



American University of the Caribbean

*Medical School*

# Safety 2010-2011



**American University of the Caribbean (AUC)** is committed to providing a secure and crime-free environment, and emergency management planning, for all members of the university community. AUC monitors and follows up on any reported crimes. We hope this information will be useful and help you have a better understanding of safety matters.

Security awareness is an important aspect of our lives. All students, faculty, administrators and staff are encouraged to accept responsibility for their own safety and the safety of other members of our community. Everybody working together through a collaborative effort will make our campus a safer place to work, live and learn.

**See attached for Annual Safety Report including Annual Fire Safety Report.**



American University of the Caribbean

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# General Safety

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## Annual Disclosure

A daily crime log is maintained in the office of the Director of the Physical Plant and Housing, for any alleged crime that occurs on campus and is reported to security and/ or the Dean's office. Security considerations are used in the maintenance of campus facilities.

This safety guide/ annual security report with crime statistics is prepared annually through the office of the Director of the Physical Plant and Housing based on criminal offenses reported to AUC, and/ or the local police authorities as having occurred on campus, as well as referrals for disciplinary action relevant to illegal weapons possession, drug law violations and liquor law violations. The report is provided to all students, faculty, staff and administration and is available to prospective students and others on the school's web-site: [www.aucmed.edu](http://aucmed.edu). The exact address (URL) is: [http://aucmed.edu/pdf/Crime\\_Safety.pdf](http://aucmed.edu/pdf/Crime_Safety.pdf)

The report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics.

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## Reporting Procedures

Prompt, accurate reporting of crimes or suspicious incidents is encouraged. The first priority is personal safety, and the next is notifying the appropriate authorities and school administration. Criminal acts or emergencies occurring on campus should be reported directly to the Deans' Office unless the circumstances warrant other appropriate first response. If the Deans are not available, please report the incident to Campus Security. These officials will notify the St.Maarten Police depending on the seriousness of the incident.

The purpose and authority of American University of the Caribbean School of Medicine is limited to the enforcement of campus rules and regulations. Incidents that go beyond this scope are referred to and investigated by the St.Maarten Police. To ensure accurate and prompt reporting of all crimes, AUC will take full written statements from all involved parties and witnesses for all emergency or criminal incidents. The written statements are included as part of the written report and such statements may be used by AUC staff and St.Maarten Police authorities for the purpose of apprehension and/or crime prevention.

**Confidential Reporting** — Under the Administrative Review and Grievance Procedures, the University allows victims or witnesses the opportunity to report crimes on a voluntary, confidential basis without pursuing action within the University system or the criminal justice system. The purpose of a confidential report is to comply with the wish to keep the matter confidential, while taking steps to ensure the future safety of all students. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Students are given the option of not filing a formal disciplinary action and simply keeping the information in a confidential file. If three confidential complaints are filed against the same person, the matter will be reported to the Supervising Dean, who may elect to take formal disciplinary action. Violations of the law will be referred to law enforcement agencies and when appropriate, to the University Disciplinary Committee for review.

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## School Access

The AUC campus is monitored by security personnel. The only people allowed on campus are AUC faculty, staff, students, spouses and authorized visitors who must display current ID badges. AUC reserves the right to ask any visitor, student or staff member to leave the facility following any disruptive behavior. Spouses and visitors must check in with the guard and obtain a guest permit. This will enable them to access the campus if the visit is authorized. The campus opens at 7:00 a.m. daily.

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## Free Security Shuttle Service

AUC provides a complimentary shuttle service from 9:00 p.m. to 4:00 a.m. from campus to students' homes located within the Maho vicinity (Beacon Hill, Cupecoy and Pointe Pirouette). The shuttle can be booked at the campus guard house.

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## General Safety and Crime Prevention

AUC's Director of External Affairs maintains an ongoing communication with the Chief of Police and the Chief Inspector as well as the Director of Public Relations of the Police Department of St.Maarten.

At each orientation, there are representatives from the Police Department, Immigration and the Prosecutors Office, to speak to the students about laws, regulations, traffic, crime and personal safety and security of possessions (passports, cameras, automobiles, etc.) and taking steps to avoid being the victim of a crime. The University does not have additional formal crime prevention programs but encourages security awareness on an ongoing basis.

- Use common sense.
- Pay attention to your surroundings.
- Do not leave personal property unsecured or unattended.
- Secure all doors, windows and valuables.
- Do not prop doors open.
- Do not give your keys to any unauthorized person.
- Keep a record of the serial numbers of all equipment.
- Keep a copy of important documents in a secure place.
- Report all suspicious activity.
- If you see a suspicious person, do not approach the person yourself. Report the type of suspicious activity and a general description of the suspects.

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## Appropriate Conduct

AUC is committed to providing an environment that is safe, secure, and free from threats. All members of the university community and authorized visitors are expected to:

- Behave in an appropriate manner and cooperate with all university personnel as they carry out their duties.
- Not engage in behavior that is threatening, dangerous or harmful to self or others, that disrupts the learning environment, or that damages University property.
- Not possess firearms, other weapons, or fireworks while on the University campus.
- Not tamper with wiring, fire alarms, etc.
- Not engage in the unlawful manufacture, sale, distribution, promotion, possession or use of drugs and abuse of alcohol.

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## Sexual Offenses

AUC students are expected to comply with the University's Sexual Harassment Policies. A student who violates these will be subject to disciplinary proceedings according to its Administrative Review and Grievance Procedures. Additionally, all criminal sexual offenses will be reported to the local authorities, whether or not the offender is a student.

Students are to follow the procedures detailed below if a sex offense occurs:

Notify the Associate Dean for Student Affairs or Campus Security. If requested, the institution will notify the St.Maarten police. It is very important that the victim preserve evidence for proof of the criminal offense.

During times when school is in session, the university provides an after-hours and on-weekend on-call crisis services staffed by a psychologist. Students are encouraged to make use of this service during times of crisis and they will be assessed and referred for follow-up treatment when appropriate.

Please note that Sint Maarten has no registry of proven sex offenders.

Note: A University wellness clinic staffed by mental health professionals is available. Wellness counseling is available to help students achieve and maintain balance in life during medical school. Wellness services include individual, group, and family counseling; assessment and referral; preventative education and crisis intervention. If an individual initially chooses not to disclose that they are the victim or witness to a crime, the Wellness counselor may encourage the individual to report the crime on a voluntary, confidential basis and this information will be included in the annual crime statistics.

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## Information for Crime Victims About Disciplinary Proceedings

Upon written request, disclosure will be made to the alleged victim of any crime of violence or a nonforcible sex offense, the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided upon request to the next of kin of the alleged victim. This applies to any disciplinary proceeding conducted by the University on or after August 14, 2009.

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## Drug and Alcohol Abuse

The University is actively committed to the prevention of the use of illicit drugs and the abuse of alcohol and to the principle of the drug-free workplace and campus.

The institution strictly prohibits the possession, use and sale of illegal drugs and strictly enforces applicable drug laws. The institution has a drug abuse prevention program in effect, as required under section 1213 of the Higher Education Act. For additional information on the institution's drug and alcohol abuse program please see the Assistant Dean for Student Affairs at AUC.

Note: Public Law, 34 CFR Sec.668, Student Assistance General Provision, Campus.



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# Missing Student Notification Policy

In compliance with the Higher Education Opportunity Act of 2008, the purpose of this policy is to provide the procedures for reporting, investigating and making emergency notifications regarding any resident student of American University of the Caribbean who is believed to be missing.

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## Reporting a Possible Missing Student

A student will be presumed to be missing when his/her absence of 24 hours or more is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained. Before presuming that a student is missing, reasonable measures should be taken to determine whether or not the person is at an off-campus location and whether or not anyone familiar with the person has seen or heard from the person recently or is aware of their current location.

Any member of the University community including students and employees, who is concerned that a student is missing, should contact the Assistant Dean for Student Affairs as soon as it is determined that an individual may be missing as defined above.

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## Investigating a Possible Missing Student

Any report of a missing student will be fully investigated by appropriate University personnel under the coordination of the Assistant Dean for Student Affairs. All essential information about the missing student shall be compiled from the student's acquaintances and college personnel. Appropriate campus staff and others deemed appropriate by the Assistant Dean for Student Affairs will be notified to aid in the search and location of the student. Contact with the student will be attempted by calling the student's cell phone, e-mailing the student, entering into the student's dormitory room and speaking with the student's colleagues and friends.

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## Determination That a Student Is Missing

A person shall be determined to be missing if 1.) search efforts are unsuccessful in locating the student in a reasonable period of time, or 2.) it is apparent immediately that the student is a missing person (i.e. witnessed abduction) or 3.) it has been determined that the student has been missing for more than 24 hours.

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## Law Enforcement Notification

Local law enforcement will be notified within 24 hours of determination that a student is missing.

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## Emergency Contact Information

As part of the registration process, each student is asked to provide emergency contact information which is maintained by the Office of the Registrar. Students have the option to register a confidential contact person to be notified within 24 hours of determination that the student is missing.

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## Student contact information:

- will be registered confidentially, and the information will be accessible only to authorized campus officials
- may not be disclosed, except to law enforcement personnel in the furtherance of a missing person investigation

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## Parent/Guardian Notification for Students Under 18 Years of Age

In the rare event that a student is under the age of 18 and not an emancipated individual and is determined to be missing, the emergency contact as well as the custodial parent or guardian shall be notified not later than 24 hours after the student is determined to be missing.



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# Emergency Notification and Evacuation Procedures

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## Disaster/ Emergency Response Plan

The University maintains procedures for the emergency response team to follow in the event of various types of emergencies – pending hurricane, fire, phone-in or other on-campus threats, community trauma, death of a classmate or faculty member, severe violence, suicide/homicide, and accidents involving a student, staff or faculty member.

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## Emergency Notice and Critical Incident Response Alert

As noted under General Safety, AUC's Director of External Affairs maintains an ongoing communication with the Chief of Police and the Chief Inspector as well as the Director of Public Relations of the Police Department of St.Maarten, and enlists their cooperation in informing the institution about incidents reported to them that may warrant an emergency notice and critical incident response alert.

In the event that a critical life safety incident occurs, the campus emergency response plan will be activated, and the campus community notified of the situation. The University will, without delay, and taking into account safety of the community, determine the content of the notification. The nature of the particular situation will dictate the response. The institution will initiate the notification system, unless issuing notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Dean's office or the Dean's delegates will confirm whether there is a significant emergency by assessing the facts and level of possible danger to the campus community and determining the appropriate segments of the campus community to be notified as well determining the content of the notification.

An announcement of immediate danger or other emergent matter that needs to be disseminated will be issued by the Dean's office or the Dean's delegates through various means including voice through the telecommunications public address system, the electronic bulletin boards, e-mail blasts, etc.

Notifications will include information on what has occurred and directions to the community on what to do. It is essential for each student and member of the community to keep his/her contact information that is maintained in the Office of the Registrar, constantly updated.

Procedures for disseminating emergency information to the larger community include contacting via telephone or other communications method, St. Maarten's Police Department and Fire Department and local hospital and other entities as appropriate who may benefit from knowledge of a dangerous situation on campus. If an emergency notification is sent, adequate follow-up information will be provided as necessary.

**Important: Should you need to report an emergency situation, please note that the phones in classrooms, offices, etc., have been programmed to reach the appropriate recipient directly via speed dialing through the University's telecommunications network. Instruction sheets are provided next to the phone to direct callers to the police department, the fire department, ambulance, and security.**

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## Timely Notice/ Crime Alert

This includes notices of serious but non-critical life safety incidents of those crimes that have occurred and pose an ongoing threat to students and the university community. Information will be issued from the Dean's office or the Dean's delegates via University-wide e-mail blasts, printed flyers/ posters and any other available means deemed necessary.

As noted under General Safety, AUC's Director of External Affairs maintains an ongoing communication with the Chief of Police and the Chief Inspector as well as the Director of Public Relations of the Police Department of St.Maarten, and enlists their cooperation in informing the institution about incidents and crimes reported to them that may warrant timely warning.

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## Evacuation Procedure Guidelines

### Building Evacuation

If a building fire alarm sounds and/or upon notification by the Dean's office or the Dean's delegates, leave by the nearest marked exit and alert others to do the same.

Once outside, proceed to the nearest assembly area that is at least 500 feet away from the affected building. Keep streets and walkways, etc., clear for emergency vehicles and personnel.

Do not return to an evacuated building unless told to do so by a university official.

### Campus Evacuation

Upon notification by the Dean's office or the Dean's delegates that the campus is to be evacuated, all persons are to vacate the campus immediately in an orderly fashion and relocate off campus as directed.

### To Implement an Evacuation

- Remain calm.
- Alert others to assist with the evacuation.
- Communicate clearly and succinctly.
- Check offices, classrooms, and restrooms.
- Close doors, but do not lock them.
- Take emergency supplies.
- Keep exiting groups together.
- Faculty should assist students.
- Gather at the evacuation site and await instructions.
- Account for faculty, staff and students.
- Exit the building via the nearest safe exit route. Walk, do not run. Do not use the elevators to exit.
- Move away from the building.
- Wait at the evacuation location for additional instructions.
- Do not reenter the building (or the campus if it is a campus evacuation) until officials give the "all clear" signal.

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## Testing the Emergency Response and Evacuation Procedures

The University will conduct a test of the emergency response and evacuation procedures at least once annually. The test may be announced or unannounced. A public information campaign will be conducted in conjunction with at least one test per calendar year. The purpose of the campaign is to publicize emergency response and evacuation procedures, emphasize the need for personal safety and protection, and promote an understanding of evacuation routes and appropriate responses to threatening situations. The University will document a description of the exercise, the date, time, and whether it was announced or unannounced.



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# Crime Statistics

## Definitions of Crimes

The following definitions are based on the FBI's Uniform Crime Reporting System.

**Murder and Nonnegligent Manslaughter** – The willful (nonnegligent) killing of one human being by another.

**Manslaughter by Negligence** – The killing of another person through gross negligence.

**Arson** – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Robbery** – The taking of or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault with the use of a gun, knife, or other weapon that could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary** – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

**Weapon Law Violations** – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations** – Violations of state and local laws about the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations** – The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

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### Sex Offenses

**Forcible Sex Offenses** – Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent because of his/ her temporary or permanent mental or physical incapacity (or because of his/ her youth).

**Non-forcible Sex Offenses** – Incidents of unlawful non-forcible sexual intercourse including the following two types. Incest is between two persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

# Criminal Offenses

|   | 2006      |                   | 2007      |                   | 2008      |                   | 2009      |                   |
|---|-----------|-------------------|-----------|-------------------|-----------|-------------------|-----------|-------------------|
|   | On Campus | Student Residence | On Campus | Student Residence | On Campus | Student Residence | On Campus | Student Residence |
| <b>Murder and Nonnegligent Manslaughter</b> | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Negligent Manslaughter</b>               | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Forcible Sex Offenses</b>                | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| By an Acquaintance                          | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               |
| By a Stranger                               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               |
| <b>Nonforcible Sex Offenses</b>             | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Robbery</b>                              | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Aggravated Assault</b>                   | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| By an Acquaintance                          | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               |
| By a Stranger                               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               |
| <b>Burglary*</b>                            | 0         | 0                 | 2         | 0                 | 3         | 0                 | 4         | 4                 |
| <b>Motor Vehicle Theft</b>                  | 0         | 0                 | 1         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Arson</b>                                | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Liquor Law Violations</b>                | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| Arrests                                     | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               |
| Discipline Cases                            | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               |
| <b>Drug Law Violations</b>                  | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| Arrests                                     | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               |
| Discipline Cases                            | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               |
| <b>Illegal Weapons Possession</b>           | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| Arrests                                     | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               |
| Discipline Cases                            | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               |

\*If an item is reported missing from a structure as the result of an alleged criminal incident and it is unknown who took the item, FBI guidance indicates the proper classification for the annual crime statistics report would be Burglary.

Tabulation of incidents: If the incident involves multiple arrests, for example 3 individuals were arrested, the number listed will be 3.

Note: The above criminal offenses were reported to AUC and/or the local police authorities as having occurred on campus.

The AUC campus is a limited access facility separated by a fence and gated guard entrance staffed 24 hours per day, 7 days per week, every day of the year, with no noncampus buildings.

The student residence is located on campus.

# Hate Crimes

|   | 2006      |                   | 2007      |                   | 2008      |                   | 2009      |                   |
|---|-----------|-------------------|-----------|-------------------|-----------|-------------------|-----------|-------------------|
|   | On Campus | Student Residence | On Campus | Student Residence | On Campus | Student Residence | On Campus | Student Residence |
| <b>Murder and Nonnegligent Manslaughter</b> | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Negligent Manslaughter</b>               | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Forcible Sex Offenses</b>                | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| By an Acquaintance                          | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               |
| By a Stranger                               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               |
| <b>Nonforcible Sex Offenses</b>             | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Robbery</b>                              | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Aggravated Assault</b>                   | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| By an Acquaintance                          | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               |
| By a Stranger                               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               | (0)       | (0)               |
| <b>Burglary*</b>                            | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Motor Vehicle Theft</b>                  | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Arson</b>                                | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Larceny</b>                              | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Simple Assault</b>                       | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Intimidation</b>                         | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Destruction/Damage/Vandalism</b>         | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |
| <b>Other Crimes with Bodily Injury</b>      | 0         | 0                 | 0         | 0                 | 0         | 0                 | 0         | 0                 |

# Hate Crimes

Hate crimes are described as ones that manifest evidence of prejudice based on the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability, as prescribed by the Hate Crime Statistics Act (28 U.S. 534). A hate crime is a crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias.

\*If an item is reported missing from a structure as the result of an alleged criminal incident and it is unknown who took the item, FBI guidance indicates that the proper classification for the annual crime statistics would be Burglary.

Tabulation of Incidents: If the incident involves multiple arrests, for example 3 individuals were arrested, the number listed will be 3.

Note: The above criminal offenses were reported to AUC and/or the local police authorities as having occurred on campus.

The AUC campus is a limited access facility separated by a fence and gated guard entrance staffed 24 hours per day, 7 days per week, every day of the year, with no noncampus buildings.

The student residence is located on campus.

# Emergency Contacts

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## Island

**General Emergency Number**  
911

**Police**  
9211 or 542-2222

**Ambulance**  
912 or 542-2111

**Fire Department**  
919 or 545-4222

**Hospital**  
910 or 543-1111

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## AUC

**Dean's Office**  
545-2298 ext. 221

**Security (Guard)**  
545-2298 ext. 257

**Director of Physical Plant**  
545-2298 ext. 251

**Director of External Affairs**  
545-2298 ext. 272

**AUC Main Number**  
545-2298

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## Professional Support

**Crisis Intervention (24/7 On-call)**  
554-0265

**Cindy Stroschein, Ph.D., Psychologist  
and Assistant Dean for Student Affairs**  
587-6661 or ext. 271

**Dr. Hidde Deketh (Physician)**  
545-4280

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## MEAS

**Coral Gables, FL**  
(305)446-0600

### **American University of the Caribbean, N.V. (AUC) Medical School**

Basic Sciences Campus  
1 University Drive at Jordan Road, Cupecoy, St. Maarten, N.A.  
Telephone: 599-545-2298 • FAX: 599-545-2440

U.S. Administrative Office:

**Medical Education Administrative Services (MEAS)**  
901 Ponce de Leon Blvd., Suite #700, Coral Gables, FL 33134  
Telephone: (305)446-0600 • FAX: (305)444-6791



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# Annual Fire Safety Report

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## Description of On Campus Dormitory Building Fire Safety System

### **Fire Alarm System**

The main Alarm Panel is located in the lobby on the first floor of the dormitory building. The dormitory building fire alarm system has the following:

- Intelligent photo low profile detectors in each bedroom and elevators.
- Heat detectors.
- Fire light manual pull stations, metal, single action.
- Lexan pull stations cover red, weather resistant covers.
- Horn and strobe red.
- Wireless alarm receiver with 90 DB Sounder to Campus Police at main entrance.

### **Portable Fire Extinguishers and Manual Extinguishing Systems**

There are appropriate hand held extinguishers located through the dormitory. The dormitory is equipped with portable fire extinguishers as follows:

- ABC units located next to fire hose cabinets.
- CO2 units in each mechanical/electrical room.
- Fire hose cabinets – 3 on each of floors 1 to 4, and 1 on floor 5.

### **Standpipes**

There are 3 standpipes on each of floors 1 to 4, and 1 on floor 5. Each standpipe also has a bib installed.

### **Fire Hydrants**

There are 3 fire hydrants.

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## Fire Safety Procedures in Case of Fire Emergency

- 1.) Call Fire Department/ use fire extinguisher. Activate alarm system.
- 2.) Refer to plan by which all staff and all students can be reached as quickly as possible.
- 3.) Guide to a safe place outside of building for evacuation - see Emergency Notification and Evacuation Procedures for evacuation procedure.
- 4.) Enlist additional staff or students to act as support personnel in the case of evacuation or other action to be taken on campus (some who direct others as to where to go or what to do and some who can make a count of those present – example: a person who directs everyone to the emergency exit and the designated safe place outside the building) – Example: Resident Advisors in Dorm.

- 5.) Call the Emergency Response Team (ERT) to make decisions about the actions to be taken:  
on school premises, about closing school premises.  
ERT member designated to do so will contact if necessary: Police, Ambulance, Emergency Electrician/ Plumber, Medical professionals.  
All fires need to be reported to the Office of the Director of the Physical Plant and Housing to be included in the Fire Log.
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## Communications Systems

The Dormitory has emergency phones connecting the caller to the Fire Department, Police Department, Housing Department, and Campus Police.

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## Exits

The exit doors are located on the first, second, third, fourth and fifth levels.

All hallways, stairwells, and exits have electrical and battery backup power to all exit lights and exit signs.

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## Fire Department Access

The University is accessed from a private road. The Campus Police are located at the main entrance to control access and provide security. The Campus Police are available on a 24-hour basis.

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## Fire Log

A daily Fire Log is maintained in the office of the Director of the Physical Plant and Housing to record all fires in the on campus student dormitory building. Fires are recorded by date reported and include nature, date, time and general location. The fires recorded in the log are reported to the campus community on an annual basis via the Fire Statistics chart.

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## Smoking Policy

Smoking is prohibited within the student dormitory including elevators, stairwells, balconies, patios, etc. Occupants may smoke only in designated areas outside the building, away from entrances and windows. Occupants are required to extinguish the ember and dispose of the cigarette butt in an ashtray or other appropriate receptacle. This does not include dropping the butt on the floor or ground. Violation of the smoking regulations may result in charges being assessed against the occupant's security deposit as necessary to steam clean or repair any furniture, flooring, or other items affected.

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## Fire Hazards

The following items are considered fire hazards and are not allowed in the student dormitory, including the balconies, hallways, or common areas: camp stoves, hibachis, hot plates, and gas or charcoal grills. Occupants may not leave candles or incense or other open flame items unattended or use them near curtains, bedding or other loose fabrics.

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## Safety Protocols

Occupants shall not:

- Inappropriately activate any emergency warning equipment or falsely report any emergency
- Remove, damage, interfere or tamper with fire safety or other emergency warning equipment, including smoke detectors, sprinklers and fire alarms.
- Hang any items from or block sprinklers or smoke detectors.
- Fail to evacuate the dormitory facility when a fire alarm is sounded.

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## Safety Standards With Regard to Hazardous Items

Possession, storage, or use of fire arms, explosives, ammunition or other weapons or dangerous articles or substances, including non-lethal items such as pellet guns or fireworks, is prohibited.

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## Policy Regarding Stoves

Occupants should never leave anything on the stove or in the oven unattended. Stove vents should be unobstructed. Flammable materials should not be stored on or near the stove. Grease should not be allowed to collect around the stovetop area or in the vents. Do not use water on grease fires.

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## Inspection of Dormitory Units

University Dormitory Office staff may inspect the student dormitory on a regular basis for necessary repairs, cleanliness, and safety checks. Inspections will be announced at least 24 hours in advance through public posting of information. University Dormitory Office staff may confiscate items that are found during inspections that violate the fire hazard policy, or otherwise pose a safety risk.

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## Fire Safety Education

Effective Fall 2010 there will be a Fire Safety Day at least once per semester to promote fire safety education and training programs for students, faculty, and staff.

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## Plans for Future Improvements in Fire Safety

The fire safety system and procedures are periodically reviewed and if it is determined that improvements are needed, then a plan for future improvements will be enacted.



American University of the Caribbean

*Medical School*

## Fire Statistics On Campus Student Dormitory Building

|   | 2007 | 2008 | 2009 |
|---|------|------|------|
| Number of Fires   | 0    | 0    | 0    |
| Number of persons with injuries requiring treatment at a medical facility | N/A  | N/A  | N/A  |
| Number of deaths related to a fire  | N/A  | N/A  | N/A  |
| Value of property damaged by fire   | N/A  | N/A  | N/A  |
| Cause of each fire  | N/A  | N/A  | N/A  |

## Fire Drills

There were no fire drills held during the previous year. Effective with the fall 2010 term, there will be at least one fire drill during each calendar year.