This annual campus security and fire safety compliance report includes information on crime reporting policies and procedures, timely warnings and campus safety alerts, security policy statements, crime statistics, crime awareness and prevention programs, emergency response and notification protocols and fire safety information at Texas Lutheran University.

Texas Lutheran University Police Department

Kraushaar Hall

Emergency Telephone 830-372-8000

Gary Hopper
Chief of Police
Clery Act Information - Crime Awareness, Campus Security and Fire Safety Report

Introduction

The Texas Lutheran University Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with our main campus, and the Office of Student Life. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to the University Police Department, designated campus officials (including but not limited to directors, deans, department heads, designated Residence Life staff, judicial affairs, advisors to students/student organizations and athletic coaches), as well as reports submitted anonymously. This report includes statistics for the previous three years concerning reported crimes that occurred on the Texas Lutheran University campus. The report also includes institutional policies concerning campus security, fire safety, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. Current students and employees are notified by mail of this report’s availability, which may be obtained at the University Police Department. In addition to this report, the University Police Department maintains a daily crime and fire log of incidents committed and occurring on campus. It is available for review at the University Police Department Administrative Office during normal business hours.

Crime Reporting Policies and Procedures

University students, faculty and staff should report all crimes and public safety related incidents to the University Police Department in a timely manner. Crimes should be reported to the University Police Department to ensure inclusion in the annual crime statistics and to aid in providing timely notices to the University community, when appropriate. To report a crime or emergency on the Texas Lutheran University campus, call the University Police Department at x8000 or (830) 372-8000. University Police are available at these telephone number 24-hours a day, seven days a week, to answer your call. Reports involving students are forwarded to the Dean of Students for review and potential judicial action. Incidents will be investigated when deemed appropriate, and any additional information obtained via the investigation may also be forwarded to the Dean of Students. When campus pastoral and professional mental health counselors learn that their client is a victim of crime, their practice is to inform their client of methods of reporting the crime, voluntarily and/or confidentially.

Anonymous Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the Texas Lutheran University judicial system or the criminal justice system, you may still want to consider making an anonymous report. With your permission, the Chief of Texas Lutheran University Police Department or his designee can file a report on the details of the incident without revealing your identity. The anonymous report allows the University to maintain compliance with the Department of Education’s Code of Federal Regulations, as well as aid in the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the University community to potential danger. Reports filed in this manner are counted and disclosed in the institution’s annual crime statistics.
Campus Safety Alerts and Timely Warning Notification

In compliance with the Higher Education Opportunity Act (HEOA) of 2008, if a situation arises, either on or off campus, the Office of University Communications will, without delay and taking into account the safety of the University community, determine the content of the notification and initiate the campus alert system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to, Texas Lutheran University Police Department, the Seguin Police Department, and/or the Seguin Fire Department and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event an emergency situation occurs at TLU, the university will do its very best to notify the campus community in a timely manner of the nature of the emergency and the actions that should be taken. Following is a summary of the emergency notification procedures in place:

- **e2Campus Text Messaging System**
  All students, faculty and staff should subscribe to this free emergency notification system (sign up through the link on the TLU home page [www.tlu.edu](http://www.tlu.edu)).

  In the event of an emergency situation affecting the TLU campus, university officials will send to all subscribers via their cell phones or computers a message regarding the nature of the emergency and the appropriate response(s) that should be taken. **E2CAMPUS WILL BE THE FIRST AND PRIMARY MEANS OF COMMUNICATING WITH THE CAMPUS COMMUNITY IN AN EMERGENCY!**

- **Emergency Warning Siren.**
  An emergency warning siren is in place on the TLU campus. This siren is part of the county-wide emergency warning siren system and is controlled by the Guadalupe County Emergency Management Office. If a situation develops that threatens the entire Seguin community (e.g., tornado, flood), the County Emergency Management Office will activate the sirens. TLU, through the Guadalupe County Sheriff’s Office, also has the ability to activate the siren for an emergency situation that is specific to our campus (e.g., shooter, bomb threat). (NOTE: THE COUNTY TESTS THE EMERGENCY WARNING SIRENS EVERY SATURDAY AT NOON UNLESS THE POTENTIAL FOR SEVERE WEATHER EXISTS.)

  If you hear the emergency warning siren, you should access the following sources for information about the nature of the event and appropriate responses:

  - e2Campus Text Messaging System (see above)
  - KWED Radio – 1580 AM
  - TLU email and voice mail

  In addition to these sources, designated Building Emergency Coordinators will disseminate information directly to the occupants of their assigned building.

- **TLU Email, Voice Mail, Web Site and Television**
  After initial notification of an emergency via e2Campus and/or the county emergency warning siren, university officials will communicate additional information about the emergency via campus-wide email and voice mail, on the home page of the TLU Web site and on TLU cable television channel.
In the event of a major emergency or disaster that might generate a high volume of inquiries for information, the university's Information Technology Department will suspend the regular TLU Web site and post a text-only page ("dark page") in order to accommodate the large number of visitors to the site.

Anyone with information warranting a timely warning should report the circumstances to the University Police Department, by phone at (830) 372-8000 (or X8000 from on campus) for emergency services. You may report the circumstances in person at the Bubble or at the University Police Department.

Other efforts to alert the University community on a timely basis about campus crimes and related issues include:

Annual report - Statistics are compiled on a calendar year basis and are to the University community and the general public.

Daily Crime and Fire Log - The University Police Department maintains a daily crime and fire log summarizing incident reports filed by department personnel for review by the University community and the general public.

Access to Campus Facilities and University Housing

Faculty, staff and students are required to have a Texas Lutheran University ID card in their possession at all times and to present it upon request. Texas Lutheran University ID cards may be obtained at the Beck Center in the Business Office. Most academic and administrative buildings and facilities are locked and unlocked by the University Police Department on a daily basis. They are accessible to the University community, guests and visitors during normal business hours with limited access after normal business hours, on weekends and holidays. Students requesting admittance into a secured building after normal hours must show their TLU ID card and reason for entry. No exceptions will be made for students who do not have these items. Each residence hall is accessible by key, and exterior entrance doors remain locked 24-hours a day. Students are encouraged not to loan their key to anyone, and guests are not permitted into residence halls after designated visiting hours. Residents should report lost keys and malfunctioning locks to the office of Residence Life.

Security Considerations Used in Maintenance

The University Police Department works closely with the various departments to maintain a safe campus. Maintenance personnel repair locks, doors and windows that have been reported as not operating properly, and grounds personnel maintain trees, shrubbery and vegetation to ensure that it does not impede lighting, interfere with walkways or create a safety concern. In addition, emergency telephones (call boxes and elevator phones) are tested regularly. Outdoor emergency telephones are located at various locations throughout the campus, and are connected directly to the University Police Department. The campus community is encouraged to report any safety concerns, as well as exterior lighting and emergency telephone malfunctions, to the University Police Department at extension X8000 or by dialing (830) 372-8000.
Jurisdictional, Enforcement and Arrest Authority of University Police

Texas Lutheran University Police Department is responsible for law enforcement, security, and emergency response on campus. Crimes committed on campus and suspicious incidents that pose a threat to the University community are forwarded to the Investigations Division. Investigations may lead to the arrest of suspects, recovery of lost/stolen property, clearance of suspects of any wrong action, or recommendations and action to improve the safety of the University community. Whereas Section 51.212 (a) of the State of Texas Education Code provides that the governing Board of Trustees of respective private institutions of higher education, including private junior colleges, are authorized to employ and commission campus security personnel for the purpose of enforcing the law of this state on the campuses of private institutions of higher education. Any officer commissioned under the provisions of this section is vested with all the powers, privileges and immunities of peace officers while on the property under control and jurisdiction of the respective private institution of higher education or otherwise in the performance of his/her assigned duties. Texas Lutheran University Police Officers are certified by the Texas Commission on Law Enforcement Officer Standards and Education as meeting the established training requirements of the State of Texas for Peace Officers. They are armed with firearms and make arrests pursuant to the Texas Code of Criminal Procedure for crimes defined in the Texas Penal Code. They are supported by non-commissioned civilian staff. All officers have also been trained in First Aid and CPR and are authorized to enforce all regulations on the University campus. Officers conduct foot, bicycle and vehicular patrols on all University property and throughout the University Housing community 24-hours a day.

Working Relationships With State and Local Police

The University Police Department maintains close working relationships with the Seguin Police Department, Guadalupe County Sheriff’s Office, federal, state, and other law enforcement agencies, and routinely shares investigative information. The University Police Department also works closely with the Seguin Fire Department and EMS.

Encouragement of Prompt Reporting of Crimes or Emergencies

The University community is encouraged to report crimes, emergencies and safety concerns by calling the Emergency Number:
From an on-campus phone: dial X8000
From an off-campus phone: dial (830) 372-8000
Police Department phone: dial (830) 372-8199
When reporting an emergency, please provide your name, location, and a brief description of the emergency. Emergency telephones are strategically placed throughout the campus, can also be used for this purpose.

Emergency Response on Campus

Texas Lutheran University Police Department has the primary responsibility for law enforcement, security and emergency response on campus. The University Police can be contacted 24-hours a day, 365 days a year by dialing X8000 from an on-campus telephone or (830) 372-8000 from an off-campus telephone.
Medical Emergencies

When medical treatment or an ambulance service is required for injuries or health related situations, you should dial 911 and then contact the University Police at X8000 or (830) 372-8000.

Reporting of Fire

In case of a fire in a campus building or residence hall, contact the University Police at X8000 or (830) 372-8000. The Seguin Fire Department can be reached directly by dialing 911. If any other assistance is required from Seguin Police Department or the Seguin Fire Department, the University Police Department will contact the appropriate agency. In 2008 and 2009, there were no reports of fire or damage from fire in the University’s residence halls. Reports of fire (no matter how minor) or activated fire alarms are documented in an incident report by University Police and a log of those reports are contained in the daily report log for viewing during normal business hours at the University Residence Life Office. (See attached Fire and Safety Report)

Crime Prevention and Awareness Programs and Literature - Crime prevention presentations pertaining to personal safety, sexual assault prevention, alcohol and drug awareness, and burglary and theft prevention are conducted as needed for faculty, staff and students. Specialized crime prevention presentations are available upon request. Crime prevention literature related to personal safety, auto theft prevention, residential security and consumer awareness is available in the University Police Department, and specialized crime prevention literature is available upon request.

Staying Safe and Secure at TLU

Texas Lutheran University seeks to provide a safe and enriching experience for students, employees and others who make use of campus facilities. While the University makes efforts to keep the campus safe, individuals should take steps to ensure their own and others’ safety.

Tips for Staying Safe

General Safety:

- Report any suspicious activity or people, safety hazards, unsafe lighting, defective equipment or any other concern to the University Police.
- Be aware of your surroundings, know where you are and know where you are going.
- Avoid walking alone. Let someone know where you are going and when to expect you.
- Plan your walking trips. Choose a well-lighted, populated route.
- If you are uncomfortable after dark walking alone, walk with a friend or call for an after dark escort from University Police.

Campus building:

- Most crime is committed in response to an opportunity. The best prevention is to eliminate opportunities for a crime to be committed.
- Avoid working or studying alone in a building at night.
- Avoid stairs in remote sections of buildings.
• Keep purses and bags locked up in a drawer or cabinet instead of underneath or on top of your desk.
• Keep money and other valuables locked away.
• Keep personal belongings in sight or take them with you as you move around the building.
• Never prop doors open, even for a short time.
• Be cautious of removing jewelry to wash hands. These items are easily lost or stolen.

In Residential halls or at home:

• Develop a relationship with your suite mates and neighbors that will encourage checking on one another often
• Always lock your door, even if you intend to be gone only a moment or are just going down the hall
• Lock all doors and window when you are sleeping or are alone.
• Do not allow stranger to enter your living area.
• Keep emergency numbers stored in your phone.

Financial accounts:

• Utilize a bank account rather than keeping money in your room
• Keep ATM, debit and credit cards in a safe place. Never reveal a PIN number to anyone.
• Never loan your ATM card or your TLU ID to anyone, no matter who they are

SEXUAL ASSAULT

Texas Lutheran University Police Department is a member of Guadalupe County sexual assault response team, comprised of all surrounding agencies. Texas Lutheran University offers informational programs on the issue of sexual assault (including rape or acquaintance rape) through its Residence Life, Police, Student Life and Learning, and Center for Women’s Studies programs. All students should alert themselves to the dangers, preventative measures, and responses needed to sexual assault.

Texas Lutheran University has a zero tolerance policy pertaining to the offenses of sexual assault, dating violence, domestic violence and stalking.

Sexual Assault is: As defined by the Texas Penal Code, a stranger or acquaintance commits sexual assault through forcible sodomy, forcible sexual penetration, however slight, of another person's mouth, anal or genital opening with any object. These acts must be committed without the victim's consent either by force, threat of force or violence, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware. Sexual assault is non-consensual acts involving psychological manipulation, physical force, or coercion. It is an act of
aggression and violence, and a crime punishable under the laws of the State of Texas by fines and incarceration ranging from two years to life imprisonment.

Texas Lutheran University’s definition of sexual assault also includes any touching of an unwilling person’s intimate parts (defined as genitalia, groin, breast or breasts, or buttocks or clothing covering them) or forcing an unwilling person to touch another’s intimate parts. These acts must be committed either by force, threat, intimidation, or through the use of the victim’s mental or physical helplessness of which the accused was aware or should have been aware. As stated in the Texas Penal Code, a sexual assault is without the consent of the other person if: (1) the actor compels the other person to submit or participate by the use of physical force or violence; (2) the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat; (3) the other person has not consented and the actor knows the other person is unconscious or physically unable to resist; (4) the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it; (5) the other person has not consented and the actor has intentionally impaired the other person’s power to appraise or control the other person’s conduct by administering any substance without the other person’s knowledge; (7) the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat; (8) the actor is a public servant who coerces the other person to submit or participate; (9) the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person’s emotional dependency on the actor; or (10) the other person is under the age of 17 and is not the spouse of the actor.

**Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and 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; and (iii) the frequency of interaction between the persons involved in the relationship. Dating violence does not include acts covered by the definition of domestic violence.

**Domestic Violence** includes felony and misdemeanor crimes of violence committed by a current or former spouse 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, 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 the person’s acts under the domestic or family violence laws of the jurisdiction.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for his or her safety or the safety of others; or (ii) suffer substantial emotional distress.
Protective Measures

At times the University may deem it necessary to take steps before or during an investigation to protect the rights and interests of the Complainant and/or the Respondent. Those measures may be designed to reduce or eliminate contact between the Complainant and Respondent so that both parties feel safe in their work or educational environment. Protective measures may also guard against further actual or perceived discrimination or retaliation. Protective measures may include but are not limited to temporary changes in working conditions (such as changes in supervisor, shift, job site, or office location), changes in class schedule, changes in living arrangements, directives to the Complainant and Respondent to avoid personal contact or refrain from such contact without a third party neutral person present, and in severe cases interim suspension.

Definitions

Broadly defined, sexual offenses include any sexual act directed against another person, forcibly and/or without that person’s consent; or where the victim is incapable of giving consent.

Consent

The burden of obtaining consent is on the party seeking to initiate a sexual encounter. Affirmative consent is required, either verbally, or by voluntary acts unmistakable in their meaning. This definition also covers incidents in which a victim was incapable of giving legal consent, which is not the same as factual consent as people may be able to give factual consent as a result of the use of alcohol, drugs or rape drugs, but not be legally capable of so doing.

TLU’s Anti-Harassment and Sexual Misconduct Policies are detailed in the Student Handbook available on MyTLU.

Self-Care and Safety: After an assault, the survivor may be in a state of shock. Although the first reaction will be to bathe or shower, DO NOT. Instead, the survivor is advised to wrap in something warm, such as a blanket or coat. Staying warm, instead of cleaning up right away, will accomplish two important things:

1. It will help in recovering from the shock.
2. It is less likely that the evidence will be disturbed or destroyed if the survivor decides to prosecute. It is extremely important that survivors:

**DO**
- get to a safe place
- call the police for help
- lock doors and windows
• keep warm
• get medical attention
• write down all they can remember
• take a change of clothing with them to the hospital or sexual assault center. If they must change their clothes, put them in a paper bag to give to the Police (plastic destroys evidence)

DO NOT
• shower or bathe
• brush or comb hair
• douche
• urinate (if possible)
• change clothes
• eat or drink anything
• brush or rinse teeth or smoke
• touch things at the crime scene

What to do:

• **Call Someone:** Survivors are advised to call someone for support immediately. Survivors react to sexual assault in different ways: some are upset, some are angry and some are very calm and controlled. Whatever the reaction, one may make better decisions by talking to a trusted friend or relative, or someone who is professionally trained to deal with sexual assault. In addition, this person can serve as a vital source of emotional support.

• **Seek Medical Attention:** It is very important that the survivor seek medical attention as soon as possible after a sexual assault. A medical exam is important for two reasons: (1) it ensures that the survivor receives the appropriate medical treatment, and (2) it is essential in the collection of physical evidence if the survivor decides to prosecute.

• **Call Seguin Police, 911, or Texas Lutheran University Police:** The Texas Lutheran University Police Department (TLUPD) is a full service legislated police agency that serves students, faculty, staff, and visitors within its jurisdiction. Students are encouraged to report any sexual assault, including acquaintance rape, to the University Police and/or Seguin Police, taking care to preserve all relevant evidence. The safety and well-being of sexual offense survivors is the primary concern of the Police. Normally, the Police will conduct a criminal investigation, and report the findings of that investigation to the State’s Attorney. University Police officials can also assist sexual assault survivors in notifying other law enforcement authorities, as appropriate.

• Under Texas Law the victim of a sexual assault may choose to use a pseudonym (a fictitious name).

• Under Texas Law the victim of a sexual assault is entitled to the Crime Victims Compensation Act.
The State of Texas registers convicted sex offenders. Information may be accessed at the following link: https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx.

Information pertaining to any convicted sex offender attending Texas Lutheran University or employed at Texas Lutheran University may be accessed at the Texas Lutheran University Police Department.

Accessing Support Services
If you are seeking health, spiritual, psychological support services or want to ask questions without filing a complaint at this time, contact Counseling Services, Campus Nurse, or Campus Pastor.

If you consult a medical or mental health provider in a patient context, your name and information that you share will remain confidential and will not be disclosed to any other University office or the police without your permission, unless there is a risk of danger to yourself or another, child and elder abuse or neglect, or if there is a court-ordered subpoena.

In addition, Counseling and Disability Services may provide referral information for:

- medical attention and off-campus support services
- filing a report to the police and/or to the Dean of Students Office
- housing or academic concerns

Contact:
Counseling and Disability Services, Terry Weers 830-372-7999
Campus Pastor, Kara Stewart 830-372-8160
University Nurse, Cathy Anderson 830-372-8068

Filing a Complaint
To file a complaint or report an alleged act of sexual misconduct, report the incident to the Dean of Students office.

We will invite you to participate in a preliminary conference and provide a written statement describing the incident and the names of any witnesses who can support your statement. The information you provide will help us determine if further action should be pursued.

It is the legal duty of TLU to determine what occurred and take appropriate steps to resolve the situation. We will respect your wishes regarding further involvement in our investigation. Please be aware, if you decline to participate, our ability to respond will be limited.

If you discuss an alleged sexual misconduct incident with any university employee other than the counselors at Counseling Services or health providers at Health & Wellness Services, the employee
is required to report the incident to the TLU Title IX Coordinator, which will lead to an investigation as described above.

**Title IX**

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. Sex discrimination includes sexual harassment and sexual assault. For more information about Title IX, Coordinators, Deputy Coordinators/Investigators and full contact information, visit [tlu.edu/contact/title-ix](http://tlu.edu/contact/title-ix).

**Coordinator Contacts**

Dr. Bernadette K. Buchanan, Assoc. Dean of Student Life and Learning 830-372-8060  
Tiffany Davis, Head Volleyball Coach 830-372-8130  
Dr. John McClusky, Assoc. VP for Academic Affairs 830-372-6571  
Andy Vasquez, Human Resource Services Director 830-372-6811

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 Jeane Clery Act and the Family Educational Rights and Privacy Act of 1974, Texas Lutheran University Police Department is providing a link to the Texas Department of Public Safety Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state, concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation or is a student. In the State of Texas, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Texas Department of Public Safety. The Sex Offender Registration Program is available via the internet at [www.statutes.legis.state.tx.us/?link=PE](http://www.statutes.legis.state.tx.us/?link=PE), Code of Criminal Procedure, Sex Offender Registry Program, reference Article 62.153. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited. The Texas Department of Public Safety is responsible for maintaining this registry. See DPS website at [https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx).

**Victim Assistance**

Victim assistance is available through the following Agencies:  
*Texas Lutheran University Police Department*  
Texas Lutheran University Police Department (830) 372-8199  
*25th Judicial District Attorney’s Office*  
25th Judicial District Attorney’s Office (830) 303-1922  
*Office of the Attorney General/Crime Victims’ Compensation*  
Office of the Attorney General/Crime Victims’ Compensation ..........................................................1-800-983-9933
Texas Lutheran University’s Policy on Alcohol and Other Drugs

The abuse of alcohol and drugs by members of the University community is incompatible with the goals of an academic institution. In accordance with Texas State Law, Texas Lutheran University does not permit the purchase, possession, or consumption of alcohol by persons under 21 years of age. Alcohol must be served by either Sodexo or third party vendor, which must be licensed and pre-approved by the University. Respect is the foundation upon which the University bases its Alcohol Policy as outlined in the following areas:

*Respect for oneself* - Those who are of legal age and choose to drink must never do so in a manner that puts them at personal risk.

*Respect for others* - Intoxication is inappropriate behavior and it does not excuse an individual of personal responsibility. Anyone choosing to drink must not drink to a level that the rights and well-being of others might be endangered.

*Respect for property* - Research indicates that most campus vandalism and destruction is directly related to alcohol consumption. Each individual will be held responsible for any damage done while under the influence.

**Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental function, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. Repeated use of alcohol can lead to dependence. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome.

**Other Drugs**

State law, as well as University policies, prohibits the medically unsupervised use, possession, sale, manufacture or distribution of any narcotics or controlled substances.

**Tobacco (Nicotine)**

Some 30 percent of cancer deaths (130,000 per year) are linked to smoking. Chronic obstructive lung diseases such as emphysema are 10 times more likely to occur among smokers than non-smokers. Smoking during pregnancy also poses serious risks such as spontaneous abortion, pre-term birth, low birth weights, and fetal and infant deaths.

**Designer Drugs**

To circumvent legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce designer drugs. Many of the so-called designer drugs are related to amphetamines (MDMA, X). These substances can produce a severe neurochemical change to the
brain. Narcotic type drugs (china white) can cause Parkinson’s disease-like symptoms (uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage). Amphetamine and methamphetamine type substances cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression and paranoia. Designer phencyclidine cause illusions, hallucinations and impaired perception.

**Narcotics**
Narcotics initially produce feelings of euphoria followed by drowsiness, nausea and vomiting. Users may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

**Cocaine**
The use of cocaine can cause death by cardiac arrest or respiratory failure. Immediate effects include dilated pupils, elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Cocaine can produce psychological dependency: a feeling that the user cannot function without the drug. Crack or freebase rock is extremely addictive, and physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures.

**Other Stimulants**
Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. Users may experience sweating, headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

**Marijuana (Cannabis)**
Use of cannabis may impair or reduce short-term memory and comprehension, alter one’s sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis and is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer causing agents than tobacco smoke.

**Anabolic Steroids**
Steroid users subject themselves to more than 70 possible side effects, ranging in severity from liver cancer to acne, and including psychological as well as physical reactions. The liver, cardiovascular, and reproductive systems are most seriously affected by steroid use. In males, use can cause sterility and impotence. In females, irreversible masculine traits can develop along with sterility. Psychological effects include very aggressive behavior known as “roid rage” and depression.

**Hallucinogens**
LSD, mescaline, and psilocybin cause hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate, and blood pressure, loss of appetite,
sleeplessness and tremors. Sensations and feelings may change rapidly. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased. Users of PCP report persistent memory problems and speech difficulties, depression, anxiety and often violent behavior patterns.

**Depressants**
The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death. The combination of depressants can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.

**Rhohypnol (Rophies, Roofies, Rope)**
This drug is in the same category of drugs as Valium, a benzodiazepine, but is more potent than Valium. Initially, it causes a sense of relaxation and reduction of anxiety. At higher doses, light-headedness, dizziness, lack of coordination, and slurred speech occur. The drug affects memory and, in higher doses or if mixed with other drugs or alcohol, can result in amnesia for the time period the user is under the influence. Because of this amnesia effect, Rhohypnol has been given intentionally to others to facilitate sexual assault and other crimes. Combining this drug with other sedating drugs, including alcohol, will increase the intensity of all effects of the drug and, in sufficient doses, can cause respiratory arrest and death. Dependency can occur.

**Gamma-Hydroxybutyrate (GHB)**
GHB (Slang or Street Names: Grievous Bodily Harm, G, Liquid Ecstasy) can be produced in clear liquid, white powder, tablet, and capsule forms, and is often used in combination with alcohol. GHB has been increasingly involved in poisonings, overdoses, “date rapes,” and fatalities. The drug is used predominantly by adolescents and young adults. GHB is usually abused either for its intoxicating/sedative/euphoriant properties or for its growth hormone-releasing effects, which can build muscles. This drug is a central nervous system depressant that can relax or sedate the body. At higher doses it can slow breathing and heart rate to dangerous levels. Overdose of GHB can occur rather quickly, and the signs are similar to those of other sedatives: drowsiness, nausea, vomiting, headache, loss of consciousness, loss of reflexes, impaired breathing, and ultimately death. GHB is cleared from the body relatively quickly, so it is sometimes difficult to detect in emergency rooms and other treatment facilities.

**Alcohol and Drug Abuse Awareness and Education**
Texas Lutheran University is a drug-free school. The Drug Free School and Communities Act of 1989 requires institutions of higher education to adopt and implement programs to prevent the unlawful possession, use or distribution of illicit drugs and alcohol. The University Police Department sponsors alcohol and drug abuse education and awareness programs each semester. Programs, campaigns, and printed literature are presented during peak times when there may be a potential for alcohol and drug abuse, such as holidays, winter, and spring breaks, social and leisure activities, and seasonal city events. Other alcohol and drug abuse awareness programs are held in conjunction with student organizations and Residence Life.

**Alcohol and Drug Abuse Resources**
The following are alcohol and drug abuse resources that are available both on and off campus.
### On Campus

University Nurse (830) 372-8068  
Campus Ministry (830) 372-8160  
Counselor (830) 372-8009

### Off Campus

Information concerning off campus resources can be obtained by visiting or calling the Texas Lutheran University Counselor’s Office.

### Penalties for Drug and Alcohol Violations

<table>
<thead>
<tr>
<th>Offense</th>
<th>Minimum Punishment</th>
<th>Maximum Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacture or delivery of controlled substances (drugs)</td>
<td>Confinement in a state jail for a term of not more than two years or less than 180 days, and a fine not to exceed $10,000</td>
<td>Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed $250,000</td>
</tr>
<tr>
<td>Possession of controlled substances (drugs)</td>
<td>Confinement in jail for a term of not more than 180 days, and a fine not to exceed $2,000</td>
<td>Confinement in TDCJ for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed $100,000</td>
</tr>
<tr>
<td>Delivery of marijuana</td>
<td>Confinement in jail for a term of not more than 180 days, and a fine not to exceed $2,000</td>
<td>Confinement in TDCJ for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed $100,000</td>
</tr>
<tr>
<td>Possession of marijuana</td>
<td>Confinement in jail for a term of not more than 180 days, and a fine not to exceed $2,000</td>
<td>Confinement in TDCJ for life or for a term of not more than 99 years or less than 5 years, and a fine not to exceed $50,000</td>
</tr>
<tr>
<td>Driving while intoxicated (includes intoxication from drugs, alcohol* or both)</td>
<td>Confinement in jail for a term of not more than 72 hours, and a fine of not more than $2,000 or less than $100</td>
<td>Confinement in TDCJ for a term of not more than 10 years or less than 2 years and a fine not to exceed $10,000</td>
</tr>
<tr>
<td>Public intoxication</td>
<td></td>
<td>Class C misdemeanor – maximum fine of $500</td>
</tr>
<tr>
<td>Purchase of alcohol by a minor</td>
<td>Fine of not less than $25 nor more than $500</td>
<td>Class C misdemeanor – mandatory license suspension, mandatory community service, mandatory alcohol awareness class and/or fine not to exceed $500</td>
</tr>
<tr>
<td>Consumption of alcohol by a minor</td>
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<tr>
<td>Possession of alcohol by a minor</td>
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<td>Misrepresentation of age by a minor</td>
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<tr>
<td>Sale of alcohol to a minor</td>
<td></td>
<td>Class A misdemeanor – $4,000 fine and/or maximum of one year in jail</td>
</tr>
<tr>
<td>Furnishing alcohol to a minor</td>
<td>Class B misdemeanor – $0 to $2,000 fine and/or 180 days in jail</td>
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</tbody>
</table>

* Blood Alcohol Concentration (.08 BAC)

### II. Federal Law

<table>
<thead>
<tr>
<th>Offense</th>
<th>Minimum Punishment</th>
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</thead>
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<td>Offense</td>
<td>Punishment</td>
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<tr>
<td>----------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td></td>
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<tr>
<td>Manufacture, distribution or dispensing drugs (includes marijuana)</td>
<td>A term of imprisonment not more than one year, and a minimum fine of $1,000</td>
<td>A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed $8,000 (for an individual) or $20,000 (if other than an individual)</td>
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<tr>
<td>Possession of drugs (including marijuana)</td>
<td>Civil penalty in amount not to exceed $10,000</td>
<td>Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than $5,000 plus cost of investigation and prosecution</td>
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<tr>
<td>Operation of a common carrier</td>
<td></td>
<td>Imprisonment for up to 15 years and a fine not to exceed $250,000</td>
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### Missing Person Protocol

The purpose of this policy is to establish procedures for the Texas Lutheran University’s response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

This policy applies to students who reside in campus housing, including off-campus apartment units leased by Texas Lutheran University for student residents.

For the purpose of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstance may have caused the absence. Such circumstances could include, but not be limited to, a report of suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

I. Procedures for designation of emergency contact information

A. Students age 18 and above and emancipated minors

Students will be given the opportunity during each semester registration process at Texas Lutheran University to designate an individual or individuals to be contacted by Texas Lutheran University no more then 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

B. Students under the age of 18

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, Texas Lutheran University is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

II. Official notification procedure for missing persons
A. Any individual on campus who has information that a residential student may be a missing person must notified Texas Lutheran University Police Department at X8000 as soon as possible. The Texas Lutheran University Police Department at the time of the report will immediately notify the office of the Dean of Students and provide the Dean’s office with the name and student I.D. number of the missing student. Both the Texas Lutheran University Police Department and the Office of the Dean of Students will work as a team in all missing person cases involving students and staff of Texas Lutheran University.

Note: In order to avoid jurisdictional conflicts when an off campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. Texas Lutheran University Police Department will assist local law enforcement with the investigations as requested.

B. Texas Lutheran University Police Department will gather all essential information about the residential student from the reporting person and from the student’ acquaintances (description, clothes last worn, where student might be, who the student might be with, vehicle description, information about physical and emotional well being of the student, an up to date photograph, class schedule, etc.) Appropriate campus staff will be notified to aid in the search for the student.

C. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), Texas Lutheran University Police Department enter the person as a missing person in TCIC and NCIC. Texas Lutheran University Police Department will coordinate with Seguin Police Department or Guadalupe County Sheriff’s Department in an effort to locate the student and conduct a joint investigation with said agencies.

D. No later than 24 hours after determining that a residential student is missing, the Dean of Students will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

III Campus communications about missing students

A. In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communication regarding the missing students will be handled by Texas Lutheran University Police Department with the assistance of the Office of University Relation and the Dean of Students. All inquiries to Texas Lutheran University regarding a missing student shall be referred to Texas Lutheran University Chief of Police or his designee.

Prior to providing the community with any information about a missing student, Texas Lutheran University officials shall consult with the Texas Lutheran University Police Department to ensure that communications do not hinder the current investigation.
Texas Lutheran University Campus Crime Statistics

This data includes offenses that were reported to the Texas Lutheran University Police Department, and was compiled using the Uniform Crime Reporting procedures in accordance with provisions of the Jeanne Clery Disclosure of Campus Crime Statistics Act.

Crime statistics for the geographic areas surrounding the Texas Lutheran University campus are available at Seguin Police Department. Sex offender registration information is available at: www.txdps.state.tx.us

The following are definitions and terms used in Uniform Crime Reports:

**Arson:**

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

**Assault, Aggravated:**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Assault, Non-aggravated:**

Assaults and attempted assaults where no weapon is used and that do not result in serious or aggravated injury to the victim.

**Burglary (Breaking or Entering):**

The unlawful entry into a building or other structure with the intent to commit a felony or theft. Forced entry is not a required element of the offense; it may be accomplished via an unlocked door or window, so long as the entry is unlawful (constituting a trespass). Included are attempts to commit burglary where force is employed or where a perpetrator frightened off while entering an unlocked door or climbing through an open window.

**Dating Violence:**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and 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; and (iii) The frequency of interaction between the persons involved in the relationship. Dating violence does not include acts covered by the definition of domestic violence.

**Domestic Violence:**

Includes felony and misdemeanor crimes of violence committed by a current or former spouse 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, 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 the person’s acts under the domestic or family violence laws of the jurisdiction.

Drug Abuse Violations:
Violations of laws prohibiting the possession, production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.

Hate Crimes:
Any of the offenses listed and other crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim.

Larceny/Theft:
The unlawful taking, carrying, leading or riding away of property from the possession of constructive possession of another. Examples of offenses in this classification include pocket picking and purse snatching (where no more force is employed than necessary to take the property).

Liquor Law Violations:
Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (does not include “driving under the influence” or drunkenness). Motor Vehicle Theft: Theft or attempted theft of a motor vehicle. Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

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.

Sex Offenses, Forcible:
Any sexual act directed against another person, forcible and/or against
that person’s will; or not forcible or against the person’s will where the victim is incapable of giving consent.

**Sex Offenses, Non-forcible:**

Unlawful, non-forcible sexual intercourse.

**Stalking:**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for his or her safety or the safety of others; or (ii) suffer substantial emotional distress.

**Weapons Possession:**

Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
### NUMBER OF REPORTED OFFENSES

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### ARRESTS AND JUDICIAL REFERRALS FOR SELECTED OFFENSES

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<th>Drug Law Violations</th>
<th>Illegal Weapons Possession</th>
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Fire safety procedures at Texas Lutheran University 2014

Kyle Wych
Director of Residence Life
### A. Fire Statistics on Campus:

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<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Strunk Apartments</td>
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<tr>
<td>Totals</td>
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<td>1</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fires</th>
<th>Month</th>
<th>Injuries</th>
<th>Damages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kramer 6 Apartment</td>
<td>Oct-04</td>
<td>0</td>
<td>$2,092</td>
</tr>
<tr>
<td>Kramer 8 Apartment</td>
<td>May-14</td>
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<td>$ -</td>
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</table>
B. Fire Safety Systems by Building:

<table>
<thead>
<tr>
<th>Building</th>
<th>Fire System</th>
<th>Sprinkler System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldus</td>
<td>Fire Control Instruments</td>
<td>Reliable Sprinkler</td>
</tr>
<tr>
<td>Clifton</td>
<td>Fire Control Instruments</td>
<td>Reliable Sprinkler</td>
</tr>
<tr>
<td>Hahn</td>
<td>Fire Control Instruments</td>
<td>Does not have any</td>
</tr>
<tr>
<td>Knutson</td>
<td>Fire Control Instruments</td>
<td>Tyko</td>
</tr>
<tr>
<td>Kraushaar</td>
<td>Fire Control Instruments</td>
<td>Does not have any</td>
</tr>
<tr>
<td>Seguin</td>
<td>Silent Knight</td>
<td>Central Sprinkler</td>
</tr>
<tr>
<td>Trinity</td>
<td>Fire Control Instruments</td>
<td>Reliable Sprinkler</td>
</tr>
<tr>
<td>Apartments</td>
<td>Individual smoke detectors in each apartment</td>
<td>Does not have any</td>
</tr>
</tbody>
</table>

C. Number of Regular Mandatory Fire Drills:

Each semester one drill is performed per residence hall. These drills are completed within 30 days of the semester beginning. The Seguin Fire/EMS Department, TLU Police Department and the TLU Maintenance Department help with the drills.

D. Fire Safety Policies:

See appendix of manuals (Area Coordinator, Resident Assistant, Student Handbook)

E. Educational Programs

- Opening Hall meetings, fire safety is discussed with residents
- Each fall semester the Residence Life Staff meets with the Seguin Fire/EMS Department to be instructed on the correct use of fire extinguishers. The fire department also does controlled fires for the staff to practice extinguishing the fires with fire extinguishers.

F. Plans for Fire Safety Improvements:

- Central fire system for the apartment buildings
- Semester fire drills in the apartment buildings
- Fall 2012 Hahn and Kraushaar Halls will be off line and Centennial Hall will be added to the list of residence halls on campus
Appendix of Manuals

Area Coordinator Manual:

Area AC will contact University Police.
Area AC will contact the Area Coordinator on duty.
Evacuate building

- Knutson goes to area between Hahn and Kraushaar
- Centennial goes across sidewalk toward South Apartments
- Seguin Hall goes to the basketball hoop on Court Street side of the building
- Baldus, Clifton and Trinity goes to Chapel lawn
- Linne, Renger and Strunk goes to the soccer field
- Brandes, Kramer, Lange, Steger goes to the area across the parking lot toward Seguin Hall
- Bogisch will evacuate to across the street to the Fritz House
- Glazener will evacuate across the street to the grass by the Fine Arts Building

All students and staff must evacuate the building.
All false fire alarm calls will be made to the Director of Residence Life Office phone number immediately following the fire department leaving the scene.
Resident Assistant Manual:

**Fire Evacuation**

It is the responsibility of staff to respond to fire alarms in the residence halls. If alarm sounds, staff should contact Campus Police (911 or 0 on campus phone) first. In addition, staff should contact the Area Coordinator on-call and then the AC on-call will contact the AC for the building. The building must be evacuated. Staff should begin evacuating the building, instructing all residents to exit the building and remain at least 100 feet away from the building. If there is an actual fire, the Area Coordinator on-call, AC of the building, and Campus Police will attempt to control the fire with fire extinguishers if at all possible, while at the same time contacting the fire department. If this is not possible, they will ensure that the building has been completely evacuated and await assistance from the fire department. Once the building has been evacuated, students should remain outside the building until they have received permission to reenter by an Area Coordinator. AC on-call will call the Director of Residence Life in case of an actual fire. All other calls will be made to Office of Residence Life phone and message left immediately after situation is taken care of. The AC on-call will also provide a written report to the Director by 8am the following day providing a more detailed report. This report is the same as an incident report.

**Fire Emergency Procedures**

The threat of fire and the resulting danger of smoke inhalation and asphyxiation are always present in residence halls. It is necessary that RAAs understand the fire evacuation procedures for their hall and that they communicate this process to all residents as soon as they arrive in the hall, such as during first floor/hall/area meetings.
General Staff Procedures

A. Investigate
If you see or smell smoke, go find the source. If someone tells you that there is a fire, believe that person until you are certain that there is not a fire.

B. Notify Others
Pull the fire alarm. Let the people in the vicinity know that their lives are in possible danger so that they may escape. Have other staff members start evacuation procedures. Do not try to control the fire before you notify the people in the building. Knock and yell as you are evacuating the building.

C. Report to Authorities
Call University Police. Tell them who you are, which hall/apartment, the nature and extent of the fire. Give them an exact location of the fire. University Police will summon the fire department. Designate someone to wait for the University Police/Fire Department. Also, contact the Area Coordinator on call.

D. Extinguish if possible
Fight the fire with an extinguisher if it is small enough to be contained. Place yourself between the fire and the exit because you might not be able to extinguish the fire. Let the people in the vicinity know to start evacuating. Do not put yourself in harms way.

E. Exit the building
Leave the building through the nearest exit if you cannot control the fire. Do not go back into the building for people or things. Trained firefighters with proper equipment will be there quickly to minimize damage to life and property.

F. Wait at your designated assembly area
Go to your designated area and assemble your residents into an orderly group at least 100 feet from the building.

Knutson go to area between Hahn and Kraushaar Halls
Centennial go across sidewalk toward South Apartments
Seguin Hall go to the basketball hoop on Court Street side of the building
Baldus, Clifton and Trinity go to Chapel lawn
Linne, Renger and Strunk go to soccer field
Brandes, Kramer, Lange, Steger go to area across the parking lot toward Seguin Hall
Bogisch will evacuate to across the street to the Fritz House
Glazener will evacuate across the street to the grass by the Fine Arts Building

All students and staff must evacuate the building.

Call roll to see who is present. See if anyone needs first aid. Assist with crowd control as needed. The Area Coordinator will tell you when it is safe to go back in.

G. After the Fire
Help secure the area where the fire took place. Even if the fire is out, do not try to clean up the area. University Police and the Fire Department will need to investigate the damages.
Student Handbook:

Fire Alarms
All hall occupants (residents and guests) must immediately evacuate the building when the fire alarms sound. Students should report immediately to the designated gathering point for the housing area and report to the residence life staff on site. The setting of false fire alarms and/or the improper and unauthorized use of fire safety equipment (fire extinguishers, smoke detectors, exit signs, etc.) compromises the safety of all residents and is prohibited. Burning any substance and/or setting fires in the housing areas, including igniting flyers, decorations, or other posted materials, is not permitted under any circumstances. Violations of fire safety regulations will result in disciplinary sanctions, including fines.

Fire Exits
Fire exits may be used only in cases of emergency. Use of fire exits at any other time will result in disciplinary action, including fines.

Fire Equipment, Alarms and Extinguishers
Tampering with fire protection equipment and systems is a felony punishable by fine and/or imprisonment. Violators may also face prosecution, suspension, and/or expulsion from the University. The cost of re-charging discharged extinguishers and replacing damaged equipment may be split among all residents if the individual(s) involved in discharging or damaging them are not identified. Residents found to be disabling smoke detectors will be subject to fines and disciplinary sanctions.