

## **Campus Security Information**

### **Building Access and Maintenance**

The College campus is for the use of students, faculty, staff, and their invited guests, and those on official business. The entrance of St. Francis College is located at 180 Remsen Street. All members of the College community must swipe their identification card at the bollards upon arrival. All guests must present identification and register with our Security and Concierge Team. Guests will then be directed to their place of business. As people enter the building they are monitored by our Security Team, which covers the front desk, 24 hours a day, 7 days a week. Patrols are done hourly to ensure all exits are properly closed and to ensure the safety of everyone in the building. In addition to our Security Team, security cameras monitor all exits and entrances and certain areas on Campus. Students, faculty, staff, and visitors are encouraged to report needed repairs to the Facilities Department.

### **Security Desk**

The Security Desk is located in the main entrance lobby and is manned 24 hours a day. The security officer at this desk is available to receive emergency calls. Each security officer is equipped with a radio and is always in voice contact with the Director of Security and his or her fellow security officers. All incidents are logged and reported to the Director of Security and Community Partnerships and Special Events. The college uses Competitive Edge Software to log and keep track of all security incidents. The Director of Security and Community Partnerships and Special Events monitors all security incidents.

Each telephone throughout the College is labeled with the Security Desk's extension in order to expedite communication from anywhere in the College to the Security Desk.

The Director of Security and the Office of Community Partnerships and Special Events are charged with the responsibility of overseeing the security function at St. Francis College. The Office of Community Partnerships and Special Events is open from 8:00am to 7:00pm. All emergencies, incidents, crimes, and other problems are reported by security officers to the Office of Community Partnerships and Special Events. When the Office of Community Partnerships and Special Events is not staffed, these reports are made to the appropriate administrator (Vice President for Financial Affairs during the day or the Assistant Academic Dean in the evenings).

### **Reporting Criminal Activity**

St. Francis College encourages all students and members of the College community to be fully aware of the safety issues on campus and to take action to promptly report any illegal or inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

To report a crime in progress or an emergency, please contact 911. Then please call (718) 489-5333, the College's dedicated emergency line.

For additional information about St. Francis College's safety and security policies and procedures, please refer to the College's Annual Security Report, available on the College's Safety & Security website or through Mr. Robert Oliva, Office of Community Partnerships and Special Events, 180 Remsen Street, Room 5020, [roliva@sfc.edu](mailto:roliva@sfc.edu) or 718-489-5372.

### **Emergency Notification**

We urge all students to register for SFCALERTS, the college's emergency notification system, that will automatically send an emergency message to your cell phone and home in not more than 30 minutes of a significant emergency or dangerous situation involving an immediate threat on campus. Please visit [www.sfc.edu/sfcalerts](http://www.sfc.edu/sfcalerts) for further information. Students can update their notification information by visiting mySFC portal. If you need your authorization code, please contact the Office of Government and Community Relations at (718) 489-5404. This is not a substitute for reading the entire Emergency Action Plan and attending trainings.

For Emergency Update information, check [www.sfc.edu](http://www.sfc.edu), or call (718) 522-2300 for a recorded message.