



ABILENE
CHRISTIAN
UNIVERSITY



2011 ACU Campus Crime and Fire Safety Report

In accordance with the Jean 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 published on the ACU Police Department web page each year and includes crime statistics and other information for each of the three most recent calendar years. This report is published in compliance with the Jeanne Clery Disclosure of Campus Safety & Security Policy and Crime Statistics Act (The Act) and the Higher Education Opportunity Act. These crime statistics include certain categories of crimes required for disclosure under The Act which occurred on the campus, in campus buildings, non-campus buildings and properties owned or controlled by ACU and on public properties immediately adjacent to/accessible from the ACU campus. These crimes include those crimes which were reported to ACUPD, certain other university officials as well as those which were reported to local law enforcement authorities.

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

The Report also includes current information about the ACU Police Department policies, campus crime statistics, crime prevention information, crime reporting procedures and contact information. The report also includes information related to the 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 available 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 2011 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.

2011 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 and the ACU Office of 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		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
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	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	0	0	0	0	0	0	0
Burglary	6	4	13	6	2	8	0	1	2	0	0	0
Motor Vehicle Theft	3	4	1	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	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	6	4	2	3	3	2	0	0	0	0	0	0
Liquor Law Violations referred for disciplinary action	18	26	28	18	25	26	0	0	0	0	1	0
Drug Law Arrests	2	3	0	1	2	0	0	0	0	0	1	0
Drug Law Violations referred for disciplinary action	4	0	2	4	0	1	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.

2. ACU Police Department Authority and Jurisdiction

Abilene Christian University is authorized by Texas law to operate its own campus police department. The ACU Police Department (ACUPD) staff is made up of fifteen (15) full-time police officers and six part-time public safety personnel, in addition to office and clerical personnel. Officers are on duty 24 hours per day, 7 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 police officers by ACU under the provisions of the Texas Education Code, section 51.212 and are recognized as peace officers under Article 2.12 of the Texas Code of Criminal Procedure. ACU PD 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 to police-related calls and other emergencies, investigate reported crimes, arrest individuals, and enforce traffic law. The primary jurisdiction of ACUPD includes the properties owned or controlled by ACU, but also applies anytime that ACUPD officers are otherwise in the commission of their assigned duties. Additionally, all Texas Peace Officers, including ACU officers, may arrest individuals for certain types of offenses even while outside their primary jurisdiction. Through mutual agreement with the City of Abilene Police Department, ACUPD Officers also operate with full Peace Officer authority as Adjunct Abilene Police Officers anytime they are off campus and within a designated geographic zone extending more than 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 and the local field office of the Federal Bureau of Investigation. ACU PD operates on the same radio communications system with the City of Abilene Police Department, Abilene Fire Department, and City of Abilene Emergency Management Office. ACU PD Officers will also respond to police related and other emergency calls in the neighborhoods immediately adjacent to the campus when requested by APD or when emergency circumstances are present. ACUPD meets regularly with APD to discuss crimes, incidents and trends that may jointly affect the City and ACU.

By agreement between ACUPD and APD, the ACUPD will be the primary agency in dealing with law enforcement response and investigative needs related to all calls and offenses occurring on the ACU campus. ACUPD may call upon APD for additional patrol or investigative assistance on any calls for service or criminal offenses occurring on campus. In the event that ACUPD, or a victim, requests that APD become involved in an investigation of an offense on campus, the investigation will be conducted as a joint investigation by both agencies.

ACUPD also monitors APD call/offense data for any student involvement in criminal activity off-campus. This information may be forwarded to the university Office of Judicial Affairs and the Dean of Students for possible university follow-up pursuant to university conduct code violations.

ACU Police Officers are also classified by ACU as university officials and have the authority to enforce certain university regulations and policies related to student conduct issues, parking regulations and other university policy matters. When ACUPD officers handle students related to matters of university policy, these cases are referred through the university Office of Judicial Affairs or through the Dean of Student Life.

When students are handled by ACUPD officers on matters that constitute violations of local, State or federal laws, the students are subject to arrest or citation as allowed by law. Additionally, in criminal cases involving students, the case will also be referred through the university Office of Judicial Affairs for possible 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 325-674-2305 or 325-674-2911. When calling from any campus phone, ACUPD can be reached by dialing 2305 or 2911. Callers may also dial 911 in emergencies. Dialing 911 will route callers to the City of Abilene 911 Center, who will then notify and dispatch ACUPD officers as needed. Abilene 911 will then notify ACUPD of any campus emergencies.

4. General Procedures for Reporting a Crime or Emergency

All members of the ACU community including students, faculty, staff and visitors are encouraged to report all crimes and public safety related incidents to the ACU Police Department in a timely manner. Crimes should always be reported to ACUPD to ensure inclusion in the annual Campus Crime Report and statistics and to aid ACUPD in providing timely warning information to the campus community when appropriate.

To report a crime or other emergency, call ACUPD at extension 2305 or 2911 when calling from any campus phone. 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 Center by calling 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.

In some cases, students and employees sometimes report certain victim or non-emergency criminal information to other ACU personnel besides the ACUPD. While ACUPD strongly encourages all reports of criminal activity or offenses to be reported directly to ACUPD initially, campus personnel that students and employees may report certain victim or non-emergency criminal activity to would include: Resident Director staffs of Residence Life Education and Housing, Director of Judicial Affairs, VP of Student Life/Dean of Students, and University Counseling Center employees and counselors. These campus officials are aware of their need to share crime information with ACUPD and are encouraged to do so to ensure the overall safety and security of the campus and community. Campus officials are also aware that only those ACU employees who are employed as, and serve in, a designated pastoral counseling role or as a professional counselor are exempted (by confidentiality reasons) from reporting the crime information to ACU PD.

5. Confidential Reporting Procedures

If you are the victim of a crime and do not wish to pursue the matter through the criminal justice system or within the university judicial system, you are still encouraged to file a confidential report with the ACU Police Department.

With your permission, the Chief of Police or his designee can file a report on the details of the incident without revealing your identity. The purpose of filing confidential reports in some cases is to comply with your wish to remain anonymous, while also taking steps to ensure the safety of yourself and others. By being informed about the incident, the ACU Police Department can keep an accurate count as to the numbers of incidents affecting the campus community and determine if a pattern of crime exists regarding a particular offense, area of campus, suspect or method of operation and alert the campus community to any such information. Reports filed confidentially are included in the annual crime statistics for the university.

6. Missing Persons Reporting Procedures

The following policies/procedures regarding Missing Person/Missing Students are being provided according to requirements of the 2008 Amendments to the Higher Education Opportunity Act. HEOA missing student regulations apply specifically only to students who reside in on-campus student housing, but police will respond similarly to any reported 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. While any student missing for 24 hours or more must be reported to ACUPD, should ACUPD receive a missing report prior to the student having been missing for 24 hours, an investigation will be started immediately. Missing student reports may also be filed with Resident Directors –Residence Life Education and Housing, Vice President of Student Life/Dean of Students, Associate Vice President of Student Life. Reports filed with these Residence Life and Student Life officials will be immediately referred to the ACU Police Department.

The ACU Police Department will investigate any report of a missing person, provided that the report is filed by someone with reasonable knowledge of that person being 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 information that the person may be or is missing.

ACU Police will conduct an initial investigation and widen the scope of the investigation as needed in order to determine the location and status of the reported missing person. Each student living in on-campus housing can identify a person that ACU can contact in the event that the student is reported missing. Students may register this contact person and information through the ACU/MyACU Banner student registration procedures. This listed contact person's name and contact information will be considered confidential and will be used/shared by only those ACU administrators and ACU PD personnel responsible for investigating and following up on reports of missing persons. ACU PD and/or local police will also be notified of missing students and will investigate that missing student case, regardless of whether the missing student registered a confidential contact person with ACU.

If ACU PD investigators are unable to locate a missing person within 24 hours, this contact person would then be notified. In the event that there is no separate missing person contact individual listed, a parent or guardian as listed in university records will be contacted. 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 you trust in determining your whereabouts or in verifying that further investigation and/or entry into national missing person's databases is warranted. ACU PD 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.

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 no later than 24 hours after the student is determined to be missing. For any situation where the missing person is believed to be endangered, this 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 including topics such as general crime prevention, personal safety, sexual assault prevention and identity theft are presented each Fall semester during orientation sessions and mandatory Freshman residence hall meetings. Programs are also offered at various times during the school year and are also available upon request for special presentations anytime during the year.

Programs 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 by ACUPD personnel.

Crime Prevention programs dealing with personal and residence hall safety as well as sexual assault prevention programs dealing with sexual assault, date rape, club drug safety, are offered at various times throughout the year. Also any presentation or topic is always available upon request by any student or employee group. All presentations are available to students, faculty and staff.

A standing theme of all awareness and crime prevention programs is the encouragement for students and employees to be aware that they 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. Timely Warnings & Emergency Notifications

The ACU Police Department strives to keep the campus and campus community safe. Part of keeping the campus and community safe involves keeping the community informed about certain situations on or near campus that could pose an ongoing or continuing threat to the campus or members of the campus community.

In the event that a situation arises either on or near campus that, in the judgment of the Chief of Police, ACU Police Department, or his designee, constitutes an ongoing or continuing threat to the campus or to members of the campus community, a campus wide “Emergency Notification” alert will be issued through the campus e-mail as well as the ACU ALERT systems to all students, faculty/staff members. When possible, the campus newspaper, The Optimist, will be used as an additional method of conveying the necessary information.

When the circumstances could pose a more immediate threat to members of the campus community, the warning/emergency notifications may also be posted on the announcements portion of MyACU, as well as local TV/Radio media and City of Abilene CodeRed alert systems.

Emergency Notifications as well as Timely Warnings (discussed below) will also be distributed and displayed in prominent locations on campus including all Residence Halls, Campus Center, and Campus Center Information Desk when possible..

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

In similar fashion, but within the narrower scope of notifying the campus community of information pertaining to incidents of Clery specific crime categories occurring on or near campus, or which have already occurred and 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 through the ACU email system, ACU ALERT, MyACU and The Optimist. These Timely Warnings will be issued as possible after confirmed information becomes known to ACUPD or appropriate university officials. These alerts will also be updated as necessary as the situation warrants and information becomes available.

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 facility is 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 director and a live-in assistant hall director. 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 how safety and security are a vital part 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.

Each hall is locked 24 hours a day, 7 days a week with access being restricted to residents with valid electronic card reader access cards. Access is allowed at main entrances only. Additionally, evening and night shift desk/lobby customer service staff are on duty at various hours, usually from 5pm – 9am every day. Access to residence hall facilities is restricted to residents, escorted guests and university staff. ACUPD can assist individuals with access needs after hours if Resident Life staff are unavailable.

Safety and security related presentations are made each Fall semester to all campus residence halls to alert 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 unusual in or around the residence hall facilities.

Academic and Administrative Buildings

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

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

The campus and all 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 maintained so that they do not pose security risks for building security or personal safety of the building patrons or residents..

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

10. Alcohol Policies and Information

Abilene Christian University is committed to maintaining 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 in some social settings off campus and thus discourages students from attending establishments such as dance clubs, bars, and private parties where the principal purpose is known to be the sale and/or consumption of alcoholic beverages. The history of activities associated with these establishments (such as alcohol abuse, underage drinking, and drunkenness) is counter to our Christian values and lifestyle. The life choices and decisions that students make extend far beyond the college experience, and ACU is committed to challenging students to make decisions that ultimately glorify God.

In accordance with our 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 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, and Spring Break Campaigns, etc.***
4. **Intoxicated students coming onto campus or to a University-sponsored event** will be sanctioned. For the purposes of ACU's student conduct policy and process, intoxication will be defined as any 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. Specifically, Texas law 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 the University policy concerning 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 under-age drinking, and serving or making alcohol available to those who are under the legal drinking age will result in strict sanctions (up to and including dismissal), and will be turned over to the ACU Police Department or other appropriate legal authorities.

ACU Police Officers will actively enforce State laws regarding the possession or use of alcoholic beverages, including under-aged drinking laws.

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, sanctions may vary from what is outlined above. Subject to privacy laws, parents or legal guardians may be contacted where deemed appropriate.

Based on the university alcohol policy, students found in violation of this policy or of applicable alcoholic beverage laws will be subject to university discipline in addition to citations or arrest as allowed by applicable State law.

Drug Policies and Information

In keeping with the Drug Free Schools and Communities Act, ACU enforces a zero tolerance policy 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. ACU Police Officers will actively enforce State and federal laws related to the possession or use of illegal drugs. In addition to the criminal justice system, student violators will also be referred through the university Judicial Affairs Office for university sanctions and discipline.

Alcohol and Drug Abuse Information

Abilene Christian University has developed programs to help prevent the illicit use of drugs and the abuse of alcohol by students and employees. These programs provide services related to drug and alcohol use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and university disciplinary actions.

The University Counseling Center provides overall coordination of these programs; however, many other services are the responsibility of other areas of the university. 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

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the ACU Police Department is providing a link to the Texas Department of Public Safety Sex Offender Registry. The link is listed below to your convenience.

This Act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the State concerning registered sex offenders may be obtained.

The Act also requires sex offenders who are required to register in the State, to provide notice of each institution of higher education in the State at which the offender is employed, enrolled or carries on a vocation.

In the State of Texas, convicted sex offenders are required 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. The information is available at the Internet web site: 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.

If you are a victim of sexual assault of any kind, you should first get to a place of safety to notify police immediately. If you are on campus, notify ACUPD at 325-674-2305 or 325-674-2911 or simply call 911. To preserve physical evidence, victims should retain all clothing worn during the attack, should not shower or use the restroom, and should not disturb the scene of the attack if at all possible. If you contact other ACU personnel (Student Life, residence Life, etc.) those ACU officials will assist you in 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 utilized to assist in the investigation as needed or upon request by ACUPD or the victim.

Sexual assault victims may also choose to use a pseudonym to prevent the victim's 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 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

Abilene Christian University (ACU), like any other organization, 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 plan 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 to ensure that the University is prepared to deal with critical incidents that would require extraordinary protection of life, property and/or continuity of operations. The EOP provides an integrated approach to respond to and recover from the impacts of a crisis 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. They address 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 communications methods to inform 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.

The Guide outlines the emergency response concepts and procedures under which all elements of the ACU campus will operate during incidents and/or emergency situations in order to fulfill its academic mission with minimal disruption.

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 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 designee and is the primary 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 center utilized 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 always on call and is 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 Physical Resources; 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 and 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 this occurs, appropriate emergency information will be disseminated to the ACU community and the public without delay. University officials will determine 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, which information to include in the notification, and will be responsible for initiating the notification system(s). While 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; the Chief of Police is ultimately responsible for and has authority 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 to rapidly communicate an emergency by way of email and text message to the ACU community. All faculty, staff, and students are encouraged to enroll at acu.edu/acualert and follow the registration instructions to receive this free service. Another University communication venue is the emergency blog at emergency.acu.edu which will be used to provide information and guidance to our campus as the emergency situation develops.

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

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 which 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 receive 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 issue directions to occupants when there is a perceived threat. 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 the 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 is normally directed 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 preventing entry or exit to anyone until receiving the “all clear” or being 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

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. 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. 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 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
- Description of person(s) and/or property involved

If you observe a criminal act 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 key personnel are trained and core processes are 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 Physical Resources; 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 new employee orientation process. 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 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 are provided education, resources, and receive special safety and emergency preparedness training and are required to sign training documentation prior to assuming their roles. These individuals receive annual training covering facility Emergency Action Plans, applicable fire protection systems, and general safety procedures.

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

Emergency Preparedness

Drills, tests, and exercise 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 reinforce participant's 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.

14. Annual ACU HEOA Fire Safety Report

2011 Abilene Christian University HEOA Fire Safety Report

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

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1. Fire Statistics

ACU Residence Halls Fire Report	FIRE	DATE	TIME	NATURE	LOCATION	INJURIES	DEATHS	DAMAGE
Barret Hall	0	-	-	-	-	0	0	0
Morris Hall	0	-	-	-	-	0	0	0
Smith-Adams Hall	0	-	-	-	-	0	0	0
Edwards Hall	0	-	-	-	-	0	0	0
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
University Park	1	2/28/11	12:38 AM	Smoking	Exterior of Bldg# 8	0	0	\$0-\$99
University Park	1	09/08/11	4:57 PM	Electrical	Apt. #312	0	0	\$1,000 - \$10,000

ACU Rental House Non-Campus Property	1	03/03/11	4:56 PM	Cooking	655 EN 20 th Street	0	0	\$50,000 - \$60,000
ACU Rental House Non-Campus Property	1	11/05/11	5:00 PM	Cooking	1602 Cedar Crest Dr.	0	0	\$1,000 - \$2,000

2. Fire Safety Systems

ACU Residence Halls Fire Safety	FIRE ALARM SYSTEM	SMOKE DETECTORS	HEAT DETECTORS	PULL STATIONS	AUDIBLE ALARMS	VISUAL ALARMS	FIRE ALARM MONITORED	FIRE SUPPRESSION SYSTEM	BUILDING CONSTRUCTION
Barret Hall	YES	YES	NO	YES	YES	YES	YES	SPRINKLER	ORDINARY
Morris Hall	YES	YES	YES	YES	YES	YES	YES	NO	FIRE RESISTIVE
Smith-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
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
Barret Hall	3/24/2011	6:32 AM	6:37 AM	5 min	12/11/2011	10:00 PM	10:05 AM	5m 35s
Morris Hall	3/24/2011	6:30 AM	6:35 AM	5 min	12/11/2011	10:00 PM	10:03 PM	3 min
Smith-Adams Hall	3/24/2011	6:30 AM	6:37 AM	7 min	12/11/2011	10:00 PM	10:03 PM	3 min
Edwards Hall	3/24/2011	6:30 AM	6:35 AM	5 min	12/11/2011	10:00 PM	10:03 PM	3 min
Gardner Hall	3/24/2011	6:32 AM	6:38 AM	6 min	12/11/2011	10:00 PM	10:04 PM	4 min
Mabee Hall	3/24/2011	6:36 AM	6:51 AM	15 min	12/11/2011	10:00 PM	10:04 PM	3m 57s
McDonald Hall	3/24/2011	6:30 AM	6:35 AM	5 min	12/11/2011	10:00 PM	10:02 PM	2m 45s
McKinzie Hall	3/24/2011	6:31 AM	6:35 AM	5 min	12/11/2011	10:01 PM	10:03 PM	1m 45s
Nelson Hall	3/24/2011	6:30 AM	6:34 AM	4 min	12/11/2011	10:00 PM	10:02 PM	2m 56s
Sikes Hall	3/24/2011	6:30 AM	6:35 AM	5 min	12/11/2011	10:00 PM	10:03 PM	3m 42s
University Park Apt	3/24/2011	6:30 AM	6:50 AM	20 min	11/02/11	5:45 PM	5:48 PM	3 min

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

*Conducted the early morning fire drill at 6:30 a.m. to test sleeping occupants' abilities to evacuate during a fire.

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. 2011 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

Managing Director 325-829-1346 Work Cell

Resident Director 325-829-1346 Work Cell

Resident Assistant 325-864-1387 Work cell

8. Fire Safety Future Improvements

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

1. Prevention

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

2. Detection

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

3. Suppression

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

9. ACU HEOA Fire Safety Report Locations

Abilene Christian University

Office of Risk Management

Hardin Administration Building, Room 215

ACU Box 28106

Abilene, Texas 79699

Office: 325-674-2363

Fax: 325-674-2396

risk@acu.edu

www.acu.edu/risk