

Suffolk University Madrid Campus Security Report

Policies on Campus Security and Reporting Crimes

I. Suffolk University Madrid Campus Security Authority

Ms. Marina Loscertales (Director of Housing) and Ms. Silvia Salazar (Student Activities Assistant) are the designated SUMC Security emergency contact personnel.

They should be contacted at the Campus or by cell phone in case of emergencies related to student health, security or personal welfare. They will also make referrals, as appropriate, to other personnel.

Any incident affecting SUMC students, staff, faculty and/or Campus security should be reported to Ms. Loscertales or Ms. Salazar, as well as to the Spanish police.

Useful SUMC Phone Numbers and Office Hours

Contact	Hours
Ms. Marina Loscertales, Housing <i>or</i> Ms. Silvia Salazar, Student Activities	Mon-Fri, 9:00 am-9:00 pm: SUMC telephone 91-533-5935 ----- Outside these hours, or weekends & holidays: Emergency cell phone 628-294-290

Other Emergency Phone Numbers

Emergency operator: dial 112 (will connect with police, fire department and ambulance service)
Spanish National Police: dial 091

II. Definition of SUMC locations

Record will be kept of any security incidents which occur in the following designated areas and which are reported to the SUMC security authority:

On Campus

- Calle de la Viña, 3 building and grounds.

Student Residences

- Calle Gaztambide, 61-5-2. Co-ed flat in residential building.
- Residencia Palacio de Barradas: calle San Bernardo, 62-2C. Flat in residential building, used as co-ed residence by both SUMC and Spanish university students.
- Club Universitario: Calle Augusto Figueroa, 47. Residence used by female students from SUMC and Spanish universities.
- Avenida Reina Victoria, 56-5B. Flat used by female students from SUMC and Spanish universities.

Public Property

- Calles de la Sierra and de la Viña, between Avenida de Juan XXIII and Avenida del Valle;
- Calle Gaztambide residence: from residence on Gaztambide north to Calle Cea Bermúdez; east on Cea Bermúdez to Metro stop "Islas Filipinas."
- Residence Palacio de Barradas: from residence south on Calle San Bernardo to Metro (subway) stop "Noviciado".

- Club Universitario: from residence west on Calle Augusto Figueroa to Calle Hortaleza; south on Hortaleza to Avenida Gran Vía and Metro (subway) stop "Gran Vía".
- Residence Avenida Reina Victoria: Immediate environs between building doorway and entrance to Metro (subway) stop "Guzmán el Bueno".

III. Access to SUMC buildings and residences

Campus

The Campus building at Calle de la Viña, 3 is accessible Monday through Friday, 9:00 a.m. to 9:00 p.m., and Saturday, 10:00 a.m. to 2:00 p.m.

Residences

Students have permanent key access to their respective buildings and residences (flats).

IV. SUMC Disciplinary System

Suffolk University Madrid Campus enforces its Community Standards and Student Discipline System as outlined in the Student Handbook, which is given to new students at the beginning of their first semester and is updated annually. These norms apply to conduct that occurs on University premises, at University-sponsored activities, at all programs such as internships and study abroad and to off-Campus conduct that adversely affects the University community or the pursuit of its objectives or calls into question the suitability of a student as a member of the Suffolk University Community, including all housing accommodations.

SUMC Policy on Alcohol and Other Unauthorized Drugs

Suffolk University Madrid Campus prohibits the unlawful possession, use or distribution of illicit drugs and the unauthorized illegal possession, use or distribution of alcohol on University property or as any part of a University-sponsored activity.

Disciplinary actions include warning, probation, suspension and expulsion. Furthermore, the parent or guardian of any student under the age of 21 who has violated the SUMC policy on alcohol and other unauthorized drugs may be informed of said infraction. Actual disciplinary action will be imposed based upon a review of the circumstances of the case.

SUMC Policy on Reporting Sexual Assault

Suffolk University Madrid Campus is prepared to respond responsibly to any report of sexual assault that is brought to its attention. Anyone victim of sexual assault on Campus may wish to contact Ms. Marina Loscertales or Ms. Silvia Salazar at the telephone numbers indicated in I., above, for advice regarding options for taking legal action, for utilizing the Campus's disciplinary procedures, and/or for seeking medical and counseling assistance.

Victims of sexual assault have options to remain anonymous. If a sex offense occurs in the Madrid Campus residences, the victim's academic and living situations will be changed upon request if new situations are reasonably available.

V. Safety Alerts

A safety alert will be posted on all of the University bulletin boards within three days of receipt of a confirmed incident report. The alerts will be issued for only the following types of crimes, and only if they occurred within the areas described above as being part of the Madrid Campus, public property officially connected with the Campus, and Campus-related student residences and housing: murder, aggravated assault, rape, burglary, robbery, motor vehicle theft, manslaughter and arson.

A safety alert will contain all relevant information pertaining to the crime. It will remain posted a minimum of ten (10) days from the date of posting.

A file of safety alerts will be maintained along with the SUMC public log of reported crimes (see below).

VI. SUMC Public Log

A campus logbook will be kept on all reported crimes occurring in the areas outlined above. The logbook, with reports made in the previous 60 days, is available to the public during normal Campus business hours, Monday-Friday, 9:00 a.m. to 5:00 p.m. in the Academic Coordinator's office in Viña, 3.

Information from reports prior to the previous 60 days will be made available within two business days from when such information is requested.

For more information or for additional copies of this report, please e-mail Ms. Elizabeth Baile, SUMC Academic Coordinator, at [**lebaile@suffolk.es**](mailto:lebaile@suffolk.es).