

2015 Annual

Security & Fire Safety Report

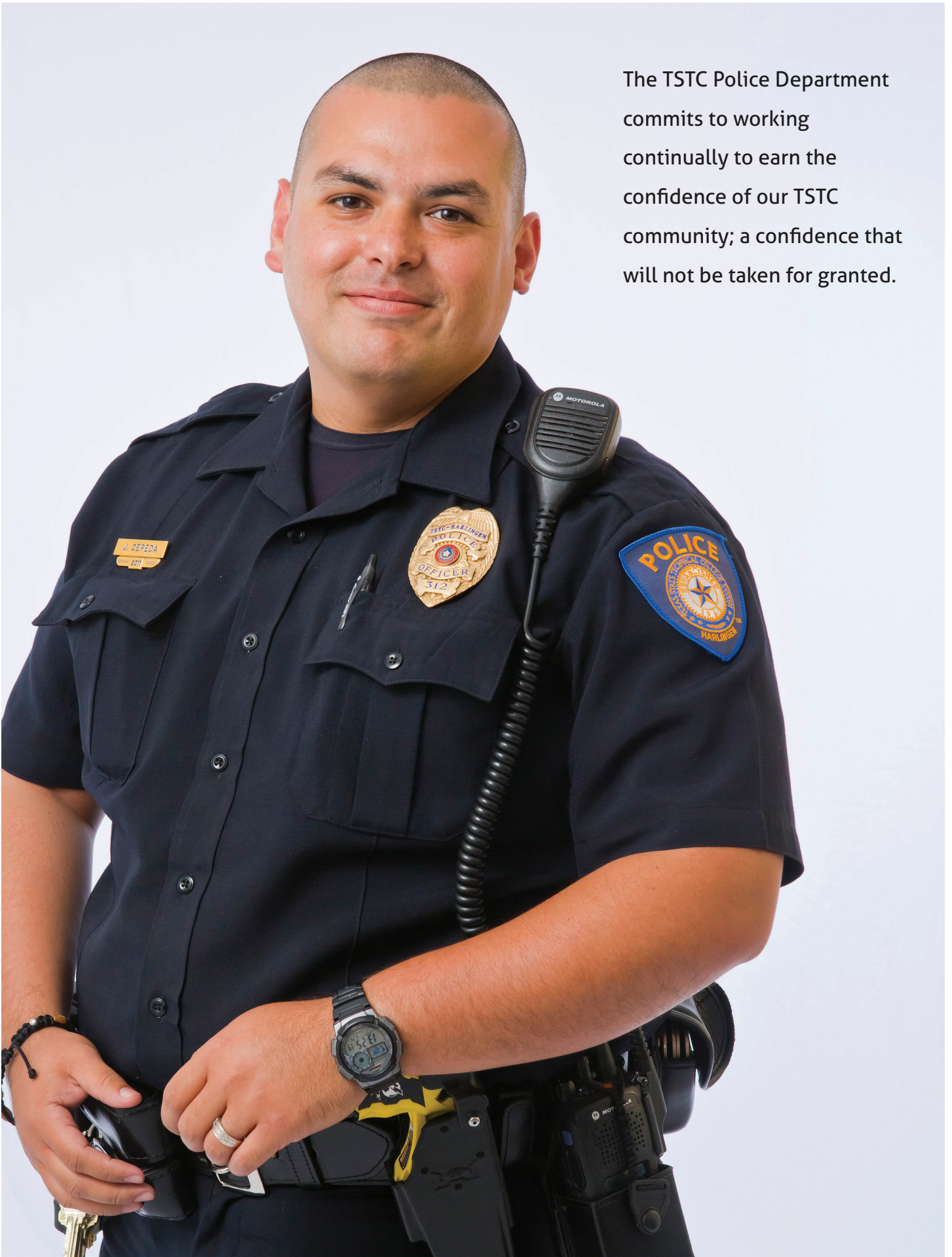
TEXAS STATE TECHNICAL COLLEGE IN HARLINGEN

In compliance with the Jeanne Clery
Disclosure of Campus Security Policy
and Campus Crime Statistics Act.
Harlingen, Texas

tstc.edu



The TSTC Police Department
commits to working
continually to earn the
confidence of our TSTC
community; a confidence that
will not be taken for granted.



Security Report

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Message from the Chief



Welcome to TSTC in Harlingen!

As an organization, the Texas State Technical College (TSTC) in Harlingen Police Department commits to working continually to earn the confidence of the students, faculty, staff and visitors of TSTC. A confidence that will not be taken for granted. The department fulfills this commitment by providing the best and most professional services possible, and by striving to build a culture of trust, and open and honest dialogue, with the community it serves and among the people it employs.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act is the landmark federal law that requires colleges and universities across the country to disclose information about crime on campus and around their campuses. The Clery Act is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was sexually assaulted and murdered while asleep in her residence hall room in April 1986. For more information on the Clery Act visit the US Department of Education at <http://www2.ed.gov/admins/lead/safety/campus.html>

The TSTC Police Department prepares this report to comply with the Clery Act. This report is prepared in cooperation with local law enforcement agencies in the area, Housing and Student Development, additional security authorities and other departments which may have information necessary to comply with the Clery Act. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrests and referral statistics include those reported to the Campus Police,

designated campus officials (including but not limited to campus security authorities), and local law enforcement agencies. Crime statistics are collected from public property immediately adjacent to campus and all off campus locations either owned or controlled by the college. Copies of this report may be obtained at the following locations:

Harlingen Campus
1902 North Loop 499
Harlingen, Texas 78550

or online at
www.tstc.edu/about/clery

The 2015 Annual Security Report is published to provide information about programs, services and statistical information in compliance with the Jeanne Clery Disclosure of Campus Policy and Crime Statistics Act for 2012, 2013 and 2014. If you have any questions, or need additional information please contact the TSTC Police Department at 956-364-4220.

Respectfully,

A handwritten signature in black ink that reads "Aurelio Torres".

Aurelio Torres
Chief of Police

Overview

The TSTC Police Department in cooperation with designated campus officials, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Campus crime, arrest and referral statistics include those reported to the TSTC Police, designated campus officials, and crime statistics from law enforcement agencies with jurisdiction surrounding the TSTC campus.

This report includes statistics for the previous three years concerning reported crimes that occurred on campus, and on any public property within, or immediately adjacent to and accessible from the campus. The report includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters required by law.

This report is made available to all members of the college community and the public. Each year, an e-mail notification is made to currently enrolled students, faculty and staff of the availability of this report. For further information about the police department or the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act view the college safety webpage located at www.tstc.edu/about/clery or by contacting the TSTC Police Department at 956-364-4220.

College Police Jurisdictional Enforcement and Arrest Authority

The TSTC Police Department is responsible for law enforcement, security and emergency response on campus. Investigations may lead to the arrest of suspects, recovery of lost/stolen property and clearance of suspects of any wrong action, or recommendation and action to improve the safety of the college community.

TSTC Police Officers are certified by the Texas Commission on Law Enforcement (TCOLE) and meet the established training requirements of the State of Texas. All college peace officers operate under the authority of article 51.203 of the State of Texas Education code, are armed with firearms and have complete police authority to apprehend and arrest anyone involved in illegal acts on campus, areas immediately adjacent to the campus, and all property that is owned, leased, rented or otherwise under the control of TSTC.

Monitoring off-campus activity

TSTC does not have any off-campus student organizations, however the TSTC Police monitors off-campus sponsored events and property that is leased, rented or otherwise under the control of TSTC.

Working Relationship with State and Local Police

The TSTC Police Department maintains a highly professional working relationship with the Harlingen Police Department, Valley International Airport Police, Cameron County Sheriff's Office, and the Texas Department of Public Safety. All crime victims and witnesses are encouraged to immediately report the crime to the College Police or the appropriate police agency.

Emergency Response And Evacuation Procedures

Emergency Response

TSTC has an Operational Resilience Planning Group that is responsible for the overall handling for emergency situations on campus or those that occur in the local or regional area affecting the campus. Under the direction of the President, the college has developed a comprehensive Operational Resiliency Plan that outlines steps the college will take to prevent and mitigate, prepare for, respond to and recover from a full range of likely hazards the college may face. To ensure these plans remain current and actionable, the college will conduct an emergency management exercise, at a minimum once yearly. These exercises may include tabletop drills, emergency management exercises or full-scale response exercises. The college conducts after-action reviews of all emergency management exercises.

The college police officers and supervisors have received training in the National Incident Management System (NIMS). When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the College Police Officers and the Safety Health Environmental Affairs (SHEA) officer. Depending on the nature of the incident, other local or federal agencies could be involved in responding to the incident.

Evacuation Procedures



TSTC has implemented a comprehensive notification system to provide prompt warning notifications and alerts of emergencies or threats to the campus community using a variety of methods, including but not limited to: email notices, phone, cellular phone, text messages, posters, college website notices and other methods. The College President, Vice President for Student Development, Vice President for Financial and Administrative Services, Vice President for Student Learning or the Chief of College Police will notify the campus community of emergencies or crimes that have occurred and necessitate caution, evacuation or other action on the part of students, employees and campus visitors. The campus community will be "immediately" notified upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus unless the notification will compromise efforts to contain the emergency.

The TSTC Police, and when applicable, members of the TSTC Emergency Operations Team will confirm weather-related emergency situations by monitoring weather information put out by local and national organizations, and through witnessing weather emergencies first-hand (i.e. a tornado has been spotted).

For other emergencies such as fire or imminent threats, the ranking officer on duty is responsible for consulting with sworn staff of the police department, local police department(s) (as deemed necessary), and with other campus authorities (as deemed necessary) in making the determination on a case-by-case basis.

In the event a notification is necessary, the TSTC Police Department, with input from the Emergency Operations Team will determine the content of the notification. At a maximum, each notification will describe the nature of the emergency, and steps the campus community should take to protect themselves.

Members of the larger community who are interested in receiving information about emergencies on campus should sign up with the TSTC emergency notification system and monitor the TSTC website and local television news reports.

Given the size of our campus, every member of the campus community will receive notifications when they are warranted, regardless of the location of the incident. While an incident may be contained within a specific segment of the campus, we feel notifying everyone enables everyone has the opportunity to make appropriate decisions to protect their individual safety.

Evacuation Steps

Students, faculty and staff should follow the below steps when evacuating buildings:

1. Evacuate when prompted by continually sounding fire alarms or by an official announcement.
2. Be aware of and make use of designated primary and alternate evacuation routes.
3. Close classroom or office doors as you leave.
4. Leave the building in an orderly manner without rushing or crowding. Do not use the elevator.
5. Provide aid to those who need it in an emergency evacuation situation.
6. Be aware of and follow instructions given by TSTC Police and other officials. You may be asked to proceed on foot to designated areas or evacuate the campus entirely.
 - a. Always evacuate crosswind and/or upwind away from any emergency by a safe route.
 - b. Evacuate to at least 300 feet from the building and out of the way of emergency vehicles.
7. Report to emergency responders any individuals who have been injured or left behind.
8. Do not re-enter the building until all-clear is given by official announcement.

What is an evacuation emergency?

In most cases, evacuations apply only to the buildings that are immediately affected. In some cases, such as local terrorism, flooding or earthquake, the evacuation could apply to the entire campus. Some potential causes for emergency evacuations may include but are not limited to: a major fire or explosion, hazardous materials release, chemical/biological/radiological spill, structural failure, asbestos release, bomb threat, weapons, or an aircraft collision with a building.

Severe or Inclement Weather Procedures

Students, faculty and staff should follow the below procedures in the event of a severe or inclement weather warning:

1. Seek shelter immediately in designated areas.
2. If you're inside a building:
 - a. Go to the lowest level of the building, if possible.
 - b. Stay away from windows.
 - c. Go to an interior hallway.
 - d. Use arms to protect head and neck in a "drop and tuck" position.
3. If there is no time to get inside:
 - a. Lie in a ditch or low-lying area or crouch near a strong building.
 - b. Be aware of potential for flooding.
 - c. Use arms to protect head and neck in a "drop and tuck" position.
 - d. Use jacket, cap, backpack or any similar items, if available, to protect face and eyes.

Seeking Shelter: Tornadoes

Tornado Procedures:

In the event of a tornado watch or warning, students, faculty and staff should take the following steps.

If a tornado is sighted near the college:

1. Dial 956-364-4220 or 956-873-2677 to report tornado sighting to the TSTC Police.
2. Seek a safe shelter inside a building, in a ditch or beside an embankment.

If a tornado is imminent and near you:

1. Use interior hallways away from building's exterior windows as a tornado shelter.
 - a. Close all doors to rooms with exterior windows.
 - b. Avoid all windows and other glassed areas.
 - c. Avoid the most dangerous locations of a building, usually along south and west sides and at corners.
2. Protect yourself by going into a "drop and tuck" position.

Timely Warnings

In the event that a situation arises, that in the judgment of the TSTC Chief of Police, constitutes an ongoing or continuing threat to safety, a campus-wide "Timely Warning/ Safety Alert" will be issued. If the police is searching for a particular person, in relation to a criminal act, a Police Crime Alert will be issued that will include general information about the person sought and a possible photograph. This crime alert will clearly state if the person is a "high or low risk" individual. The warning may be issued through the TSTC Emergency Notification System, TSTC email system or posted fliers. If the situation is of a general risk (no physical harm is involved) and only affects a certain area of the campus a "Zoned Warning" will be implemented which will consist of posters or fliers within the affected area.

Anyone with information warranting a timely warning should report the circumstances to the TSTC Police by telephone at 956-364-4220. The circumstances may also be reported in person to the TSTC Police; the TSTC police department is located within the Public Safety Building (Bldg. A).

In Title IX related warnings, victims' names will be withheld.

Emergency Notification System

Activation of the emergency mass notification system

TSTC has contracted with Everbridge to offer an Emergency Notification System (ENS) to the TSTC community. The ENS is designed to send emergency messages to participating TSTC community members via SMS (text) messages, cellular and land line telephones and/or e-mail when circumstances dictate. The ENS is part of the TSTC overall emergency communication plan. The ENS will be used when a situation exists that presents an imminent danger to members of the TSTC community.



An "imminent danger" is one that threatens the immediate safety of members of the TSTC community, is normally not anticipated, and failure to provide such a warning may result in serious harm. Examples of such emergencies are weather-related events such as tornado, flooding, icy road conditions, etc., a chemical or hazardous material spill or an armed and actively violent person. ENS messages will not be used unless the situation is determined to pose an imminent danger of significant risk to the health and safety of members of the TSTC community and requires immediate action.

Crime Log

The TSTC Police Department maintains a Crime Log, with summary information about crimes and reports taken by the college police. The Crime Log entries include all crimes reported to the campus police for the required geographic locations, not just Clery Act crimes. The Crime Log is open for public inspection during normal business hours.

Missing Student Notification



If a member of the college community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the TSTC Police Department at 956-364-4220. TSTC Police will generate a missing person report and initiate an investigation.

After investigating the missing person report, should the TSTC Police determine that the student is missing and has been missing for more than 24 hours, TSTC Police will notify the student's emergency contact, or confidentially identified individual, no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, TSTC Police will notify the student's parent or legal guardian immediately after TSTC Police has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by TSTC in the event the student is determined to be missing for more than 24 hours.

Security And Access To Campus Facilities

The campus and properties of TSTC are maintained for use by students, faculty and staff. Access to the campus facilities may be restricted as necessary to meet safety and security requirements as determined by College Officials. Some buildings have late hour access to certain areas that are locked after normal business hours. Access to classrooms and office buildings for special events after normal business hours, weekends and holidays is coordinated with the College Police. The College Police Officers shall be responsible for opening and securing the buildings. Many of the buildings, offices, labs, computer rooms and other areas of campus are equipped with electronic access and select facilities are monitored by video surveillance.

Custodians are responsible for opening all building entrance doors for operational days and hours and for securing the building entrance doors at closing. The buildings are opened at 7 a.m. and closed by 9 p.m. each day. College faculty is responsible for opening and closing their respective classrooms and faculty offices. Custodians and college police are responsible for verifying that all classrooms are secured at the end of each day.

A person without a key and needing access to a particular room should first contact the department chairperson or their supervisor to open the door.

In order to protect the safety and welfare of students, employees and other participants in the programs and activities of the college, it shall be unlawful for any person who is on the property to refuse to identify himself or herself

in response to a request by an institutional representative. Persons having no legitimate business to enter campus may be ejected from the campus on his or her refusal to leave peaceably on request.

Security Considerations Used in Maintenance

The Physical Plant Department has the responsibility to maintain campus buildings, grounds and utility systems for the TSTC (with some work performed by contractors) and takes security services needs as its highest priority. Employees are encouraged to report maintenance problems such as missing lights, plumbing problems or elevators that are not in service.

Requests for maintenance and repair services may be made by telephone and by email to the Physical Plant at:

Phone: 956-364-4207 and

Email: physical.plant@harlingen.tstc.edu

A. An emergency (utility failure, failure of a fire protection system; heating/cooling, security alarm system, certain fire or safety hazards, etc.) will be responded to immediately. If the request is urgent (fire, health or safety hazards not qualifying as an emergency) Maintenance will strive to complete the request within five working days.

B. Routine requests will normally be completed in 30 days if supplies are in stock. The individual submitting the request for service will be provided the work order number for purposes of tracking and will refer to that number for any follow-up action required.

College Physical Plant Director or designee will review the work to be completed and approve or disapprove the work order.

A. Physical Plant Director will certify the availability of funds for minor construction work and appoint a maintenance supervisor to be point-of-contact for the college with the Facilities Department.

B. Physical Plant Director will contact the Associate Vice President for Administrative Services with concerns relating to work order and remodeling/construction requests.

The TSTC Police Department surveys campus lighting and monitors those areas having defective fixtures and reports the deficiencies to the appropriate personnel for corrective action.

Emergency Call Boxes

To enhance the security of the TSTC community, outdoor emergency call boxes can be found at the following locations.

- LRC (Dr. J. Gilbert Leal Learning Resource Center) - Call Box 1
- Bldg. W (Rep. Irma Rangel Science and Technology Building) - Call Box 2
- University Center - Call Box 3

All emergency call boxes are connected directly to the College Police Department. If for any reason the phone is not answered by a TSTC Police Officer, the call will forward to the Harlingen Police Department.

Security Awareness & Crime Prevention Programs

The TSTC Police department promotes crime prevention and safety awareness programs through the distribution of materials, posters and presentations geared towards familiarizing students, faculty and staff with their responsibility in reducing crime and practicing personal safety at TSTC. The TSTC State of Texas Crime Stoppers Program assists the students, staff and faculty in solving crimes that are committed on this campus.

Safety Escorts

On-campus safety escorts are provided 24 hours a day, 7 days a week.

Community Oriented Policing

The TSTC Police with the assistance of other campus departments sponsors the annual National Night Out event. National Night Out is designed to heighten crime and drug prevention awareness; generate support for, and participation in, local anticrime programs; strengthen the college community spirit and police partnerships; and send a message to criminals letting them know that the college community is organized and fights back.

Operation Identification

This is an on-going program that involves the engraving of students' valuable personal items with a driver's license number or other personal identification number.

Lost & Found

Lost and found items are turned over to the college police department custodian, who makes every effort to return the items to the owner. If an owner cannot be contacted, the property will be held for 60 days, after 60 days unclaimed property will be disposed of in accordance with the Texas Code of Criminal Procedure Article 18.17.

Report a Crime

If an individual has information related to criminal activity that has already taken place, or may take place in the future, report the crime using the online form at www.tstc.edu/about/police. Please give as much detail as possible, including the suspect's name(s), address, last known clothing description, vehicle description with license plate number, and any other pertinent information to the incident. Reports may be made anonymously or include your name if you wish.

Do not use this site to report events presenting an immediate threat to life or property. Such reports submitted through this service may not receive an immediate response. If emergency assistance is required, contact the TSTC Police Department immediately at 956-364-4220 or 956-873-2677.

Safety Tips

Presentations are held on steps to take to help prevent crime and increase your safety on and off campus, for your personal safety, and safety of your personal property.

Behavior Intervention Team

The goal of the Behavior Intervention Team (BIT) is to aid in developing support plans to encourage student health, well-being and academic success by an active process of threat assessment and behavioral intervention.

The BIT's purpose is to provide a systematic response to students (and employees) whose behavior is perceived as a threat to themselves or others in order to protect the health, safety and welfare of the students and members of the college community.

The BIT is comprised of college employees (College Police, Student Life and Engagement, Housing, Counseling, Faculty and Staff Members, Chief of Safety, etc.) and it is Chaired by the Director of Community Standards. Any member of the college community who has reason to believe that a student may pose a direct threat to him/herself or others may report the concern by completing the Incident Report Form on the BIT website found at www.tstc.edu/student_life/intervention, by contacting the Director of Community Standards, College Police, the Vice President for Student Development, or any BIT Member.

Employee BIT concerns should be referred to the Executive Director of Human Resources located in the Service Support Center (956-364-4042).

Risk Management Presentation

Training directed for school club advisers and at least one officer on how to mitigate risks when planning and holding events. Topics covered include student travel, hazing, behavior parties, alcohol & drug use, sexual abuse, fire & safety issues, firearms and weapons, and risk management policies.

Crime Reporting Policies And Procedures

All persons who reside, work, attend college or visit TSTC are responsible for protecting their own property and should take appropriate measures in preventing losses. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the student dorms should be reported to the college police department. The college community is encouraged to report all crimes and public safety-related incidents to the college police department in a timely manner to aid in providing timely warning notices to the college community, when deemed appropriate. Crimes should be reported to the college police department to ensure inclusion in the annual crime statistics.

The college community is encouraged to report crimes, emergencies and safety concerns by calling the following numbers. When reporting an emergency, please provide your name, location and a brief description of the emergency.

TSTC Police Emergency

From an on-campus phone
Ext. 4220 or 9-873-COPS (2677)

From an off-campus phone
Dial: 956-364-4220 or 956-873-COPS (2677)

Report a Crime
956-364-4TIP (4847)

TSTC Housing Department
Ext. 4236

Harlingen Police Department

Emergency: 911
Non-emergency: 956-216-5940
Business: 956-216-5400

Campus Security Authorities (CSAs)

A Campus Security Authority is required to report all allegations to law enforcement personnel, even if the Campus Security Authority was told of a crime in the context of providing emotional support or health care support. The allegations will be reported whether or not the victim chooses to file a report with law enforcement or to press charges. A Campus Security Authority is not responsible for determining whether a crime took place as that is the function of law enforcement and its investigatory process. A Campus Security Authority may also provide a victim or witness with assistance in reporting a crime to the TSTC Police or to any official or office which should be informed of the crime or complaint.

The following are defined as Campus Security Authorities by the U.S. Department of Education and the Jeanne Clery Act.

- All members of a campus police department or a campus security department of an institution
- Any individual or individuals of an institution who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings
- A director of athletics, team coach or faculty advisor to a student group also have significant responsibility for student and campus activities



Limited Confidential Reporting Procedures*

The TSTC Police Department encourages all members of its community who are a victim or a witness to any crime to promptly report the incident to the TSTC Police or other Campus Security Authorities.

If you are a victim or a witness to a crime and you do not want to pursue action within the college discipline system or the criminal justice system, you may still want to consider making a confidential report.

The purpose of a confidential report is to comply with your wishes to keep the matter confidential, while taking steps

to ensure the future safety of yourself and others. With this information, the college can keep an accurate record of the number of incidents involving students, faculty and staff, determine where there is a pattern of crime relative to location, method and assailant, and alert the campus community to potential harm. Confidential reports are counted and disclosed in the annual crime statistics for the campus. Please understand while the crime is counted for statistical purposes, confidential reporting of a crime may impede a speedy and/or thorough investigation, or it may prohibit an investigation in its entirety.

Confidential reporting may be done at the following locations:

Department	Building	Phone
TSTC Police Department	Public Safety	956-364-4220
Executive Director of Counseling, Disabilities & Health Services	Student Services Center	956-364-4311
Executive Director of Student Life & Engagement	Student Center	956-364-4302
Housing Supervisor	Housing Office	956-364-4236
Director of Student Success	Learning Resource Center	956-364-4557
Community Standards Liaison	Student Services Center	956-364-4383
Executive Director Human Resources	Service Support Center	956-364-4042



**In cases involving Title IX concerns, all reports will be forwarded to the Title IX Coordinator.*

Drug And Alcohol Policy Statement



Students on campus shall not unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations at 21 (CFR 1300.11 through 1300.15). This includes drug paraphernalia.

The unlawful manufacture, distribution, purchase, dispensation, possession or use of an illegal drug or alcohol by students and employees on college property is prohibited. Students violating any provision of the drug and alcohol policies are subject to disciplinary action.

Disciplinary Action

Any student violating this drug-related policy or convicted of a criminal drug offense occurring in the workplace is subject to an immediate one-year suspension from TSTC, as well as permanent eviction from student housing, if applicable. Workplace includes any school premises, any school-owned vehicle or any other school-approved vehicle used to transport students to and from school-approved activity, event or function, such as a field trip or athletic event where students are under the College's jurisdiction.

TSTC policy prohibits the possession, sale or use of alcoholic beverages on college premises. Students on college property or at a college-related, sponsored or oriented activity under the influence of alcohol will be referred to College Police. Sanctions will range from a warning to expulsion. In addition, a student may be required to complete the Alcohol Awareness Course.

Students should contact the Counseling Office for information about alcohol counseling, treatment and rehabilitation programs.

Drug and Alcohol Counseling

Drug and alcohol counseling, treatment and rehabilitation programs are available to students and employees. For information about such programs contact the Support Services & Counseling Office or the Human Resources Office.

Alcohol

Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons than for non-users of alcohol. Nutrition also suffers, and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to the nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries and muscles. Damage to the nerves and organs is

usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms.

TSTC policy prohibits the possession, sale or use of alcoholic beverages on college premises. Students on college property or at a college-related, sponsored or oriented activity under the influence of alcohol will be referred to College Police. Sanctions will range from a warning to expulsion. In addition, a student may be required to complete the Alcohol Awareness Course. Students should contact the Counseling Office for information about alcohol counseling, treatment and rehabilitation programs.

Drugs

The use of illicit drugs usually causes the same general type of physiological and mental changes as alcohol, though frequently those changes are more severe and more sudden. Death or coma resulting from overdose of drugs is more frequent than from alcohol, but unlike alcohol, abstinence can lead to reversal of most physical problems associated with drug use.

Cocaine

Cocaine is a stimulant that is most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract (free base) is smoked. Users progress from infrequent use to dependence within a few weeks or months. Psychological and behavioral changes resulting from use include over-stimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Discontinuing the use of cocaine requires considerable assistance, close supervision and treatment.

Amphetamines (speed, love drug, ecstasy)

Patterns of use and associated effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, hallucinations and irreversible brain damage. Intense fatigue and depression resulting from use can lead to suicide. Large doses may result in convulsions and death from cardiac or respiratory arrest.

Heroin and Other Opiates

These drugs are usually taken intravenously. "Designer" drugs similar to opiates include Fentanyl, Demerol and "china white." Addiction and dependence develop rapidly. Use is characterized by impaired judgment, slurred speech and drowsiness. Overdose is manifested by coma, shock and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea and vomiting, and muscle and joint pains.

Hallucinogens or Psychedelics

These include LSD, mescaline, peyote and phencyclidine (PCP or "angel dust"). Use impairs and distorts one's perception of surroundings, causes bizarre mood changes, and results in visual hallucinations that involve geometric forms, colors and persons or objects. Users who discontinue use experience "flashbacks" consisting of distortions of virtually any sensation. Withdrawal may require psychiatric treatment for the accompanying persisting psychotic states. Suicide is not uncommon.

Solvent Inhalants (e.g. glue, lacquers, plastic cement)

Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent.

Marijuana (cannabis)

Marijuana is usually ingested by smoking. Prolonged use can lead to psychological dependence, disconnected ideas, alteration of depth perception and sense of time, impaired judgment and impaired coordination.

Damage from Intravenous Drug Use

In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop AIDS, hepatitis, tetanus (lockjaw) and infections in the heart. Permanent brain damage may also be a result.

Local, State & Federal Legal Sanctions

Offense	Minimum Punishment	Maximum Punishment
Manufacture or delivery of controlled substances (drugs)	Confinement in jail for not more than two years or less than 180 days, and a fine not to exceed \$10,000.	Confinement in TDC for life or not more than 99 years nor less than 15 years, and a fine not to exceed \$250,000.
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both.	Confinement in TDC for life or not more than 99 years nor no less than 10 years, and a fine not to exceed \$100,000.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and fine not to exceed \$250,000.
Delivery of Marijuana	Confinement in jail for a term of not more than 180 days, a fine not to exceed \$2,000, or both.	Confinement in TDC for life or not more than 99 years nor less than 10 years and a fine not to exceed \$100,000.
Possession of Marijuana	Confinement in jail for a term of not more than 180 days a fine not to exceed \$2,000, or both.	Confinement in TDC for a term of nor more than 99 years not less than 5 years, and a fine not to exceed \$50,000.
Driving while Intoxicated	Confinement in jail for a term of not more than 180 days, or less than 72 hours, and a fine of not more than \$2,000.	Confinement in TDC for a term of nor more than 20 years nor less than 2 years and a fine not to exceed \$10,000.
Public Intoxication		Fine not to exceed \$500.
Purchase of alcohol by minor	Fine of not less than \$25 or more than \$200.	For subsequent offense, a fine of not less than \$500 or more than \$1000.
Consumption of alcohol by a minor	Fine of not less than \$25 or more than \$200.	For a subsequent offense, a fine not less than \$500, or more than \$1000 or jail time not more than one year or both.
Possession of alcohol by a minor	Fine of not less than \$25 or more than \$200.	For a subsequent offense, a fine of not less than \$550 or more than \$1000.
Sale of alcohol to a minor	Fine of not less than \$100 or more than \$250 nor more than \$1000 or confinement in jail for not more than one year or both.	For subsequent offense, a fine of not less than \$250 nor more than \$1000 or confinement in jail for not more than one year.
Manufacture, distribution or dispensation of drugs (includes marijuana)	A term of imprisonment for up to five years and a fine of \$25,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000 (if other than an individual).
Possession of Drugs (includes marijuana)	Imprisonment for up to a year, and a fine of not less than \$1000.	Imprisonment for not more than 20 years nor less than five years and a fine of not less than \$5,000 plus costs of investigation and prosecution.

The Rules and Regulations of the Board of Regents, the Institutional Rules, and state or Federal Laws are subject to amendment or change. When such changes occur, these changes are incorporated into this document by reference

Sex Offense Policy, Procedures and Programs

"It is the policy of Texas State Technical College, in providing an education and work environment free of intimidation and coercion, to maintain particular safeguards which ensure all members of the college community are protection against sexual harassment" (COP HR 4.03 Prohibiting Sexual Harassment). Title IX of the Education Amendments of 1972 and Texas State Technical College policy prohibits discrimination based upon gender (to include domestic violence, dating violence, sexual assault and stalking) in its educational programs and activities. TSTC is committed to creating an environment free of harassment and discrimination.

TSTC ensures that educational programs are provided during the entire year. These educational programs consist of primary prevention and awareness programs for all new student and employees at New Student and New Employee Orientations. These presentations consist of informing the audience of the acts that TSTC prohibits, the definitions of consent with regard to sexual activity, safe and positive options for bystander information, risk reduction tips, warning signs of abusive behavior (including how to avoid a potential attack), definitions of various acts, and information on TSTC's reporting options. The definitions of domestic violence, dating violence, sexual assault and stalking are also shared. Inclusively, information is provided on the disciplinary process that is followed.

Sexual Assault Prevention & Response: Preventing And Responding To Sex Offenses

Sexual assault (rape) is nonconsensual sexual acts in which the perpetrator uses force, manipulation or coercion. It is an act of aggression, violence and power. The perpetrator can be a stranger, a relative, an acquaintance or a date. Although rape is usually a crime committed against women, it also happens to men.

The TSTC Community Standards Office, in collaboration with other departments, proactively educates the college student community about sexual assaults and date rape through sexual assault education and information and to employees, and upon request. Literature on date rape education, risk reduction, bystander intervention and college response is available through the Community Standards Office as well as at the Counseling, Disabilities, Support Services and Health Services Office.

Awareness efforts include but are not limited to:

- Risk Management Training
- Domestic Violence Awareness Month Pledge day
- Domestic Violence Conference in October
- Stalking Information Booth
- Spring Break Presentation – HIV and Safe Sexual Practices
- Clery Trainings

- Are You Sure You Want to Post That? Workshop – Bystander intervention
- Sexual Assault Awareness Month Gather, Display, Pledge Day and Conference
- Etc.

Inclusively, training opportunities are afforded to employees especially those who participate in the Student Review/Discipline Hearing and Title IX Committees. Furthermore, the Community Standards Office and the TSTC Police Department collaboratively facilitate a Clery/Title IX Training to train pertinent institutional personnel.

If you are a victim of a sexual assault at this College, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The College Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to TSTC Police Department, the Title IX Coordinator or the Vice President of Student Development. Filing a police report with a College Police Officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgment opinions from officers.

Filing a report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection/preserving of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet or change clothing prior to a medical/legal exam);
- assure the victim has access to free counseling from counselors specifically trained in the area of Sexual Assault Crisis Intervention.

When a sexual assault victim contacts the police department the Title IX Coordinator will be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system or decline formally reporting to authorities. The Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision. During the process of reporting, the victim will be provided with written information on obtaining orders of protections, no contact orders, safety planning, crime victim services, victim bill of rights, etc. Throughout the entire process, the institution will make a good faith effort to ensure the victim's confidentiality when requested and will be considered on a case-by-case basis.

Disciplinary Proceedings

The College Disciplinary Proceedings will provide a prompt, fair and impartial investigation and resolution. The proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Student Handbook. The Handbook provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and the accused will be informed of the outcome of the hearing in writing. Should one party request a review, then the other will be

informed. Both parties will be provided with information on how to request a review upon being provided with the outcome. A student found guilty of violating any policy, code of conduct regulation, etc. could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic schedules and/or on-campus living arrangements after an alleged sexual assault, if such changes are reasonably available. Inclusively, victims will be informed of their rights and options regardless of where the crime took place. At any time during the investigation, interim sanctions may be imposed. At the conclusion of an investigation, a determination will be made based on a preponderance of evidence and appropriate sanctions and protective measures will be imposed accordingly that may consist of no contact orders, restrictions from certain areas of the campus, suspension, etc. During the proceedings, both the victim and the accused will receive simultaneous written notice of the outcome of the disciplinary hearing, the institution's review process, any change to the results before the results are final, and when the results become final. During the process all parties will be informed of the institution's stance on retaliation and that it is prohibited.

**Officials conducting disciplinary proceedings will receive annual training on issues related to domestic violence, dating violence, sexual assault and stalking, as well as how to conduct a hearing process that protects victim safety and promotes accountability.*

On and Off Campus Resources

TSTC offers on campus resources that consist of the following:

Counseling Services
Student Service Bldg. EK Room 216
956-364-4311

Student Health Services
Student Center
956-364-4305

TSTC Police Department Escort Program
Public Safety Bldg. A
956-364-4220

TSTC does not have any medical facilities that are capable to render a sexual assault examination.

Medical facilities that are capable to render a sexual assault examination for the campus are:

Valley Baptist Medical Center
2101 Pease Street
Harlingen, TX
956-389-1100

Harlingen Medical Center
5501 S. Expressway 77
Harlingen, TX
956-365-1000

Additional Resources:

Family Crisis Center
616 W. Taylor
Harlingen, Texas
956-423-9305

Family Crisis Center
Raymondville Location: 192 N. 3rd Street
Raymondville, Texas 78580
956-689-5150

Harlingen Police Department
1018 Fair Park
956-216-5940

Information on resources that includes services provided through the Cameron County Crime Victims Assistance Program is provided to the student in writing.

Sex Offender Registration

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, institutions of higher education are required to issue a statement advising the campus community where information about registered sex offenders may be obtained. It also requires sex offenders to provide notice to each institution of higher education at which the person is employed, carries a vocation or is a student.

In accordance to state statutes, registered sex offenders must register with the Texas Department of Public Safety. Information concerning registered State of Texas Sex Offenders can be obtained from the Texas Department of Public Safety statewide sex offender database via the internet at: https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx.

Offenders who are required to register under this statute and are employed, carry on a vocation, volunteer services or is a student attending TSTC must register with the TSTC Police Department.



Definitions Of Clery Act Offenses

Aggravated Assault:

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson:

The willful or malicious burning or attempt to burn, with or without intent to defraud a dwelling, house, public building, motor vehicle or aircraft, or personal property of another kind.

Burglary:

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Drug Abuse Violations:

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine.)

Liquor Law Violations:

The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Motor Vehicle Theft:

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding.)

Murder/Non-Negligent Manslaughter:

The willful (non-negligent) killing of one human being by another. *NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.*

Negligent Manslaughter:

The killing of another person through gross negligence.

Robbery:

The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Weapon Law Violations:

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned).

NOTE: The previously listed crime definitions are from the Uniform Crime Reporting Handbook

Sex Offenses- Forcible

Forcible Rape: The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses- Non-forcible:

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

NOTE: The above listed Sex Offenses Definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

Dating violence:

The term "dating violence" means violence committed by a person - - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship (ii) the type of relationship (iii) the frequency of interaction between the persons involved in the relationship

Domestic violence:

The term "domestic violence" includes felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Stalking

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress

NOTE: This unofficial compilation of the U.S. Code is current as of Jan. 4, 2012 (see <http://www.law.cornell.edu/uscode/uscript.html>).

Hate Crimes

Texas State Technical College is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation and simple assault (see definitions below).

Larceny: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another

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

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

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Geographic Locations Under The Clery Act

On Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non Campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

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

Public Property

All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Crime Statistics

Student Right-to-Know and Campus Security Act

Crimes Reported For	Texas State Technical College in Harlingen Campus						Non-Campus Building or Property			Public Property			Total		
	2012		2013		2014		2012	2013	2014	2012	2013	2014	2012	2013	2014
Offense Type	Res Hall	On Campus	Res Hall	On Campus	Res Hall	On Campus									
Criminal Homicide															
Murder/Non-Negligent Manslaughter	0	0	0	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	0	0	0
Sex Offenses															
Forcible	0	0	1	1	0	0	0	0	0	0	0	0	0	1	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Offenses															
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	1	0	0	0	0	0	0	0	0	1	1	0
Burglary	2	2	1	1	1	1	0	0	0	0	0	0	2	1	1
Motor Vehicle Theft	0	1	0	1	0	0	0	0	0	0	0	0	1	1	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence					0	1			0			0			1
Domestic Violence					1	4			0			0			4
Stalking					0	0			0			0			0
Hate Crimes															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity/National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-negligent Manslaughter	0	0	0	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	0	0	0
Sex Offenses: Forcible	0	0	0	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	0	0	0
Robbery	0	0	0	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	0	0	0
Burglary	0	0	0	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	0	0	0
Arson	0	0	0	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	0	0	0
Simple Assault	0	0	0	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	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Number of Arrests/Referrals for Select Offenses

	Texas State Technical College in Harlingen Campus						Non-Campus Building or Property			Public Property			Total		
	2012		2013		2014		2012	2013	2014	2012	2013	2014	2011	2012	2013
Offense Type	Res Hall	On Campus	Res Hall	On Campus	Res Hall	On Campus									
Liquor Law Violations															
Arrest	4	6	5	6	6	6	0	0	0	0	0	0	6	6	6
Referral	0	0	1	2	0	0	0	0	0	0	0	0	0	2	0
Drug Law Violations															
Arrest	9	19	12	22	11	27	0	0	0	0	0	4	19	22	31
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapon Law Violations															
Arrest	0	2	0	0	1	3	0	0	0	0	0	0	2	0	3
Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Ingleside Campus:
There were no Clery crimes reported.





Students must also participate in fire and life safety programs and respect the safety of others.

Fire Report

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Notification of the Annual Fire Safety Report

In accordance with the guidelines established by TSTC, and pursuant to the federal law 34 CFR 668.49(b), all currently enrolled students, campus employees and all prospective students and prospective employees of TSTC are entitled to request and receive a copy of the Annual Campus Fire Safety Report.

The report contains statistics about the number of fires in on-campus housing, the cause of each fire, the number of injuries and deaths, and the value of property damaged. The report also includes a description of fire systems, the number of fire drills, evacuation procedures, education and training programs, future plans for fire safety improvements, and the institutions policies on appliances, smoking, open flames and other potential hazards.

All students enrolled at TSTC will receive notification through electronic mail and student portals featuring the exact website address for the current Fire Safety Report. Faculty and staff will also be notified electronically through the TSTC email system.

Copies of this report may be obtained in person from the TSTC Police Department or online on TSTC's website under the link "College Safety" located at: www.tstc.edu/about/clery.

You may also request that a copy be sent to you via email or U.S. postal mail by contacting the TSTC Police Department at 956-364-4220 during normal business hours, 8 a.m. to 5 p.m., Monday thru Friday.

Introduction

The Campus Fire Safety Right-to-Know Act became federal law with the passage of the Higher Education Opportunity Act of 2008.

The new law requires colleges and universities that maintain on-campus housing facilities to compile an annual fire safety report that gives students, parents and the public current information about fires in on-campus housing. Colleges are also required to maintain a fire log that captures specific information about fires that occur in on-campus housing. The log is required to include the date, time and cause of each fire as well as the number of injuries requiring treatment, the number of deaths and the value of property damage associated with each fire.

Fire and Life Safety Program

The health and safety of all college employees, students and visitors to our campus is of paramount importance to everyone working and learning at the college. This concern for safety mirrors the character and strength of TSTC's commitment to its academic mission.

Staff, faculty, students and visitors play an important role in assuring campus safety. They must do what they can to protect themselves and others within the university community and respond appropriately to all emergencies. Employees must avail themselves of information pertaining to the safe conduct of their work, regardless of setting. Students must also participate in fire and life safety programs and respect the safety of others.

The TSTC Fire and Safety Program, which is made available to all faculty, staff, students and visitors, contains policies and procedures that, when implemented and maintained, will satisfy the code and legal obligations of the college, help satisfy insurance requirements, prevent loss of life, reduce injury and reduce property damage due to fire and fire-related emergencies.

The program is based on state and local regulations, National Fire Protection Association guidelines and Safety Code requirements. The program provides roadmaps for fire safety surveys of buildings, fire extinguisher maintenance, and fire safety-related training. This training is scheduled for all resident attendants each semester and is available to any campus department upon request.

Fire Safety Policy and Student Housing Inspection

It is the practice and policy of TSTC to provide a resident apartment lifestyle on campus that is safe, comfortable and conducive to an overall positive resident-life experience.

Inspections

1. Inspections of all campus housing facilities will be conducted periodically to assess safety hazards, potential security problems, overall sanitation and general repairs.
2. The College reserves the right to enter any on-campus housing unit or facility to search or inspect anytime. This includes times when residents may or may not be present.
3. Residents will be charged a fee for any items of food left in their room/unit either after the resident clears campus, or after the resident vacates his/her housing unit for any reason, or after the end of every semester.
 - All electrical appliances must bear Underwriters Laboratory (UL) certification or an equivalent certification label. Due to limitations of the electrical systems in the residence apartments, microwave ovens may not operate satisfactorily, especially if operated with other electrical appliances.
 - Televisions, stereos, radios, desk lamps or electric blankets are permitted, provided the total electrical requirements do not exceed the capability of the system and the equipment is in safe operating condition.
 - Christmas Trees represent a fire hazard, especially when decorated with lights: therefore, all Christmas Trees must be approved by housing supervision.

Possession of the following items are violations of Fire Safety Policy:

- Candles and incense
- Any source of open flame
- Lighter fluids/ flammable fuels
- Fireworks
- Space heaters
- Open faced electrical appliances
- Tanning beds
- Halogen lamps
- Sun lamps
- Waterbeds
- Portable air conditioners

Smoking Policy

Smoking within the confines of a resident housing unit is not permitted. Smoking in bed is prohibited. No smoking is allowed in any classroom or public building. Smoking is only permitted 25 feet away from buildings.

Fire Safety Equipment Abuse

Besides being an annoyance, a false fire alarm can endanger lives. Tampering with a fire alarm system or fire extinguishers, misusing or tampering with sprinkler systems and other fire safety equipment is a violation of Texas law and the TSTC Student Code of Conduct. Anyone unnecessarily setting off or tampering with a fire alarm system, sprinkler system or fire extinguisher will be subject to judicial action, financial responsibility and/or referral to the civil authorities for

prosecution under Texas law (or all three). Revocation of housing contracts, removal from the residence halls and loss of housing fees will also be considered.

Fire Alarm and Evacuation Instructions

It is the policy of TSTC that upon activation of an automatic alarm, all campus community members will evacuate by the nearest exit.

Residents should immediately do the following when the fire alarm sounds:

- Put on coat and shoes when possible;
- Close and lock your door and take your room key;
- Take a large, damp bath towel with you if possible and if smoke is present, cover your mouth and nose;
- Evacuate the building using the most expedient method (Note: Do not use elevators);
- Proceed immediately and in an orderly manner to designated exits;
- void moving toward open flame or heavy smoke if possible;
- In case of inclement weather, proceed to the lobby of the nearest building or residence hall;
- Account for your friends and roommates;
- Follow instructions from all emergency personnel, including fireman and police; and
- Do not re-enter the building until instructed that "all is clear" by TSTC authority or Fire Department.



Failure to Evacuate



Failure to evacuate the building during a fire alarm can cause harm to the individual as well as fire safety personnel if a rescue is needed.

Failure to evacuate during a fire alarm will result in judicial action, possible monetary fines and could result in arrest for violation of applicable laws.

Fire Drills

For the protection and safety of residents, three fire drills are held every year. Please read the fire safety information posted in the student housing manual and become familiar with evacuation routes. Cooperation is expected at all times. All individuals must evacuate immediately when an alarm sounds. Failure to comply will result in judicial proceedings and possibly monetary assessment or revocation of housing privileges.

Did You Know?

Between 2004-2008 U.S. fire departments responded to an estimated annual average of 3,800 structure fires in dormitories, fraternities, sororities, and barracks that resulted in 7 civilian deaths, 54 civilian fire injuries, and \$29.4 million in direct property damage annually. These fires were most common during the evening hours between 5 p.m. and 11 p.m., and on weekends. The leading causes of these fires were smoking, cooking accidents, improper trash disposal, and malfunctioning heating and electrical equipment. (Source: U.S. Fire Administration National Fire Incident Reporting System)

For more information about College Campus Fire Safety, including national statistics and fire safety tips, please visit the following websites:

- <http://www.nfpa.org>
- <http://www.nfpa.org/assets/files//PDF/Public%20Education/Campussafety.pdf>
- <http://www.tdi.state.tx.us/pubs/tdipubs5.html>
- <http://www.usfa.dhs.gov>

Safety Education Program

Every semester TSTC implements the "Have an Exit Strategy" Program:

The State Fire Marshal's Texas Higher Education "Have an Exit Strategy" (HAES) program is an initiative funded through a grant from the U.S. Fire Administration. The program promotes the necessity for self-awareness and self-responsibility for personal fire safety. It uses the slogan and logo developed as the base trigger to remind people of their responsibilities.

This program targets the College Community through multi-media efforts to introduce the HAES idea to students, staff

and visitors to our state's colleges. Using posters, public service announcements, door hangers and classroom announcements, the program will be repeated in all venues to deliver the message.

Through repetitive delivery of the HAES message, the lesson is learned and applied. The end result is the instinctive reaction of people to be aware and take responsibility in each fire situation. If they do not think about it automatically, the message is brought back each time they see the logo and each time they see a traditional exit sign. The program strives to instill the message in the person at every opportunity, where they live, work and play.

The fire service and college community responsibility is three-fold:

1. To educate the students, staff and public on the message of self-awareness and self-responsibility.
2. To educate management and staff of all types of facilities and their responsibilities in maintaining fire-safe occupancies.
3. To inspect and enforce fire safety requirements.

These three responsibilities are our part of the covenant when attempting to place the self-responsibility on the individual.

Participants

- Administration
- Student Government
- Orientation
- TSTC-Sanctioned "Social Organizations"
- Student Housing
- Development
- Local Fire Safety Officials
- Other Local Groups Deemed Appropriate by the Fire Marshal

For more information about the Fire Safety Education Program visit: <http://www.haveanexitstrategy.com>.

To Report a Fire

TSTC is required by law to disclose statistical data on all fires that occur in "on campus" student housing facilities. Please call one of the emergency and non-emergency numbers listed below to call to report a fire that is occurring or has occurred:

Fire Emergency	911
TSTC Police Department	956-364-4220
TSTC Housing Supervisor	956-364-4236

2014 Student Housing Safety Systems

Facility	Fire Alarm Systems	Audible Alert	Strobe Alert	Smoke Detection Devices	Pull Station	Fire Doors	Fire Extinguishers	Fire Drill Conducted Each Year
Oak Tree Dorms	0	0	0	✓	0	0	✓	1
Palo Blanco Dorms	0	0	0	✓	0	0	✓	1
Las Palmas Dorms	✓	✓	✓	✓	✓	0	✓	1

Fire Statistics

Facility	2012				2013				2014			
	Total Fires	Injuries	Deaths	Value of Loss	Total Fires	Injuries	Deaths	Value of Loss	Total Fires	Injuries	Deaths	Value of Loss
Oak Tree Dorms												
Dorm A	0	0	0	0	0	0	0	0	0	0	0	0
Dorm B	0	0	0	0	0	0	0	0	0	0	0	0
Dorm C	0	0	0	0	0	0	0	0	0	0	0	0
Dorm D	0	0	0	0	0	0	0	0	0	0	0	0
Dorm E	0	0	0	0	0	0	0	0	0	0	0	0
Dorm F	0	0	0	0	0	0	0	0	0	0	0	0
Dorm G	0	0	0	0	0	0	0	0	0	0	0	0
Palo Blanco Dorms												
Dorm H	0	0	0	0	0	0	0	0	0	0	0	0
Dorm I	0	0	0	0	0	0	0	0	0	0	0	0
Dorm J	0	0	0	0	0	0	0	0	0	0	0	0
Dorm K	0	0	0	0	0	0	0	0	0	0	0	0
Dorm L	0	0	0	0	0	0	0	0	0	0	0	0
Dorm M	0	0	0	0	0	0	0	0	0	0	0	0
Las Palmas Dorms												
Dorm N	0	0	0	0	0	0	0	0	0	0	0	0

Improvements In Fire Safety

TSTC has adopted the National Incident Management System (NIMS). The adoption of NIMS will improve the college's response to emergencies.

Housing Safety Inspection Program

The Director of Housing and Staff perform bi-weekly safety inspections. The inspections are conducted at each residence that is being occupied. The inspections focus on living areas, stairways and exits.

Housing Safety Systems

TSTC Student Housing Safety Systems includes fire alarms, audible alerts, strobe alerts, smoke detection devices, fire extinguishers and pull stations.

TSTC Harlingen Student Housing Locations

Oak Tree Dorms
2605 Dogwood
Harlingen, TX 78550

Palo Blanco Dorms
2204 N. 25th Street
Harlingen, TX 78550

Las Palmas Dorms
2205 N. 29th Street
Harlingen, TX 78550

Fire Log

TSTC maintains a "Fire Log" for public inspection. The log includes the date a fire was reported, the nature of the fire, the date and time of the fire and the general location of the fire. The log is located at the TSTC Police Department located in the Public Safety Building (Bldg. A).



Health and safety of our college community is of paramount importance to everyone working and learning at the college.



Texas State Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Applied Science degrees and Certificates of Completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of TSTC.

Equal opportunity shall be afforded within the Texas State Technical College to all employees and applicants for admission or employment regardless of race, color, gender, religion, national origin, age, disability, genetic information, or veterans status. TSTC complies with the Texas Equal Opportunity Plan. The person designated to coordinate compliance activities is the Dean of Students, James Fickens. He can be reached at james.fickens@tstc.edu.