



**TEXAS
SOUTHERN
UNIVERSITY**

**Department of
Public Safety**

2011

**Annual Security
&
Fire Safety
Report**

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MESSAGE FROM

Director and Chief of Police



The Student Right-to-Know and Campus Security Act was signed into law in November 1990. Title II of the act is known as the Crime Awareness and Campus Security Act. This act requires institutions participating in student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures and to provide statistics concerning crimes that occurred on campus. In compliance with the act, by October 1 of each year, the annual security report will include the following information:

- ❖ Statistics concerning the occurrence on campus of certain criminal offenses reported to campus officials; and
- ❖ Statements about campus law enforcement policies, campus security education and prevention programs, alcohol and drug policies, sexual assault education and prevention programs, procedures for reporting sexual assaults, and procedures for handling reports of sexual assault.

TSU-DPS distributes this pamphlet to all students residing on main campus, as well as faculty and staff via the campus mail system. Students who reside off campus receive the pamphlet via the U.S. Postal Service.

This information fulfills our need to keep the Texas Southern University community informed of our vital safety and security issues.

As a university in the center of an urban setting, TSU-DPS faces many unique challenges. Preventing or reducing crime in any community is a tough job. Success in crime prevention and safety at TSU depends in large part on the education and participation of the campus community. The campus community is provided information about safety programs and services, but is advised that everyone is ultimately responsible for his or her own security and safety.

We must involve all segments of the community if we want to make an impact. We are working diligently and it takes time to develop a collaborative effort. Together, we will make it happen.



TEXAS SOUTHERN UNIVERSITY
TEXAS SOUTHERN UNIVERSITY
Department of Public Safety

2011 Annual Security Report & Fire Report

Helpful Telephone Numbers

Police Emergency	713-313-7000
Police Non-Emergency	713-313-7001
EH & Safety Department	713-313-1048
Parking Enforcement	713-313-4432
Crime Prevention.....	713-313-7960
Investigations	713-313-7797
TSU Counseling and Psychological Services	713-313-7800
TSU Health Center	713-313-7173
Rape Crisis Center	713-528-7273
Domestic Violence Hotline and Shelter	713-528-2121
Houston Area Women’s Center	713-528-6798

Mailing Address:
Texas Southern University Police
3443 Blodgett
Houston, TX 77004
Web site: www.tsu.edu/about/police



Preparation and Availability of Annual Security Report

The Campus Security Act requires colleges and universities to publish an annual report every year by October 1. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Texas Southern University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes College policies concerning campus security, such as policies concerning sexual assault and other matters. You can obtain a printed copy of this report by contacting the Office of Public Safety or an electronic copy by going to www.tsu.edu/police

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, the Division of Student Affairs/Dean of Students, and Housing and Residential Services. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to the Houston Police Department, designated campus officials (including but not limited to directors, deans, department heads, judicial affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies.

Campus Law Enforcement Authority, Jurisdiction, and Interagency Cooperation

The Department, located in the General Services Building at the intersection of the 3400 block of Blodgett Street and 4700 block of Tierwester Street, operates 24 hours a day, year-round and is composed of professional law enforcement personnel. It is organized into several units:

- ◆ Police Administration Division
 - ◆ Internal Affairs Unit
 - ◆ Crime Prevention Unit
 - ◆ Special Events Unit
 - ◆ Personnel Unit
 - ◆ Tiger Patrol Unit
- ◆ Police Patrol Division,
 - ◆ Uniformed Patrol Services
 - ◆ Uniformed Bicycle Patrol Services
 - ◆ Security Services Unit
- ◆ Parking Operations Division,
- ◆ Enforcement (Ticket & Tow Services)
 - ◆ Decal Services
 - ◆ Permit Services
- ◆ Records Division,
- ◆ Communications Division

TSU-DPS commissioned police officers are empowered by the State of Texas and have authority to stop vehicles, make arrests, and enforce all State laws. Texas Southern University Police Department maintains excellent working relationships with all area law enforcement agencies including the Houston Police Department, Harris County Sheriff's Department, Houston Independent School District Police Department, and the University of Houston Police Department. These working relationships are maintained through a written mutual agreement.

The mutual agreement allows for the investigation of alleged crimes. Working relationships are also maintained through periodic communications among agency administrators and frequent contacts between line officers and investigators cooperating on specific cases. Through these relationships, the University Police Department monitors and records student off-campus criminal activity, including student organizations with off-campus housing. The TSU Police Investigators work closely with HPD, or any other law enforcement agency, when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary.

Reporting Criminal Incidents and Other Emergencies

We encourage all students, faculty, staff and guests of the University to promptly report all criminal incidents and other emergencies to the University Department of Public Safety. To report a crime or emergency:

Contact the University Police at 713-313-7001 (non emergencies), or by calling (713) 313-7000 (emergencies), or using the Code Blue telephones located throughout the campus. Crimes can also be reported through campus wide emergency call boxes. You can identify the stations by the pole-mounted, strobe light above the red call box. Usage instructions are indicated at each station. When the box alarm is depressed, an individual can communicate directly with the communications officer at the University Department of Public Safety.

In addition you may report a crime to the following areas:

Contact	Building	Phone Number
1. William Saunders, Associate Vice-President Student Services	Recreation Center #209	713-313-7519
2. Shayna Lee, Director, Counseling	Student Health Center	713-313-7173
3. Feloniece Davis-Marsaw, Director Health Center	Student Health Center #135	713-313-7822
4. Corliss Rabb, Director, Judicial Affairs	Recreation Center #220	713-313-7956
5. Joseph Greenwich, Director, Housing and Residential Life	Tierwester Oaks Building 1	713-313-7178

For off-campus options University Police and the Houston Police Department have a mutual aid and working agreement. Each department augments the other within their jurisdictions during mutual investigations, arrest, and prosecutions.

Alleged crimes may also be reported to “Campus Security Authorities.

Campus Security Authorities

Campus security authorities (CSA’s), as defined by the Clery Act, have an obligation to report allegations of Clery Act-defined crimes that they conclude are made in good faith. These crime allegations should be reported to the TSU DPS or to the local police. The Clery Act definition of a campus security authority includes TSU personnel beyond TSU police officers. An official of TSU who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline, coaches, student organization advisors and campus judicial proceedings, is a

campus security authority. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals and students in particular are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals. Although not encouraged, crimes may be reported confidentially to CSA's for inclusion in the annual security report.

Counselors Confidential Reporting

Campus Pastoral Counselors and campus Professional Counselors, when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual security report. TSU Counseling Services does not have written procedures regarding the reporting of crimes discovered by its counselors. The counselors determine on a case-by-case basis when and how to encourage patients to report crimes voluntarily to law enforcement for investigation and when and how to confidentially report crimes solely for inclusion in TSU's annual security report.

The Clery Act defines Counselors as:

Pastoral Counselor: An employee of an institution, who is associated with a religious order or denomination, recognized by that denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Emergency Call Boxes

Emergency Call Boxes:

The University has 32 Emergency call boxes placed in strategic locations throughout the campus. The call boxes are maroon in color and labeled "Emergency Call Box". Operation is easy: PRESS THE RED BUTTON. Your call will go directly to the TSU-DPS Telecommunications Office. If for some reason you are unable to talk, the call box's location is automatically registered in the Telecommunications Office. Also, the amber light on top of the call box will continue to flash until the call is terminated. In addition to emergency situations, these call boxes can be used to request police assistance, escorts, and assist with vehicle problems.



The Individual may then notify the officer of the emergency. The communications office will dispatch an officer or appropriate emergency team to effectively respond to the situation. There are severe penalties for tampering with a red light alarm or turning in/reporting a false alarm. The TSU-DPS will review reports of alleged criminal activity and either send an officer immediately or refer the report for subsequent investigation, depending upon the nature and seriousness of the offense involved. Individuals reporting an alleged crime should attempt to preserve evidence that might prove a crime was committed. All criminal incidents are investigated by TSU-DPS. TSU-DPS response(s) includes, but are not limited to:

- Immediate response to emergencies through dispatch of one or more officers;
- Investigation of reports in accordance with TSU-DPS procedures;
- Arrest and filing of charges, depending upon the circumstances of the incident;
- Referring alleged offenders to appropriate campus department, such as the Office of the Dean of Students and Alcohol and Drug Counseling;
- Making timely warning and reports of crimes that represent a continuing threat to students and employees.

WHEN YOU CALL FOR HELP

- ***Stay Calm.*** Follow the emergency dispatcher’s instructions and answer all questions.
- ***Please do not hang up until told to do so!*** The dispatcher may give you instruction on what to do until the ambulance and/or police arrives.
- ***Don’t move someone who is hurt unless he or she is in danger.*** Keep the person warm and comfortable.
- ***Make it easy for the emergency units and police officers to find you.*** If possible, send someone to meet the units.

Emergency Notification, Response and Evacuation Procedures

“The University has implemented an Emergency Notification System (ENS) to immediately notify the University community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The scripts for messages conveyed via the ENS shall be in accordance with the University Emergency Communications Protocol. ...”

In addition, these systems may transmit emergency information via email or telephone messages about emergency weather and other Critical Incidents as defined in this document that affect the entire campus or a large segment of the University community.



The ENS may also employ other methods for notifying those within the University community, including pagers, cell phones, two-way radios, public address systems, University Police Officers or other University personnel.

Texas Southern University (TSU) Emergency Management Plan (EMP) and Critical Incident Management Plan (CIMP) includes information about Incident Teams, University operating

status parameters, incident priorities and performance expectations, evacuation guidelines, and local contingency and continuity planning requirements. University Departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts emergency response exercises each year and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

TSU Police officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the TSU Police, and on occasion the Houston Police Department and the Houston Fire Department. The agencies typically respond and work together to manage the incident. Depending on the nature of the incident, other TSU departments and other local or federal agencies could also be involved in responding to the incident. The authority to declare an emergency at TSU and mobilize the TSU Critical Incident Management Team (CIMT) resides with the Office of the President. This determination is made based on information received from TSU's DPS, other first responders, and/or other TSU offices/departments. In the absence of the President, TSU's Directors of Emergency Services (TSU's Provost and TSU's Chief Financial Officer) have the authority to declare an emergency and mobilize the CIMT.

General information about the emergency response and evacuation procedures for TSU are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the TSU DPS web site. Detailed information about and updates to the TSU EMP and CIMP are also available on the TSU DPS web site: www.tsu.edu/police .

All members of the TSU community are notified on an annual basis that they are required to notify the TSU DPS of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. TSU DPS has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the TSU DPS has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Notification to the TSU Community about an Immediate Threat

TSU has implemented an Emergency Notification System (ENS), which utilizes several communication tools, one or more of which will be initiated, without delay, to notify students, faculty, staff and visitors in the event of a significant emergency or dangerous situation on campus that involves an immediate threat to the health or safety of the campus community. The methods of communication utilized by TSU ENS include network e-mail, emergency web site, telephones, public address system, outdoor siren system, TSU Police Officers and other TSU personnel etc. TSU officials (Office of the President, Critical Incident Management Team, Office of Communications and/or Department of Public Safety) will collaborate to determine the content of the message and will use one or more of the above described methods

of communication to communicate the threat to the TSU community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. TSU officials will, without delay and taking into account the safety of the campus community, determine the content of the notification and initiate the notification system unless issuing notification will, in the professional judgment of responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Community Action Upon Receipt of TSU Emergency Notification Message

Community members, upon receiving a notice of an emergency, should seek additional information primarily from TSU's Department of Public Safety's Webpage - www.tsu.edu/police, and take actions to protect themselves and to alert others. Generally, it is difficult to provide a set of instructions applicable to all community members. Individual actions will depend on factors such as the type and one's proximity to the emergency. We encourage everyone to be familiar with department and university emergency plans.

If necessary, evacuation, transportation and relocation of individuals threatened by or displaced by the incident shall be coordinated by TSU's Emergency Planning Coordinator. The Health & Physical Education building and/or any other building shall be designated by the CIMT. Coordination for assistance, equipment, and supplies will be determined at the relocation site.

The Emergency Planning Coordinator shall be responsible for shelter management if a temporary shelter becomes necessary. He/she shall interact with the Finance Division and Facilities Management personnel to secure food service, water, and other necessary items. He/she shall ensure that all shelter users are identified and registered.

The primary responsibility for the protection of property, assessment of damage, and restoration of normal operations shall be given to the appropriate University service unit.

TSU DPS provides law enforcement and safety and security for people and facilities, and coordinates with local, state and federal law enforcement. Transportation of persons shall be coordinated with appropriate TSU DPS personnel to evacuate and relocate people threatened by or displaced by the incident. Priority will be given to the TSU's day care center on campus during the evacuation process. Decisions involving the evacuation and relocation of animal care operations will be made by the Provost/Vice President Academic Affairs and Research.

Testing and Assessment of Emergency Notification, Response and Evacuation Procedures

TSU assesses its emergency response system each year through scheduled drills and exercises. It conducts an annual test of its outdoor siren system and mass email system. Drills are conducted at least annually, are both announced and unannounced. These drills are used to:

- Familiarize community members to the audible and visible evacuation signals and the exit routes available to use in the event of a fire or other situation that requires immediate evacuation

- Evaluate the performance of the employees in a fire incident and the effectiveness of the behaviors used in accordance with the fire drills and the Emergency Plans/Site Specific Fire Plans

The ENS is also tested annually; procedures are publicized in conjunction with this test. The results of the drills are documented.

Emergency evacuation plans are posted in each building that show the floor plan, exits and suggested evacuation routes.

In addition, TSU conducts drills and exercises to practice and evaluate its proficiency and plans in emergency notification, response and recovery capacity. These exercises are conducted both at the department /division level as well as the institution level.

Missing Persons Notification Policy and Procedure

Purpose:

This document shall serve to facilitate procedures and protocols for administering “Missing Persons” investigation and notification through the Texas Southern University Department of Public Safety for persons gone missing from campus property, campus events or residential housing which is university affiliated, both on and off campus. The purpose of this policy is to establish procedures for the university’s response to reports of missing students, staff and/or faculty, as required by federal law. For purposes of this policy, a campus affiliated person will be considered missing, if a roommate, classmate, faculty member, staff member, family member or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a department other than the TSU Department of Public Safety, the person receiving the report will ensure that the Department of Public Safety is contacted immediately.

Procedure and Protocol:

Students age 18 years of age or older and emancipated minor Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the university “in case of emergency”. In the event a student is reported “missing” the Department of Public Safety, in conjunction with other university personnel will attempt to contact the student’s emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee will remain in effect until changed or revoked by the student. In the event a student under the age of 18 years and who is not emancipated is determined to be missing pursuant to the procedures set forth below, the university is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Official Notification Procedures for Missing Persons:

Any individual on campus who has information that a student, staff, faculty member or visitor/guest of the university may be a “missing person” shall notify the TSU Department of Public Safety as soon as immediately. Note: In order to avoid jurisdictional conflicts when a commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities if the person is “missing” from a location other than university governed property. The TSU Department of Public Safety will assist outside agencies with these investigations as requested.

The TSU Department of Public Safety will gather information about the “missing person” from the reporting person and from the known acquaintances (description, clothes last worn, where the person might be, who might the person be with, vehicle description, information about the physical and mental well being of the person, an up-to-date photograph, class or work schedule, etc.). Appropriate campus staff will be notified to aid in the search of the campus for the “missing person”. If the above actions are unsuccessful in locating the person within a reasonable time of the initial report or it is immediately apparent that the person is a missing person (e.g., witnessed abduction), the TSU Department of Public Safety will contact the Houston Police Department and the Harris County Sheriff’s Office, and any other local law enforcement agency needed to assist with the investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by DPS in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, DPS will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Dean of Students and The Department of Public Safety. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

Campus Communications about Missing Students:

In all cases of a missing student, where the student is declared missing by the TSU Department of Public Safety after an initial investigation, the law enforcement agency conducting the subsequent investigation will provide information to the media that is designed to obtain public assistance in the search for any missing student.

The University’s Communication Office is available to provide consultation on communication with the investigating law enforcement agency. Any media requests to the college will be directed to the Communications Office. Prior to providing the Texas Southern University community with any information about a missing student, the Communications Office shall consult with the Department of Campus Safety and with law enforcement authorities to ensure that communications do not hinder the investigation. In all cases of a “missing person” that occurs from university campus or property under the control of the university, the TSU Department of Public Safety shall distribute a “campus security alert” flyer informing the campus community of the event, depicting as much information as possible, and requesting the assistance from the TSU community for bringing the investigation to resolution.

Timely Warning Notices (Crime Alerts)

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police or his/her designee, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The decision to issue a “timely warning” will be made on a case-by-case basis considering the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. The “timely warning” will provide pertinent information related to the crime and suspect and will also seek information that may lead to the arrest and conviction of the offender. The warning will be issued through the University’s e-mail system to students, faculty and staff and will also be posted on the Department’s website: www.tsu.edu/police . Anyone with information warranting a timely warning should report the circumstances to the Department of Public Safety Office, by phone (713 313-7000) or in person at the dispatch center within Public Safety, located on the first floor of the General Services Building.

From Time to time the University Police will distribute, “Campus Crime Alerts.” The Alerts are to inform and educate our community. They may notify you of criminal and non criminal incidents that occur on and around our campus. You may view crime alerts on our website: www.tsu.edu/police.

Daily Crime Log

“DCB” refers to the Daily Crime Bulletin: Provides a summarized daily report of all criminal incidents that occur on campus property and/or public property under the jurisdiction and investigation of the TSU Police Department. The department’s website is updated daily with the exception of weekends.

Crime Prevention & Security Awareness Programs

Crime Prevention Programs

Programs designed to make community members aware of police and security procedures and crime prevention efforts, encourage individual involvement in personal safety are regularly conducted on the TSU campus. Programs are available through the TSU Department of Public Safety, the Resources Department, Environmental Health & Safety Department, TSU Housing Department, and other campus departments that coordinate activities on campus. Crime awareness programs are also part of freshman and new employee orientations. Prevention programs include:



campus
and to

Human

- ◆ New Student and Employee Orientation
- ◆ Sexual Assault Awareness
- ◆ Personal Safety Awareness
- ◆ Safety and Security in the Workplace
- ◆ RAD
- ◆ Operation ID
- ◆ Alcohol and Drug Abuse

Security Escort Program

The Police Department provides a security escort service for the TSU community. The service is available during the evening/night hours (after dark), but is limited to on-campus locations. Call (713) 313-7001 or use an emergency call box to request an escort.

Alcohol and Substance Abuse Information

Texas Southern University adheres to and complies with the Drug-Free Schools and Communities Act Amendments of 1989 [Public Law 101-226]. The Act requires an Institution of Higher Education to certify with the United States Department of Education that it has adopted and implemented programs to prevent the illicit use of drugs and the abuse of alcohol by students and its employees.

The abuse of alcohol and other drugs by members of the university community is incompatible with the goals of our academic institution. Substance abuse programs have been developed at TSU in order to ensure that alcohol and other drugs do not interfere with the goals of student or staff members. Programs offered at TSU are designed to:

- Publish and enforce policies for employees and students that promote an educational environment free from the abuse of alcohol, illicit or other drugs;
- Educate the campus community about the health risks associated with the abuse of alcohol and other drugs;
- Provide confidential, effective assistance to students and employees who seek help for substance abuse problems; and
- Create campus environment that promote and reinforces healthy lifestyles and responsible decision making.

Alcohol Policies

The possession of alcoholic beverages on the campus of Texas Southern University or at University sponsored activities is prohibited, except as described in the University policies.

The legal drinking age in Texas is 21. Because a large percentage of TSU students are not of legal drinking age, the university has established specific policies for drinking on campus:

- Individuals under the age of 21 may not use or possess alcoholic beverages in or on the property under the control or jurisdiction of Texas Southern University; to include university sponsored activities off campus.
- Alcoholic beverages may not be served, consumed or possessed by persons of legal drinking age in or on any property under the control or jurisdiction of the university except at specific locations, times, and under conditions designated by the university.

- The use of alcoholic beverages by any guest is prohibited in all areas of the university and at university sponsored activities off campus. The only exception to this rule is when a University official (Vice President of Student Services or a higher authority) grants approval (in writing) for the serving alcoholic beverages. The host of such event will assume the responsibility of assuring that persons of legal age are only served (Social Host Liability).
- The Director of Food Services is the appropriate licensed and exclusive agency for the distribution of alcoholic beverages dispensed on the campus of TSU, OR on the properties of at events sanctioned by Texas Southern University.
- Permission to serve or consume alcoholic beverages is restricted to approved University departments and approved non-university organizations that meet the conditions associated with renting an approved University facility and/or engaging the services of the food service director.
- No organization, even though otherwise qualified, may serve alcohol.
- Employees may not use or possess alcoholic beverages while on active duty and are prohibited from working while intoxicated.

Drugs and Inhalants

The use, possession, acquisition, sale, manufacturing, and/or distribution of any illicit drug or controlled substance on the property of Texas Southern University, at University sponsored activities, or any conveyances engaged by the University to transport members of the university to and from a university event are expressly prohibited. This includes drug paraphernalia.

Penalties

Students found in violation of this policy will be subject to strict enforcement of sanctions as outlined in the Student Code of Conduct Handbook. These sanctions include, but are not limited to, expulsion, suspension, disciplinary probation, disciplinary warning, and disciplinary reprimand.

Employees found in violation of this policy will be subject to strict enforcement of sanctions as outlined in the Faculty Manual and/or the University Policy Manual.

These sanctions can range from mandatory counseling to dismissal. The use or possession of alcohol or drugs by an employee on the University premises (except as authorized by the University) is defined as misconduct by Texas Southern University. Individual students, employees and organizations violating university policies or engaging in conduct that is prohibited by state, federal, or local law may be subject to criminal prosecution.

Sex Offense Prevention and Response

Sexual Assault Policy:

Sexual Assault is: As defined by the Texas Penal Code, a stranger or acquaintance commits sexual assault through forcible sodomy, forcible sexual penetration, however slight, of another person's mouth, anal or genital opening with any object.

These acts must be committed without the victim's consent either by force, threat of force or violence, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

Sexual assault is non-consensual acts involving psychological manipulation, physical force, or coercion. **It is an act of aggression and violence, and a crime punishable under the laws of the State of Texas by fines and incarceration ranging from two years to life imprisonment.**

Texas Southern University's definition of sexual assault also includes any touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or breasts, or buttocks or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation, or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

Disciplinary Procedures and Administrative Sanctions

The Board of Regents and the President of Texas Southern University have delegated primary responsibility for student discipline to the Associate Provost for Student Services and the Dean of Students. The Associate Provost for Student Services and the Dean of Students is assigned direct operational responsibility for the administration of the Student Code of Conduct within the University. Consistent with this responsibility, certain disciplinary sanctions may be imposed on students found in violation of the Student Code of Conduct.

TSU's student disciplinary proceedings, which are applicable to cases involving sexual misconduct, are detailed in TSU's Student Code of Conduct (Code) <http://www.tsu.edu/life/> . The accused and the victim will each be allowed to choose one person to accompany them throughout the hearing. Further, both the victim and accused will be informed of the outcome of the hearing. If the accused is found to have violated the Code, sanctions may be imposed that consist of, but not limited to the following: Expulsion, Suspension, Disciplinary Probation, Disciplinary Warning, Disciplinary Reprimand, and Other Sanctions

Facts about Sexual Assault

You probably already know a victim of sexual assault. The victim could be a neighbor, close friend, relative or, perhaps, even yourself. Sexual assault, which is commonly known as rape, is one of the fastest growing crimes in this country and the least reported. Fewer than 10 percent of these crimes are reported. The FBI estimates that one out of four women and one in twelve men will be sexually assaulted in their lifetime. One of three women will face a threatened assault. Acquaintance rape constitutes 60 percent of sexual assaults for the general population and 84 percent for college students.

Surveys indicate that alcohol is a major factor in acquaintance rape.

Women are predominantly the victims of sexual assault; however, adults and children of both sexes can also be potential victims of sexual assault. A large number of rapes are planned in advance by the attacker.

Acquaintance/date rape involves someone the victim knows. Date rape is more likely to occur on the second or third date since defenses are higher on the first date.

Victims will usually feel more ashamed, guiltier, more depressed, and more angry with themselves than victims of an unknown assailant.

The victim may again have to meet the assailant in a class, a residence hall, elsewhere on campus, or even at work.

Women in acquaintance rapes are more often confused about what is happening and who is responsible. Their confusion is heightened by the fact that acquaintance rapists, unlike stranger rapists, often become conciliatory after the assault and almost always try to remain in contact with the victim. As a result, victims are less likely to call it rape or even understand that it is a crime.

Reporting Rape and Other Sexual Offenses

If you are sexually assaulted, you are encouraged to call police immediately! **Our emergency numbers is 713-313-7000, or utilize** any on-campus Emergency/Information Call Box or telephone. If the incident occurred off-campus, TSUDPS is willing to coordinate notification to the appropriate law enforcement agency where the incident occurred. Note: when contacting the police, advise them if the suspect is still in the area and if any weapons were involved.

If you are victimized:

1. Get to a safe place as soon as you can. Go to the nearest lighted public place.
2. Don't change clothes, shower, bathe or douche. Physical evidence is needed in court such as hair, blood types, seminal fluids, and scrapings of flesh from the victim's nails.
3. Protect the crime scene. If the attack did not occur in your residence, try to recall the area you were taken so the officers can recover evidence left at the scene.
4. Get medical attention as soon as possible. A medical examination will provide any necessary treatment and collect important evidence. Injuries may not be immediately apparent. The TSU Health Center's number is (713) 313-7173.

Campus authorities, including RA's, nurses, counselors, staff supervisors, or department heads, will assist in notifying authorities, if you wish.

It is critical for the police agency to be informed as soon as possible after the incident so that appropriate steps, such as gathering of crucial evidence and information, can be taken.

It is always a survivor's choice as to whether or not to report a sexual assault, but reporting an assault (or attempted assault) is extremely important for the protection of both the victim and

the community. Reporting an assault does not mean that the survivor must prosecute. However, it does begin the legal process if the survivor decides to prosecute at a later date. The survivor has the option of requesting a concealed identity or pseudonym during the investigation

Talk with counselors who will maintain confidentiality, help explain your options, give you information, and provide emotional support. On campus you can call 713-313-7800 or 713-313-7855. You can also call the Houston Area Women's Center Rape Crisis Center at 713-528-6798.

Contact someone you trust, a close friend or a resident assistant, to be with you and to support you. This person may accompany you to the hospital or the police station if you wish. An advocate from the Women's Center Rape Crisis program can be requested through the emergency room staff.

Pursue charges against the assailant. You may seek criminal prosecution, file charges through the university judicial process (Student Life Referral via Dean of Students Office, or sexual harassment charge), or file a civil suit.

You may have rights to compensation and financial assistance, if you report the incident to the police. Write down what happened, in your own words, to help you better remember if you decide to press charges.

In the event of a rape or sexual assault, and at the request of the complainant, the Residence Life and Housing office will immediately reassign the complainant to a new housing location provided that housing space is available.

Identification needed by Police

Practice being observant so that if you are attacked you will be able to describe and identify the assailant.

About Self Protection

If you sense a danger of sexual assault, try to avoid confrontation. If you can't avoid confrontation, your own imagination and initiative are your best defenses. In any assault situation the most important thing to remember is to remain calm and avoid being isolated with the attacker. Immediately attempt to leave the scene and go to the nearest lighted public place. You may wish to attempt verbal or physical resistance.

Verbal Resistance

If the attacker has a weapon you may decide to use verbal resistance. There are many ways to use your voice to protect yourself. Trust your feeling about whether yelling or talking calmly would help you the most.

Physical Resistance

1. The goal of physical resistance is to react immediately, use your body or other available weapons, and escape.

2. An available weapon includes objects such as an umbrella, lamp, ashtray, bottle, purse, etc.
3. Five vital targets on the attacker are eyes, nose, throat, groin, and knees. The idea is to disable rather than hurt the attacker.

Be realistic about your ability to protect yourself. Practicing rape avoidance requires action, but you must feel confident with whatever measures you decide to adopt.

Preventive Measures

Home:

1. Lock all doors and windows at all times.
2. Replace or re-key locks when you move into a new home or apartment.
3. Install a door viewer and a 1" deadbolt lock and make sure you have the only keys to your home.
4. Leave outside and inside lights on at night. Use lights in more than one room.
5. Pull all drapes and blinds completely closed to prevent someone seeing in from outside.
6. Leave a TV or radio on so it does not appear you are alone.
7. If you live alone, use your initials only on mailboxes and in the telephone directory.
8. Never open your door to a stranger. Require identification from all repairmen, salesmen, etc.
9. If you receive an obscene phone call, hang up and call the police.
10. Do not give personal information over the telephone.

Driving:

1. Never pick up hitchhikers.
2. Make certain you have enough gas to get to your destination.
3. Park in well-lighted areas. When returning to your car, have your car keys ready so you can enter without delay, and look into the back seat.
4. If possible, travel on well-lighted streets and avoid isolated back roads and shortcuts.
5. Never leave your house keys with your car keys at a service station or parking lot.
6. Keep car doors locked at all times and car windows rolled up when possible.
7. If you have car trouble, raise the hood, get back inside and lock all doors. If anybody stops to offer help, do not get out of your car.

Roll the window down only enough to convey your message and ask them to call the police. Keep a "SEND POLICE" sign inside your vehicle and some change for telephone calls.

Walking:

1. Never accept a ride or hitchhike.
2. Stay in well-lighted areas and avoid shortcuts, vacant lots and other deserted areas.
3. When possible, avoid walking alone or walk in areas where other people are present.
4. Walk facing traffic; if a driver does stop and ask directions; avoid getting too near the car.

Children:

1. Children should be made aware of the dangers of accepting rides from, talking to or opening doors to strangers.
2. Children should be encouraged to talk to their parents should a problem occur with a stranger, friend or relative.

3. Children should know a safe, well-traveled route to and from school, avoiding isolated areas.
4. Teenaged baby-sitters should accept jobs only with people they know.
5. Baby-sitters should be instructed to call the police if anything suspicious happens. They should never open the door to strangers.
6. The sitter's parents should be called at the end of the evening to inform them that the sitter will be home shortly.
7. Parents should be well versed in their children's activities.

Sexual Assault Programs

Other University departments such as the Counseling, Health Center offer additional educational programs concerning sexual assault prevention programs. Representatives from these areas will also be glad to work with you to coordinate a program on this topic.

The information contained within this report is designed to heighten your awareness concerning sexual assault prevention. However, you may follow all the advice and safety tips recommended and still find yourself confronted by an attacker. If it happens, you will have only seconds to decide your method of defense, so you must prepare mentally for the possibility of rape happening to you.

Remember, if you are sexually assaulted, it is not your fault. The Texas Penal Code defines sex crime offenses and provides penalty information for these offenses. Texas Southern University also has established procedures and penalties for similar violations committed by faculty, staff or students.

Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses

TSU will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the university against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, TSU will provide the results of the disciplinary hearing to the victim's next of kin, if so required.

Sex Offender Registration Information

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the TSUDPS provides a link to the Texas Department of Public Safety Sex Offender Database. The link to this database is provided on the TSUDPS website under the crime information section. TXDPS: <https://records.txdps.state.tx.us/soSearch/default.cfm>.



Counseling and Treatment Resources

Texas Southern University has implemented a positive program of drug education, counseling, prevention, and treatment. The Counseling Center, located in Fairchild Building, is available to all students. The Center offers a wide variety of counseling services designed to help students deal with personal and adjustment issues, as well as substances abuse. Services include

individual and group counseling, workshops, and referrals for assistance and/or services that are not available on campus. For additional information call (713) 313-7800 or (713) 313-7855.

Services for employees are available through the Human Resources Department. Components of this campus-wide approach to eliminate the abuse of alcohol and the use of illegal drugs include:

Referral and resource information

- Departmental consultation
- Speakers, presentations, and training
- Individual therapy
- Group therapy, and
- Pamphlets and tapes

In addition, certain services for employees' family members can be provided through the Human Resources Department.



UNIFORM CRIME REPORTING

In the 1920's, the International Association of Chiefs of Police (IACP) envisioned the need for statistics on crime in the United States. A committee was developed and initiated a voluntary national data collection from law enforcement agencies in 1930. Later, that same year congressional approval was received, which authorized the Federal Bureau of Investigations (FBI) to serve as the nation's clearinghouse of statistical information on crime.

Currently, states are responsible for gathering data from the law enforcement agencies within their boundaries and forward the UCR statistics to the FBI.

The FBI assembles, publishes, and distributes the data to contributing agencies, state UCR Programs and others interested in the nation's crime statistics.

Definitions of Reportable Crimes

The following are definitions and terms used in Uniform Crime Reports:

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

Assault, Aggravated: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Assault, Non-aggravated: Assaults and attempted assaults where no weapon is used and that do not result in serious or aggravated injury to the victim.

Burglary (Breaking or Entering): The unlawful entry into a building or other structure with the intent to commit a felony or theft. Forced entry is not a required element of the offense; it may be accomplished via an unlocked door or window, so long as the entry is unlawful (constituting a trespass).

Included are attempts to commit burglary where force is employed or where a perpetrator is frightened off while entering an unlocked door or climbing through an open window.

Drug Abuse Violations: Violations of laws prohibiting the possession, production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

Hate Crimes: Any of the offenses listed and other crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.

Larceny/Theft: The unlawful taking, carrying, leading or riding away of property from the possession of constructive possession of another. Examples of offenses in this classification include pocket picking and purse snatching (where no more force is employed than necessary to take the property).

Liquor Law Violations: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (does not include “driving under the influence” or drunkenness).

Motor Vehicle Theft: Theft or attempted theft of a motor vehicle.

Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent manslaughter: The killing of another person through gross negligence.

Robbery: The taking 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.

Sex Offenses, Forcible: Any sexual act directed against another person, forcible and/or against that person’s will; or not forcible or against the person’s will where the victim is incapable of giving consent.

Sex Offenses, Non-forcible: Unlawful, non-forcible sexual intercourse.

Weapons Possession: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. **(Weapons are prohibited on the property of Texas Southern University and at University sponsored activities).**

In addition to reporting the incidents to the State, institutions of higher learning shall disclose by October 1st of each year their campus statistics for the three (3) previous calendar years. The categories that must be reported are the same as those that must be reported to the State through UCR. The differences are:

1. No arrest is required to report data.
2. Student referrals to drug & alcohol counseling and the Student Judicial Office must be reported, even if the referral was not by the Campus Police Department.
3. Incidents of possession of weapons, drugs, and liquor must be reported.

Hate Crimes: **Hate crime** is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act-specific term, not found in the FBI's Hate Crime Data Collection Guidelines.
- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual orientation.** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Ethnicity/national origin.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- **Disability.** A performed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

All reportable crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias, as more specifically described above, shall be reported as hate crimes. In addition to the reportable Clery defined crimes, the following crime categories shall also be reported as hate crimes where the victim was intentionally selected because of the perpetrator's bias, as more specifically described above:

Larceny-theft is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, check fraud, etc., are excluded.

Simple Assault is assaults and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim. Stalking, intimidation, coercion, and hazing are included.

Intimidation, to willfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Vandalism is to willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. Attempts are included.

Definitions of Geographical Categories

Campus

- Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.
- Any building or property owned by the institution, but controlled by another person, that is within or reasonably contiguous to the geographic area, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Residence Halls

- On campus dormitories or other residential facilities for students. Please note that statistics reported in this category are a subset of those reported in the "campus" category.

Non-campus building or property

- Any building or property owned or controlled by a student organization that is officially recognized by the institution.
- Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act (the "Clery Act")

- Title II of **Public Law 101-542** The Student Right-To-Know and Campus Security Act of 1990, also known as the "Clery Bill" in memory of Jeanne Clery, was enacted by the 101st United States Congress and signed into law by President George H. W. Bush on November 8, 1990.

This law amended Section 485 of the Higher Education Act of 1965 by adding campus crime statistics and security reporting provisions for colleges and universities. The security provisions were amended in 1992 by the Campus Sexual Assault Victims' Bill of Rights to

require that schools develop policies to deal with sexual assault on campus and provide certain assurance to victims. Under the Act all prospective students and employees are entitled to a copy of a school’s crime statistics for the three most recent calendar years and security policies.

Current students and employees are to be provided this information automatically. The Act was once again amended in 1998 to include “hate crimes” and “public police log.”

The Department of Education is charged with enforcing the provisions of this statute. Failure to comply with the Act can result in the loss of Federal funding and/or fines.

TSU-DPS provides campus crime statistical data to the public during normal business hours. Call (713) 313-1813 or (713) 313-7083 for additional information.

Crime Statistics 2009-2011

CRIME REPORTS	YEAR	ON CAMPUS	IN DORMS, RESIDENTIAL FACILITIES	IN NON-CAMPUS BUILDINGS OR PROPERTY	ON PUBLIC PROPERTY	TOTAL
Murder & Non-Negligent Manslaughter	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Negligent Manslaughter	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Sex Offenses Forcible	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Sex Offenses Non-Forcible	2009	0	0	0	0	0
	2010	0	0	0	0	0
	2011	0	0	0	0	0
Robbery	2009	7	2	2	8	17
	2010	2	0	2	5	9
	2011	10	2	0	4	14
Aggravated Assault	2009	11	4	0	0	11
	2010	3	3	1	1	5
	2011	4	3	0	1	5
Burglary	2009	67	34	14	0	81
	2010	58	41	25	1	84
	2011	59	51	0	1	60

Motor Vehicle Theft	2009	8	5	1	0	9
	2010	5	3	0	0	5
	2011	4	0	1	1	6
Arson	2009	8	5	1	0	9
	2010	6	5	0	0	6
	2011	0	0	0	0	0

Crime Statistics 2009-2011

Arrests

STATISTICS	YEAR	ON CAMPUS	IN DORMS, RESIDENTIAL FACILITIES	IN NON-CAMPUS BUILDINGS OR PROPERTY	ON PUBLIC PROPERTY	TOTAL
Liquor Law Violations	2009	3	2	1	1	5
	2010	1	0	0	1	2
	2011	11	5	1	5	17
Drug Law Violations	2009	11	10	0	2	13
	2010	8	8	5	1	14
	2011	23	17	2	0	25
Illegal Weapon Possession	2009	14	8	0	4	18
	2010	0	0	1	0	1
	2011	2	1	0	2	4

Campus Disciplinary Referrals

Liquor Law Violations	2009	2	2	0	0	2
	2010	1	1	0	2	3
	2011	5	5	0	0	5
Drug Law Violations	2009	20	20	0	0	20
	2010	20	18	5	0	25
	2011	17	17	0	10	27
Illegal Weapon Possession	2009	1	1	0	0	1
	2010	0	0	0	0	0
	2011	1	1	0	0	1

There were no reported hate crimes for the years 2009, 2010, or 2011.

Crime Data from Texas Southern University Off-Campus

Institutes/Locations

*(Crimes for these locations are included in the tables above in the non campus buildings or property)*The following are the locations of Off-Campus Institutions:

The University Center
3232 College Park Dr.
The Woodlands, TX 77384

Texas Southern University School of Pharmacy
Texas Medical Center Campus
2450 Holcombe Blvd.
2nd Floor, McGovern Building
Houston, TX 77021

Security and Access to Campus Facilities and Residence Halls

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus. Texas Southern University is an open campus and public streets run through the area. However, access of the campus and university facilities is controlled by written policy and state law. Only authorized students, faculty, staff, and visitors may enter upon or use university facilities. Unauthorized persons, once identified, are asked to leave the campus. Those persons failing to comply with policy, directives, or state law can be prosecuted for trespassing.

Security of Campus Facilities

TSU-DPS police and traffic officers regularly patrol the grounds and buildings on campus. Lighting surveys are conducted regularly to spot any lighting concerns or areas in need of repair. In addition, defective lighting conditions are reported for repair or replacement as detected by police and traffic officers. The University maintains an Environmental Health & Safety Department that is responsible for addressing these concerns.

Security surveys are conducted as needed by the TSU-DPS to continually assess facility security needs. Key control is established by University policy and access to building master keys is restricted. Security alarm systems are managed under the control of the Environmental Health & Safety Division, and monitored by the TSU Department of Public Safety.

Policy Governing Residential Life

The *Residential Life Student Handbook* provides information on various fire safety rules and such as prohibited appliances and other important related to residential life and safety.

Additionally, the Office of Environmental Health & coordinates routinely with the Office of Residential various times throughout the academic year on fire education and prevention.



policy regulations information

Safety Life at safety

The members from our Environmental Health & Safety division work in close partnership with residential life staff on life and fire safety training basics to include proper use of fire extinguishers, evacuation planning and procedures, fire behavior, malicious activation of fire alarms, and assessing living areas for fire safety.

The University Police Department monitors and records student off-campus criminal activity, including student organizations with off-campus housing. The TSU Police Investigators work closely with HPD, or any other law enforcement agency, when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary.

Daily Campus Student Housing Fire Log

In compliance with federal law, the Environmental Health & Safety division maintains a daily campus student housing fire log listing all campus student housing fires, including the date the date the fire was reported and the nature, date, time, and general location of each fire that occurred on campus within any of the College-provided student residential facilities. The daily campus student housing fire log is available for public inspection during normal business hours at the Environmental Health and Safety office.

On July 31, Congress completed reauthorization of the Higher Education Act (HEA) by passing the Higher Education Opportunity Act. The president signed the bill into law on August 24, 2008. The act includes various provisions related to fire safety and requires institutions with on-campus housing to publish annually a fire safety report that provides statistics on a dormitory-by dormitory basis. The report must detail such information as the number of fires, deaths, injuries, fire drills, fire-related property damage, and the type of fire detection systems in each building. In addition, each institute must maintain a log of all campus student housing fires, including the nature, date, time, and general location of each fire.

Fire Protection Systems

Simplex 4100U fire alarm systems are located in Lanier East (LE), Lanier West (LW), Tierwester Oaks (TWO) 1, 2, 3, 4, & 5. Simplex 4100U is a high-end, state-of-the-art system designed to meet all Life Safety Codes and the protection of life and property. The 2000-point 4100U builds upon the field-proven performance with new technology like SafeLINC™ Internet capability, digital voice communications, advanced built-in diagnostics, dual operating software, and other enhancements.

The 4100U platform can link multiple 4100U control panels in a seamless, highly survivable fire alarm network capable of supporting thousands of addressable points, which include smoke detectors, pull stations, duct detectors, audio visuals, smoke control doors and reduction mechanisms. The peer-to-peer, token-ring network provides master annunciation, control and information sharing without centralized processing and ensures unparalleled survivability. The 4100u control panels report to the on- campus central station located in TSU Department of Safety Dispatch Center.

Automatic Sprinkler Systems and fire extinguishing devices are located in Tierwester Oaks (TWO) 1, 2, 3, 4, & 5 and University Courtyard UC1 & UC2. Portable fire extinguishers are located in LE, LW, TWO 1, 2, 3, 4, 5, UC1 & UC2.

Fire Drills:

Fire Drills are conducted once every semester, with the supervision of TSUDPS, EH&S Department, TSU Housing, and the Houston Fire Department.

Portable Electrical Appliances, Smoking and Open Flames Policy:

1. All electrical space heaters must be, UL Listed & equipped with automatic safety switches.
(They must be at least three feet (3') from flammables such as paper, curtains, plastic, clothing or anything else that could burn.)
2. All electrical equipment shall be plugged into surge protectors to protect you against electrical shock and fire hazards.
3. All extension cords used in lieu of permanent power shall be plugged into surge protector.
4. All cords shall be laid in office so they are not a tripping hazard.
5. Extension Cords, Candles/Incense are prohibited.
6. No Smoking in any building on campus, at least 20 feet from nearest entrance.

Evacuation Procedures:

- **Frequency**
 - **Residence Halls** - must conduct two fire drills each semester, one during daytime hours, and one fire drill at night. The drills should be conducted when the highest number of students can be expected to be inside of the residence hall.
- **Instructions**
 - **Before the Drill**
 - **RA's and RC's** will be responsible for arranging annual fire drills for their respective buildings.
 - Building safety coordinator or responsible person conducting the drill should notify the dept. heads, deans, directors, etc. in advance of the drill. This is to avoid confusion and also so important meetings, classroom activities, tests, experiments, etc. can be scheduled appropriately. The university police department and the environmental

health & safety office should also be notified prior to the drill. These notifications are made at least one day prior to the drill.

- Recruit helpers from the building for the drill. Meet with them before the drill is started to make sure that the drill plans are reasonable. Station helpers to monitor and time the evacuation of the building. Make sure they record time and approximate number of people evacuated.

- **During the Drill**

- Carefully monitor the evacuation of your building along with your helpers. Use the fire drill / building evacuation report to see what areas should be checked during and after the drill.
- Be sure that no one enters the building during the drill.
- Make sure all occupants in the building did evacuate the building.
- Make sure that everyone is present and accounted for (you may want to designate one person from each floor or area of the building to be responsible for ensuring employees in their area have evacuated).

- **After the Drill**

- Make sure that no one reenters the building until the alarm is turned off and you have deemed the building safe to reenter.
- Complete the fire drill / building evacuation report. Submit this report to the environmental health & safety office.
- Meet with building personnel to discuss results and ways to improve the evacuation procedures for your building. This is what the fire drill is for. Carefully and critically identify weaknesses and problems and develop better evacuation procedures.
- Train building occupants on the new procedures developed from the drill.
- Submit a copy of the detailed building evacuation plans and procedures to the environmental health and safety office.

Fire Safety Education & Training Policies:

The EH& S Department conducts educational training for the Housing RA's once every semester, along with training for the Central Monitoring Station Dispatchers. All policies and procedures are reviewed, and discussed.

Reporting After the Fact Fire Information:

All information in reference to an actual fire shall be reported to the TSU EH&S Department, TSUDPS, TSU Facilities, TSU Housing, TSU Risk Management and the State Fire Marshal Office (Texas Department of Insurance) for review. This process will identify the cause of the fire, identify if all necessary procedures and policies were followed, allow for proper

abatement and restoration, identify possible insurance claims, and document all the above with the Texas State Fire Marshal’s Office.

Plans for Future Improvement:

The University is always looking to improve Life Safety Policies and Procedures, by responsible departments attending continuing educational trainings, updating and upgrading Fire Safety Equipment and Systems, continuing educational training with the Houston Fire Department and the Texas State Fire Marshal’s Office.

Fire Statistics:

Facility	Fire Alarm Monitoring Done On Site (by PD)	Fire Alarm Monitoring Done Off Site (Outside Company)	Full *2 Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills each year
Lanier East, 3013 Wheeler St.	X			X	X	X	2
Lanier West, 3009 Wheeler St.	X			X	X	X	2
Tierwester Oaks, 3505 Blodgett St.	X		X	X	X	X	2
Tierwester Oaks, 3650 Blodgett St.	X		X	X	X	X	2
Tierwester Oaks, 3600 Blodgett St.	X		X	X	X	X	2
Tierwester Oaks, 3550 Blodgett St.	X		X	X	X	X	2
Tierwester Oaks, 3502 Blodgett St.	X		X	X	X	X	2
University Courtyard, 3525 Blodgett St.	X		X	X	X	X	2
University Courtyard, 3545 Blodgett St.	X		X	X	X	X	2

Fire Safety Report:

Statistics and Related Information Regarding Fires in Residential Facilities

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Lanier East, 3013 Wheeler St.	0	0	0	0	0	\$0.00
Lanier West, 3009 Wheeler St.	0	0	0	0	0	\$0.00
Tierwester Oaks, 3505 Blodgett St.	0	0	0	0	0	\$0.00
Tierwester Oaks, 3650 Blodgett St.	1	1	Cooking	0	0	\$100.00
Tierwester Oaks, 3600 Blodgett St.	0	0	0	0	0	\$0.00
Tierwester Oaks, 3550 Blodgett St.	0	0	0	0	0	\$0.00
Tierwester Oaks, 3502 Blodgett St.	0	0	0	0	0	\$0.00
University Courtyard, 3525 Blodgett St.	0	0	0	0	0	\$0.00
University Courtyard, 3545 Blodgett St.	0	0	0	0	0	\$0.00

