director
Alena White, Asst. Director
Saint Leo University
8102 Condor Street, Room 117
MacDill AFB, FL 33621
Phone: 813-840-0259
Fax: 813-840-2979
kenneth.gonzalez@saintleo.edu

Madison Office

Matt Hollern, Director
Saint Leo University
325 NW Turner Davis Drive
Madison, FL 32340
Phone: 850-973-3356
Fax: 850-973-3473
matthew.hollern@saintleo.edu

Mayport Office

James Barnette, Asst. Director
Saint Leo University
Building 460, Box 280035
Mayport, FL 32228
Phone: 904-249-0911
Fax: 904-249-0895
james.barnette@saintleo.edu

New Port Richey Office

Saint Leo University
PHCC West Campus
10230 Ridge Road
New Port Richey, FL 34654-5199

North East Florida (Palatka) Center

Jessica Ross, Director
Saint Leo University
5001 St. John's Avenue, Box 28
Palatka, FL 32177
Phone: 386-325-1477
Fax: 386-325-6522
jessica.ross02@saintleo.edu

Ocala Center

Fred Ramlow, Director
Judy Fisher, Asst. Director
Saint Leo University
University Center
3001 Southwest College Road, Bldg. 41
Ocala, FL 34474
Phone: 352-854-2322, Ext. 1812
Fax: 352-873-5872
fred.ramlow@saintleo.edu

Orange Park Office

Jessica Ross, Director
Saint Leo University
283 College Drive, A-24
Orange Park, FL 32065
Phone: 904-272-8700
Fax: 904-272-1477
jessica.ross02@saintleo.edu

Saint Augustine Office

Jessica Ross, Director
Saint Leo University
2990 College Drive
Saint Augustine, FL 32095
Phone: 904-824-7030
Fax: 904-824-7015
jessica.ross02@saintleo.edu

South Shore Office

Michael Raimondi, Asst. Director
Saint Leo University
551 24th Street NE
Ruskin, FL 33570
Phone: 352-467-3967
michael.raimondi@saintleo.edu

St. Petersburg Office

Michael Raimondi, Asst. Director
Saint Leo University
St. Petersburg College Seminole Campus
9200 113th Street North
Seminole, FL 33772
Phone: 352-467-3967
michael.raimondi@saintleo.edu

Starke Office

209 West Call Street
Starke, Florida 32091
Phone: 904-964-5382

Tallahassee Center

Matt Hollern, Director
Saint Leo University
444 Appleyard Dr.
UC Suite 136
Tallahassee Florida 32304
Phone: 850-201-8655
Fax: 850-201-8755
matthew.hollern@saintleo.edu

Tampa Education Center

Kenneth Gonzalez, Director
Saint Leo University
1120 E. Kennedy Blvd.
Suite 238
Tampa, FL 33602
Phone: 813-226-2777
kenneth.gonzalez@saintleo.edu

Trenton Office

Charles Oden, Director
Saint Leo University
334 NW 11th Avenue
Trenton, FL 32693
Phone: 352-463-8541
Fax: 352-463-8542
charles.oden@saintleo.edu

Weekend & Evening Programs

Edward Steele, Director
Saint Leo University – MC2249
Post Office Box 6665
Saint Leo, Florida 33574-6665
Phone: 352-588-7388
Fax: 352-588-8239
edward.steele@saintleo.edu

Center for Online Learning

Jeff Walsh, Associate Vice President of
Online Undergraduate Admission &
Advising
Saint Leo University - MC2260
32223 Michigan Avenue
San Antonio, FL 33576
Phone: 877-856-2144
Fax: 352-588-4793
jeffrey.walsh@saintleo.edu

GEORGIA**Morrow Center**

Michelle NMyrick-Simmons, Asst. Director
Saint Leo University
1590 Adamson Parkway, Suite 120
Morrow, GA 30260
Phone: 770-960-5000
Fax: 770-960-5010
michelle.myrick-simmons@saintleo.edu

Gwinnett Office

Kevin Tullis, Asst. Director
Saint Leo University
3555 Koger Blvd. Suite 105
Duluth, GA 30096
Phone: 678-380-4005
kevin.tullis@saintleo.edu

Savannah Center

Kathleen Allen, Director
Saint Leo University
532 Stephenson Ave.
Savannah, GA 31405
Phone: 912-352.8331
Fax: 912-353-9937
kathleen.allen02@saintleo.edu

MISSISSIPPI**Columbus Center**

Dew White, Director
Saint Leo University
Building 926, Suite 120
680 7th St.
Columbus AFB, MS 39710
Phone: 662-434-8844
Fax: 662-434-8846
dew.white@saintleo.edu

SOUTH CAROLINA**Charleston Office**

Frank Osage, Director
Saint Leo University
Naval Weapons Station Charleston
1661 Redbank Road, Suite 121
Goose Creek, SC 29445-6511
Phone: 843-764-7963/843-764-7964
Fax: 843-764-7969
frank.osage@saintleo.edu

Shaw Center

Frank Osage, Director
Janice Oden, Asst. Director
Saint Leo University
Building #501, Room 116
398 Shaw Drive
20 MSS/DPE
Shaw AFB, SC 29152
Phone: 803-666-3221
Fax: 803-666-2446
janice.oden@saintleo.edu

TEXAS**Corpus Christi Center**

Sara Heydon, Director
Saint Leo University
NAS Corpus Christi, Building 1731
Corpus Christi, TX 78419
Phone: 361-937-1452
sara.heydon@saintleo.edu

VIRGINIA

Alameda Office

Ernest Everett, Director
Saint Leo University
Learning Center, Building #3, ISC
Coast Guard Island
Alameda, CA 94501
Phone: 510-846-7370
ernie.everett@saintleo.edu

Chesapeake Office

Steve Judas, Asst. Director
Saint Leo University
BECO Corporate Center
609 Independence Parkway, Suite 105
Chesapeake, VA 23320
Phone: 757 382-7599
Fax: (757) 382-7499
chesapeake@saintleo.edu

Fort Eustis Center

Bud Hayes, Director
Saint Leo University
P.O. Box 4326
Army Education Center
Bldg. 1500, Madison Avenue
Fort Eustis, VA 23604
Phone: 757-887-1166/0655
Fax: 757-887-0562
bud.hayes@saintleo.edu

Fort Lee Center

Bud Hayes, Director
Saint Leo University
961 Bishop Loop
Building 8035
Fort Lee, VA 23801
Phone: 804-861-9634
Fax: 804-861-1816
bud.hayes@saintleo.edu

Langley Center

Jack Nussen, Director
Saint Leo University
P. O. Box 65519
450 Weyland Road, Bldg. 1027
Langley AFB, VA 23665
Phone: 757-766-1812
Fax: 757-766-3049
jack.nussen@saintleo.edu

Naval Station Norfolk Office

Mark Morgan, Asst. Director
Saint Leo University
c/o Navy College Education Center
9269 1st Avenue
Norfolk, VA 23511-1906
Phone: 757-489-0969
Fax: 757-489-1232
mark.morgan@saintleo.edu

Naval Station Oceana Office

Ronald Hodge, Asst. Director
Saint Leo University
902 E Avenue
Building 531, Room 105
Virginia Beach, Virginia 23460-5120
Phone: 757-428-8395
Fax: 757-428-8587
ronald.hodge@saintleo.edu

South Hampton Roads Center

Ernie Everett, Director
Margaret Park, Asst. Director
Saint Leo University
1481 D Street, Bldg. 3016
Norfolk, VA 23521-2498
Phone: 757-464-6449
Fax: 757-464-3472
ernie.everett@saintleo.edu

Saint Leo University is committed to policies that ensure that there is no discrimination on the basis of age, gender, race, color, creed, religion, national origin or disability.
The University is an Affirmative Action Equal Opportunity employer.



www.saintleo.edu