



2013 Annual Security and Fire Safety Report



In accordance and compliance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, the Higher Education Opportunity Act, and amendments required by the Violence Against Women Reauthorization Act of 2013, the ACU Police Department Annual Campus Crime and Fire Safety Report (The Report) is distributed to all students and employees, made available to all prospective students and employees, and also listed for public view via the ACU Police Department web page each year.

The Report includes crime statistics and other information for each of the three most recent calendar years. These crime statistics include certain categories of crimes required for disclosure under The Act which occurred on the campus, in campus buildings, non-campus buildings and other properties owned or controlled by ACU and on public properties immediately adjacent to and accessible from the ACU campus. These crimes include those which were reported to ACUPD and certain other university officials, as well as those which were reported to local law enforcement authorities such as the City of Abilene Police Department. The Report includes separate crime statistics, reporting procedures, and services available related to the both the main campus in Abilene, Texas, and the ACU Dallas – CitySquare campus.

The ACUPD Chief of Police is responsible for preparing and publishing this report. In addition to campus police records, data provided by other campus offices including Judicial Affairs, the Dean of Students, and other campus security authorities as defined by Federal Law is also documented or included in this report.

The Report also includes current information about ACU Police Department policies, campus crime statistics, crime prevention information, crime reporting procedures and contact information. The report also includes information related to ACU policies regarding sexual assault offenses, missing student notification procedures, liquor law and drug violations, hate crimes, emergency response and evacuation procedures and fire safety procedures and statistics. The Fire Safety portion of The Report includes information on fire safety procedures, statistics, reports and documentation.

The Report is distributed annually to all students, employees and all potential students and employees of ACU. Free copies of the report are available during regular business hours at the ACU Police Department. This report and information is provided pursuant to the disclosure requirements of the Campus Crime and Awareness and Security Act of 1990 and the Drug Free Schools Act of 1989, and the Higher Education Opportunity Act of 2008.

The crime statistics portions of the report are also filed annually with the US Department of Education, Office of Postsecondary Education and can be viewed at the US Dept. of Education link here: <http://www.ope.ed.gov/security>

2013 ACU Campus Crime and Fire Safety Report

Table of Contents

- 1- **Annual Crime Statistics**, Page 3
- 2- **ACU Police Department Authority and Jurisdiction**, Page 5
- 3- **ACU Police Department Location and Contact Information**, Page 5
- 4- **General Procedure for Reporting a Crime or Emergency**, Page 6
- 5- **Confidential Reporting Procedures**, Page 7
- 6- **Missing Student/Persons Procedures**, Page 8
- 7- **Crime Prevention and Awareness Programs**, Page 9
- 8- **Timely Warnings**, Page 9
- 9- **Access to Campus Facilities**, Page 10
- 10- **Alcohol/Drug Policies and Information**, Page 11
- 11- **Campus Sex Crimes Prevention Act**, Page 12
- 12- **Policies Regarding Sex Offenses/Offenders/Crimes of Violence, Disclosure of Disciplinary Proceedings**, Page 13
- 13- **Emergency Response and Evacuation Procedures**, Page 14
- 14- **Annual ACU HEOA Fire Safety Report**, Page 38

ANNUAL REPORT OF 3-YEAR CRIME STATISTICS

Data sources include the ACU Police Department, Abilene Police Department, jurisdictional police agencies at ACU Study Abroad sites, and ACU Dean of Students. This information is subject to modification or update at any time. Statistics consist of all categories and sub-sets of crimes required for reporting under the Clery Act.

ACU ABILENE

CLERY REPORTABLE OFFENSE	On-Campus Property			Residence Facilities*			Non-Campus Property**			Public Property***		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses- Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	1	0	0	1	0	0	0	0	0	0
Burglary	13	7	3	8	5	1	2	0	1	0	0	0
Motor Vehicle Theft	1	2	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	2	1	0	2	1	0	0	0	0	0	0	0
Liquor Law Violations referred for disciplinary action	28	31	12	26	29	12	0	0	0	0	0	0
Drug Law Arrests	0	0	5	0	0	4	0	0	1	0	2	0
Drug Law Violations referred for disciplinary action	2	3	0	1	3	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations referred for disciplinary action	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	+	+	0	+	+	0	+	+	1	+	+	0
Domestic Violence	+	+	0	+	+	0	+	+	0	+	+	0
Stalking	+	+	0	+	+	0	+	+	0	+	+	0

+ 2013 First year required for dating violence, domestic violence, and stalking statistical data

Hate Crimes: 2011 No (0) Hate Crimes reported

2012 One (1) Hate Crime Reported: Aggravated Assault, Sexual Orientation bias, on campus

2013 No (0) Hate Crimes reported

* Crimes reported in the Residential Facilities column are a sub-set of crimes included in the counts listed in the On-Campus category.

**Non-Campus Property refers to any off-campus building or property owned or controlled by ACU and which is used in direct support of, or in relation to, ACU's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of ACU.

***Public Property refers to all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to, and accessible from the campus.

ACU DALLAS - CitySquare (OPENED 2013)

CLERY REPORTABLE OFFENSE	On-Campus Property			On Campus Residence Facilities*			Non-Campus Property**			Public Property***		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder/Non-Negligent Manslaughter	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Negligent Manslaughter	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Sex Offenses- Forcible	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Sex Offenses – Non Forcible	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Robbery	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Aggravated Assault	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Burglary	NA	NA	1	NA	NA	NA	NA	NA	1	NA	NA	0
Motor Vehicle Theft	NA	NA	0	NA	NA	NA	NA	NA	1	NA	NA	0
Arson	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Liquor Law Arrests	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Liquor Law Violations referred for disciplinary action	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Drug Law Arrests	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Drug Law Violations referred for disciplinary action	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Illegal Weapons Possession Arrests	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Illegal Weapons Possession Violations referred for disciplinary action	NA	NA	0	NA	NA	NA	NA	NA	0	NA	NA	0
Dating Violence	+	+	0	+	+	0	+	+	0	+	+	0
Domestic Violence	+	+	0	+	+	0	+	+	0	+	+	0
Stalking	+	+	0	+	+	0	+	+	0	+	+	0

+ 2013 1st year required for dating violence, domestic violence, and stalking statistical data

Hate Crimes: 2011 NA
 2012 NA
 2013 No (0) hate crimes were reported at ACU DALLAS – CitySquare

* Crimes reported in the Residential Facilities column are a sub-set of crimes included in the counts listed in the On- Campus category.

**Non-Campus Property refers to any off-campus building or property owned or controlled by ACU and which is used in direct support of, or in relation to, ACU's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of ACU.

***Public Property refers to all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to, and accessible from the campus.

2. ACU Police Department Authority and Jurisdiction

Abilene Christian University is authorized by Texas law to operate a campus police department. The ACU Police Department (ACUPD) staff consists of fourteen (14) full-time police officers, three (3) part-time police officers, and six (6) part-time public safety personnel and various office and clerical personnel. ACUPD is staffed and operates twenty-four hours a day, seven days a week, 365 days a year.

All ACUPD Police Officers have completed State of Texas approved law enforcement academies and are fully certified and licensed as Texas Peace Officers by the Texas Commission on Law Enforcement. Officers are commissioned as ACU police officers under the authority of the Texas Education Code, section 51.212 and are recognized as Texas peace officers under Article 2.12 of the Texas Code of Criminal Procedure. ACUPD officers are also certified as Adjunct City of Abilene Police Department police officers under Texas Code of Criminal Procedure Article 2.123

Pursuant to these statutes, ACUPD officers have full police powers and authority to respond on or off-campus to police-related calls and other emergencies, investigate reported crimes, arrest offenders, and enforce traffic law. ACUPD's primary jurisdiction includes all properties owned and/or controlled by ACU. In accordance with Texas Education Code, Section 51.212, ACUPD jurisdictional authority also applies anytime that ACUPD officers are otherwise in the commission of their assigned duties in any county in which ACU owns land and these duties are related to the educational mission on the university.

Additionally, all Texas Peace Officers, including ACU officers, are authorized to arrest individuals for certain types of offenses even while outside their primary enforcement jurisdiction. As mentioned previously, through mutual agreement with the City of Abilene Police Department, ACUPD Officers also operate as Adjunct Abilene Police Officers with full Peace Officer authority whenever they are off campus and within a designated geographic zone defined as a within a one-mile radius of the ACU campus.

ACUPD maintains a close working relationship with the City of Abilene Police Department, the local office of the Texas Department of Public Safety, the local field office of the Federal Bureau of Investigation, and the Hardin Simmons University Police Department. ACUPD operates on the same radio communications system as the City of Abilene Police Department, Abilene Fire Department, and the City of Abilene Emergency Management Office. When requested by APD, ACU community members, or area residents, ACUPD officers respond to police related and other emergency calls in the neighborhoods immediately adjacent to the campus. ACUPD meets monthly with APD and area law enforcement authorities in formal "CompStat" meetings to discuss crimes, incidents, and trends that may jointly affect the City of Abilene as well as the ACU campus and the surrounding neighborhoods.

By written agreement via a Memorandum of Understanding between ACUPD and Abilene PD, ACUPD acts as the primary agency in responding to law enforcement and investigative needs related to calls and offenses occurring on ACU campus and properties. As necessary, ACUPD may call upon APD for additional patrol or investigative assistance on any calls for service or criminal offenses that occur on campus. In the event that either ACUPD or a victim requests APD's involvement in the investigation of an on-campus offense, the investigation will be conducted as a joint investigation by both agencies.

As applicable, information obtained from APD may be forwarded to the university Office of Judicial Affairs and the Dean of Students for possible pursuit of sanctions for violations of university conduct codes.

ACU specifically classifies all ACU Police Officers as university officials with authority to enforce certain university regulations and policies related to student conduct issues, parking regulations, and other university policy matters. When ACUPD officers handle matters related to matters of university policy, their cases are referred to the university Office of Judicial Affairs or the Dean of Student Life.

When ACUPD officers handle students in matters that constitute violations of local, state, or federal laws, the involved students are subject to arrest or citation as authorized by applicable laws. Criminal cases involving students will also be referred to the university Office of Judicial Affairs for possible imposition of university sanctions and/or discipline.

3. ACU Police Department Location and Contact Information

The ACU Police Department is located on the ACU campus at 1634 Campus Court.

ACUPD can be reached by telephone 24/7 by calling either 325-674-2305 or 325-674-2911. Callers using any campus phone can reach ACUPD by dialing "2305" or "2911." Calls made to those numbers are answered by ACUPD personnel. Callers may also dial "911," in emergencies. Dialing "911" routes callers to the City of Abilene 911 Call Center where the call is assessed and EMS, fire, and other emergency personnel are dispatched. The 911 Call Center will also dispatch ACUPD officers as appropriate.

There are eleven emergency call stations, each with continuously burning blue lights, stationed throughout the campus. Each call station has a telephone keypad which automatically connects to the 911 Call Center with the touch of a single button. Upon assessing the call station alert, the Call Center will dispatch ACUPD to investigate.

4. General Procedures for Reporting a Crime or Emergency

All members of the ACU community -- including students, faculty, staff, CSA's, and visitors -- are regularly encouraged to make accurate and *timely* reports of all crimes and public safety related incidents to the ACU Police Department. Crimes must be reported to ACUPD to ensure their inclusion in the annual Campus Crime Report and statistics, to aid ACUPD in providing Timely Warning information to the campus community when appropriate, and as a tool in creating crime prevention efforts.

Callers can contact ACUPD from any campus phone by entering "2305" or "2911" to report a crime or other emergency. If calling from a non-campus phone, callers can call 325-674-2305 or 325-674-2911 to reach ACUPD.

Police, Fire or Medical Emergencies may also be reported to the City of Abilene 911 Call Center by dialing 911. All 911 calls originating from campus phones or that involve on-campus emergencies are also reported to ACUPD by the Abilene 911 Center for immediate response by ACUPD personnel and other emergency service personnel as needed.

Victims of off-campus crimes or incident may report the offense to the Abilene Police Department at 325-673-8331 or 911.

Special information related to the ACU CitySquare campus in Dallas, Texas.

Abilene Christian University has an off-site campus in Dallas, Texas, known as CitySquare. This site is leased and occupies the second floor of the fifteen story CitySquare building located in downtown Dallas at 511 N. Akard Street.

ACU CitySquare is educational only, i.e., non-residential, facility with classrooms, offices, and common areas. General oversight is provided by a single administrative director, and various rotating faculty. Courses offered at ACU CitySquare prepare students for specialty certifications and partial course tracking for a social work undergraduate degree.

Building access to ACU CitySquare is controlled by magnetic card access to a private stairwell leading directly to the classrooms and similarly by card access from an elevator lobby. ACU maintains two parking spaces in the parking lot that services the CitySquare complex visitors and vendors. While there is no written agreement in effect. ACU CitySquare students, faculty, and staff receive primary law enforcement services from the Dallas Police Department which is ordinarily summoned by calling 911. Crimes and police matters can also be reported to the ACU Police Department, located in Abilene, Texas; ACUPD maintains close contact with Dallas PD officials and, as applicable, collaborate in sharing crime statistics and incident details. By authority of Texas Code of Criminal Procedure Article 2.123, ACUPD has jurisdiction in any county which ACU owns or controls

property or anytime ACUPD officers are on duties assigned which are consistent with the educational mission of the University. ACU CitySquare students, faculty, and staff, all have continuous access to the ACU main campus medical, counseling, Student Life, and victims' assistance remedies as Abilene students. These resources, common to all ACU students and personnel are detailed in this report. In addition, CitySquare personnel have access to localized services:

- Parkland Hospital Memorial, 5201 Harry Hines Blvd (214) 590-8000
- Dallas PD Victim Services:
 - for victims of homicide, sexual assault, aggravated assault, aggravated robberies, 214-671-3587
 - Family Violence Contact: (for victims of domestic/family violence) : 214-671-4325
- Dallas County Rape Crisis Center (a service of Texas Women's University), (214) 590-0430

Response to a Report

ACUPD personnel are available at these respective telephone numbers 24 hours a day, 365 days a year to answer your calls. In response to a call, ACUPD will take the required action by either dispatching an officer or asking the victim to report to ACUPD to file an incident report. All reported crimes will be investigated by ACUPD and will become a part of ACUPD records. ACUPD incident reports involving criminal activity or other conduct which may be in violation of ACU Student Code of Conduct standards are forwarded to the Dean of Students Office for review and potential administrative action, as appropriate. Additional information obtained via an ACUPD investigation will also be forwarded to the Dean of Students Office, as appropriate. If assistance is required from the local Police or Fire Departments, ACUPD will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene, including ACUPD, will offer the victim a wide variety of services.

In some instances, students and employees report victim or non-emergency criminal information to ACU personnel other than ACUPD officers. While ACUPD strongly encourages the reporting of all criminal activity or offenses directly to ACUPD, certain campus personnel are specifically authorized and mandated to accept victim and non-emergency information from students and employees. These campus personnel are known as Campus Security Authorities (CSA) and include ACU employees and volunteers whose functions involve significant responsibility for student or campus activities. If someone has significant responsibility for student and campus activities, he or she is a campus security authority. These campus officials are aware of their responsibility to share crime information with ACUPD and are regularly reminded to do so to both address an individual reporting party's needs and to ensure the overall safety and security of the campus and community. Campus security authorities are also aware that only those ACU employees who are employed as and actively serving in designated pastoral counseling roles or who serve as professional counselors, and who received the information in direct correlation with that designated role, are exempted by confidentiality exceptions from reporting their clients' crime information to ACU PD. Pastoral and professional counselors are however encouraged to report crime data only and encouraged to have their clients report the offenses to ACUPD under a confidential reporting process (discussed below).

Crime Log Availability

ACUPD maintains daily crime logs which are available to the public for review during normal business hours at ACUPD, 1634 Campus Court, Abilene, Texas and at ACU Dallas, 511 N. Akard.

5. Confidential Reporting Procedures

Victims of crime who do not wish to pursue their matters through either the criminal justice system or the university's administrative or conduct system are still encouraged to file confidential reports with the ACU Police Department.

With a victim's permission, the Chief of Police or his designee can file a report detailing the incident while protecting the reporting party's identity. The filing of confidential reports accomplishes two purposes: 1) addresses the confidential victim's future safety, and 2), By being informed about the incident, the ACU Police Department can more accurately quantify crimes and determine patterns of activities; such analysis can be a factor in ACUPD's decision to issue Timely Warnings and create a reactive plan of action to prevent other incidents of the same nature. Crimes reported confidentially are also included in ACU's Annual Security Report, Crime Statistics and Fire Safety Report.

The university does encourage ACU pastoral and professional counselors to notify individuals they are counseling of the option to report crimes on an anonymous or confidential basis for inclusion in the annual statistical disclosure of crime statistics and as an aid to developing crime trend responses. Additionally, anonymous or confidential reporting enables ACUPD to, when applicable, issue timely warning notices alerting the ACU community to the crime, allowing for members of the community to be better informed and aware of their own safety.

6. Missing Persons Reporting Procedures

The following policies/procedures regarding Missing Person/Missing Students are being provided in accordance with 2008 Amendments to the Higher Education Opportunity Act. While these HEOA missing student regulations apply specifically – and only -- to students who reside in on-campus student housing, ACUPD will respond similarly to any reports of a missing student, regardless of their on or off-campus residential status.

Any student, staff, or faculty member believed to be missing shall be reported immediately to the ACU Police Department. Any student who has gone missing for 24 hours *must* be reported to ACUPD. However, should ACUPD receive a missing student report prior to the 24 hour rule, ACUPD will begin an investigation immediately. In addition to ACUPD, missing student reports may also be filed with Resident Directors – Residence Life Education and Housing, the Vice President of Student Life/Dean of Students, and the Associate Vice President of Student Life. Reports filed with these Residence Life and Student Life officials will be immediately referred to the ACU Police Department.

The ACU Police Department will investigate any report of a missing person, provided the report is filed by someone who has reasonable knowledge that the person is either missing or otherwise not where he/she should be. The missing person report may be filed by a parent/guardian, other family member, roommate, Student Life or Residence Life staff member, Counseling Center or Medical Clinic staff member, ACU faculty member or employee, or anyone else with credible information that the person is, or may be, missing. ACU Police will conduct an initial investigation, widening the scope as necessary to determine the location and status of the reported missing person.

Each student living in on-campus housing is allowed to identify a person that ACU can contact in the event the student is ever reported missing. Students may register this contact person and information using ACU/MyACU Banner student registration procedures. The listed contact person's name and contact information will be considered confidential and will used/shared by only those ACU administrators and ACUPD personnel responsible for investigating reports of missing persons. Students should be sure that the person they list as their missing person contact is someone who would have a general idea of the student's daily routines and travel plans. This missing person contact should be someone the student trusts to determine their whereabouts or in verifying that further investigation and/or entry into national missing person's databases is warranted.

Regardless of whether or not the missing student has registered a confidential contact person with ACU, is above the age of 18, or is an emancipated minor, ACUPD will be notified and will investigate the missing student case. ACUPD will also notify and work with local and state law enforcement agencies that have jurisdiction in the area that the student is missing, within this 24 hour window to assist in determining the location and status of missing persons.

If ACUPD investigators are unable to locate a missing person within 24 hours, they will notify the registered contact person. In the event that no missing person contact individual is named, a parent or guardian as listed in university student registration records will be contacted.

For any ACU student under the age of 18 and is not emancipated, ACU is required by law to notify both a custodial parent/guardian and the confidential contact person [if one is named], no later than 24 hours after the student has been determined to be missing for 24 hours. In any situation where the missing person is believed endangered, parental and contact person notification will be made as early as possible, even while officers are continuing to investigate and determine the missing/non-missing status of the student.

7. Crime Prevention and Safety/Security Awareness Programs

The ACU Police Department conducts a comprehensive crime prevention program tailored for the university community, emphasizing each person's role and responsibility in helping to provide for their own personal safety and the overall safety of the campus.

Programs include topics such as general crime prevention, personal safety, sexual assault prevention, and identity theft and are presented each fall semester during parent/student orientation sessions and also during mandatory freshman and sophomore residence hall meetings. Specialized programs are also offered at various times throughout the school year and are also available upon request for special presentations as deemed appropriate. Student Life personnel offer ongoing training sessions throughout the school year to all students.

Crime Prevention programs address personal and residence hall safety as well as sexual assault prevention programs that deal with sexual assault, date rape, personal safety, etc.

Any presentation or topic is readily available to any student or employee group upon request; all presentations are available to students, faculty and staff.

The standing theme of all ACU campus safety awareness and crime prevention programs is that students, faculty, and staff share responsibility for their and the campus community's safety and each person can do his/her part by immediately reporting all criminal or suspicious activity to ACUPD.

The ACU Police Department, the Office of the Dean for Student Success and Residential Life offer an average of five educational programs per year. These programs address topics such as personal safety, alcohol and drug abuse awareness and sexual assault prevention. As part of the security awareness programs, students and employees are encouraged to be responsible for their own security and the security of others.

8. Timely Warnings

Anytime the ACU Chief of Police or designee determines that a Clery Act reportable crime has occurred on the ACU campus, non-campus facilities, or within other Clery defined applicable geography pertaining to campus, which in the judgment of the ACUPD Chief of Police or his designee, could pose an ongoing or serious threat to the campus community, a "Timely Warning" will be distributed. The Clery related Timely Warnings will be distributed primarily through the ACU email system, ACU ALERT, MyACU announcements. Additionally, Clery related Timely Warnings may also be announced via the university student newspaper, The Optimist and postings of flyers at residence Halls, Academic Buildings, and the ACU Campus Center. Clery related Timely Warnings will be issued as timely as possible after pertinent information becomes known to ACUPD or appropriate university officials and will be updated as necessary to provide current information. The Timely Warning will detail the facts known

detailing what occurred without inadvertently identifying victims' names and specific addresses; i.e. "at a residence in the 2300 block of Campus Court..." as opposed to "...at 2399 Campus Court..." Additionally, a Timely Warning will provide information related to the elements of the crime committed and general safety and awareness information that members of the campus community can use in their personal efforts to prevent becoming a victim of a crime. Timely Warnings will be updated whenever new and confirmed information is received that would serve to expand or resolve the warning situation. Such reports shall be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Timely Warnings are typically issued for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: major incidents of arson, aggravated assault, and murder/non-negligent manslaughter, robbery, and sex offenses. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by ACUPD. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other ACU community members and a Timely Warning Notice would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount information known by the ACUPD. The ACU Chief of Police or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Timely Warning Notice is warranted. Timely Warnings may also be posted for other crime classifications and locations, as deemed necessary.

Timely Warning Notices are typically written by the ACU Chief of Police or designee and distributed by ACUPD in the manner described above.

9. Access to Campus Facilities

Residence Halls

Abilene Christian University offers traditional residence halls that provide campus housing for approximately 2,500 students. The safety and security of these residents, their property and the facilities is of paramount important to ACU.

The office of Residence Life Education and Housing manages all ACU Residence Hall facilities. Every ACU residence hall is staffed by a professional, live-in residence hall area director [AC] and/or a live-in assistant resident hall director [AD]. [Note: staffing level variations may mandate that one AC will have overall supervisory responsibility for two residence halls. In addition to AC's and AD's, each hall has a variety of live-in residence assistants (RA's) and other student staff also work in each campus residence hall facilities. All staff members working in Residence Life Education and Housing undergo comprehensive training each year regarding community living environments and are taught that safety and security are vital parts of that environment. All members of Residence Life Education and Housing actively partner with the ACUPD to help keep the residence halls as safe as possible. An on-call AC is available 24/7 to manage residence hall matters and they routinely work with ACUPD officers to address safety and compliance issues.

Each residence hall is locked 24 hours a day, 7 days-a-week with ordinary access restricted to residents bearing valid electronic card reader access cards. Access is allowed at hall main entrances only and residents discovered propping entry/exit doors open face steep financial sanctions by Residence Life personnel. Authorized exceptions to access rules include escorted, approved guests, university staff, and emergency personnel as necessary. Additionally, evening and night shift desk/lobby customer service staff are typically on duty from 5:00 pm – 9:00 am every day. ACUPD is authorized to assist individuals with access needs after hours if Resident Life personnel are unavailable.

Safety and security related presentations are made each fall semester to all campus residence halls alerting residents to the fact that they are

partners in preventing campus crime. Residents are encouraged to always lock their room doors and to alert Residence Life staff and the ACUPD if they see or hear anything or anyone unusual in or around residence hall facilities.

Academic and Administrative Buildings

Academic and administrative buildings are locked by ACU contract custodial personnel at varying times depending on the expressed needs of the particular departments using the building.

ACUPD General Orders direct officers to conduct routine automobile, bicycle, and foot patrols of ACU academic and administrative facilities to monitor and assess security measures. By policy ACUPD officers are responsible for checking the security of all campus structures during non-business hours and to personally enter the common area/lobby. [Note: the University Park Apartments do not have internal common areas, but patrols are made of the general complex area].

While hours vary occasionally and for special events, most academic and administrative buildings are open from 7:30am to 5:30pm weekdays. Campus facilities and buildings are closed for university approved holidays.

Once a facility is locked, it is deemed to be closed to the public. Emergency access to any campus building can be requested through the ACUPD.

Security Considerations in the Maintenance of Campus Facilities

The ACU Facilities Management Department and Landscape & Grounds personnel are dedicated to maintaining an attractively maintained and landscaped campus. Efforts are made to ensure that landscape plants and shrubs are groomed so that they do not pose risks for either building security or campus community personal safety

Campus lighting is continuously evaluated and monitored and Facilities Management personnel provide prompt replacement of failing or non-functioning bulbs and standards.

Any concerns about plants/shrubs or landscaping that may pose a safety or security risk should be reported to ACUPD.

10. Alcohol Policies and Information

Abilene Christian University is endeavors to maintain an alcohol free-campus. The ACU community cares deeply about the health and safety of our students, and is committed to educating students about the physical and spiritual dangers of alcohol abuse. Furthermore, ACU realizes the heightened dangers found in some off-campus social settings. Therefore, the university discourages students from patronizing and attending establishments such as dance clubs, bars, and private parties where the principal purpose is recognized to be the sale and/or consumption of alcoholic beverages. The documented negative history of activities associated with these establishments, i.e., alcohol abuse, underage drinking, and drunkenness, is counter to ACU's historical Christian values and lifestyle. The life choices and decisions that students make extend far beyond their college experience, and ACU is committed to challenging students to make decisions that ultimately glorify God.

In accordance with ACU's educational mission and for the well-being of our students and the ACU community, the University has established the

following policies related to alcohol:

1. **The possession, consumption, or distribution of alcoholic beverages on campus (including all ACU residence halls and ACU affiliated apartments) is strictly prohibited.** Moreover, any student present where alcohol is found on campus (including, but not limited to, residence halls or apartment rooms, vehicles, or in personal belongings) may be subject to University sanctions.
2. **Alcohol is prohibited at all University-sponsored events** (including off-campus events).
3. **Any officially recognized student club or organization** (regardless of legal drinking age of its members) is prohibited from hosting or participating in any formal group event (on or off-campus) that involves alcohol. Such groups include, but are not limited to, special interest groups, social clubs, athletic and intramural teams, Spring Break Campaigns, etc.
4. **Intoxicated students who come onto campus or to a University-sponsored event** will be sanctioned. For the purposes of ACU's student conduct policy and process, intoxication is defined as a state of being exhibiting disruptive, destructive, hazardous, vulgar, or uncontrolled behavior during or following the consumption of alcoholic beverages.
5. **Alcohol-related disturbances** caused by ACU students who reside in local off-campus housing may result in ACUPD or APD's enforcement of applicable state and municipal alcohol laws and/or university disciplinary actions. **Alcohol paraphernalia** (such as glassware commonly used to serve alcoholic beverages; empty beer bottles or cans; posters, clothing, or signs promoting alcohol, etc.) is not permitted on campus.
6. All students must abide by **Texas law** related to the possession, consumption, and distribution of alcohol. Texas law specifically prohibits:
 - a. The purchase, possession, or consumption of alcoholic beverages by a person under 21 years of age (Texas Alcohol Beverage Code Sec. 106.02, 106.04-106.05, 106.071);
 - b. Being intoxicated in public to the degree that one poses a danger to him/herself or to others (Texas Penal Code Sec. 49.02);
 - c. Furnishing alcohol beverages to a minor (Texas Alcohol Beverage Code Sec. 106.06);
 - d. Driving under the influence of alcohol (Texas Penal Code Sec. 49.04).

Sanctions:

Students who are found guilty of violating University policies prohibiting the possession, consumption, use, sale or distribution of alcohol or related disturbances will be subject to a range and/or combination of the following sanctions: (1) fines ranging from \$100 to \$250; (2) completion of an alcohol education program, which involves a \$75 fee to students; (3) counseling; (4) disciplinary probation; (5) indefinite suspension; and (6) dismissal from the University. Violations of any alcohol related policies which also constitute violations of laws or ordinances will also be referred to the ACU Police Department or other appropriate legal enforcement authorities.

ACU police officers actively enforce State alcohol beverage laws related to possession, use, sale, consumption, distribution of, or making available to minors. Enforcement activities may include issuances of citations and/or arrests of violators.

This information is intended to give students a range of expected outcomes or consequences regarding violations of the University's alcohol policy. Depending on the level of severity involved per violation, and at the discretion of the Vice President for Student Life or his/her designee, administrative sanctions for policy violations may vary from those outlined above. Subject to privacy laws, parents or legal guardians may be contacted where deemed appropriate.

Drug Policies and Information

In keeping with the Drug Free Schools and Communities Act, ACU enforces a zero tolerance policy of prohibiting the unlawful possession, use, sale or distribution of illegal drugs and controlled substances. The University upholds, and ACU police officers enforce all local, state and federal laws related to possession, use, sale, and distribution of illegal drugs and/or drug paraphernalia.

Offenses involving on-campus possession, use or distribution of illegal drugs and controlled substances will be handled by ACUPD for criminal investigation, applicable arrests, and referrals for criminal prosecution. In addition to the criminal justice system, student violators will also be referred to the university Judicial Affairs Office for university sanctions and discipline.

Alcohol and Drug Abuse Information

In compliance with the Drug Free Schools and Communities Act, ACU has certain policies pertaining to drug or alcohol abuse education programs. For more information please visit http://www.acu.edu/campusoffices/studentlife/judicial/For%20Students/Drug_Policy.html. Abilene Christian University has developed programs to help discourage the illicit use of drugs and the abuse of alcohol by students and employees. These programs offer a variety of services including dissemination of informational materials, educational programs, counseling services, referrals and, if necessary, university disciplinary actions.

While the University Counseling Center generally coordinates these programs, a number of other services and resources are provided by other university entities. These include:

Alcohol and Drug Education:

Peer Health Educators,
New employee orientation/Human Resources
Employee Assistance Program/Human
Resources

Counseling Services:

University Counseling Center

Referral Services:

ACU Medical Clinic

University Disciplinary Actions:

Office of Judicial Affairs

11. Campus Sex Crimes Prevention Act and Sex Offender Registration Information

The Campus Sex Crimes Prevention Act of 2000 amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act. This Act requires institutions of higher education to issue a statement advising the campus community where they may obtain law enforcement information provided by the State concerning registered sex offenders. The Act also mandates that sex offenders who are required to register in the State to also notify each institution of higher education in the State where the offender is employed, enrolled, or carries on a

vocation. Additionally, Texas law requires convicted sex offenders to register with the local municipal or county law enforcement agency that holds primary jurisdiction for the area in which the offender lives. Local agencies then submit this information to the Texas Department of Public Safety, Crime Records Division, Austin, Texas.

In accordance with provisions of the Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the ACU Police Department provides the following internet website link to the Texas Department of Public Safety Sex Offender Registry: <https://records.txdps.state.tx.us/DPSWEB/Portal/index.aspx>.

12. Policies Regarding Sex Offenses, Sex Offenders, Crimes of Violence, Disclosure of Disciplinary Proceedings

Abilene Christian University educates the student community about sexual assaults and acquaintance rape through various programs including but not limited to residence hall crime prevention and awareness programs. These programs are also offered throughout the year at various times and are also available for presentation upon special request to the ACUPD.

Literature on date rape education, risk reduction and the university response to such offenses is available through the ACU Police Department, the Office of Residence Life Education and Housing or the University Counseling Center.

Students are instructed that if they are the victim of sexual assault of any kind, they should first move to a place of safety and then immediately notify police. If they are on campus, they should notify ACUPD at 325-674-2305 or 325-674-2911 or simply call 911. If they are off campus, they should call 911. It is important to preserve physical evidence so victims should retain all clothing worn during the attack/incident, should not shower or use the restroom, and should not disturb the scene of the attack if at all possible. If a victim first contacts other ACU personnel (Student Life, Residence Life, Counseling Center, etc.) those ACU officials will assist the victim by contacting appropriate police and medical authorities.

Officers and investigators from ACUPD will respond immediately and initiate a criminal investigation. Officers will arrange for a victims advocate from the local Crime Victims Crisis Counseling Center or a counselor from the University Counseling Center to come to the scene if the victim wishes. This advocate can accompany the victim throughout the investigative process as the victim chooses. Investigators from the Abilene Police Department may also be engaged to assist in the investigation as needed or upon request by either ACUPD or the victim.

Sexual assault victims may also choose to use a pseudonym to prevent their identity from being part of any public record portions of the offense, reports and criminal proceedings.

Individuals may also report a sex offense to the institutions Title IX coordinator. This office is responsible for coordinating the institution's compliance with Title IX. The ACU Title IX Coordinators is Chief Human Resources Officer who can be reached by phone at 325-674-2359 or in person in the Hardin Administration Building, Room 213. The institution's sexual harassment policy, including a description of the grievance procedures can be found on the ACU website <http://www.acu.edu/campusoffices/hr/title-ix/anti-harassment-policy.html>.

Note: *The full text of the University's sexual harassment policy is included as an addendum to this Clery Annual Security Report. Readers are strongly encouraged to read and familiarize themselves with the safeguards, provisions, and procedures afforded students, employees, and victims.*

The Office of Student Life, The Dean of Students, the Director of Residence Life Education and Housing, and the Title IX co-coordinators will work closely with victims of sexual assault who request changes of academic and/or living assignments as a result of the assault, if those changes are reasonably available.

On Campus Counseling Resources

The University Counseling Center, 325-674-2626, located in the Medical and Counseling Center on-campus can provide general counseling services as well as psychological counseling for victims of sexual assault as well as referral services for those who desire or need other treatment options.

Off Campus Counseling Resources

ACUPD partners with the Abilene Regional Crime Victim Crisis Center, 325-677-7895. They are available 24/7 to provide victim assistance.

Students who are the victims of sexual assault or other crimes of violence by another ACU student have the following options available to them:

- File criminal charges against the suspect student: If the assault occurred on campus or ACU owned or controlled properties, ACUPD will investigate the offense. Remember that criminal charges can be filed whether or not the victim chooses to file administrative complaints with the university.
- File an administrative complaint: The victim can choose to pursue a university administrative complaint through the Office of Judicial Affairs or the Dean of Student Life. This option is independent of the criminal justice system and can be pursued either separately or in addition to criminal charges.
- Request a Title IX investigation as referenced above

JEANNE CLERY AMENDMENTS AS INSTITUTED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Abilene Christian University does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be considered forms of sex-based discrimination and are also prohibited, whether sexually based or not. These acts include:

- dating violence
- domestic violence, and
- stalking

As a result, Abilene Christian University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. In this context, Abilene Christian University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete copy of the University's policy governing sexual misconduct, visit <http://www.acu.edu/campusoffices/hr/title-ix/anti-harassment-policy.html>.

A. Definitions

There are numerous terms used by Abilene Christian University in our policy and procedures.

For Purposes of the Clery Act, **sexual assault** means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as a non-forcible sexual intercourse with a person who is under the statutory age of consent.

The Texas Penal Code [Sec. 22.011] defines sexual assault as:

A person commits an offense if the person:

Intentionally or knowingly:

- Causes the penetration of the anus or sexual organ of another person by any means, without that person's consent;
- Causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or
- Causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or

Intentionally or knowingly:

- Causes the penetration of the anus or sexual organ of a child by any means;
- Causes the penetration of the mouth of a child by the sexual organ of the actor;
- Causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
- Causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
- Causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

DOMESTIC VIOLENCE

For Purposes of the Clery Act, **domestic violence** means

Felony or misdemeanor crimes of violence committed by:

- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The Texas Family Code [Title 4, Sec 71.004] defines “family violence” as follows:

"Family violence" means:

- an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself;
- abuse, as that term is defined by Sections [261.001](#)(1)(C), (E), and (G), by a member of a family or household toward a child of the family or household; or
- dating violence, as that term is defined by Section [71.0021](#).

DATING VIOLENCE

For Purposes of the Clery Act, dating violence means

Violence committed by a person

- Who is or has been in a social relationship of a romantic or intimate nature with the victim and
- The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The Texas Family Code [Title 4 Sec. 71.0021] defines “dating violence” as:

"Dating violence" means an act, other than a defensive measure to protect oneself, by an actor that:

- is committed against a victim:
 - with whom the actor has or has had a dating relationship; or

- because of the victim's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and
- is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault.

For purposes of this title, "dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:

- the length of the relationship;
- the nature of the relationship; and
- the frequency and type of interaction between the persons involved in the relationship.

A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship."

The Texas Penal Code [Sec 22.01 Assault] states that:

- an offense under Subsection (a)(1) is a Class A misdemeanor, except that the offense is a felony of the third degree if the offense is committed against:
- ... a person whose relationship to or association with the defendant is described by Section 71.0021(b), 71.003, or 71.005, Family Code

STALKING

For Purposes of the Clery Act, “*stalking*” means

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person’s safety or the safety of others; or
- suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The Texas Penal Code [Section 42.072] defines stalking as:

A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:

- constitutes an offense under Section [42.07](#), or that the actor knows or reasonably should know the other person will regard as threatening:
 - bodily injury or death for the other person;
 - bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or
 - that an offense will be committed against the other person's property;
- causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and
- would cause a reasonable person to:
 - fear bodily injury or death for himself or herself;
 - fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship;
 - fear that an offense will be committed against the person's property; or
 - feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.

B. Education and Prevention Programs

Abilene Christian University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Texas and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;

- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The University has developed an annual educational campaign¹ consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation;

The University offered the following **primary prevention and awareness programs for all incoming students** in 2013:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior Covered?</u>
First Year Student Orientation	8/13/2013	Cullen Auditorium	DoV, DaV, SA & S*

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following **primary prevention and awareness programs for all new employees** in 2013:

<u>Name of Program</u>	<u>Date Held</u>	<u>Location Held</u>	<u>Which Prohibited Behavior Covered?</u>
New Employee Orientation	1/15/2013	Human Resources	DoV, DaV, SA & S*
New Employee Orientation	2/13/2013	Human Resources	DoV, DaV, SA & S*
New Employee Orientation	3/20/2013	Human Resources	DoV, DaV, SA & S*
New Employee Orientation	4/17/2013	Human Resources	DoV, DaV, SA & S*
New Employee Orientation	5/10/2013	Human Resources	DoV, DaV, SA & S*
New Employee Orientation	6/23/2013	Human Resources	DoV, DaV, SA & S*
New Employee Orientation	7/10/2013	Human Resources	DoV, DaV, SA & S*
New Employee Orientation	8/14/2013	Human Resources	DoV, DaV, SA & S*
New Employee Orientation	9/13/2013	Human Resources	DoV, DaV, SA & S*
New Employee Orientation	10/16/2013	Human Resources	DoV, DaV, SA & S*
New Faculty Orientation	08/15/2013	Human Resources	DoV, DaV, SA & S*

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

¹ Under the 2013 Reauthorization of the Violence Against Women Act, institutions must implement “primary prevention and awareness programs for **all incoming students and new employees**” AND “ongoing prevention and awareness campaigns **for students and employees**” that include a-f above under section B. While “campaign” is yet to be defined, examples of “primary prevention programs” as they relate to incoming students may be found here:

<http://www.ovw.usdoj.gov/docs/campus-minimum-standards-orientation.pdf>

The University offered the following **ongoing awareness and prevention programs** for **students** in 2013:

Name of Program	Date Held	Location Held	Which Prohibited Behavior Covered?
Title IX Awareness	09/2013	Online	DoV, DaV, SA, Alcohol, Drugs
Date Safe Project: "Can I Kiss You?"	11/7/2013	Moody Coliseum	DaV, SA
"Walk a Mile in My Shoes"	03/2013	Moody Coliseum	DoV, DaV, SA

❖ DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

A. Procedures for Reporting a Complaint

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant² and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the ACU Police Department or Abilene Police Department. Students and employees should contact the Office of the Vice President of Student Life at 325-674-6802 to initiate these types of requests.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at Hendrick Medical Center. In Texas, evidence may be collected even if you chose not to make a report to law enforcement³ It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police. Although the university strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The University will assist any victim with notifying local police if they so desire. The ACU Police Department may be reached at 325-674-2305 and the

³ Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both."

Abilene Police Department may be reached directly by calling 911. Additional information about the ACU Police department may be found online at http://www.acu.edu/campusoffices/acu_police/index.html.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the ACU Police Department or to either Title IX Co-coordinator, VP of Student Life Chris Riley at 325-674-6802 or Chief Human Resources Officer Wendy Jones at 325-674-2359 in the Hardin Administration Building, Room 213, by calling, writing or coming into the office to report in person. The University will provide resources, on campus off campus or both, to include medical, health, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the ACU Police Department or, if off-campus, the Abilene Police Department to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, the below are the procedures that the University will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Incident Reported	Procedure Institution Will Follow:	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 4. Institution will provide complainant with referrals to on and off campus mental health providers 5. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, "No Contact" directive between both parties 6. Institution will issue a "No contact" directive to the accused party if deemed appropriate 7. Institution will provide written instructions on how to apply for Protective Order 	Preponderance

	<ol style="list-style-type: none"> 8. Institution will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation 	
Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a "No Contact" directive to accused party if deemed appropriate 	Preponderance of the evidence
Dating Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a "No Contact" directive to accused party if deemed appropriate 	Preponderance of the evidence.
Domestic Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 	Preponderance of the evidence.

- | | | |
|--|---|--|
| | <ol style="list-style-type: none"> 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a "No Contact" directive to accused party if deemed appropriate | |
|--|---|--|

B. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In Texas, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

Texas Crime Victims' Rights

As defined in Article 56, Texas Code of Criminal Procedure, a victim of a violent crime is someone who: (1) has suffered bodily injury or death as a result of criminally injurious conduct, or who has been the victim of a crime involving sexual assault, kidnapping, or aggravated robbery; (2) is the close relative (spouse, parent, brother, sister, or adult child) of a victim; or (3) is the guardian of a victim. As a victim of violent crime, you have the following rights:

1. The right to receive from law enforcement agencies adequate protection from harm and threats of harm arising from cooperation with prosecution efforts;
2. The right to have the magistrate take the safety of the victim or his family into consideration as an element in fixing the amount of bail for the accused;
3. The right, if requested, to be informed of relevant court proceedings and to be informed if those court proceedings have been canceled or rescheduled prior to the event;
4. The right to be informed, if requested, by a peace officer concerning the defendant's right to bail and the procedures in criminal investigations and by the district attorney's office concerning the general procedures in the criminal justice system, including general procedures in guilty plea negotiations and arraignments, restitution, and the appeals and parole process;
5. The right to provide pertinent information to a probation department conducting a pre-sentencing investigation concerning the impact of the offense on the victim and his family by testimony, written statement, or any other manner prior to any sentencing of the offender;
6. The right to receive information regarding compensation to victims of crime as provided by Subchapter B, Chapter 56, including information related to the costs that may be compensated under the Act and the amount of compensation, eligibility for compensation, and procedures for

applications for compensation under the Act, the payment for medical examination under Article 56.06 for a victim of sexual assault, and when requested, to referral to available social service agencies that may offer additional assistance;

7. The right to be informed, upon request, of parole procedures, to participate in the parole process, to be notified, if requested, of parole proceedings concerning a defendant in the victim's case, to provide to the Board of Pardons and Paroles for inclusion in the defendant's file information to be considered by the board prior to the parole of any defendant convicted of any crime subject to the Act, and to be notified, if requested, of the defendant's release;
8. The right to be provided with a waiting area, separate or secure from other witnesses, including the offender, and relatives of the offender, before testifying in any proceeding concerning the offender. If a separate waiting area is not available, other safeguards should be taken to minimize the victim's contact with the offender and the offender's relatives and witnesses, before and during court proceedings;
9. The right to prompt return of any property of the victim that is held by a law enforcement agency or the attorney for the state as evidence when the property is no longer required for that purpose;
10. The right to have the attorney for the state notify the employer of the victim, if requested, of the necessity of the victim's cooperation and testimony in a proceeding that may necessitate the absence of the victim from work for a good cause;
11. The right to counseling, on request, regarding acquired immune deficiency syndrome (AIDS) and human immunodeficiency virus (HIV) infection, and testing for acquired immune deficiency syndrome (AIDS), and human immunodeficiency virus (HIV) infection antibodies to HIV, or infection with any other probably causative agent of AIDS, if the offense is an offense under Section 21.11 (a)(1) [Indecency with a Child], 22.011 [Sexual Assault], or 22.021 [Aggravated Sexual Assault], Penal Code.
12. The right to be present at all public court proceedings related to the offense, subject to approval of the judge in the case;
13. The right to request victim-offender mediation coordinated by the victim services division of the Texas Department of Criminal Justice; and
14. The right to be informed of the uses of a victim impact statement and the statement's purpose in the criminal justice system, to complete the victim impact statement, and to have the victim impact statement considered:
 - by the attorney representing the state and the judge before sentencing or before a plea bargain agreement is accepted; and
 - by the Board of Pardons and Paroles before an inmate is released on parole

The office of the attorney representing the state and the sheriff, police, or other law enforcement agencies shall ensure to the extent practicable that a victim, guardian of a victim, or close relative of a deceased victim is afforded the rights granted by Subsection (a) of this article, and on request, an explanation of those rights.

A judge, attorney for the state, peace officer, or law enforcement agency is not liable for a failure or inability to provide a right enumerated in this article. The failure or inability of any person to provide a right or service enumerated in this article may not be used by a defendant in a criminal case as a ground for appeal, a ground to set aside the conviction or sentence, or a ground in a habeas corpus petition. A victim, guardian of a victim, or close relative of a deceased victim does not have standing to participate as a party in a criminal proceeding or to contest the disposition of any charge.

Further, Abilene Christian University Texas law in recognizing protective orders of by enforcing the parameters set forth in the judicial decree governing the order. Any person who obtains an order of protection from Texas or any reciprocal state (list reciprocal states) should provide a copy to the ACU Police Department and the Office of the Title IX Coordinator. A complainant may then meet with ACUPD to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming to and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.) The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services with the Taylor County District Attorney's office. The University may

issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim’s cooperation and consent, university offices will work cooperatively to ensure that the complainant’s health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by contact the Office of The Registrar at 325-674-2300

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

On-Campus

Student Medical Center	Student Recreation & Wellness Center	325-674-2625
Student Counseling Center	Student Recreation & Wellness Center	325-674-2626
Campus Police	1634 Campus Court	325-674-2305 or 325-674-2911
Title IX Co-Coordinator	Administration Bldg #213	325-674-2359
Title IX Co-Coordinator	McKinzie Hall #135	325-674-6802

In the Abilene Area

Hendrick Medical Center	1900 Pine Street	325-670-2000
Regional Crime Victim Crisis Center		325-677-7895

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

- <http://www.rainn.org> – Rape, Abuse and Incest National Network
- <http://www.ovv.usdoj.gov/sexassault.htm> - Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”⁴ We want to

⁴ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list⁵ of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

The following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- 1) **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- 2) Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- 3) **Walk with purpose**. Even if you don't know where you are going, act like you do.
- 4) **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- 5) **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- 6) **Make sure your cell phone is with you** and charged and that you have cash money.
- 7) **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- 8) **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- 9) **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- 10) **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- 11) **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.

⁵ Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

12) **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.

13) **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.

14) **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

15) If you need to get out of an uncomfortable or scary situation here are some things that you can try:

- **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

C. Adjudication of Violations

Whether or not criminal charges are filed, the university⁶ or a person may file a complaint under the Anti-Harassment Policy alleging that a student or employee violated the University's policy. Describes each type of disciplinary proceeding used by the institution to include (answer these specific questions for each type of proceeding that you list here):

- The steps

⁶ Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. *Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the "University" may assume the role of the complainant.*

- Anticipated timelines
- Decision-making process
- How the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault or stalking

Reports of all domestic violence, dating violence, sexual assault and stalking made to ACUPD will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The university disciplinary process is consistent with the institution's policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. Usually, the resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings timeframe allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims and promotes accountability;
2. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
3. The institution will allow for timely access to the accuser, the accused and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meeting and hearings;
4. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
5. The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceeding. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
6. A student conduct decision is based on the preponderance of evidence standard, i.e. "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused student violated the university's Student Conduct Code?" ;
7. The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and
8. The accuser and the accused each have the right to appeal the outcome of the hearing by (INSERT HOW THEY APPEAL) and will be notified simultaneously in writing, of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the university's policy against Sexual Harassment at <http://www.acu.edu/campusoffices/hr/title-ix/> and <http://www.acu.edu/campusoffices/hr/title-ix/file.html> in order to remedy any hostile environment.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the university's ability to respond to the complaint may be limited.

Confidentiality

The university will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the Anti-Harassment Policy will lead to the initiation of disciplinary procedures against the accused individual. University sanctions include: “Anyone who violates this policy will be subject to appropriate disciplinary action. Disciplinary measures available to remedy Harassment or retaliation include, but are not limited to, the following: verbal warning/reprimand; written warning/reprimand in employee or student files; requirement of verbal and/or written apology to victim; mandatory education and training on harassment by means of reading assignments, videos, classes or other presentations; referral for psychological assessment or treatment; alternate placement, suspension, probation or termination; or other action university deems appropriate under the circumstance. Additionally, interim remedial measures may become permanent.” The University may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved.⁷ Violations of the Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the University.

Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Texas, convicted sex offenders must register with the local municipal police department; in ACU’s case, the agency of report is the Abilene Police Department. The recommended source of sex offender registration information is found at the Texas Department of Public Safety web link at <https://records.txdps.state.tx.us/SexOffender/>.

13. ACU Immediate Notification, Emergency Response and Evacuation Procedures

ACU Emergency Management Guide

⁷ Applicable law requires that, when taking such steps to separate the complainant and the accused, the University must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her job, classes or housing while allowing the accused to remain.

INTRODUCTION

Like all organizations, Abilene Christian University (ACU) is potentially subject to man-made or natural incidents that could threaten its community, core academic mission, and physical environment. Although there is no reason to believe that ACU is subject to any specific threat or danger, the university has developed this Emergency Operations Plan (EOP) as a proactive means of emergency preparedness. The reality of events in the world today mean that more than ever ACU must take safety and security seriously and proactively address potential incidents as part of its overall efforts to advance the university's mission.

The ACU Emergency Operations Plan (EOP) establishes the framework necessary to ensure that the University is prepared to deal with critical incidents that require extraordinary protection of life, property, and/or continuity of operations. The EOP provides an integrated approach to response and recovery from the impacts of such crises on ACU's campus in coordination with local, state, and federal agencies and authorities.

The EOP and Emergency Management Guide (Guide) provide a comprehensive emergency management concept of operations that ensures coordination and cooperation among multiple departments, organizations, and jurisdictions. The Guide addresses the responsibilities of university departments throughout various phases of emergency response, management, recovery, and analysis. The Guide depicts in broad terms how the campus will prepare for and respond to man-made or natural incidents/emergencies.

Purpose and Scope

The Guide covers students, faculty and staff at ACU's campuses and its affiliate programs abroad. ACU's individual campuses will develop procedures specific to those entities but may utilize the concepts set forth in the Guide. This Guide prioritizes the safety of those who live, work and study at ACU and provides communication methods for informing internal and external stakeholders of incidents and/or emergency situations. In the event of any campus incident/emergency, the safety and security of ACU's students, faculty, staff, and visitors are the highest priority.

EMERGENCY MANAGEMENT ROLES

Law Enforcement

The ACU Police Department (ACUPD) is on duty 24/7 and should be notified at 325-674-2911 of all accident, incidents, and emergencies. The department is fully staffed with State of Texas certified police officers who are fully trained in responding to emergency scenarios and who routinely conduct joint training exercises with local and regional first responders to ensure their readiness. ACUPD officers serve as the first responder to all emergency incidents and will implement response protocols as the situation warrants.

Incident Commander

The Incident Commander (IC) is the ACU Chief of Police, or his designee, and is the individual responsible for coordinating the university's initial response to a campus incident/emergency. The IC will direct and manage emergency responses in conjunction with the Vice President of Student Life through the authority of the President of the University. The Chief of Police is also the primary liaison between ACU and federal, state, and local emergency management agencies.

Operations Center

The Emergency Operations Center (EOC) is the central operations [command] center employed during emergency situations. The EOC directly

supports the IC and is fully equipped to communicate with the campus and external agencies.

Emergency Response Team

The Emergency Response Team (ERT) is permanently on call and responsible for staffing the EOC and coordinating and/or directing necessary resources to support the IC during emergency situations. The ERT also assists the President and senior University leaders in developing and implementing strategies, tactics, and the overall plan for managing a campus emergency. The ERT provides general oversight of all emergency response and recovery operations and determines the appropriate courses of action to ensure that emergency management decisions are inclusive of all university operations and lead to timely restoration of the university's mission. The ERT is comprised of: Chief of Police; Vice President for Student Life; Director of Risk Management, Director of Public Relations; Director of Campus Facilities, Director of Residence Life; Director of the Medical Clinic; and the Safety Manager. ERT members regularly plan, train, and communicate strategies to mitigate campus emergencies.

I. NOTIFICATION PROCEDURES

Internal Notification System

Emergency situations can occur at any time. Members of the university community have a responsibility to notify University officials of incidents/emergencies as they are observed; ACUPD should be notified of all emergencies. Upon primary observation or notification, ACUPD will respond to the scene and coordinate (as needed) with University officials concerning intuitional response and/or community notifications.

Emergency Information Dissemination

Emergency Notifications:

Should a situation arise either on or near campus that, in the judgment of the ACUPD Chief of Police or his designee, constitutes an ongoing or continuing threat to the campus or campus community, a campus wide "Emergency Notification" alert will be issued through the university's campus e-mail system and the ACU ALERT text messaging system. These messages will be sent to all students and faculty/staff members. The campus newspaper, The Optimist [online and printed], may also be employed as an additional method of conveying pertinent information. A combination of some or all of these systems may be used, as deemed appropriate.

When the circumstances stand to pose a more immediate threat to members of the campus community, in addition to the methods described above, the warning/emergency notifications may also be posted via the ACU computer system, MyACU, as well as local TV/Radio media and the City of Abilene CodeRed alert systems.

When possible, Emergency Notifications and Timely Warnings (discussed below) will also be distributed and displayed in prominent locations on campus including entrances to Residence Halls, Academic Buildings and the ACU McGlothlin Campus Center.

Appropriate follow-up including information about the situation's further evolution or resolution will also be disseminated as soon as possible using some or all of the communication systems described above.

ACU will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus.

It is the responsibility of the ACUPD Chief of Police or his designee to confirm (with the assistance of other University Administrators, local first responders and/or the National Weather Service) that a legitimate emergency exists and has been determined to pose a danger or imminent threat to the health and safety of the surrounding community and the public. When determination is made, appropriate emergency information will be disseminated to the ACU community and the public without delay. University officials will assess the content of the emergency message and initiate the notification system as soon as possible unless the notification will, in the judgment of responsible authorities, compromise the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. In many instances this information may be provided by external emergency responders in lieu of or in addition to the University itself. The means of dissemination may vary on a case-by-case basis depending on the nature of the incident/emergency and the communication process.

The Chief of Police, or his designee, in coordination with University leaders and ERT personnel, will determine the significance of the emergency to include; which members of the ACU community to notify, what information to include in the notification, and will be responsible for initiating the notification system(s). Emergency information dissemination may at times be coordinated by the Chief of Police through the Office of Vice President for Student Life, Office of The President, Office of Risk Management, or the ERT. In most instances, the ACUPD Chief of Police or designee authors the messages distributed as Emergency Notifications and the Chief of Police or designee is authorized to initiate emergency notification systems as needed without prior consultation with University leaders in the event of an emergency

The primary means of emergency information distribution are: ACU ALERT, ACU Emergency blog, university-wide broadcast email, telephone, and news media. ACU ALERT is the primary method used to rapidly communicate an emergency by way of email and text message to the ACU community. All faculty, staff, and students are encouraged to enroll at acu.edu/acualert and follow the registration instructions to receive this free service. Another University communication venue is the emergency blog at emergency.acu.edu which will be used to provide information and guidance to our campus as the emergency situation develops.

If the emergency is of a nature that poses an immediate threat to individuals and/or organizations outside the campus community, the ACUPD Chief of Police, or his designee, in conjunction with ACU university marketing officials, will disseminate an emergency message by means of radio and/or TV alerts and City of Abilene residential alerts to the neighboring communities.

II. EMERGENCY RESPONSE PROCEDURES

Emergency Response

When an incident occurs, ACUPD officers are dispatched to the scene and if warranted the Chief of Police is notified. ACUPD officers provide direction and assistance in mitigating the incident, including coordination with local law enforcement, fire, or emergency agencies. The Chief of Police notifies senior University leaders and coordinates with other relevant external agencies/authorities.

An incident or series of critical incidents that requires the University to disengage resources from normal operations to provide extraordinary protection of life, property and/or operations will constitute a campus emergency. The Chief of Police directs actions to prepare for or respond to all incidents or emergencies that may occur and coordinates the appropriate response dependent on the scope and nature of the specific incident/emergency.

The first step in mitigating campus emergencies is the development and implementation of an Emergency Action Plan (EAP) for each potential incident. Secondly, key personnel e.g., facility Emergency Managers and Residence Life staff members received training and participate in drills and exercises to test their procedures. Familiarity with procedures, timely execution, and communication are essential elements to emergency management.

Facility Emergency Management

Facility Emergency Managers and Residence Hall Directors/Resident Assistants are responsible for implementing plans/procedures and issuing directions to occupants when a perceived threat has been determined. The following are the general procedures for effectively managing emergencies affecting facilities.

Evacuation Procedures

Evacuation will be directed in the event of a fire, chemical or gas leak, or other potential threat to people within a facility.

- For Fire call 911 and activate the nearest fire alarm pull station
- In case of fire, occupants will evacuate via the nearest exit, alert others, and not use elevators
- For other emergencies, contact ACUPD and provide information concerning the incident
- Alert occupants and direct how to (specifically) evacuate the facility and where to assemble
- Report evacuation status and prevent people from reentering the facility

Shelter-in-Place Procedures

Shelter-in-Place orders are normally given in the event of severe weather, tornado, or other potential threat emanating from outside the facility.

- Contact ACUPD and provide/receive accurate information concerning the emergency
- Alert occupants to the situation and direct them to the shelter and of necessary actions/precautions
- Report shelter status, injuries, and facility damage or other hazards
- Prevent people from exiting the facility until receiving the "all clear"

Lock Down Procedures

A lockdown is a temporary sheltering technique that may last for several hours and is utilized to limit exposure to an "Active Shooter" or similar threat. When alerted to lockdown, occupants of any facility within the affected area will lock all doors and windows, effectively preventing anyone's entry or exit until an "all clear" declaration is made or until occupants are directed to evacuate. This procedure converts any facility into a large "safe room."

- Contact ACUPD and provide/receive accurate information concerning the emergency
- Alert occupants to the situation, direct them to lockdown, and lock all exterior facility doors
- Lock doors/windows, close blinds/curtains, and turn off equipment/devices that emit light/sound
- Report lockdown status, headcount, injuries, and control entry/exit to the room
- Prevent people from exiting the facility until receiving the "all clear" or directed to evacuate

If you encounter the shooter, you should immediately call 911 to report the incident, seek a secure area, remain calm, reassure others, assist the injured, and wait for law enforcement response.

Evacuation, shelter-in-place, and lockdown can involve the entire campus or only a few facilities, depending on the nature of the threat.

Campus Emergency Management

As emphasized throughout this report and throughout daily campus activities, everyone is responsible for assisting in making our campus a safe place by being alert to suspicious situations or activities and promptly reporting them to ACUPD at 325-674-2911. The following are the general procedures for effectively managing general emergencies.

Suspicious Device

An explosive device may be placed on the campus with or without warning. If a suspicious object or what appears to be an explosive device is discovered the person should NOT touch it., rather should Immediately clear the area and call ACUPD.

Bomb Threat

A bomb threat is usually made by phone and the recipient should attempt to have the person relaying the threat answer the questions below and then immediately notify ACUPD.

Ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

Keep talking to the caller as long as possible and record the following:

- Time of call
- Age and sex of caller
- Speech pattern, accent, or possible nationality
- Emotional state of the caller
- Background noise.

In the event of a suspicious device or bomb threat, immediately call ACUPD, quickly and quietly clear the area, and do not open drawers, cabinets, or turn lights on or off, do not use cell phones in the immediate vicinity of the device or announced bomb site. ACUPD officers will respond to the scene and implement procedures to mitigate the situation. If occupants are directed to evacuate the facility/area, they will move a minimum of 300 feet from the suspected bomb or suspicious device.

Disruptive Individual

A disruptive individual is someone who:

- Makes threats of physical harm to others or themselves

- Behaves in a bizarre manner or is out of touch with reality
- Appears to be intoxicated or under the influence of drugs

Steps to take when dealing with a disruptive individual:

- Contact ACUPD and give your name, location, and a brief description of the incident
- If possible provide a name and/or complete description of the individual
- Maintain a safe distance and do not confront or attempt to restrain the person
- Try to keep the person calm and within sight until assistance arrives

Violent or Criminal Behavior

If you are a victim or witness to a crime, you should promptly notify ACUPD as soon as possible and report the incident, including the following:

- Brief description of the incident to include the time and location
- Complete description of person(s) and/or property involved

If you observe a criminal act being committed or a suspicious person on campus, *immediately* notify ACUPD and report the incident. Assist the officer(s) when they arrive by supplying them with all additional information and encouraging others to cooperate.

III. PLANNING AND TRAINING

Emergency Planning

The Emergency Planning Committee oversees the development and implementation of the university's EOP. The committee also ensures that key personnel are trained and core processes regularly tested to evaluate the University's response capabilities and procedures. University faculty, staff, and students also participate in ongoing training and testing opportunities. Members of the committee include: Vice President for Student Life; Director of Risk Management; Chief of Police; Director of the Medical Clinic; Provost; Director of Residence Life Education & Housing; Director of Facilities Management; Executive Director of Information Technology; Director of Public Relations; Director of Human Resources; and Safety Manager.

Orientation and Recurring Training

Members of the ACU community are introduced to safety and security issues and emergency procedures as part of their introduction to campus life and at regular intervals during their work and life on campus.

Faculty and Staff

Basic safety and emergency response information is provided during the University's new employee orientation training. Information is presented concerning basic response protocols and contact information based on the most likely emergencies/incidents to occur on campus. Regular updates may be provided to faculty and staff via distribution of newsletters or brochures, the Emergency Management web page, or university-wide broadcast email.

Students

Safety and security information is provided to all students on an annual basis. New students and their parents obtain information during orientation sessions and provide students with emergency response procedures, safety tips, and campus contact information. Students living in on-campus residence halls and apartments participate in mandatory annual meetings with their resident assistant or hall director at the beginning of each academic year. Students living off campus receive this information as part of a required off campus student orientation session each fall. Regular updates may be provided to students via meetings, brochures, the Emergency Management web page, or university-wide broadcast email.

In addition, faculty, staff, and students planning to study abroad are required to participate in an orientation session that addresses safety and security issues unique to their location before beginning their respective programs.

Residential Facility Preparedness

Residence Life staff members are provided education, resources, and receive special safety and emergency preparedness training. They are required to sign [attest to] training documentation prior to assuming their roles within campus residence facilities. These individuals receive annual training covering facility Emergency Action Plans, applicable fire protection systems, and general safety procedures.

All on campus residential facilities conduct mandatory fire evacuation drills during the fall and spring semesters. In addition, utilities and communications systems are tested regularly to ensure reliability.

Emergency Preparedness

Drills, tests, and exercises are conducted annually to evaluate the University's ability to respond to a variety of potential emergency scenarios, help assess the adequacy of the EOP, and to reinforce participants' knowledge of emergency plans/procedures. Comprehensive planning is essential to ensuring the event is conducted safely and poses minimal disruption to curriculum or other campus events.

A drill is an announced event. Details may be kept confidential to increase realism, but participants will be informed of the date, time, location and basic overview of what will occur.

A test is an unannounced event. No details will be released to the general populace of the campus. The intent is to assess execution of plans/procedures under simulated realistic conditions.

An exercise may be an announced or unannounced event designed to evaluate campus-wide procedures to mitigate an emergency. This may be accomplished in a "table top" venue with the ERT and/or senior ACU leadership or a simulated event impacting the entire campus.

2013

**Abilene Christian University
HEOA Fire Safety Report**

Abilene Christian University

Office of Risk Management

Facilities and Campus Management Building, Room 110F

ACU Box 28179

Abilene, Texas 79699

2013 Abilene Christian University HEOA Fire Safety Report

ACU Residence Life works closely with ACU police, Office of Risk Management and Physical Resources to identify, mitigate and respond to all emergencies involving residence halls.

Table of Contents

1. Fire Statistics
2. Fire Safety Systems
3. Fire Drills
4. Fire Safety Policies
5. Fire Evacuation Plans
6. Fire Safety Education
7. Fire Notification
8. Fire Safety Future Improvements
9. ACU HEOA Fire Safety Report Locations

1a 2013 FIRE STATISTICS

ACU Residence Halls Fire Report		TOTAL FIRES IN EACH BUILDING	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
A.B. Barret Hall	1818 Campus Court	0	-	0	0	0
A.B. Morris Hall	2070 ACU Drive North	0	-	0	0	0
Adams Hall	1402 Cedar Crest	0	-	0	0	0
Edwards Hall	1995 Campus Court	0	-	0	0	0
Gardner Hall	930 EN 16 TH	0		0	0	0
Mabee Hall	1885 Campus Court	0	-	0	0	0
McDonald Hall	790 EN 15 th	0		0	0	0
McKinzie Hall	1750 Campus Center Rd	0	-	0	0	0
Nelson Hall	860 EN 16th	0	-	0	0	0
Sikes Hall	990 EN 16 th	0	-	0	0	0
Smith Hall	1402 Cedar Crest	0	-	0	0	0
University Park Apts	2150 N Judge Ely	1	Unintentional: stove fire	0	0	1,000.00
ACU Rental Property		0	-	0	0	0

1b 2012 FIRE STATISTICS

ACU Residence Halls Fire Report		TOTAL FIRES IN EACH BUILDING	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
A.B. Barret Hall	1818 Campus Court	0	-	0	0	0
A.B. Morris Hall	2070 ACU Drive North	1	-	0	0	-
Adams Hall	1402 Cedar Crest	0	Unintentional: stove fire -	0	0	1,000- 5,000.00
Edwards Hall	1995 Campus Court	1	Unintentional: A/C motor	0	0	1,000.00
Gardner Hall	930 EN 16 TH	0		0	0	0
Mabee Hall	1885 Campus Court	0	-	0	0	0
McDonald Hall	790 EN 15 th	0		0	0	0
McKinzie Hall	1750 Campus Center Rd	0	-	0	0	0
Nelson Hall	860 EN 16th	0	-	0	0	0
Sikes Hall	990 EN 16 th	0	-	0	0	0
Smith Hall	1402 Cedar Crest	0	-	0	0	0
University Park Apts	2150 N Judge Ely	0	-	0	0	0
ACU Rental Property		0	-	0	0	0

1c 2011 FIRE STATISTICS

ACU Residence Halls Fire Report		TOTAL FIRES IN EACH BUILDING	CAUSE OF FIRE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
A.B. Barret Hall	1818 Campus Court	0	-	0	0	0
A.B. Morris Hall	2070 ACU Drive North	0	-	0	0	0
Adams Hall	1402 Cedar Crest	0	-	0	0	0
Edwards Hall	1995 Campus Court	0	-	0	0	0
Gardner Hall	930 EN 16 TH	0		0	0	0
Mabee Hall	1885 Campus Court	0	-	0	0	0
McDonald Hall	790 EN 15 th	0		0	0	0
McKinzie Hall	1750 Campus Center Rd	0	-	0	0	0
Nelson Hall	860 EN 16th	0	-	0	0	0
Sikes Hall	990 EN 16 th	0	-	0	0	0
Smith Hall	1402 Cedar Crest	0	-	0	0	0
University Park Apts	2150 N Judge Ely Details *	2		0	0	Details Next 2 Lines
	* University Park Fire #1	1	Unintentional: Discarded cigarette ignited siding	0	0	0-99.00
	*University Park Fire #2	1	Unintentional: electrical	0	0	1,000- 10,000.00
ACU Rental Property: non-campus	Details below	2	Details below	Details below	Details below	Details below
	Rental #1 665 EN 20	1	Unintentional: stove fire	0	0	50,000-60,000
	Rental #2 1602 Cedar Crest	1	Unintentional: stove fire	0	0	1,000 – 2,000

2. Fire Safety Systems

RESIDENCE HALLS FIRE SAFETY	FIRE ALARM SYSTEM	SMOKE DETECTORS	HEAT DETECTORS	PULL STATIONS	AUDIBLE ALARMS	VISUAL ALARMS	FIRE ALARM MONITORED	FIRE SUPPRESSION SYSTEM	BUILDING CONSTRUCTION
A.B. Barret Hall	YES	YES	NO	YES	YES	YES	YES	SPRINKLER	ORDINARY
A.B. Morris Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
Adams Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
Edwards Hall	YES	YES	YES	YES	YES	YES	YES	STANDPIPE	FIRE RESISTIVE
Gardner Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
Mabee Hall	YES	YES	NO	YES	YES	YES	YES	NO	FIRE RESISTIVE
McDonald Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
McKinzie Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
Nelson Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
Sikes Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
Smith Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
University Park	YES	YES	NO	YES	YES	YES	YES	SPRINKLER	ORDINARY

3. Fire Drills

Residence Halls Fire Drill log	Spring Fire Drill	Start Time	End Time	End Time	Winter Fire Drill	Start Time	End Time	End Time
A.B. Barret Hall	3/22/2013	6:30 AM	6:35 AM	5 min 35s	-	-	-	-
A.B. Morris Hall	3/22/2013	6:30 AM	6:40 AM	5 min	-	-	-	-
Edwards Hall	3/22/2013	6:31 AM	6:37 AM	6 min 16s	-	-	-	-
Gardner Hall	3/22/2013	6:30 AM	6:35 AM	5 min 19s	-	-	-	-
Mabee Hall	3/22/2013	6:30 AM	6:38 AM	7 min	-	-	-	-
McDonald Hall	3/22/2013	6:30 AM	6:35 AM	5 min 39s	-	-	-	-
McKinzie Hall	3/22/2013	6:30 AM	6:42 AM	7 min	-	-	-	-
Nelson Hall	3/22/2013	6:30 AM	6:37 AM	7 min 22s	-	-	-	-
Sikes Hall	3/22/2013	6:30 AM	6:41 AM	6 min	-	-	-	-
Smith/Adams Hall	3/22/2013	6:30 AM	6:35 AM	5 min 1 s	-	-	-	-
University Park Apt.	-	-	-	-	-	-	-	-

Residence Halls and University Park fire drills to be performed once during the fall semester and once during the spring semester.

4. Fire Safety Policies ACU Residence Halls

Any individual who sets a fire (commits arson) on or near a university building will be subject to immediate disciplinary sanctions, including, but not limited to suspension, and a minimum \$250 fine, and may be charged for repairing any damage caused by the fire. Additionally, individuals may be subject to prosecution in criminal court. (Excerpt from the ACU Student Handbook.) Physical Resources personnel conduct annual walk-through inspections with Abilene Fire Department personnel in order to identify fire safety hazards.

The following items and actions are prohibited in ACU residence halls, rooms and common spaces.

- Blocking and/or propping exit doors.
- Ceiling alterations such as ceiling fans, mounting light fixtures, decorations, removal of ceiling tiles, etc.
- Cooking appliances designed for frying or with open heating elements, toaster ovens and George Foreman grills.
- Fabric or flammable material attached to the ceiling and construction of any kind.
- Fireworks, including smoke bombs and firecrackers, and ammunition.
- Mopeds, motorcycles and flammable fuel, gas engines.
- Multi-plugs or power-strips, except for computers and space heaters.
- Open flames such as candles, incense, matches, lighters, etc., and smoking is prohibited.
- Other items at RD discretion.
- Possession or use of fireworks or chemicals that are of an explosive or corrosive nature.
- Misuse of fire or safety equipment.
- Causing or reporting a false warning of a campus emergency.
- Arson or attempted arson.

4A. 2013 Fire Safety Policies Century Campus Housing Management (CCHM) managed properties Managing Director of University Park conducts walk-through inspections with Abilene Fire Department personnel in order to identify fire safety hazards.

- Ensure that deadbolts and other locks work quickly and easily.
 - Ensure that windows open and close easily.
 - Inspect electrical equipment.
 - Does it work properly?
 - Does it give off an unusual odor?
 - Are cords frayed or cracked?
 - Are cords placed where they will be stepped on or chafed?
 - Is there more than one extension cord per outlet?
 - Avoid overloading electrical outlets. Use only UL approved grounded multiple outlet boxes.
 - If you run an extension cord, be careful not to pinch the cord under furniture.
 - Smoking of any kind is prohibited on University Park property.
 - The use of candles is prohibited on University Park property.
 - Fire extinguishers are inspected once a month by University Park maintenance staff and once a year by the State Fire Marshal Office.
 - Fire alarms are routinely test and inspected, according to local fire codes.
 - Fire suppression systems are routinely tested and inspected, according to local fire codes.
1. Barbecue grills – The fire code prohibits the storage or use of barbecue grills on the sidewalks in front of each building and on the unit patios and balconies. Flammable liquids may not be stored in your apartment.
 2. Smoke Detectors – At the beginning of your lease we test the smoke detector(s) in your apartment for proper operation and working batteries. Thereafter, it is your responsibility to replace the batteries. Do not render the smoke detector(s) inoperable or fail to keep working batteries installed. Report any malfunctioning or inoperable smoke detector(s) to us immediately.
 3. Smoking Prohibited – Smoking is prohibited within the confines of the apartment complex.

5. Fire Evacuation Plans ACU Residence Halls

Plans and maps are posted in all Residence Halls on all floors.

Reasons for a fire evacuation may include visible flames, visible smoke or strong odors of burning. The appropriate action is to immediately notify the Fire Department and evacuate the facility.

1. FOR THE PERSON DISCOVERING THE FIRE:

- Extinguish only if you can do so safely and quickly.
- After the fire is extinguished, call ACU Police - Dial 674-2911.
- If the fire cannot be extinguished:
- Confine the fire by closing the doors.
- Activate (pull) the nearest fire alarm, if there is one, and alert others.
- Call 9-1-1 to notify the Fire Department.
- Meet Fire Department personnel when they arrive to provide information.

2. FOR OCCUPANTS OF THE BUILDING:

- Close the doors to your immediate area.
- EVACUATE via the nearest exit and knock on doors and shout FIRE as you go.
- DO NOT look for other people but assist others with exiting the building.
- DO NOT use elevators.
- Avoid smoke-filled areas.

3. FOR PERSONS EVACUATING FROM THE IMMEDIATE FIRE AREA:

- Feel door from top to bottom. If it is hot, DO NOT proceed; go back.
- If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.
- If no smoke is present, exit the building via the nearest stairwell or exit.
- If you encounter heavy smoke in a stairwell, go back and try another exit.

4. FOR PERSONS THAT ARE TRAPPED/CANNOT EVACUATE:

- If on the first floor, exit a window; if not, take the actions below.
- Call 9-1-1; give your name, building, floor, and room number – stay on the line.
- Place towels/clothing under the door to block the smoke.

- Hang a sheet/towel out the window.
- Place a cloth over your mouth, breathe slowly, and stay low near the window.

5A. Fire Evacuation Plans ACU Residence Halls

Facility Emergency Manager Checklist

- Extinguish the fire only if you can do so safely and quickly.
- If the fire cannot be extinguished, activate (pull) the nearest fire alarm, if there is one.
- Call 9-1-1 and alert facility occupants to evacuate and where to assemble.
- Direct occupants specifically which route/exit(s) to use and where to assemble.
- Assemble at least 300' upwind for incidents involving toxic chemicals or explosives.
- Direct occupants to quickly evacuate, close doors behind them, and assist others.
- Move systematically to your designated exit, closing doors and clearing your area.
- Monitor exits/cordon and ensure people do not reenter the facility/area.
- Report evacuation status of your area to the primary Facility Emergency Manager.
- Primary Facility Emergency Manager should meet and brief Incident Commander.
- Maintain accountability of occupants: present / missing / injured (by name).
- Call 9-1-1 to report injuries/request medical assistance and render first aid.
- Monitor e-mail, radio or <http://emergency.acu.edu> for updates.

Everyone will remain at the assembly area until being directed by Residence Life staff, ACU Police or Abilene Fire Department to depart.

5B. Fire Evacuation Plans Century Campus Housing Management (CCHM) managed properties Guidebooks are given to all residents at University Park.

1. IMMEDIATE ACTION:

- Upon discovering a fire, call the fire department before doing anything else. Never assume someone else has already called.
- While escaping from a fire, close as many doors as you can in order to prevent its spread; do not endanger yourself by doing so.
- Crouch and keep low. Smoke rises, and clean air is nearest the floor.

2. AS YOU MAKE YOUR WAY OUT OF THE BUILDING:

- Maintain contact with a wall.
- Use handrails while descending stairs.
- Take off high-heeled or awkward shoes.
- Test doors by putting the back of your hand to them before opening.
- If hot, find another way out.
- If not, open the door slowly and carefully, and be ready to close the door if heat or smoke pours in.
- Walk calmly; never panic or shove.
- Stop, drop and roll if your clothing catches fire. Do not panic and run. This will only fan the flames.
- Cover your face with your hands.
- Drop gently to the ground.
- Never beat at flames with your hands. Smother them with your body.

3. IF YOU ARE TRAPPED:

- Try to find a room with an exterior window and stay there until help arrives.
- Use the telephone, if possible, to call the fire department and let them know exactly where you are.
- Open the window slightly to allow fresh air to come in.
- Keep smoke out by stuffing cracks and covering vents with clothing, newspapers, towels, etc.
- If possible, breathe through a wet cloth.
- Wave something lightly or brightly colored out the window to attract attention.
- Keep in mind that most fire department ladders do not reach above six floors and that other means will be used for a rescue on floors above this.

- If you have escaped the building to the street, move away from the building.
- Don't block firefighters and equipment.
- Be care of falling glass.

6. Fire Safety Education

Residence Life coordinates all training and campus safety education for staff and students living in residence halls. This is an ongoing awareness program with recurring training. Subjects are fire evacuation procedures, fire reporting, hazards of unattended cooking and general housekeeping.

7. Fire Notification ACU Residence Halls

Call 911 first to report a fire or smell of smoke at ACU Residence Halls.

ACU Police at 325-674-2911 24hr

Residence Life 325-674-2066

ACU Office of Risk Management at 325-674-2363

7A. Fire Notification Century Campus Housing Management (CCHM) managed properties

Call 911 first to report a fire or smell of smoke at University Park.

University Park Office 325-738-4300

8. Fire Safety Future Improvements

The goal is to heighten fire safety awareness. The fire plan's approach consists of three major areas: prevention, detection and suppression.

1. Prevention

- Teach the need for fire safety to residence halls directors, assistant hall directors and residence assistants.
- Distribute educational materials from National Fire Protection Association, NFPA.org and Campusfirewatch.org, such as emails, flyers, posters, etc., to increase public awareness.
- Conduct residence halls meetings to present material about unattended cooking to students living in the halls.
- Continue conducting a live fire demonstration in the ACU burn room, showing how a fire can quickly spread in a dorm room.
- The Abilene Fire Department Fire Marshal's office will conduct all yearly residence halls fire inspections.

2. Detection

- Reduce the number of system malfunctions by tracking all fire alarm activations and analyzing data to determine cause and corrective action.
- Have all fire detection, alarm and suppression systems 100% in-service.
- Conduct a 100% hands-on testing of all detectors in the fire alarm system; clean and/or replace all defective or troublesome detectors.
- Increase the number of electromagnetic door holds on hallway fire doors and exit stairwells, reducing doors from being chocked open.
- Increase duct detectors usage – smoke detectors in heating ventilation air conditioning systems (HVAC) ducting – to shut off ventilation fans.
- Place fire dampers in the heating ventilation air conditioning systems (HVAC) to keep the heat, fire and smoke from moving in ventilation system and spreading the fire and smoke.
- Install fire alarm audio and visual indicators in bedrooms to increase evacuation rate in residence halls.

3. Suppression

- Increase the size of fire extinguishers, replacing by attrition 5 lb. ABC fire extinguishers with 10 lb. ABC fire extinguishers with hose, thus doubling the firefighting capability of each fire extinguisher.
- Increase the visibility of fire extinguishers with signage and placement.
- Ensure that fire extinguisher inspections are completed and recorded monthly.

- Start a hands-on live fire extinguisher training program using a propane fire extinguisher trainer.
- Incorporate residential vent hoods with self-contained fire suppression systems to all common-use kitchens, reducing the size and damage from unattended cooking fires in residence halls.

9. ACU HEOA Fire Safety Report Locations

Abilene Christian University

Office of Risk Management

Facilities and Campus Management Building, Room 110F

ACU Box 28179

Abilene, Texas 79699

Office: 325-674-2363

Fax: 325-674-2396

risk@acu.edu

www.acu.edu/risk