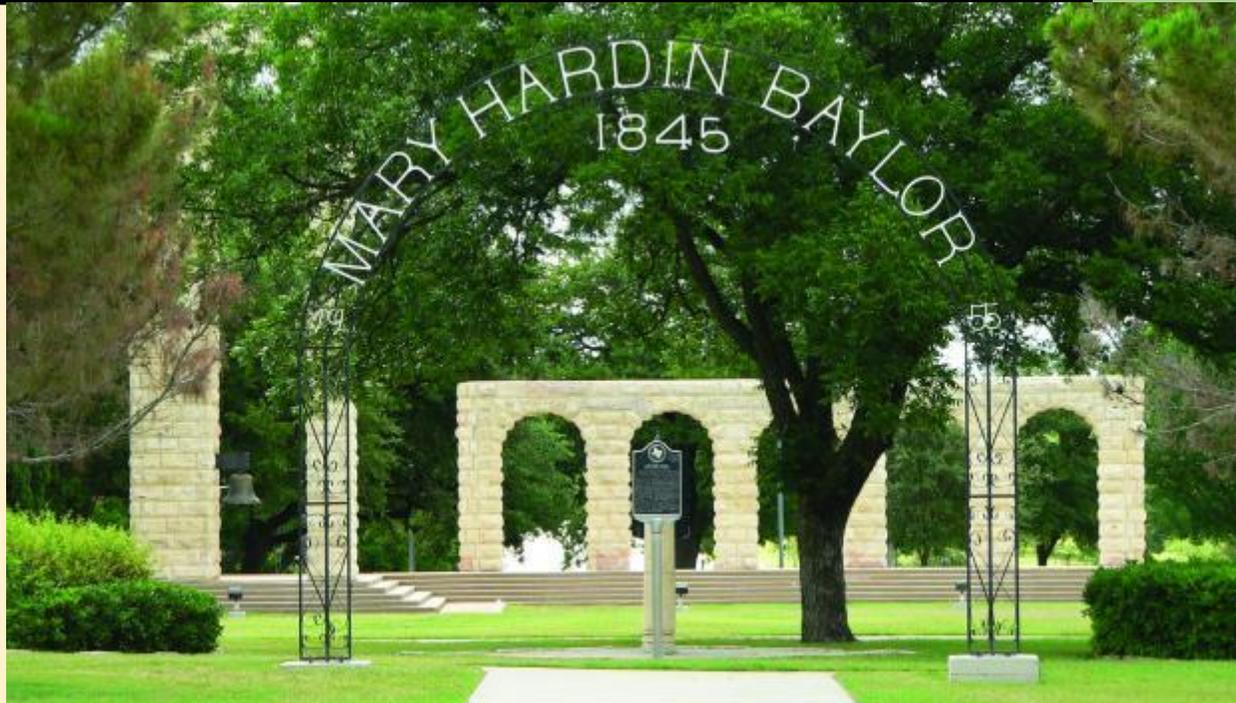


2013

# Campus Safety and Fire Report



University of Mary Hardin-Baylor  
Police Department

816 College

Belton, Texas 76513

(254) 295-5555

## Annual Security Report Prepared & Distributed Pursuant to the Clery Act

<http://police.umhb.edu/policies/clery-act>

The University provides the following Annual Security Report, which includes university policies, procedures, and statistical information, in order to provide important information for students, parents, and employees. This Report complies with federal law, including the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

<http://police.umhb.edu/>

### **Annual Disclosure of Crime Statistics**

The University of Mary Hardin-Baylor Police Department collects and reports crime statistics on a daily, monthly and annual basis. These statistics are compiled into a daily police blotter, monthly into the Police Department's Uniform Crime Report and annually for the Department of Education and the Departments Campus Safety Report. The University of Mary Hardin-Baylor Police Department prepares an annual report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act, as well as other federal and state laws. This report is prepared using reports of crimes shared by the Belton Police Department and reports made to the university's Campus Security Authorities (identified below).

### **Notification Of Annual Report**

Each year, an e-mail notification that provides the web site containing this report is set to the UMHB email address of all current students, faculty and staff. Printed copies of the report may also be obtained at the University Police Department located at 816 College, by calling (254) 295-5555 or by writing to:

UMHM Police Department  
UMHB Box 8350  
900 College  
Belton, Texas 76513

The full text of the annual report can be located on our web site at <http://police.umhb.edu/policies/clery-act> .

## **Reporting a Criminal or Other Emergency**

The University of Mary Hardin-Baylor is concerned about all criminal acts, fires, and medical emergencies that occur on or near campus. Members of the UMHB community and our guests are encouraged to report all fires, health emergencies and criminal emergencies as soon as possible by dialing 911 or by contacting a police officer on patrol.

Fire, Medical, Police Emergency, or Crime in Progress:	911
UMHB Police Department (from a campus telephone):	5555 or 911
UMHB Police Department (from off-campus or cell phone):	254-295-5555 or 911

If you call to report an emergency, please provide the following information:

- your name
- the location of the emergency
- a description of the scene, persons, and vehicles (including license plate numbers) involved.

## **Medical Emergencies**

When injuries or situations requiring medical treatment or an ambulance service occur, individuals should call 911 directly to summon an ambulance to the UMHB campus for the medical emergency. Be prepared to give the call-taker your location, the nature of the injury, and the need for additional medical assistance. As time and circumstances allow, call campus police at ext. 5555 immediately after you disconnect from 911. Send a reliable person outside to watch for the emergency vehicles and direct them to the scene. If circumstances allow provide basic first responder care as needed (within the scope of your training) until emergency personnel arrive.

## **Fire**

In the event of a fire in a campus building, individuals should call 911 directly to summon assistance for on-campus fires. Be prepared to give the call-taker the location of the fire, the type of fire, the extent of the fire, and if anyone is trapped by the fire. As time and circumstances allow, individuals should call campus police at ext. 5555 immediately after disconnecting from 911.

Individuals should activate nearby fire alarms and assist others as they evacuate the building.

## **Emergency or Crime in Progress**

The University of Mary Hardin-Baylor Police Department is part of the Bell County 911 emergency telephone system. Students and employees calling from a campus phone can always dial 911 or 5555 to report an emergency or crime in progress. The 911 emergency telephone number should be used only in crisis situations where it is necessary to summon police, fire, ambulance, or other emergency service immediately. It is unlawful to call 911 in non-emergency situations. Callers to 911 should realize that when reporting an emergency, their telephone numbers may be automatically displayed on a viewing screen located at the answering point.

This display of the calling number enables emergency personnel to locate the caller quickly if the call is disrupted by the crisis. The University of Mary Hardin-Baylor Police Department will respond to all reported criminal activity and/or emergencies occurring on campus or on public property adjacent to the campus.

### **Reporting Non-Emergency Crimes or Fires**

Students and university employees are encouraged to report all crimes and fires so that they may be included in the university's annual security report or annual fire safety report. These reports help the university know how to make the campus a safer place. Reports of crimes or fires can be made to the UMHB Police Department in person at 816 College, by contacting a police officer on patrol, or by telephone. Reports may also be made to the Belton Police Department or Fire Department.

### **Non-Emergency Telephone Numbers:**

UMHB Police Department:	(254) 295-4587
Belton Police Department:	(254) 933-5840
Belton Fire Department:	(254) 933-5828

Community members are encouraged to report all crimes, including off campus incidents. The UMHB Police Department will assist community members who wish to report off campus incidents to the appropriate law enforcement agencies.

### **Reporting Crimes to Other Campus Security Authorities**

Another option for reporting crimes is to make a report to a person who is designated by the university as a "campus security authority." The following have been designated by the university as campus security authorities:

Campus Police	254-295-5555
Dean of Students	254-295-4590
Associate Dean of Students & Director, Residence Life	254-295-4590
Health Services Coordinator	254-295-4623
Associate Vice President for Human Resources	254-295-4527
Vice-President for Student Affairs	254-295-4496
Associate Director, Athletics & Compliance Officer	254-295-5046

### **Confidential Reporting Procedures**

Although students have the right not to make an official report of an assault or any other crime, UMHB encourages students to report all crimes, including sexual assaults or stalking, to the university and/or to local law enforcement agencies. Filing a report will not obligate a student to prosecute, but it will help the university take steps to provide a safer campus. With a report, the university can keep a more accurate record of the number of incidents involving students; determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger.

If a student requests that his/her name not be disclosed to the accused person or that the University not investigate or take disciplinary action against the accused person, the University will carefully consider the request and honor it if possible. There are situations in which the university must override a request for confidentiality in order to meet its obligations to provide an educational environment which is safe or free from sexual violence. If the person accused has been accused before of committing similar acts or if the circumstances indicate that the accused person is likely to harm others, the university may have to investigate the report and take appropriate action to make the campus safe. If an investigation must take place, the information reported will be shared only on a need-to-know basis.

If a student wants to be assured that his/her report will be kept confidential, he/she can report the crime to a therapist, doctor, or attorney who is legally obligated to maintain patient or client confidentiality. If this option is chosen, students should consider asking their doctor, therapist, or counselor to make a confidential report of the crime without including facts that would reveal his/her identity. While the university will probably not be able to take any disciplinary action against the accused, university officials will have a better picture of crime on the campus and may be able to warn the campus community about methods or patterns of attacks.

### **Off-Campus Organizations and Activities**

The Belton Police Department provides primary law enforcement services to off-campus student residences. The University Police does not have primary responsibility for law enforcement off-campus, but sometimes assists the Belton Police Department in off-campus matters involving students. The University does not have officially recognized organization with off-campus locations.

<http://police.umhb.edu/timely-warnings-emergency-response-and-evacuation-procedures>

## **Timely Warnings, Emergency Response and Evacuation Procedures**

The University, through its Police Department, will notify the UMHB community whenever an emergency situation (including, but not limited to an emergency relating to a crime reportable in the annual security report) creates an ongoing or continuing threat to the safety or property of students and employees. When a determination has been made that a timely warning should be issued, the Police Department will take all reasonable steps to ensure the prompt notification of the UMHB community. Although most notifications will be sent by email to a student or employee's UMHB email address, the Police Department may choose to provide notification through one or any combination of the following media which include the University's Emergency Notification System (Cru Alert), email, voicemail, website, student newspaper or other publications, and news releases to local media. Such warning(s) may include, but are not limited to, the following information: the type of emergency; the date, time and location of any crime; information about any suspect; and evacuation or emergency response information.

Anyone who has information which may indicate the need for timely warning of an emergency situation should report the circumstances to the University of Mary Hardin-Baylor Police Department, by phone 254-295-5555 (5555 if using a university telephone) or in person at the University Police Department located at 816 College.

**Timely Warning.** The decision to issue a timely warning is made on a case-by-case basis. Warnings because of crimes are designed to alert the campus community in a manner that will aid in the prevention of similar crimes. The decision to issue a timely warning notification is based upon the nature of the crime, whether the crime presents a serious or continuing threat to the campus community, and the possible risk of compromising law enforcement efforts.

**Emergency Response and Evacuation Procedures.** This type of notice is designed to provide the campus community with information relating to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees. The threat could be natural (such as weather) or man-made. **The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the Police Department or other area law enforcement, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.** Depending on the nature of the emergency or dangerous situation, the University may elect to notify only that segment of the campus community likely to be affected.

The CruAlert system provides the University with a platform for alerting students and employees in the event either a Timely Warning or Emergency Response Notice is required. Information and instructions may be sent using one or more of the following methods:

- Text message to cell phone (automatically opted in)
- Audio message to a cell phone or other telephone (including parents/guardians)
- Email notification to UMHB email account
- Outdoor mass notification system

- Designated websites (www.umhb.edu)
- Radio and TV alerts through local news media
- Other emerging communications platforms (e.g., Twitter, Facebook, etc.)
- The University's Website and the Police Department's website are immediately accessible via computer by all employees, students and guest.

When appropriate, notification regarding emergencies may be provided to persons outside the campus community (parents, neighboring communities, etc.).

### **Notifications Procedures**

Notifications will provide a brief description of the timely warning or emergency response notice. When additional information is available, it may be provided using one or more of the methods listed above. The information sent may caution people to avoid certain areas of the campus, advise if classes are cancelled due to an emergency, or provide vital information on what actions are necessary for those who are on campus during such a situation.

The UMHB Police Department is responsible for confirming facts which would indicate that timely warnings and emergency notifications ("Cru Alerts") are appropriate. The Police Department has the primary responsibility for issuing and coordinating the issuance of a "Cru Alert", determining the content of the "Cru Alert", and determining which of the methods available for issuance of the "Cru Alert" will be utilized. The Police Department may confer with other university personnel prior to broadcasting a Cru Alert.

To ensure the effectiveness of its emergency preparedness, UMHB engages operational, academic, administrative, and external entities on a regular basis, and at least annually, with a disaster drill or exercise that includes testing of various aspects of the Cru Alert system. At each exercise or drill, the University documents the process, relevant details, and outcomes and/or future objectives for subsequent exercises.

In addition, emergency response and evacuation procedures are tested twice each semester in residence halls.

### **Directions to Receive Text and Phone Messages**

Voice and text messages are sent to the contact number currently on file with the University. Current students and employees are automatically entered into the system. It is however, the responsibility of each member of the UMHB community to ensure all contact information held by the university is current and accurate.

To update emergency contact information with the University:

- Students: Update your contact information in myCampus. You may updated your contact information on by clicking on the myAccounts tab. Students may enter multiple points of telephone contact which may include parents or guardians
- Employees: Fill out a Change of Personnel Information Form on the HR Employee Portal.

## **Shelter in Place Procedures**

### **What it Means to "Shelter-in-Place"**

“Shelter-in-Place” is a request to seek immediate shelter indoors following the announcement of an emergency condition. Sheltering-in-Place means to make a shelter of the building that you are in, and with a few adjustments this location may be made even safer and more comfortable until it is safe to go outside. Sheltering can be related to a variety of situations: severe weather emergencies, hazardous condition, chemical release, or criminal activity. The basic concept behind Sheltering-In-Place (SIP) is to put barriers between yourself and the danger, while maintaining awareness, communications, and safety.

If the situation warrants and it is safe to do so, evacuation of a hazardous environment is preferred. Sheltering-in-Place should only be used when it is not safe to evacuate your current location. In some instances it is safer to shelter in place than to evacuate a building, for example if there is smoke or fire is immediately outside your room; a violent person is in the building, live electrical wires bar access to the exit; individuals with mobility disabilities are on upper or lower floors.

### **How You Will Know to “Shelter-in-Place”**

A shelter-in-place notification may come from several sources, including the Police Department, Residence Life, other University employees, or other authorities utilizing the various communications tools.

### **How to “Shelter-in-Place”**

No matter where the situation occurs, the basic method of sheltering-in-place will remain the same. However, some situations may necessitate taking different precautions when sheltering-in-place. Should the need ever arise, follow these basic steps, unless instructed otherwise by university personnel or if the situation warrants:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency.
2. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
3. Locate a room to shelter inside. It should be:
  - a. Rooms with no windows or exterior door
  - b. Rooms that have little or no ventilation
  - c. The room(s) should have adequate space for everyone to be able to sit in it. Avoid overcrowding by selecting several rooms if necessary.
4. For HazMat incidents choose rooms above the ground floor.
5. For severe weather, choose rooms on the ground or basement levels.
6. Shut and lock all windows (tighter seal) and close exterior doors.
7. If possible, turn off air conditioners, heaters, and fans.
8. If possible, close vents to ventilation systems.
9. Make a list of the people with you and ask someone to call the list in to the UMHB Police Department by dialing 911 so they know where you are sheltering.
10. Turn on a radio or TV and listen for further instructions.

When a sheltering-in-place notification is sent, we suggest you consider the following recommendations:

1. Stop instruction or work and move to a safe location.
2. If there are others in the building, provide for their safety by asking them to stay – not leave.
3. Unless there is an imminent threat, call your emergency contact to let them know where you are and that you are safe.
4. If you are told there is a danger of explosion, close the window shades, blinds, or curtains.
5. Close doors leading into the suite/floor. This will help prevent someone from leaving the suite/floor, if necessary. Closing doors also helps to provide additional safety in Shelter in Place situations.
6. Understand that it may become necessary for university personnel to shut down the air handling system to prevent fumes or smoke from entering the building.
7. Remain indoors for your safety and the safety of others.
8. Stay in-place until the danger has passed or conditions warrant an immediate evacuation. The University will use the CruAlert System to make an "all clear" announcement.

### **Shelter-in-place -- Hazardous Materials**

If an interior hazardous material release occurs, evacuate the building and area.

If an exterior hazardous material release occurs (including chemical, biological or radiological), either accidentally, or intentionally, a Shelter-In-Place may be initiated. The following are additional recommendations in the event of an exterior hazardous material Shelter-In-Place (SIP):

1. Move indoors and remain there.
2. Once indoors, remain in an office, classroom, residence hall room, or other indoor space. The best rooms to enter are interior rooms with no windows.
3. Encourage everyone to immediately go into rooms and out of large public areas.
4. Close and lock windows, doors, and seal the room as much as possible.
5. Shut off heating, ventilation, air conditioning (HVAC) units if possible.
6. Pull down blinds, turn off lights and any other electronic equipment.
7. Monitor local media sources and the UMHB website ([www.umhb.edu](http://www.umhb.edu)).
8. As warranted the university will send additional messages through the CruAlert System.
9. Help others when possible, especially those who are physically disabled.
10. Remain as calm as possible and know that the emergency situation is the central focus of emergency response personnel.
11. If in a vehicle driving on campus, leave campus immediately – obeying traffic and speed regulations.
12. Remain Sheltered-In-Place until informed by University officials that it is safe to leave or conditions warrant an immediate evacuation.

## **Shelter-in-Place -- Violent Person/Hostile Intruder**

If one or more persons pose a serious threat to the campus, a Shelter-In-Place (SIP) notification may be made. This would usually involve some form of violence, or a firearm, and necessitate immediate action. The following are additional recommendations in the event of a violent person Shelter-in-Place warning:

1. Move indoors to a safe location.
2. Get into a room, office, residence hall room, meeting room, etc. and lock all doors and windows.
3. Blockade the door if possible with large/heavy furniture, or other heavy objects.
4. Pull down blinds, block windows in the door in an effort to obstruct vision from the hallway, turn off lights.
5. If unable to get indoors, lie flat, get behind an obstruction, put distance between yourself and the danger and await police.
6. Remain quiet, silence cell phones, and any other noise producing objects.
7. Stay low to the ground, on floor, near solid interior walls, staying away from windows and doors.
8. Take cover under furniture, or other large objects placing as many items as possible between you and the threat.
9. Do not peek out windows, or doors, to see what may be occurring.
10. Do not evacuate if fire alarm is activated unless you are positive a fire is occurring.
11. If possible, and safe to do so, report the location of the violent person if known by dialing 911.
12. Do not remain on cell phone unless a life and death emergency is occurring in your immediate vicinity.
13. Help others when possible, especially the physically disabled.
14. If you are in a vehicle during a Shelter-In-Place (SIP) for a violent person, leave campus immediately. Obey traffic and speed regulations.
15. Remain in your Shelter-In-Place (SIP) location until informed by police or circumstances warrant an immediate evacuation.
16. When Police arrive, do not run at them or make sudden movements. Do not hold anything in your hand that could be mistaken for a weapon.
17. Obey ALL commands given by police officers.

For additional information pertaining to active shooters, please view the Run, Hide, Fight video produced by the Houston Police Department at:

<http://www.youtube.com/watch?v=5VcSwejU2D0>

## **Shelter-in-place -- Weather Emergency**

Severe weather could suddenly develop which would initiate a Shelter-In-Place (SIP) notification. The most likely scenario would be a tornado warning, or sighting of a tornado close to campus. The following are additional recommendations in the event of a Shelter-in-Place warning because of a tornado:

1. If outside seek shelter in the closest building.
2. If possible, Do Not seek shelter in any large, free span room such as a gym or auditorium.
3. Move to the lowest floor in the building; the basement is the best option if available.

4. The best room choice is an interior room with no windows, or a small windowless first floor interior room like a closet or restroom.
5. If windows are in the room, close and lock windows and doors, pull down blinds.
6. Center yourself under large furniture, or other objects, and protect yourself from flying glass or debris.
7. Remain as close to the floor as possible, stay out of corners and away from outside walls.
8. Keep listening to the radio or the television until you are told the danger has passed.
9. Remain in your Shelter-In-Place (SIP) location until informed by University officials that it is safe to leave or conditions warrant an immediate evacuation.
10. After notifying your emergency contact, remain off the cell phone, especially after a tornado strike.
11. If anyone is seriously injured, dial 911 and request assistance. Report minor injuries to university personnel.

## **Evacuation Procedures**

### **What It Means to “Evacuate”**

An evacuation is the movement of persons from a dangerous, or potentially dangerous environment, to a safe place. Examples are the evacuation of a building due to a bomb threat or fire. In an extreme situation (e.g., a HazMat accident), large portions of, and perhaps the entire campus may be required to evacuate.

### **How Will I Know to Evacuate?**

An evacuation notification may come from several sources, including the fire alarm system, Police Department, University Staff, or other authorities utilizing the University’s emergency communications means.

### **How to Evacuate**

Evacuate the facility upon hearing the alarm or other official announcement. Close, but do not lock, doors, turn off lights and computers. Use designated corridors and fire exit stairs that lead to ground level. Leave the building in an orderly manner. Do not use elevators. Assemble at the Evacuation Assembly Point(s). Follow instruction of emergency personnel. Report any individuals who remain in the building to university personnel. Do not re-enter the building until an “All Clear” announcement is given by emergency personnel.

### **Evacuation Assembly Points**

Evacuation Assembly Points are the location(s) to which all building occupants should report following a building evacuation. Most Evacuation Assembly Points are pre-identified locations, although specific incidents may require the assembly point to be moved. Emergency Assembly Points consist of Exterior Assembly Points (fair weather evacuations); Protected Assembly Points (foul weather evacuations); and Interior Shelter locations when sheltering due to a storm event (i.e. tornado). A complete list of Evacuation Assembly Points is listed at:

<http://police.umhb.edu/evacuation-procedures>

General information about the emergency response and evacuation procedures for UMHB are publicized each year as part of Clery Act compliance efforts, and that information is also available at the Police Department's virtual headquarters at <http://police.umhb.edu/policies/clery-act>.

## **Campus Facilities**

The University of Mary Hardin-Baylor campus is private property, and the University reserves the right to restrict access to the campus. During scheduled business hours, the University (excluding certain housing facilities) is open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all University facilities is by key, if issued, or by admittance via the UMHB Police Department or Residence Life staff. During periods of extended closing, the College will admit to its facilities only those with prior written approval.

### **Locking Procedures for Residence Halls (guide to campus housing pg. 29-30)**

Front/lobby doors of the residence halls are to be locked by the RA on duty at closing hour each night which is 1:00 a.m. Side and back doors are locked during the day, and alarms are armed on these doors at 7:00 p.m. each night. Residents may exit the building through the side or back doors until 7:00 p.m. Fire escape doors are to be used as emergency exits only. The doors to Shannon Commons will also be locked at 1:00 a.m. each evening when the RA goes off duty.

### **Card Access**

Entry into residence halls after closing hour is possible through a card access system. The UMHB student I.D. card serves as the access card for residence halls and for the apartment doors at Garner Hall and Farris Hall. If an ID card is lost, the resident must go to the Cru Card Office for a replacement.

Each resident's card will allow access only to his or her residence building. To the extent permitted by the university's residence visitation policy, residents are allowed to provide guests access into their building with them until closing at 1:00 a.m. Residents must take care to only allow people they know to enter the building with them through these doors. After 1:00 a.m., everyone entering a residence building must use their own access card for entry. No resident may scan their card and hold the door open for anyone else to enter the building between 1:00 am and 6:00 a.m.

If a student ID/access card is not working or the resident does not have their card with them, the UMHB Police Department can assist in opening the door (call 5555). For security reasons, residents will be asked by the officer to show their UMHB ID card. RAs will not be able to open the doors after closing hours. When the building closes, residents should not contact another resident to have them open the door. This practice will result in disciplinary action. Care should be used in the handling of keys and cards as they represent the safety of the residents, their personal property, and security of the rooms. Students must never duplicate keys, give their card to another person for use in entering a building, or give out duplicated keys to other individuals. These actions will result in a referral to the Student Life Office.

Over extended breaks, the doors of all halls will be secured around the clock. During these times only individuals with prior approval granted by Residence Life Department will be provided access to the residence hall.

Emergencies may necessitate changes or alterations to any posted schedules. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

The University conducts as needed to examine security issues involving landscaping, locks, alarms, lighting, and communications. Administrators from the Physical Plant, Residence Life, and other concerned areas review results of such surveys.

Safety concerns should be reported to the UMHB Police Department, your Residence Hall Director or the UMHB Physical Plant.

The University Safety Director and Physical Plant personnel inspect each building on an annual basis. In addition cursory inspections of most facilities are conducted on a weekly basis by Residence Life Staff and the University Police Department.

Deficiencies noted are reported to the UMHB Physical Plant in the form of a work order.

### **Campus Law Enforcement**

The University of Mary Hardin-Baylor Police Department operates under the authority given to private universities in section 51.212 of the Texas Education Code and section 2.12 of the Texas Code of Criminal Procedures. All UMHB officers are licensed and certified as Texas Peace Officers by the Texas Commission on Law Enforcement and are vested with all rights, powers and privileges associated with the position of Peace Officer in the State of Texas. All officers have arrest authority.

The Department is organized as part of the Campus Planning and Support Services Division and employs 10 full-time police officers and 10 part-time police officers. We are a diverse and progressive organization which desires to exceed the expectations of those we serve. Some of the services provided include assistance to stranded motorists; development of crime prevention programs; investigation of reported crimes, disturbances, traffic accidents, and driving violations; service as safety escorts for students and staff on campus; and patrol and inspection of campus grounds and buildings as a deterrent to criminal activity and to detect potential safety or security concerns.

The UMHB Police Department is located at 816 College in Belton, Texas. The Department is staffed 24 hours per day, 365 days a year, with administrative offices open Monday - Friday, 8:00 a.m. to 5:00 p.m. except on campus holidays and weekends. The Police emergency number is answered 24 hours a day, 7 days a week including holidays. If you are in need of Police assistance, call 254-295-5555 or 5555 from any campus telephone.

The primary mission of the UMHB Police Department is to protect the safety of students and university employees and property owned or controlled by students, employees, or the University. The UMHB Police Department is the primary reporting and investigating law enforcement agency for most crimes occurring on the UMHB campus.

The UMHB Police Department has a close working relationship with state and local law enforcement agencies, particularly the City of Belton Police Department. The Belton Police Department is the primary reporting and investigating law enforcement agency for all crimes occurring outside the boundaries of the campus and certain serious personal injury crimes on campus. The UMHB Police Department cooperates with the Belton Police Department with respect to campus crimes and in the coordinated response to emergencies anywhere within Bell County.

The UMHB Police Department and the Belton Police Department typically cooperate under the terms of a written Memorandum of Understanding which addresses issues such as jurisdiction, cooperation, communications, and sharing of information. The University is currently working to renew its Memorandum of Understanding with the Belton Police Department. Frequent meetings or telephone conversations between the UMHB chief of police (or his designee) and the Belton Police allow for exchanges of routine information on a timely basis.

The University recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and the enforcement of rules by officials of the University. All persons on property owned or under the control of the University are subject to these laws and rules at all times. While the University is private property, state and local law enforcement officers may enter the campus to conduct business as needed, and local officers are invited to patrol the campus to assist university police in deterring crime.

Community Oriented Policing and Crime Prevention are the basic philosophies, which guide the University of Mary Hardin-Baylor Police Department. The department's law enforcement strategies are built on these fundamental policing practices which emphasize risk reduction and the implementation of lasting solutions to problems. This approach to campus policing requires new resolve from citizens and new ways of thinking from police officers.

The goal of community policing is to reduce crime and fear while at the same time maintaining a sense of order. Likewise, campus crime prevention efforts are designed to identify potential crime/safety risks and implement action to remove or reduce the risks. This style of policing has built a bond between members of the UMHB community and the university. UMHB Police officers interact with members of the UMHB community on a daily basis and encourage them to be a part of this vital effort with a goal to develop a strong partnership with the community and encourage citizen involvement. The effectiveness of the UMHB police department is directly linked to the support it receives from members of the UMHB community.

<http://police.umhb.edu/about-department>

## **Crime Prevention: Information and Education**

During orientation in August students are informed of services offered by the University Police. Video and slide presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Throughout the year, the campus police take every opportunity to speak on personal safety, crime prevention and crime reporting. UMHB officers will make presentations in residence halls, during Crusader Connection, during Welcome Week, at informal meetings concerned with women's issues, and campus wide Safety fairs. In addition, a number of programs are offered to UMHB students, faculty, staff, and campus organizations. To obtain further information on any of the following programs or in response to any other questions, contact your UMHB Police Department at (254) 295-4587.

### **Personal Safety Program**

This program focuses its attention on "crimes against persons" and emphasizes personal safety. In this seminar participants will learn how to reduce their chance of victimizations from sexual assault, robbery, including ATM robberies, and carjackings. Information is presented on how to prevent or reduce the possibility of being a victim; what can be done if confronted; and candid information on how to avoid confrontations.

### **Security Surveys**

A trained crime prevention officer will survey your UMHB building, office, or residence and help you identify vulnerable areas which may make your location a target for burglars. The crime prevention officer will provide information on what steps you can take to reduce these risks. A survey generally takes 20 minutes for a small workspace and up to one hour for an overall building assessment.

### **Operation Identification**

"Operation Identification" is a nationally recognized personal property identification program to deter theft and aid in recovery. In this program you identify your personal property by engraving your driver's license number on the item your property and keeping a record of each item, including a description and serial number. For unusual or high value items such as jewelry, valuable artwork, special equipment, etc., it is advisable to take video or pictures. You can borrow an engraver from the UMHB Police Department.

Personal property should be inscribed with the owner's driver license number and state identifier (i.e. TX12345678). University property should also be marked with a "UMHB" inventory tag.

## **Specialized Programs**

The UMHB Police Department has numerous special safety and crime reduction programs for specific department/offices such as: Robbery Prevention for departments that handle money - Staff are trained on how to reduce the potential of being robbed, how to react during a robbery, and what to do after a robbery.

Office thefts and how to prevent them from occurring - Examples of incidents are provided along with tips on how to harden the target and reduce the potential for thefts from the workplace.

Bomb threats and suspicious packages and letters - Instruction is provided on what questions to ask when you receive a telephone bomb threat and what information law enforcement will need when they respond to the call. Personnel are also taught how to identify suspicious packages and letters and what to do when they discover a suspicious package or letter in the mail.

Violence on campus information is given on how to respond to violent situations occurring on campus. Emphasis will be placed on prevention and personal protection strategies.

### **Asset Protection Program**

Security awareness programs are developed to help administrators and facilities managers identify potential theft hazards and implement procedures designed to increase the security for department property and facilities.

Each of these programs usually lasts approximately 30 to 45 minutes.

*For more information about campus security and ways that you can take responsibility for the security of yourself and those around you, visit the **CRIME PREVENTION** section of the campus security website:*

<http://police.umhb.edu/crime-prevention>

*University of Mary Hardin-Baylor*  
*2013 Campus Crime Statistics*

	ALL ON-CAMPUS PROPERTY			NON-CAMPUS PROPERTY			PUBLIC PROPERTY			*ON-CAMPUS RESIDENTIAL ONLY		
	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
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2	4	11	0	1	0	0	0	0	9	3	5
Sex Offenses, Forcible - Rape	1	1	0	0	0	0	0	0	0	1	1	0
Sex Offenses, Non-Forcible (Total)	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Fondling			0			0			0			0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Domestic Violence	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Stalking	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Liquor Law Arrest	1	2	0	0	0	0	1	1	0	0	2	0
Liquor Law Violations Referred for Disciplinary Action	33	6	23	0	0	0	0	0		20	6	23
Drug Law Arrest	1	1	0	0	0	0	0	0	0	0	1	0
Drug Law Violations Referred for Disciplinary Action	8	6	9	0	0	2	0	0		8	6	0
Illegal Weapons Possession Arrest	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	9

*University of Mary Hardin-Baylor  
2013 Hate Crime Statistics*

	ALL ON-CAMPUS PROPERTY			NON-CAMPUS PROPERTY			PUBLIC PROPERTY			*ON-CAMPUS RESIDENTIAL ONLY		
	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
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible - Rape	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible (Total)	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Fondling												
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Larceny Theft	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrest	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction of property	0	0	0	0	0	0	0	0	0	0	0	0
Other crimes involving bodily injury to any person	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	N/A	N/A	0	N/A	N/A	0	0	0	0	N/A	N/A	0
Dating Violence	N/A	N/A	0	N/A	N/A	0	0	0	0	N/A	N/A	0
Stalking Incidents	N/A	N/A	0	N/A	N/A	0	0	0	0	N/A	N/A	0

## **Alcoholic Beverages and Illegal Drugs**

The university is committed to the spiritual, mental, social, and emotional development of students and believes that growth in these areas is greatly impaired by mind-altering substances. Education and learning are especially impaired by alcohol abuse and other drug use. It is the goal of the university to provide a drug-free environment in which to live, work, and learn, to discourage the use of alcohol and drugs and to promote sobriety.

The University of Mary Hardin-Baylor has a strict policy regarding students' use of alcohol or drugs, regardless of the student's age. The possession, use, sale, purchase, manufacturing, or distribution of alcohol, illegal or controlled substances, mind or perception altering drugs, or the misuse of chemicals such as glues or solvents, at any time, whether on or off campus, is a violation of the Student Standards of Conduct.

The only exception is the lawful use of prescription medications by the person for whom the medication was intended, or the reasonable use of over-the-counter medications for their intended purpose.

Any student who engages in conduct that violates the UMHB Student Standards of Conduct or federal, state, or local laws is subject to discipline whether or not civil or criminal penalties are also imposed for such conduct. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the UMHB Police Department. Students who violate federal, state, or local laws are subject to arrest and criminal prosecution.

If a student violates this policy, at a minimum, the university will impose a disciplinary penalty of disciplinary probation for a specified period of time. Other penalties that may be imposed include suspension from school, suspension of rights and privileges, payment for damage to or misappropriation of property, expulsion, or such other penalty deemed appropriate under the circumstances.

## **Drug or Alcohol Counseling and Rehabilitation Services**

UMHB is committed to educating the campus community in the areas of alcohol and other drug use. The UMHB Police Department and the Counseling, Testing and Health Services Center provides education and resources on substance use and abuse. If students have questions concerning the health risks associated with the use of alcohol and other drugs, they are encouraged to contact the Health Services Coordinator at 254-295-4623.

Certain programs within the university have a drug and alcohol policy (which may include requirements for drug screening or random drug testing) applicable specifically to participants in that program. Information is published and made available directly to program participants.

UMHB Counseling, Testing and Health Services offers confidential and anonymous referral information regarding community substance abuse resources and a variety of educational programs related to college students and the use of alcohol or other drugs. Printed information and confidential educational consultations are available to students to assist them with alcohol

and/or other drug-related questions or concerns. In addition, the Counseling, Testing and Health Services Center on campus can provide information on the following services for students seeking help for their substance abuse problems:

- assessment
- individual therapy
- group therapy

Students may obtain these services and/or referrals on a confidential basis by calling the Counseling, Testing and Health Services Center on campus 254-295-4696 for an appointment. Every student should read and become familiar with the policies on alcohol and other drugs that are discussed in the University of Mary Hardin-Baylor Student Handbook. If you have any questions concerning regulations or health risks associated with alcohol and other drugs, please contact the following offices:

Counseling, Testing and Health Service Center:	254-295-4696
Health Services Coordinator:	254-295-4623
Dean of Students:	254-295-4590
Director of Residence Life:	254-295-4590

Employees should refer to the “Drug Free Workplace” policy.

### **Information on Registered Sex Offenders**

In compliance with federal law, Texas requires current address registration by residents of the State, and non-residents who have entered the State to work or attend school, who have been convicted of sexually violent offenses or offenses involving sexual abuse or exploitation of minors. Information on registered sex offenders may be obtained from the Texas Department of Public Safety at <https://records.txdps.state.tx.us/SexOffender/PublicSite/Index.aspx>

Federal law permits UMHB to publish the names of all registered sex offenders on campus. For more information, please contact the UMHB Campus Police Department at 254-295-5555.

## **Sexual Assault, Dating Violence, Domestic Violence and Stalking**

The University Mary Hardin-Baylor prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. The university is actively working to prevent these crimes through education and awareness programs for students and employees:

- The University provides primary prevention and awareness programs for all incoming students and new employees. “Primary prevention programs” are programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
- The University also conducts ongoing prevention and awareness campaigns for all students and faculty. “Ongoing prevention and awareness campaigns” are programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing, dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

### **Prohibited conduct.**

As well as being serious violations of the University’s code of student conduct, dating violence, domestic violence, sexual assault, and stalking are crimes under Texas law. As part of its education programs, the University provides these definitions for the crimes of dating violence, domestic violence, sexual assault, and stalking:

### **Dating Violence**

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

(1) is committed against a victim:

(A) with whom the actor has or has had a dating relationship; or

(B) 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

(2) 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.

A “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:

- (1) the length of the relationship;
- (2) the nature of the relationship; and
- (3) the frequency and type of interaction between the persons involved in the relationship.  
(V.T.C.A., Family Code § 71.0021 )

### **Domestic Violence**

“Domestic violence,” also known as “family violence,” means:

- (1) 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;
- (2) 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
- (3) dating violence. (V.T.C.A., Family Code § 71.004)

### **Sexual Assault**

A person commits the offense of “sexual assault” if the person:

- (1) intentionally or knowingly:
  - A. causes the penetration of the anus or sexual organ of another person by any means, without that person's consent;
  - B. causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or
  - C. 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
- (2) intentionally or knowingly:
  - A. causes the penetration of the anus or sexual organ of a child by any means;
  - B. causes the penetration of the mouth of a child by the sexual organ of the actor;
  - C. causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
  - D. causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
  - E. causes the mouth of a child to contact the anus or sexual organ of another person, including the actor. (V.T.C.A., Penal Code § 22.011)

## **Stalking**

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:

- (1) constitutes an offense under Section 42.07, or that the actor knows or reasonably should know the other person will regard as threatening:
  - A. bodily injury or death for the other person;
  - B. 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
  - C. that an offense will be committed against the other person's property;
- (2) 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
- (3) would cause a reasonable person to:
  - A. fear bodily injury or death for himself or herself;
  - B. 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;
  - C. fear that an offense will be committed against the person's property; or
  - D. feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.(V.T.C.A., Penal Code § 42.072)

## **Consent**

Consent is an active agreement to engage in a certain act or be exposed to a certain situation. Sexual activity without meaningful, explicit, and ongoing consent is a violation of university policy and of Texas law. This includes forcing, threatening or coercing an individual into sexual contact under duress and/or against his or her free will. When consent is requested verbally or physically, the absence of any explicit verbal or physical response constitutes lack of consent. Consent can be withdrawn at any time, but once consent has been established a person who changes his or her mind should communicate the withdrawal of consent through words or actions. A person may be incapable of giving consent due to age, an intellectual or other disability, or the influence of drugs or alcohol.

Under Texas law, a sexual assault, as defined above, is without the consent of the other person if:

1. the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat;
2. the other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
3. the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable of appraising the nature of the act or of resisting it;

4. the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
5. the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
6. the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;
7. the actor is a public servant who coerces the other person to submit or participate;
8. the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor;
9. the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; or
10. the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2, Family Code. (V.T.C.A., Penal Code § 22.011)

#### **Other Content Included in the University's Prevention and Awareness Programs**

The University's policies requires that students and employees receive information and training with respect to the following concepts as part of both the University's primary prevention and awareness programs and its ongoing prevention and awareness campaigns:

**Bystander Intervention:** 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 also 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.

**Risk Reduction:** Options designed to decrease perpetration and bystander inaction and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence.

**If a sex offense occurs:** Students and employees receive written information about the procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, whether on or off campus. The University has produced a brochure, which is available to all students and provided to any person who reports a sex offense, with information about their rights and options, including:

- the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;
- to whom the alleged offense should be reported;
- options regarding law enforcement and campus authorities, including notification of the

victim's option to a) notify proper law enforcement authorities, including on-campus and local police; b) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and c) decline to notify such authorities; and

- where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal or civil court.

This brochure for victims of a sex offense is reproduced in the section of this report entitled "Information for Victims of Sexual Assault, Dating Violence, Domestic Violence, or Stalking" and the brochure may also be accessed at: <http://students.umhb.edu/sexualviolence>

**University policies and procedures after a sex offense occurs:** The University has developed specific policies and procedures which apply after an offense of domestic violence, dating violence, sexual assault, or stalking occurs. These policies and procedures are reviewed with students and employees as part of its primary and ongoing prevention and awareness programs, and may be accessed in the University student handbook at: <http://students.umhb.edu/student-handbook>. See also the section of this report entitled "Reporting Sexual Violence."

**Protective Measures:** Written notification is provided to any person who reports a sex offense about options for, and available assistance in, changing academic, living, transportation, and working situations if requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. The University can take other immediate actions if appropriate, which may include temporarily suspending a student accused of assault, removing the student from campus housing, or directing the student not to have any type of contact with the victim (including face to face contact, phone calls, emails, text messages, social media posts, etc.). If the accused person is not a UMHB student, employee, or other member of the University community, the University can issue a "No Trespass Notice," which means that person will not be allowed to come onto the campus nor to attend any University events.

**Disciplinary Procedures:** The University describes its procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking. The proceedings provide a prompt, fair, and impartial investigation and resolution. Proceedings will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and on how to conduct an investigation and disciplinary process that protects the safety of victims and promotes accountability. The complainant and the respondent are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The University will make a determination whether the respondent is responsible of a sex offense based on a preponderance of all the evidence. Both the complainant and the respondent are simultaneously informed, in writing, of: a) the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking; b) the institution's procedures for either party to appeal the results of the institutional disciplinary proceeding; c) any change to the results that occurs prior to the time that such results become final; and d) when such results become final.

In addition to reviewing the University's process in its prevention and awareness training, information is accessible to students in the student handbook: <http://students.umhb.edu/student-handbook>

**Sanctions:** If a student is found responsible for a sexual offense, including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, the University has a full range of sanctions which may be imposed. These disciplinary sanctions are censure, reprimand, probation, eviction from student housing, suspension, or expulsion.

**Confidentiality:** The University provides information about how the institution will protect the confidentiality of victims, including how the University will complete publicly-available record keeping and records maintained for purposes of Clery Act reporting and disclosure, without the inclusion of identifying information about the victim, as defined in section 40002(a) (20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a) (20)). The University will also 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.

**Services.** Written notification is provided to students and employees about existing counseling, health, mental health victim advocacy, legal assistance, and other services available for complainants and respondents whether on-campus or in the community.

### **“Reporting Sexual Violence”**

Students who experience incidents of **sexual assault, dating violence, domestic violence or stalking** have the right to file a Title IX sex discrimination complaint with the university as described on the preceding pages and students also have the right to file a separate criminal complaint with the Belton Police Department. Although students have the right not to make an official report, UMHB encourages students to report sexual assaults, dating violence, domestic violence or stalking to the university and/or to the Belton Police Department. **If you choose to report, you are encouraged to do so as soon as possible, enabling the university or the Belton Police Department to act quickly and thoroughly.**

Filing a report will not obligate you to prosecute, but it will help the university take steps to provide a safer campus for you and others. With your report, the university can keep a more accurate record of the number of incidents involving students; determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger.

Any student who is the victim of **sexual assault, sexual violence, stalking, or other conduct which may constitute a crime** is encouraged to report the matter to a Campus Security Authority:

UMHB Police Department  
254-295-5555

Ray Martin, Dean of Students  
254-295-4590  
[rmartin@umhb.edu](mailto:rmartin@umhb.edu)

Susan Owens, Title IX Coordinator  
254-295-4527  
[susan.owens@umhb.edu](mailto:susan.owens@umhb.edu)

Dr. Byron Weathersbee  
Vice President for Student Life  
254-295-4496  
[bweathersbee@umhb.edu](mailto:bweathersbee@umhb.edu)

Donna Plank, Director of Residence Life  
254-295-4590  
[dplank@umhb.edu](mailto:dplank@umhb.edu)

Debbie Rosenberger, R.N. , Student Health Services Coordinator  
254-295-4696  
[drosenberger@umhb.edu](mailto:drosenberger@umhb.edu)

Darla Kirby, Associate Athletic Director  
254-295-5046  
[dkirby@umhb.edu](mailto:dkirby@umhb.edu)

The report will be forwarded confidentially to the university's Title IX Coordinator for review.

**Confidential Reporting.** UMHB understands that many victims have a strong desire for their report of sexual violence to be treated confidentially. If a student requests that his or her name not be disclosed to the accused person or that the University not investigate or take disciplinary action against the accused person, the University will carefully consider the request and honor it if possible.

- ✓ If the university determines that it can keep a report confidential, all reasonable steps will still be taken to respond to the complaint consistent with the request for confidentiality. For example, it may be helpful to make changes to a housing situation, class schedule, etc. Any request for confidentiality can be withdrawn at any time, and the university will proceed to investigate the report fully and take appropriate action.
- ✓ However, honoring a request not to reveal a victim's name to the accused person, not to conduct an investigation, or not to punish the accused person will limit the university's ability to respond fully to the assault and take any appropriate disciplinary action. There are situations in which the university must override a request for confidentiality in order to meet its obligations under federal law to provide an educational environment which is safe and free from sexual violence. If the accused person has been accused before of committing similar acts or if the circumstances indicate that the accused person is likely to harm others, the university may have to investigate the report and take appropriate action

to make the campus safe. If an investigation must take place, the information reported will be shared only on a need-to-know basis.

- ✓ A student who wants to be assured that a sexual assault report will be kept confidential can make an anonymous complaint or report the assault to a therapist, doctor, or attorney who is legally obligated to maintain patient or client confidentiality. Students who choose this option are requested to ask their doctor, therapist, or counselor to make a confidential report of the assault without including facts that would reveal the student's identity. While the university will probably not be able to take any disciplinary action against the person accused of the assault, university officials will have a better picture of crime on the campus and may be able to warn the campus community about methods or patterns of attacks.

### **Reporting to local law enforcement:**

Any student who is the victim of **sexual assault, sexual violence, stalking, or other conduct which may constitute a crime** may also make a law enforcement report by contacting the Belton Police Department by phone or in person:

Belton Police Department  
711 East 2nd Ave., Belton, Texas  
Call 911 or 254-933-5840

If you request, a university official will help you report the incident to Belton Police Dept. Any investigation conducted by the Belton Police Dept. will be done separate and apart from a university investigation.

Filing a report with the Belton Police Department does not constitute filing a report with the university.

Students may also submit complaints to the Department of Education Office for Civil Rights.

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### **The University's Investigation Process**

All complaints of harassment received by the university will be investigated promptly and impartially by the Title IX Coordinator or his/her designee.

Investigation of complaints will be as confidential as possible to acquire the information needed and will respect the rights of both the accuser and the accused.

- Retaliation against complainants or witnesses is strictly prohibited.
- Deliberately falsifying a report of harassment is strictly prohibited.
- Likewise, failure to provide truthful, factual information without malice during an investigation is also forbidden.

In the course of the investigation, the University may seek to use voluntary informal discussions

or mediation for resolving some types of sexual harassment complaints. However, the complainant has the right to end the informal process at any time, in which case the investigation shall continue to its conclusion. In cases involving allegations of sexual assault, mediation is not appropriate. Any agreed resolution of a complaint should fully and effectively address safety, fairness, and other appropriate concerns of the complainant, the accused, and the University as a whole.

Every complainant has the right to present his or her case. The University will conduct and conclude an adequate, reliable, and impartial investigation of the complaint within 60 days after the complaint has been received. An investigation may occasionally take slightly longer because of unusual circumstances or the absence of necessary parties during school breaks. Both the complainant and the accused will have an equal opportunity to present witnesses and other evidence. The complaint will be decided using a preponderance of the evidence standard (i.e., is it more likely than not that sexual harassment or violence occurred?).

The purpose of the investigation will be to determine whether any discrimination which is unlawful under Title IX has occurred and, if so, to eliminate such discrimination. Although some sanctions may be imposed in order to restore the proper educational environment (for example, removal from a student organization or changing class schedules), it is not the purpose of the Title IX investigation to punish any misconduct. If during the investigation it becomes apparent that a breach of the university's rules or policies has occurred, the investigation's findings will be provided to the appropriate official so that disciplinary action can be taken under the Student Disciplinary Process or the faculty/staff disciplinary process, whichever shall apply.

The disciplinary proceedings will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The complainant and the respondent may have an advisor of their choice (who may be a friend, parent, attorney, etc.) present during any disciplinary proceedings to provide support, guidance, or advice. Advisors shall not have the right to question or cross-examine witnesses, present arguments, answer questions posed to a student, or otherwise take an active role in the disciplinary proceedings.

Both parties will be promptly and simultaneously notified in writing of the outcome of the complaint, including the result of the university's disciplinary proceeding, the procedures for either party to appeal the result, any change to the result, and when the results become final. With respect to complaints of sexual harassment or sexual violence, the University will disclose to the complainant information about any sanctions imposed on the accused when the sanction directly relates to the complainant, such as an order that the harasser stay away from the complainant or that the harasser is transferred to other classes, suspended, removed from a residence hall, expelled, etc. In order to comply with the Clery Act, both parties will also be informed of all sanction information if the offense involved is a sex offense.

## **Appeals**

Either party may appeal the initial decision by providing a written notice of appeal to the Sr. Vice President for Administration within ten (10) days after written notice of the decision has been given. Both the complainant and the accused will be given notice of the appeal and an opportunity to respond. The Sr. Vice President for Administration will consider the appeal and issue a written decision within twenty (20) days after receiving the appeal. A decision on the appeal may occasionally take slightly longer because of unusual circumstances or the absence of necessary parties during school breaks.

Interim sanctions, including sanctions previously imposed and any additional appropriate sanctions, may be imposed or continued during the appeal. The University shall respect and protect the rights of both parties until the appeal is resolved.

Both parties will be promptly notified in writing of the outcome of any appeal, which shall be final. The accused will be notified of any changes to the sanctions, and the complainant will be given any notice of sanctions or changes in sanctions to which he or she is entitled, as described above.

## **Retaliation Is Prohibited**

No University employee or student shall retaliate in any way against a person for making a complaint, testifying, assisting, or participating in any manner in an investigation or complaint proceeding. Retaliatory actions which are prohibited include intimidation, threats, coercion, or discrimination against any such individual. Any person may report retaliation to the University's Title IX Coordinator:

Susan Owens, Associate Vice President for Human Resources  
900 College St., Belton, Texas 76513  
254-295-4527  
susan.owens@umhb.edu

Complaints of retaliation will be investigated by the University under the same complaint processes and standards outlined above for other complaints of sexual harassment, sexual violence, or other illegal discrimination.

## **Information for Victims of Sexual Assault, Dating Violence, Domestic Violence, or Stalking**

<http://students.umhb.edu/sexualviolence>

**SAFETY FIRST!** Go to a safe place as soon as possible following an assault. If you have immediate safety concerns, first **call 911**, then call the Campus Police at 254-295-5555.

**SEEK MEDICAL ASSISTANCE:** Regardless of whether you intend to report an assault to the police, if you have experienced sexual assault or violence, UMHB recommends that you get medical attention as soon as possible. You may have hidden injuries or need information about pregnancy or sexually transmitted diseases.

**PRESERVE EVIDENCE:** Even if you have no immediate intention to report the incident to the police, preserving evidence will be important in case you later decide to press criminal charges or pursue university disciplinary action against another person. Physical evidence may also help you obtain an order from a court or the university requiring the other person involved to stay away from you.

- If you have been sexually assaulted, it is better if you DO NOT shower or bathe, douche, wash hands, use the toilet, brush your teeth, change clothing, or wash clothing or bedding. If you change clothes, carefully place all clothing worn at the time (or bedding) into a paper bag.
- At a hospital, a sexual assault examination (also known as a forensic examination) can be conducted to gather evidence, whether or not you intend to press criminal charges. This procedure includes a physical exam where a doctor or a trained nurse collects the evidence of the assault. You will need to bring an extra set of clothing. The clothing worn during the assault may be collected as evidence.

**CONSIDER SEEKING COUNSELING OR OTHER SUPPORT:** UMHB recommends that you consider seeking counseling as soon as possible. The university believes strongly in supporting victims whether or not they decide to file a criminal report. Therapy provides a safe place to talk about your feelings and concerns. If you decide to keep the matter confidential, a licensed counselor must respect your wishes.

The following services are available on campus or in the community to support victims of sexual assault and violence:

**UMHB Student Counseling Center**

254-295-4696

Nate Williams, LPC, Director

Joy Muller, LCSW, Assistant Director

**Families In Crisis, Inc.**, <http://www.familiesincrisis.net/> (serving Bell, Coryell, and Hamilton Counties, including Ft. Hood)

**Baylor Scott & White Medical Center in**

Temple: <http://www.sw.org/women-health/sexual-assault-program>

Crisis Pregnancy and STD testing is also available at **Hope Pregnancy Center, Inc.:**

<http://www.hopepc.com/>

(Temple, Killeen, Copperas Cove)

**Rape Abuse Incest National Network (RAINN)** RAINN offers national anonymous hotline support to survivors and allies at 1.800.656.HOPE (4673). If you would rather chat with someone online, RAINN also operates the **National Sexual Assault Online Hotline**, a live, secure, anonymous crisis chat support. To access help 24 hours a day, visit:

<http://www.rainn.org/get-help/national-sexual-assault-onlinehotline>

If you believe you have been drugged, traces of the drug may still be detected for up to 96 hours after ingestion (depending on dosage, and individual metabolism). The chances of getting proof are best when the sample is obtained quickly. In general, evidence collection is best if done immediately following an assault. The more time that passes between the sexual assault and medical collection of evidence, the less likely it is that the evidence will be useful in the prosecution of a criminal case.

It may be helpful for you to immediately write down everything you can remember about the incident, including what the assailant(s) looked like (e.g., height, weight, scars, tattoos, hair color, clothes); any unusual odor; any noticeable signs of intoxication; anything the assailant(s) said during the assault; what kinds of sexual activities were demanded and/or carried out; if weapons, threats, or physical force were used; and any special traits noticed (e.g., limp, speech impediments, use of slang, lack of erection, etc.). Writing it down will not only aid you in recalling details should you choose to report, it also can be empowering as it allows you an element of control in a situation where control had previously been taken away.

Remember to preserve electronic evidence. Text messages, emails, voicemails, records of recent phone calls, and posts on social media may all provide critical evidence and should not be deleted from your cellphone, computer, or other device. Police or university investigators can help you document and preserve electronic evidence.

### **How to Report**

You have the right to file a Title IX sex discrimination complaint with the university and you have the right to file a separate criminal complaint with the Belton Police Department. Although you have the right not to make an official report, UMHB encourages students to report sexual assaults, dating violence, domestic violence or stalking **to the university and/or to the Belton Police Department. If you choose to report, you are encouraged to do so as soon as possible, enabling the university or the Belton Police Department to act quickly and thoroughly.**

Filing a report will not obligate you to prosecute, but it will help the university take steps to provide a safer campus for you and others. With your report, the university can keep a more accurate record of the number of incidents involving students; determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger.

**Reporting to the University:** You may make a report in person, in writing, by mail, or by email to the following UMHB officials:

UMHB Police Department: 254-295-5555

Ray Martin, Dean of Students 254-295-4590  
*rmartin@umhb.edu*

Susan Owens, Title IX Coordinator 254-295-4527  
*susan.owens@umhb.edu*

Dr. Byron Weathersbee 254-295-4496  
Vice President for Student Life  
*bweathersbee@umhb.edu*

Donna Plank, Director Residence Life 254-295-4590  
*dplank@umhb.edu*

Debbie Rosenberger, R.N. 254-295-4696  
Student Health Services Coordinator  
*drosenberger@umhb.edu*

Darla Kirby, Associate Athletic Director 254-295-5046  
*dkirby@umhb.edu*

**Reporting to Law Enforcement:** You may also make a law enforcement report by contacting the **Belton Police Department** by phone or in person:

Belton Police Department  
711 East 2nd Ave., Belton, Texas  
**Call 911 or 254-933-5840**

**If you request, a university official will help you report the incident to Belton Police Dept. Any investigation conducted by the Belton Police Dept. will be done separate and apart from a university investigation.**

**Your Right to Protection.** Once you report, the university can take immediate action if it is necessary to protect your safety or to prevent further harassment. These actions may include temporarily suspending a student who assaulted you, removing the student from campus housing, or directing the student not to have any type of contact with you (including face to face contact, phone calls, emails, text messages, social media posts, etc.). If the person who assaulted you is not a UMHB student, employee, or other member of the university community, the university can issue a “No Trespass Notice,” which means that person will not be allowed to come onto the campus nor to attend any university events. You may wish to discuss with the police whether any type of protective court order is available to you under the civil law system.

### **Worried About Reporting?**

**“I’m a woman who was sexually assaulted. I don’t want to have to speak to a male about this.”** – The university has trained female investigators available to you in order to make you more comfortable in discussing the situation.

**“I was drinking alcohol in my residence hall at the time and don’t want to get in trouble.”** - Your well-being is the university’s greatest concern. If you voluntarily report a sexual assault, the university will not discipline you for conduct violations which must be disclosed in the course of reporting the assault.

**“I don’t want to have my lifestyle put under a microscope.”**

- Regardless of your lifestyle, the university will only be concerned with issues relevant to the assault and to protecting you and the campus community.

**Confidential Reporting:** UMHB understands that many victims have a strong desire for their report of sexual violence to be treated confidentially. If you request that your name not be disclosed to the accused person or that the university not investigate or take disciplinary action against the accused person, university officials will carefully consider your request and honor it if possible.

If the university determines that it can keep your report confidential, all reasonable steps will still be taken to respond to your complaint consistent with your request. For example, it may be helpful to make changes to your housing situation, class schedule, etc. Any request for confidentiality can be withdrawn at any time, and the university will proceed to investigate your report fully and take appropriate action.

However, honoring a request not to reveal a victim’s name to the accused person, not to conduct an investigation, or not to punish the accused person will limit the university’s ability to respond fully to the assault and take any appropriate disciplinary action. There are situations in which the university must override a request for confidentiality in order to meet its obligations under federal law to provide an educational environment which is safe and free from sexual violence. If the person you accuse has been accused before of committing similar acts or if the circumstances indicate that the accused person is likely to harm others, the university may have to investigate your report and take appropriate action to make the campus safe. If an investigation must take place, the information you report will be shared only on a need-to-know basis. If you want to be assured that your report will be kept confidential, you can report the assault to a therapist, doctor, or attorney who is legally obligated to maintain patient or client confidentiality.

If you choose this option, please consider asking your doctor, therapist, or attorney to make a confidential report of the assault without including facts that would reveal your identity. While the university will probably not be able to take any disciplinary action against the person who assaulted you, university officials will have a better picture of crime on the campus and may be able to warn the campus community about methods or patterns of attacks.

**What Happens Next?** The university’s Title IX Coordinator will coordinate the prompt investigation of every claim of sexual assault, dating violence, domestic violence, or stalking it receives, unless the university has determined that it should honor the victim’s request to treat the matter confidentially. For more information about university investigations and how they are handled, refer to the Student Handbook at <http://students.umhb.edu/student-handbook> or contact the university’s

Title IX Coordinator:

Susan Owens

Associate Vice President for Human Resources

254-295-4527

*susan.owens@umhb.edu*

**Worried About Retaliation?** Federal law protects you against retaliation by students or university employees. University officials will take steps to prevent retaliation and take immediate steps to stop retaliation if it occurs. If you believe you are experiencing retaliation for reporting an incident which might be considered a crime of sexual assault, dating violence, domestic violence or stalking, please contact the university's Title IX Coordinator for assistance.

## Annual Fire Report Prepared & Distributed Pursuant to the Clery Act

<http://police.umhb.edu/policies/clery-act>

The University provides the following Annual Security Report, which includes university policies, procedures, and statistical information, in order to provide important information for students, parents, and employees. This Report complies with federal law, including the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### How to Report a Fire

<http://police.umhb.edu/policies/reporting-crime>

When you see a fire (flame) or smoke, immediately dial 911 and then contact the University of Mary Hardin-Baylor Police Department at 254-295-5555.

If you see signs of a fire that has already been extinguished, contact the University of Mary Hardin-Baylor Police Department at 254-295-5555.

### Safety Report Requirements

The University of Mary Hardin-Baylor has compiled data for the Annual Fire and Safety Report since 2010. As with other institutions, UMHB is required to report statistics for each on-campus student housing facility, for the three most recent calendar years for which data is available. Printed copies of this report may be obtained at the UMHB Police Department located at 816 College or by calling 254-295-5555.

UMHB also maintains an on-line [Incident History \(Police Blotter\)](#) page which includes information pertaining to reports of fires occurring on campus. The Fire Log table below is designed to contain a compilation of actual fire statistics for each calendar year (should any exist) for UMHB on-campus student housing. The Fire Log table is designed to include statistics outlining the number of actual fires and the cause of each actual fire, the number of injuries and deaths related to actual fires and the value of property damage related to actual fires for UMHB on-campus student housing (should any exist).

The daily fire log is combined with the daily crime log and is available for viewing at:  
<http://police.umhb.edu/incidents>

According to the Higher Education Opportunity Act / Clery Act, for an incident to be reportable, it must be an actual fire which meets the federal definition of a fire. The Higher Education Opportunity Act (HEOA) regulations define fire as “[a]ny instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

## **On-Campus student housing and life safety systems**

UMHB has a total of 21 on-campus student housing facilities. Each facility is equipped with fire detection systems, which may consist of smoke and/or heat detectors, and pull box stations. Most fire life safety systems report directly to the University Police Department, and the Physical Plant.

Additional information pertaining to fire safety in university residence halls is available in the [\*Guide to Campus Housing\*](#).

## **Fire Alarm Evacuation Procedures**

[\*Guide to Campus Living pg. 25\*](#)

When an alarm is activated, individuals are required to heed the warning and evacuate the building. Use the nearest stairwell and/or exit to immediately leave the building. We recommend that you become familiar with the exits in each building.

As you evacuate a building, do so as quickly and calmly as possible. Remember to use stairs and not elevators as you leave the building. When a fire alarm is activated, the elevators in most buildings will be recalled to the first floor and stop automatically. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to the UMHB Police Department.

In addition remember to:

- Feel the door for heat before opening it. If it is hot, find an alternative route.
- If you encounter smoke, “stay low and go”, remembering that the smoke and hot air that is most dangerous will be above you.
- When outside the building, move to your assembly area. Follow the procedure taught during the first planned fire drill. Keep access roads clear for emergency vehicles.
- Do not return to the building until it has been declared safe by officials. If necessary, injured or handicapped residents may evacuate to “areas of safe refuge” in buildings that are equipped with these areas. The RD will know if such an area exists within the building.

Emergency Response procedures are posted in each student’s room/apartment.

## **Response to Fire Alarms on Campus**

[\*Guide to Campus Living pg. 25\*](#)

All alarm activations are investigated and documented by the UMHB Police Department. In addition to the police department’s response, the City of Belton Fire Department is also dispatched and responds to all alarm activations. The City of Belton Fire Department is a combination fire department staffed with career firefighters and volunteer firefighters.

## **Mandatory Fire Drills**

Each residence hall conducts two fire drills during each full length semester. The first fire drill during the semester will always be announced before time, and students will be oriented concerning exit routes and other rules. The students will be trained in the drill procedure by residence hall staff.

The fire evacuation drills are supervised by Residence Life Staff and the University Police Department. The fire evacuation drills are conducted by activating each individual fire alarm system in each on-campus student housing facility.

The University may levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety reasons! Failure to evacuate the building during a fire alarm will result in a financial penalty of \$25. Failure to evacuate a building during a scheduled fire drill will result in a financial penalty of \$100.

For more information see page 28 of the *Guide to Campus Housing*.

## **Fire Prevention**

Each member of the UMHB community plays an important role in our fire prevention efforts and we ask that you work with the university to ensure halls are free of fire hazards. Please make sure that all fire equipment, fire doors, and fire exits remain unobstructed. Open flames such as candles, incense, matches, or lighters, are prohibited due to their potential as fire hazards. Irons and cooking appliances should never be left on when the room is unoccupied. Electrical outlets should never be overloaded.

To minimize the potential for fires, it is the policy of the university to limit cooking in residence hall rooms. Accordingly, cooking devices/equipment, other than the microwaves provided by the university, are prohibited in residence hall rooms. This includes toaster ovens, griddles, grills, electric skillets, deep fryers and other such small appliances.

All decorations used on campus must be fire-resistant or non-combustible. Decorative lights and extension cords must be UL rated and not used so as to present a fire hazard or trip-hazard. Live trees or greens are also prohibited as decoration.

### **Tampering with Safety Equipment**

Any individual who misuses or tampers with fire safety equipment will be subject to disciplinary action and will be charged with the cost of cleanup or repair of property, which is damaged because of the action. Smoke detectors in rooms should not be tampered with, and if they are battery operated, students should never remove the batteries.

Every effort will be made to identify the individuals who cause a false alarm. When such persons are identified, they will be referred to the Student Life Office for disciplinary action. In Addition to university sanctions, any person who starts a fire, damages or tampers with fire alarms, or misuses fire safety equipment may also be subject to prosecution in criminal court.

### **Setting a Fire (Arson)**

Any individual who sets a fire (commits arson) in or near a university building is subject to immediate disciplinary action up to and including suspension from the university. The responsible person will also be charged with the cost of repairing any damage caused by the fire. In Addition to university sanctions, any person who starts a fire, damages or tampers with fire alarms, or misuses fire safety equipment may also be subject to prosecution in criminal court.

### **False Fire Alarm Sanctions**

Every effort will be made to identify the individuals who cause a false alarm. When such persons are identified, they will be referred to the Student Life Office for disciplinary action. A person who deliberately initiates a false fire alarm may also be subject to prosecution in criminal court.

### **Procedures for Student Housing Evacuations**

When an alarm is activated, you are required to heed the warning and evacuate the building. Use the nearest stairwell and/or exit to immediately leave the building. We recommend that you become familiar with the exits in each building.

As you evacuate a building, do so as quickly and calmly as possible. Remember to use stairs and not elevators as you leave the building. When a fire alarm is activated, the elevators in most buildings will be recalled to the first floor and stop automatically. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to the UMHB Police Department.

In addition remember to:

- Feel the door for heat before opening it. If it is hot, find an alternative route.
- If you encounter smoke, “stay low and go”, remembering that the smoke and hot air that is most dangerous will be above you.
- When outside the building, move to your assembly area. Follow the procedure taught during the first planned fire drill. Keep access roads clear for emergency vehicles.
- Do not return to the building until it has been declared safe by officials. If necessary, injured or handicapped residents may evacuate to “areas of safe refuge” in buildings that are equipped with these areas. The RD will know if such an area exists within the building.

Emergency Response procedures are posted in each student’s room/apartment.

### **Prohibited Items and Actions**

The primary goal of UMHB’s Fire Safety Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire. This goal is accomplished by conducting periodic safety inspections of all university buildings and increasing the fire safety awareness of employees and students.

The Safety Director conducts an annual inspection of residence halls. Members of the Residence Life Department perform room checks every two weeks. The H&S inspections are primarily designed to find and eliminate safety violations.

Students are required to read and comply with the *Guide to Campus Housing*, which includes information about health and safety inspections and all other rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately disabled with a locking device or confiscated and donated/discarded if found, without reimbursement.

Regarding Fire Safety Inspections of a university owned buildings; the university shall to the best of its ability work to be in compliance with all applicable standards of the International Fire Code (IFC) and the local Authority Having Jurisdiction (AHJ).

To minimize the potential for fires, the following items or actions are prohibited in any housing facility and throughout residential buildings because of their serious potential as fire hazards:

- Candles/Incense of any kind
- Use or possession of fireworks or firecrackers
- Use of “open coil” heating devices (space heaters, etc.)
- Storage of combustible solutions
- Smoking is prohibited within all buildings on campus
- Halogen lamps are not permitted
- Oil lamps or other fuel burning lamps
- Any open flames or burning, except as part of an approved scientific project, or maintenance project.
- Flammable liquids must be stored in approved safety cabinets. Flammable liquids are not allowed to be stored in residence hall rooms (including paint thinner, solvents, lighter fluid and lamp oil.)
- Barbeque grills are prohibited with the exception of the permanently mounted grills provided by the university.
- Portable space heaters are prohibited in residence hall rooms

### **Training**

The UMHB Police Department and City of Belton Fire Department conducts training for residential assistant and hall directors. In addition, residence hall occupants are instructed about fire safety procedures during mandatory meetings at the beginning of each academic school year.

Residential assistant and hall director training covers:

- Evacuation and emergency preparedness
- Causes and types of fires
- Fire safety and prevention

### **Fire Statistics for On-campus Student Housing Facilities**

These statistics include the number of fires occurring in each on-campus housing facility, the number of injuries related to each fire that resulted in treatment at a medical facility, and the number of deaths related to each fire, if any.

	2011	2012	2013
Total Fire Damages	1	\$500	\$0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	1	3	0

### 2011, 2012, and 2013 Statistics for Residence Halls and Apartments

Location	Number of Fires			Number of Injuries			Number of Deaths			Property Loss			2013 Fire Cause
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013	
													N/A
Beall Hall	0	1	0	0	0	0	0	0	0	0	0	0	N/A
Burt Hall	1	0	0	0	0	0	0	0	0	\$200	\$300	0	N/A
Clark Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Farris Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Ferguson Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Garner Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Getty's Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Grover Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Hobby Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Huckins	0	1	0	0	0	0	0	0	0	0	\$50	0	N/A
James Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Johnson Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
McLane Hall	0	1	0	0	0	0	0	0	0	0	\$200	0	N/A
Provence Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Remschel Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Stribling Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Taylor Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Tryon Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Tyson Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Wilson Hall	0	0	0	0	0	0	0	0	0	0	0	0	N/A
Total	1	3	0	0	0	0	0	0	0	0	\$550	0	N/A

### 2011, 2012, and 2013 Statistics for Single Family Residences (Used For Student Housing)

Location	Number of Fires			Number of Injuries			Number of Deaths			Property Loss			2013 Fire Cause
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	
													N/A
314 W 7th	0	0	0	0	0	0	0	0	0	0	0	0	N/A
311 W 7th	0	0	0	0	0	0	0	0	0	0	0	0	N/A
700 Harris	0	0	0	0	0	0	0	0	0	0	0	0	N/A
810 N Main	0	0	0	0	0	0	0	0	0	0	0	0	N/A
	0	0	0	0	0	0	0	0	0	0	0	0	N/A
1102 N Pearl	0	0	0	0	0	0	0	0	0	0	0	0	N/A
1105 N Pearl	0	0	0	0	0	0	0	0	0	0	0	0	N/A
1308 W 9th	0	0	0	0	0	0	0	0	0	0	0	0	N/A

## Fire Safety Procedures/Equipment for University Owned Residence Halls and Apartments

	Sprinkler or Fire Suppression System (Yes/ No)	Heat &/or Smoke Detector (Yes / No)	Fire Alarm (Yes / No)	Strobe Lights (Yes/No)	Number of Mandatory Supervised Fire Drills each year	Students trained to evacuate Bldg./Meet at assembly areas (Yes/No)
Beall Hall	No	Yes	Yes	Yes	4	Yes
Burt Hall	No	Yes	Yes	Yes	4	Yes
Clark Hall	No	Yes	Yes	Yes	4	Yes
Farris Hall	Yes	Yes	Yes	Yes	0	Yes
Ferguson Hall	No	Yes	Yes	Yes	4	Yes
Garner Hall	Yes	Yes	Yes	Yes	0	Yes
Getty's Hall	No	Yes	Yes	Yes	4	Yes
Grover Hall	No	Yes	Yes	Yes	4	Yes
Hobby Hall	Yes	Yes	Yes	Yes	0	Yes
Huckins	No	Yes	Yes	Yes	4	Yes
James Hall	No	Yes	Yes	Yes	4	Yes
Johnson Hall	No	Yes	Yes	Yes	4	Yes
McLane Hall	No	Yes	Yes	Yes	4	Yes
Provence Hall	No	Yes	Yes	Yes	4	Yes
Remschel Hall	No	Yes	Yes	Yes	4	Yes
Stribling Hall	No	Yes	Yes	Yes	4	Yes
Taylor Hall	Yes	Yes	Yes	Yes	4	Yes
Tryon Hall	No	Yes	Yes	Yes	4	Yes
Tyson Hall	Yes	Yes	Yes	Yes	0	Yes
Wilson Hall	Yes	Yes	Yes	Yes	0	Yes