



ABILENE  
CHRISTIAN  
UNIVERSITY

## 2012 ACU Campus Crime and Fire Safety Report



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

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

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

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

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

The entire 2012 Campus Crime and Fire Safety Report for Abilene Christian University can be viewed through the web site of The US Department of Education, Office of Postsecondary Education, <http://www.ope.ed.gov/security>. Free copies are available upon request at the ACU Police Department, 1634 Campus Court, Abilene, Texas 79601, during normal business hours.

# 2012 ACU Campus Crime and Fire Safety Report

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## 1. ANNUAL REPORT OF 3-YEAR CRIME STATISTICS

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

### TOTAL OCCURRENCES

OFFENSE	ON CAMPUS PROPERTY			*RESIDENTIAL FACILITIES			*NON-CAMPUS PROPERTY			*PUBLIC PROPERTY		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses- Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses- Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	1	0	0	0	0	0	0	0	0	0
Burglary	4	13	7	2	8	5	1	2	0	0	0	0
Motor Vehicle Theft	4	1	2	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes *	0	0	1	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	4	2	1	3	2	1	0	0	0	0	0	0
Liquor Law Violations referred for disciplinary action	26	28	31	25	26	29	0	0	0	1	0	0
Drug Law Arrests	3	0	0	2	0	0	0	0	0	1	0	2
Drug Law Violations referred for disciplinary action	0	2	3	0	1	3	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations referred for disciplinary action	0	0	0	0	0	0	0	0	0	0	0	0

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

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

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

\* ACUPD investigated one Aggravated Assault offense motivated and characterized by the offenders sexual orientation bias.

\*No Clery related crimes or drug/alcohol/weapons related offense arrests or disciplinary referrals occurred at any of the ACU Study Abroad sites in 2012.

## 2. ACU Police Department Authority and Jurisdiction

Abilene Christian University is authorized by Texas law to operate a campus police department. The ACU Police Department (ACUPD) staff consists of fourteen (14) full-time police officers, two (2) part-time police officers, and six (6) part-time public safety personnel and various office and clerical personnel. ACUPD is staffed and operates twenty-four hours per day, seven days per week, 365 days per year.

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

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

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

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

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

ACUPD also monitors APD call logs and offense data in an effort to determine ACU student involvement in off-campus criminal activity. This information may be forwarded to the university Office of Judicial Affairs and the Dean of Students for their possible pursuit of sanctions for violations of university conduct codes.

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

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

### **3. ACU Police Department Location and Contact Information**

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

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

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

### **4. General Procedures for Reporting a Crime or Emergency**

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

When calling from any campus phone, call ACUPD at extension 2305 or 2911 to report a crime or other emergency. If calling from a non-campus phone, call 325-674-2305 or 325-674-2911.

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

Victims of off-campus crimes or incident may report the offense to the Abilene Police Department at 325-673-8331 or 911. Students who are victims of off-campus crimes or incidents may also contact ACUPD for assistance with the APD reporting process.

In some instances, students and employees report victim or non-emergency criminal information to ACU personnel other than ACUPD officers. While ACUPD strongly encourages the reporting of all criminal activity or offenses directly to ACUPD, certain campus personnel are specifically authorized and mandated to accept victim and non-emergency information from students and employees. These campus personnel are known as Campus Security Authorities and include Residence Life and Education Directors and assistants, the Director of Judicial Affairs, the Vice President of Student Life/Dean of Students, and University Medical and Counseling Center employees. These campus officials are aware of their responsibility to share crime information with ACUPD and are regularly reminded to do so to both address an individual reporting party's needs and to ensure the overall safety and security of the campus and community. Campus security authorities are also aware that only those ACU employees who are employed as, and actively serve in designated pastoral counseling roles or serve as professional counselors are exempted (by confidentiality caveats) from reporting their clients' crime information to ACU PD.

## 5. Confidential Reporting Procedures

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

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

## 6. Missing Persons Reporting Procedures

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

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

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

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

Regardless of whether or not the missing student has registered a confidential contact person with ACU, ACUPD will be notified and will investigate that missing student case. ACUPD will also notify and work with local and State law enforcement agencies within this 24 hour window to assist in determining the location and status of missing persons.

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

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

## **7. Crime Prevention and Safety/Security Awareness Programs**

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

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

Programs presented by ACUPD personnel detailing the services provided by ACUPD and other general safety and crime prevention tips are presented to all new students and their parents during fall orientation sessions.

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

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

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

## **8. Emergency Notifications & Timely Warnings**

The ACU Police Department strives to keep the campus and campus community safe. An important tool ACUPD uses is informing the campus community about certain situations or events on or near campus and that could pose an ongoing or continuing threat to the campus or the ACU community.

### **Emergency Notifications:**

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

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

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

Appropriate follow-up including information about the situation’s further evolution or resolution will also be disseminated as soon as possible.

### **Timely Warnings:**

In similar fashion, anytime that the ACU Chief of Police or designee determines that a Clery Act reportable crime has occurred on or near the ACU campus, non-campus facilities, or within other Clery defined applicable geography pertaining to campus, which in the judgment of the ACUPD Chief of Police or his designee, could pose an ongoing risk to the campus community, a “Timely Warning” will be distributed. The Clery related Timely Warnings will be distributed primarily through the ACU email system, ACU ALERT, MyACU announcements. Additionally, Clery related Timely Warnings may also be announced via the university student newspaper, The Optimist, and postings of flyers at residence halls, academic buildings, and the ACU Campus Center. Clery related Timely Warnings will be issued as timely as possible after confirmed information becomes known to ACUPD or appropriate university officials and will be updated as necessary to provide current information. The Timely Warning will detail the facts known as to what occurred, where it occurred (as reasonably possible without inadvertently identifying victims, i.e. “at a residence in the 2300 block of Campus Court...” as opposed to “...at 2399 Campus Court...” Additionally, the Timely Warning will provide information related to the elements of the crime committed and general safety and awareness information that members of the campus community can use in their personal efforts to prevent becoming a victim of a crime. Timely Warnings will be updated whenever new and confirmed information is received that would serve to expand or resolve the warning situation.

Because of their wider scope, not every Emergency Notification will trigger a simultaneous Timely Warning. Likewise, not every Timely Warning will automatically generate an accompanying Emergency Notification.

## **9. Access to Campus Facilities**

### **Residence Halls**

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

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

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

Safety and security related presentations are made each fall semester to all campus residence halls alerting residents to the fact that they are partners in preventing campus crime. Residents are encouraged to always lock their room doors and to alert Residence Life staff and the ACUPD if they see or hear anything or anyone unusual in or around residence hall facilities.

### **Academic and Administrative Buildings**

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

Most academic and administrative buildings are open from 7:30 am to 5:30pm weekdays.

Campus facilities and buildings are closed for university approved holidays.

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

## Landscape

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

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

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

## 10. Alcohol Policies and Information

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

In accordance with ACU's educational mission and for the well-being of our students and the ACU community, the University has established the following policies related to alcohol:

- 1. The possession, consumption, or distribution of alcoholic beverages on campus (including all ACU residence halls and ACU affiliated apartments) is strictly prohibited. Moreover, any student present where alcohol is found on campus (including, but not limited to, residence halls or apartment rooms, vehicles, or in personal belongings) may be subject to University sanctions.***
- 2. Alcohol is prohibited at all University-sponsored events (including off-campus events).***
- 3. Any officially recognized student club or organization (regardless of legal drinking age of its members) is prohibited from hosting or participating in any formal group event (on or off-campus) that involves alcohol. Such groups include, but are not limited to, special interest groups, social clubs, athletic and intramural teams, Spring Break Campaigns, etc.***
- 4. Intoxicated students who come onto campus or to a University-sponsored event will be sanctioned. For the purposes of ACU's student conduct policy and process, intoxication is defined as a state of being exhibiting disruptive, destructive, hazardous, vulgar, or uncontrolled behavior during or following the consumption of alcoholic beverages.***
- 5. Alcohol-related disturbances caused by ACU students who reside in local off-campus housing may result in disciplinary action***

6. **Alcohol paraphernalia** (such as glassware commonly used to serve alcoholic beverages; empty beer bottles or cans; posters, clothing, or signs promoting alcohol, etc.) is not permitted on campus.

7. All students must abide by **Texas law** related to the possession, consumption, and distribution of alcohol. Texas law specifically prohibits:

- The purchase, possession, or consumption of alcoholic beverages by a person under 21 years of age (Texas Alcohol Beverage Code Sec. 106.02, 106.04-106.05, 106.071);
- Being intoxicated in public to the degree that one poses a danger to him/herself or to others (Texas Penal Code Sec. 49.02);
- Furnishing alcohol beverages to a minor (Texas Alcohol Beverage Code Sec. 106.06);
- Driving under the influence of alcohol (Texas Penal Code Sec. 49.04).

### **Sanctions:**

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

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

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

## **Drug Policies and Information**

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

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

## **Alcohol and Drug Abuse Information**

Abilene Christian University has developed programs to help discourage the illicit use of drugs and the abuse of alcohol by students and employees. These programs offer a variety of services including dissemination of informational materials, educational programs, counseling services, referrals and, if necessary, university disciplinary actions.

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

### **Alcohol and Drug Education:**

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

### **Counseling Services:**

University Counseling Center

### **Referral Services:**

ACU Medical Clinic

### **University Disciplinary Actions:**

Office of Judicial Affairs

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

The Campus Sex Crimes Prevention Act of 2000 amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. This Act requires institutions of higher education to issue a statement advising the campus community where they may obtain law enforcement information provided by the State concerning registered sex offenders. The Act also mandates that sex offenders who are required to register in the State to also notify each institution of higher education in the State where the offender is employed, enrolled, or carries on a vocation. Additionally, Texas law requires convicted sex offenders to register with the local municipal or county law enforcement agency that holds primary jurisdiction for the area in which the offender lives. Local agencies then submit this information to the Texas Department of Public Safety, Crime Records Division, Austin Texas.

In accordance with provisions of the Act and those of the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the ACU Police Department provides the following internet link to the Texas Department of Public Safety Sex Offender Registry:  
[https://records.txdps.state.tx.us/DPS\\_WEB/Portal/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx)

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

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

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

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

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

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

The Office of Student Life, The Dean of Students, and the Director of Residence Life Education and Housing will work closely with victims of sexual assault who request reasonable changes of academic and/or living assignments as a result of the assault.

The University Counseling Center will provide psychological counseling for victims of sexual assault and other referral services for those who desire or need other treatment options.

**Students who are the victims of sexual assault (forcible or non-forcible), or other crimes of violence by another ACU student have the following options available to them:**

1. **File criminal charges against the suspect student:** If the assault occurred on campus or ACU owned or controlled properties, ACUPD will investigate the offense. Remember that criminal charges can be filed whether or not the victim chooses to file administrative complaints with the university.
2. **File an administrative complaint:** The victim can choose to pursue a university administrative complaint through the Office of Judicial Affairs or the Dean of Student Life. This option is independent of the criminal justice system and can be pursued either separately or in addition to criminal charges.
3. **Disciplinary Proceedings Disclosure to Victims:** ACU will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this section.

*Special Note: If you have been sexually assaulted, call 911 immediately. To preserve physical evidence, do not shower, bathe or change clothes.*

## **13. ACU Emergency Response and Evacuation Procedures**

### **ACU Emergency Management Guide**

#### **INTRODUCTION**

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

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

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

#### **Purpose and Scope**

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

### **I. EMERGENCY MANAGEMENT ROLES**

#### **Law Enforcement**

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

#### **Incident Commander**

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

## **Emergency Operations Center**

The Emergency Operations Center (EOC) is the central operations [command] center employed during emergency situations. The EOC directly supports the IC and is fully equipped to communicate with the campus and external agencies.

## **Emergency Response Team**

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

## **II. NOTIFICATION PROCEDURES**

### **Internal Notification System**

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

### **Emergency Information Dissemination**

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

The Chief of Police, or his designee, in coordination with University leaders and ERT personnel, will determine the significance of the emergency to include; which members of the ACU community to notify, what information to include in the notification, and will be responsible for initiating the notification system(s). Emergency information dissemination may at times be coordinated by the Chief of Police through the Office of Vice President for Student Life, Office of The President, Office of Risk Management, or the ERT. However, the Chief of Police is ultimately authorized to initiate notification systems as needed without prior consultation with University leaders in the event of an emergency. University Marketing is responsible for drafting and disseminating internal and external communications related to incidents/emergencies in coordination with the Chief of Police, the ERT, and University leaders.

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

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

### **III. EMERGENCY RESPONSE PROCEDURES**

#### **Emergency Response**

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

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

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

#### **Facility Emergency Management**

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

#### ***Evacuation Procedures***

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

- For Fire call 911 and activate the nearest fire alarm pull station
- In case of fire, occupants will evacuate via the nearest exit, alert others, and not use elevators
- For other emergencies, contact ACUPD and provide information concerning the incident

- Alert occupants and direct how to (specifically) evacuate the facility and where to assemble
- Report evacuation status and prevent people from reentering the facility

***Shelter-in-Place Procedures***

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

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

***Lock Down Procedures***

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

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

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

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

**Campus Emergency Management**

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

### ***Suspicious Device***

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

### ***Bomb Threat***

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

Ask the caller:

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

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

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

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

### ***Disruptive Individual***

A disruptive individual is someone who:

- Makes threats of physical harm to others or themselves
- Behaves in a bizarre manner or is out of touch with reality
- Appears to be intoxicated or under the influence of drugs

Steps to take when dealing with a disruptive individual:

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

### ***Violent or Criminal Behavior***

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

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

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

## **IV. PLANNING AND TRAINING**

### **Emergency Planning**

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

### **Orientation and Recurring Training**

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

### ***Faculty and Staff***

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

## **Students**

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

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

## **Residential Facility Preparedness**

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

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

## **Emergency Preparedness**

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

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

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

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

# 2012

## Abilene Christian University

### HEOA Fire Safety Report

**Abilene Christian University**

Office of Risk Management

Hardin Administration Building, Room 215

ACU Box 28179

Abilene, Texas 79699

Office: 325-674-2363 – Fax: 325-674-2396

## **2012 Abilene Christian University HEOA Fire Safety Report**

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

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## 1. Fire Statistics

<b>ACU Residence Halls Fire Report</b>	<b>FIRE</b>	<b>DATE</b>	<b>TIME</b>	<b>NATURE</b>	<b>LOCATION</b>	<b>INJURIES</b>	<b>DEATHS</b>	<b>DAMAGE</b>
A.B. Barret Hall	0	-	-	-	-	0	0	0
A.B. Morris Hall	0	-	-	-	-	0	0	0
Adams Hall	1	10/12/2012	11:00 pm	Student Cooking	Kitchen Lobby	0	0	\$1,000- \$5,000
Edwards Hall	1	09/24/2012	10:13 am	A/C Motor	Basement	0	0	\$1,000
Gardner Hall	0	-	-	-	-	0	0	0
Mabee Hall	0	-	-	-	-	0	0	0
McDonald Hall	0	-	-	-	-	0	0	0
McKinzie Hall	0	-	-	-	-	0	0	0
Nelson Hall	0	-	-	-	-	0	0	0
Sikes Hall	0	-	-	-	-	0	0	0
Smith Hall	0	-	-	-	-	0	0	0
University Park	0	-	-	-	-	0	0	0
ACU Rental Properties	0	-	-	-	-	0	0	0

## 2. Fire Safety Systems

<b>ACU Residence Halls Fire Safety</b>	<b>FIRE ALARM SYSTEM</b>	<b>SMOKE DETECTORS</b>	<b>HEAT DETECTORS</b>	<b>PULL STATIONS</b>	<b>AUDIBLE ALARMS</b>	<b>VISUAL ALARMS</b>	<b>FIRE ALARM MONITORED</b>	<b>FIRE SUPPRESSION SYSTEM</b>	<b>BUILDING CONSTRUCTION</b>
A.B. Barret Hall	YES	YES	NO	YES	YES	YES	YES	SPRINKLER	ORDINARY
A.B. Morris Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
Adams Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
Edwards Hall	YES	YES	YES	YES	YES	YES	YES	STANDPIPE	FIRE RESISTIVE
Gardner Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
Mabee Hall	YES	YES	NO	YES	YES	YES	YES	NO	FIRE RESISTIVE
McDonald Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
McKinzie Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
Nelson Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
Sikes Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
Smith Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
University Park	YES	YES	NO	YES	YES	YES	YES	SPRINKLER	ORDINARY

### 3. Fire Drills

ACU Residence Halls Fire Drill log	Spring Fire Drill	Late Night Start Time	End Time	End Time	Winter Fire Drill	Early Morning Start Time	End Time	End Time
	A.B. Barret Hall	3/29/2012	2:00PM	2:07PM	7 min	10/29/2012	11:00 PM	11:07 PM
A.B. Morris Hall	3/29/2012	2:00PM	2:03PM	3 min	10/29/2012	11:00 PM	11:03 PM	3 min
Adams Hall	3/29/2012	2:00PM	2:05PM	5 min	10/29/2012	11:00 PM	11:04 PM	4 m 12s
Edwards Hall	3/29/2012	1:59PM	2:05PM	6 min	10/29/2012	11:00 PM	11:03 PM	3 min
Gardner Hall	3/29/2012	2:00PM	2:04PM	4 min	10/29/2012	11:00 PM	11:06 PM	6 min
Mabee Hall	3/29/2012	2:00PM	2:08PM	8 min	10/29/2012	11:00 PM	11:05 PM	5 min
McDonald Hall	3/29/2012	1:59PM	2:02PM	3 min	10/29/2012	11:00 PM	11:04 PM	4 min
McKinzie Hall	3/29/2012	2:00PM	2:07PM	7 min	10/29/2012	11:01 PM	11:10 PM	10 min
Nelson Hall	3/29/2012	2:00PM	2:03PM	3 min	10/29/2012	11:00 PM	11:10 PM	10 min
Sikes Hall	3/29/2012	2:00PM	2:04PM	4 min	10/29/2012	11:00 PM	11:10 PM	10 min
Smith Hall	3/29/2012	2:00PM	2:05PM	5 min	10/29/2012	11:00 PM	11:04 PM	4 min 12s
University Park Apts.	-	-	-	-	11/02/2012	5:45 PM	5:48 PM	3 min

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

#### **4. Fire Safety Policies ACU Residence Halls**

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

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

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

#### **4A. 2012 Fire Safety Policies** Century Campus Housing Management (CCHM) managed properties

Managing Director of University Park conducts walk-through inspections with Abilene Fire Department personnel in order to identify fire safety hazards.

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

## 5. Fire Evacuation Plans ACU Residence Halls

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

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

### 1. FOR THE PERSON DISCOVERING THE FIRE:

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

### 2. FOR OCCUPANTS OF THE BUILDING:

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

### 3. FOR PERSONS EVACUATING FROM THE IMMEDIATE FIRE AREA:

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

### 4. FOR PERSONS THAT ARE TRAPPED/CANNOT EVACUATE:

- If on the first floor, exit a window; if not, take the actions below.
- Call 9-1-1; give your name, building, floor and room number – stay on the line.
- Place towels/clothing under the door to block the smoke.
- Hang a sheet/towel out the window.
- Place a cloth over your mouth, breathe slowly, and stay low near the window.

## 5A. Fire Evacuation Plans ACU Residence Halls

### Facility Emergency Manager Checklist

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

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

## **5B. Fire Evacuation Plans** Century Campus Housing Management (CCHM) managed properties

Guidebooks are given to all residents at University Park.

### 1. IMMEDIATE ACTION:

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

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

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

### 3. IF YOU ARE TRAPPED:

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

## 6. Fire Safety Education

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

## 7. Fire Notification ACU Residence Halls

Call 911 first to report a fire or smell of smoke at ACU Residence Halls.  
ACU Police at 325-674-2911 24hr  
Residence Life 325-674-2066  
ACU Office of Risk Management at 325-674-2363

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

Call 911 first to report a fire or smell of smoke at University Park.  
University Park Office 325-738-4300

## 8. Fire Safety Future Improvements

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

### 1. Prevention

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

### 2. Detection

- Reduce the number of system malfunctions by tracking all fire alarm activations and analyzing data to determine cause and corrective action.
- Have all fire detection, alarm and suppression systems 100% in-service.

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

### 3. Suppression

- Increase the size of fire extinguishers, replacing by attrition 5 lb. ABC fire extinguishers with 10 lb. ABC fire extinguishers with hose, thus doubling the firefighting capability of each fire extinguisher.
- Increase the visibility of fire extinguishers with signage and placement.
- Ensure that fire extinguisher inspections are completed and recorded monthly.
- Start a hands-on live fire extinguisher training program using a propane fire extinguisher trainer.
- Incorporate residential vent hoods with self-contained fire suppression systems to all common-use kitchens, reducing the size and damage from unattended cooking fires in residence halls.

## 9. ACU HEOA Fire Safety Report Locations

**Abilene Christian University**  
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 Hardin Administration Building, Room 215  
 ACU Box 28179  
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