

The University of Texas  
Southwestern Medical Center at Dallas

Annual Security Report and Annual Fire Safety Report  
2008-2010 Crime Statistics

## **UT SOUTHWESTERN POLICE DEPARTMENT**

### Police Phone Numbers

Emergency: 911  
Cell Phone: 214-648-8911

Non-Emergency: 311  
Cell Phone: 214-648-8311

Website: [www.utsouthwestern.edu/police](http://www.utsouthwestern.edu/police)

Address: Bass Center (BLC.200)



09/23/2011

From the Chief of Police:

On behalf of all the members of the UT Southwestern Police Department I want to say, "Welcome!" Our department's priority is to provide professional law-enforcement services and to provide a safe work and study environment. We are committed to assisting all members of the UT Southwestern community in providing for their safety and security.

The Annual Security Report contains information regarding law enforcement, public safety, security, and personal safety topics including, but not limited to: crime prevention, our department's law enforcement authority, crime-reporting policies, campus disciplinary procedures and other matters of importance related to campus security.

This report contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus, certain off-campus buildings, property owned or controlled by UT Southwestern or the University of Texas System, or on public property immediately adjacent to and accessible from the campus.

This information is required by law and is provided by UT Southwestern. The Annual Security Report is available on the UT Southwestern Police Department website at [http://www.utsouthwestern.edu/vgn/images/portal/cit\\_56417/55/15/608280UT\\_Southwestern\\_Annual\\_Crime\\_Report.pdf](http://www.utsouthwestern.edu/vgn/images/portal/cit_56417/55/15/608280UT_Southwestern_Annual_Crime_Report.pdf)

If you would like a copy of this report, you may stop by the UT Southwestern Police Department or you can request that a copy be mailed to you by calling (214) 633-1636.

*Thomas Bickers, Jr.*

Thomas Bickers Jr.  
Chief of Police



## **WELCOME TO THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL CENTER AT DALLAS**

The UT Southwestern community offers numerous advantages to the greater Dallas community, as well as to our students, staff, and faculty. The UT Southwestern community is a great place to work, study, and receive world-class medical care. Like any community, however, our community is not immune to the kinds of problems that beset the rest of the nation. One of these problems is crime.

UT Southwestern attempts to provide a safe and secure environment for its students, staff, faculty, and visitors. However, it is only possible to maintain safety and security when every member of the community takes an active part in the effort.

The purpose of this publication is threefold:

- o To inform members of the UT Southwestern community of some of the policies and programs that promote safety and security.
- o To increase safety awareness by summarizing recent crime data.
- o To suggest ways that the UT Southwestern community can deter criminal behavior and promote the safety of persons and possessions.

The UT Southwestern Police Department (or “University Police”) prepared this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law-enforcement agencies surrounding our campus and with the Office of Student and Alumni Affairs.

This report was prepared to help you learn more about the activities that involve our community and the University Police, and to familiarize you with the reported incidents of crime that occur on campus.

The primary functions of the University Police are the preservation of the public peace and order, the prevention and detection of crime, apprehension of offenders, the protection of persons and property, and the enforcement of the laws of the State of Texas. The University Police maintains a good working relationship with local, county, and federal law-enforcement agencies.

### **UT SOUTHWESTERN POLICE DEPARTMENT**

UT Southwestern maintains its own police department. The UT Southwestern Police Department is one of the 14 component police departments of The University of Texas System Police, and is the law enforcement agency of record for UT Southwestern. The department consists of approximately 41 state-commissioned and armed Police Officers, 74 non-sworn Public Safety Officers, 13 state-certified Police Communications Officers, 5 Technical and Access Control personnel, and 7 civilian support staff. State law allows that Police Officers licensed through The University of Texas System have full police authority -- including making arrests and issuing citations -- in any county in which the UT System owns, operates, leases, or controls property (see Texas Education Code sec. 51.203). Public Safety Officers have the same arrest authority as any civilian, which is for felonies or a breach of the peace. Under University Police policy, however, a Public Safety Officer may not make an arrest without first being directed to do so by a University Police supervisor or Police Officer.

Besides direct efforts in crime prevention and detection, the UT Southwestern Police Department utilizes several operational strategies to foster safety and security in addition to normal vehicle and walking patrols:



o **Bike Patrol:** The UT Southwestern Police Department's bike-patrol unit includes several officers on each shift. Officers can perform nearly all their duties on bicycles, with the exception of transporting prisoners. The bike patrol is a cost-effective community outreach program that allows officers to interact with people while patrolling the campus.

o **Kawasaki Mules:** Police Officers and Public Safety Officers patrol parking lots and sidewalks with these alternative patrol vehicles. These vehicles allow the officers a unique opportunity to interact with the public while being easily visible and able to respond quickly to calls for assistance.

UT Southwestern Police Department Police Officers are trained at the UT System Police Academy in Austin, Texas, where they receive over 800 hours of law-enforcement training. The UT Southwestern Police Department works closely with the Dallas Sheriff's Department, the Dallas Police Department, Dallas Area Rapid Transit Police, and Dallas County Constable's Offices, as well as other state and federal law enforcement agencies. UT Southwestern Police and Dallas Police have a Memorandum of Understanding (MOU) in place.

## **REPORTING CRIMINAL ACTIVITY OR OTHER EMERGENCIES**

Faculty, staff, students, visitors, and patients are encouraged to report all crimes and public safety related incidents to the University Police in a timely manner. Individuals who wish to report alleged criminal actions or emergencies that occur on our campus or property owned, operated, leased, or otherwise controlled by UT Southwestern or The University of Texas System may do so by:

o Calling (**Emergencies**):

From any campus phone – **911 or 8-8911**  
From non-campus or cell - **(214) 648-8911**

o Calling (Non Emergencies):

From any campus phone – **311 or 8-8311**  
From non-campus phone or cell – **(214) 648-8311**

o Visiting the UT Southwestern Police Department at the Bass Center (BLC.200) on the North Campus, 6333 Forest Park Rd, Dallas, TX 75390;

o Using emergency, blue-light call boxes from any parking lot or elevator emergency phones; or



o Requesting help or assistance from any uniformed officers on patrol or assigned to one of the Entry Control Booths.

Offenses occurring off campus should be reported directly to your local law-enforcement agency or the agency of record for that jurisdiction.

Offenses occurring on campus, the University Police will dispatch one or more officers to investigate suspected criminal activity. Responses include, but are not limited to:

o Investigation of the reported activity;

o Arrest and filing of criminal charges, depending upon the circumstances; or

o Referring alleged offenders to appropriate campus departments, such as deans' offices in the Southwestern Medical School, the Graduate School of Biomedical Sciences, the School of Health Professions, or the Office of Human Resources.

## CRIME REPORTING

Numerous efforts are made to inform the UT Southwestern community about campus crimes and crime-related problems. These efforts include use of Public Notice e-mail broadcasts and the campus-wide notification system.

What to do if you are a victim of any crime:

- o Contact the University Police when possible. Inform the Police Communications Officer (PCO) of the description and direction of travel taken by the suspect.
  
- o Remember all you can about the suspect and relay that information to the PCO, such as: race/sex, clothing description, height/weight, color of hair and eyes, any unusual features or jewelry, and the description of any vehicle involved.
  
- o Stay on the phone with the PCO until the PCO tells you to hang up.
  
- o Do not confer with other individuals who may have been involved in the incident or allow anyone in or near the area where the incident took place.

If a person does not want to give their name, possible crimes or suspicious activity can be reported to the University Police by visiting the University Police home web page and clicking on "Reporting a Crime". This link allows a person to anonymously notify the University Police of suspicious activity.

## CAMPUS SECURITY AUTHORITIES

Vice President for Student and Alumni Affairs – Mr. Wes Norred

[Wes.Norred@utsouthwestern.edu](mailto:Wes.Norred@utsouthwestern.edu), 214-648-3599

Associate Dean for Student Affairs – Southwestern Medical School – Dr. Angela Mihalic

[Angela.Mihalic@utsouthwestern.edu](mailto:Angela.Mihalic@utsouthwestern.edu), 214-648-2168

Associate Dean for Academic and Student Affairs – School of Health Professions – Dr. Jon Williamson

[Jon.Williamson@utsouthwestern.edu](mailto:Jon.Williamson@utsouthwestern.edu), 214-648-1515

Associate or Assistant Dean – Graduate School of Biomedical Sciences – Dr. Michael Roth

[Michael.Roth@utsouthwestern.edu](mailto:Michael.Roth@utsouthwestern.edu), 214-648-3276

Student Health Services – Dr. Anne Brancaccio

[Anne.Brancaccio@utsouthwestern.edu](mailto:Anne.Brancaccio@utsouthwestern.edu), 214-648-2992

Southwestern Medical Park Apartments-Campus Housing – Mr. Gary Corkill, Manager

[aptmanager@utsouthwestern.edu](mailto:aptmanager@utsouthwestern.edu), 214-956-9300

Office of Equal Opportunity and Minority Affairs – Darryl Thornton

[Darryl.Thornton@utsouthwestern.edu](mailto:Darryl.Thornton@utsouthwestern.edu), 214-648-4344

Associate Professor Pharmacology – Dr. Susanne Mumby

[Susanne.Mumby@utsouthwestern.edu](mailto:Susanne.Mumby@utsouthwestern.edu), 214-648-7955

In certain instances, a crime victim may be reluctant to file a report for fear of the process of going to a law enforcement agency and the potential loss of his/her anonymity. In such circumstances, crime victims are still encouraged to make a confidential report to one of the above designated Campus Security Authorities. At minimum, crime victims will receive important counseling and referral information. The statements made to Campus Security Authorities will be kept confidential unless the circumstances pose a continued threat to the safety of the UT Southwestern campus community.

When no threat is posed, the only information that will be disclosed will be for the purpose of collecting data to be included in the annual crime statistics. Confidential reports are important because they provide valuable information that can enhance the safety of the community-at-large and such reports will, at a minimum, provide a more accurate portrait of actual campus crime.

## **TIMELY WARNING NOTICES**

To help prevent crimes or serious incidents, a Public Notice may be issued on the judgment of the Chief of Police, in consultation with the Office of the Executive Vice President of Business Affairs. The Public Notice will be sent out to the campus community via e-mail. Notice may also be issued by the University of Texas Southwestern Medical Center at Dallas Alert System through campus wide e-mail or text messaging. Anyone with information related to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff or visitors should report the information immediately to the University Police.

## **DAILY CRIME LOGS**

The University Police maintains a Daily Crime Log that records, by date when an incident occurred, was reported, all crimes and other serious incidents that occur on campus and within the department's patrol jurisdiction. The Daily Crime Log is available twenty-four hours a day at the Police Communications Center located at the department's offices at the Bass Center (BLC.200).

## **SECURITY AND ACCESS TO CAMPUS FACILITIES**

Most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal hours of business (Monday-Friday). After normal business hours, on weekends, and on holidays, outside doors are locked to protect personnel and state property. Card access may open those doors so equipped.

Certain doors have been identified as primary-entry doors and have been equipped with cameras, intercoms, security card-readers, or a combination of these devices. By swiping your card through the card reader you will be allowed access, if you have the appropriate clearances.

UT Southwestern has strategically placed emergency call boxes (intercoms) in the parking lots and parking garages on campus, which automatically annunciate at the Police Communications Center. The call boxes are mounted on poles or walls and are equipped with signs and blue lights for ease in locating. Should an emergency or any situation requiring police services arise, go to the emergency intercom, push the button and the Police Communications Officer will answer. Campus elevators also are equipped with emergency intercoms. Open the compartment near the control panel and push the button, and the Police Communications Officer will answer.

At the student housing complex, residents may enter by using their gate opener provided by the housing management. Visitors must wait at the gate to be let in by the primary occupant of the apartment they are visiting. The Public Safety Officer assigned to the complex is located at the Entry Control Booth at the main gate and is on duty twenty-four hours per day. In addition, Police Officers make patrols through the complex. The entire housing complex is fenced and gated for both privacy and security of the residents. All apartments within the student housing complex are individually locked and keyed with mechanical locks.

UT Southwestern has instituted security services and procedures; however, the personal safety of each individual who enters the campus is his or her responsibility. Failure to take precautions or maintain an awareness of the environment and surroundings may result in increased risk. University Police will continue to develop and implement security measures, but these measures cannot succeed without the personal support of faculty, staff, students, and visitors.



### **SECURITY CONSIDERATON USED IN THE MAINTENANCE OF CAMPUS FACILITES**

Our University is committed to campus safety and security. The UT Southwestern Police Department's Access Control Division works with the Department of Physical Plant to identify inoperative doors, alarms, cameras, and locking mechanisms. We encourage the community to report any locking deficiencies promptly to (214) 648-8311 or Physical Plant's CDAS at (214) 648-3190.

Exterior lighting and landscaping is an important part of campus safety and security. The University Police conducts routine checks of lighting on campus during regularly assigned patrol duties. If lights are out, officers will initiate an immediate work order to the Physical Plant CDAS. All alarms and intercoms are checked on a regular basis for proper working order. Any community member who has a concern about physical security should contact the Crime Prevention Office by calling (214) 648-8311.

### **SMOKING ON CAMPUS**

As a reminder, UT Southwestern is a NON-SMOKING campus. Smoking is not allowed in any buildings or on the grounds of UT Southwestern, and never inside the hospitals (Texas Penal Code 48.01). The University Police take an active role in monitoring compliance with UT Southwestern's smoking prohibition.

### **WEAPONS**

State law prohibits the possession, carrying or use of weapons or firearms on most property owned and controlled by UT Southwestern (see SEC 155).

## OFF-CAMPUS ACTIVITIES

The University Police does not monitor off-campus activities. UT Southwestern has no on-campus or off-campus fraternities or sororities.

## CRIME PREVENTION PROGRAMS

The programs and services listed below are designed to inform members of the UT Southwestern community about campus law enforcement and security procedures, and are based on the dual concept of eliminating or minimizing criminal opportunities. We encourage faculty, staff, students, visitors, and patients to share the responsibility of their own security and the security of others. Crime prevention programs and services offered by the University Police include but are not limited to the following:

- o **Public Information:** The department works closely with the Office of News and Publications and the UT Southwestern administration to publicize crimes and related investigations. Annual reports of all reported crimes are available on-line at the following web address: [http://www.utsouthwestern.edu/vgn/images/portal/cit\\_56417/55/15/608280UT\\_Southwestern\\_Annual\\_Crime\\_Report.pdf](http://www.utsouthwestern.edu/vgn/images/portal/cit_56417/55/15/608280UT_Southwestern_Annual_Crime_Report.pdf)
- o **Group Presentations:** UT Southwestern Police Officers present safety and security talks to campus and community groups upon request.
- o **Personal Escort Service:** The University Police provides escort services for students and staff who are uncomfortable walking alone. The escorts can be walking escorts or vehicle escorts in one of the department's pick-up trucks or its 7-passenger van. Anyone who needs an escort can request one by calling (214) 648-8311.

## CRIME PREVENTION AND SECURITY AWARENESS PRESENTATIONS

All of the presentations described below are available upon request to any University department or any interested group of staff, faculty, or students.

Call the University Police crime prevention number, (214) 648-2220, between 8 a.m. and 5 p.m. (Monday through Friday), to obtain additional information or to schedule a presentation.

### **Campus and Personal Safety**

This presentation will focus on personal safety issues that will affect you whether you are on campus, shopping at the mall, or at your home. We will provide some crime prevention tips that can help you to reduce your chances of becoming a victim of crime. We will discuss the different types of personal attacks that could be made on you by an assailant, and how you might best respond to them. No "hands on" physical training will be given at this presentation. Instead, we will discuss various methods of self-defense, including the use of aerosol sprays, stun guns, sirens, martial arts, etc., so that you can select the method best suited to your personal needs and abilities.

### **Theft Reduction in the Workplace**

Workplace theft accounts for the vast majority of crime that occurs on the University campus. We need your help in eliminating the opportunities for this type of crime to occur. Emphasis in this presentation is placed on recognizing and reporting suspicious activities or persons in your work areas. We recommend some simple measures you can take to secure your property, and hopefully keep you from learning the hard way (by experience). Operation Identification and information needed by the University Police when you report stolen property or suspicious persons will also be covered.

### **Auto Theft Prevention and Anti-Carjacking**

Unfortunately, vehicle theft remains a problem, and carjackings do happen from time to time in the greater Dallas area. This presentation will teach you some things you can do to help make your vehicle more difficult to steal, as well as how to make your car appear to be a less attractive target for auto thieves. You will also learn some important tips on how you can reduce your chances of becoming a victim of carjacking, and what to do if you find yourself in such a predicament. Topics discussed in this presentation include types of vehicle alarm/anti-theft systems, Operation Identification, and what actions to take if your vehicle is stolen.

### **Sexual Assault Prevention**

This important presentation provides advice on things you can do to help prevent yourself from becoming a victim of this serious crime. You will learn measures you can take to deter a potential assailant from choosing you as a victim, as well as what to do if you are attacked. Other topics discussed include profiles of types of offenders, acquaintance rape, other forcible and non-forcible sex offenses, and the stages of recovery that victims commonly experience.

### **Home Security/Burglary Prevention**

We at the UT Southwestern Police Department care about our University population, whether they are here on campus or at their homes. This presentation will discuss measures that can be taken to reduce the likelihood of your home being burglarized, whether you live in a house, an apartment, or a mobile home. We will talk about the importance of recognizing and reporting suspicious persons or activity, and you will learn common tactics used by professional burglars. You will also learn what you can do to make your home appear less attractive to a burglar. Other topics discussed include types of locks for doors and windows, marking your property, home security systems, and psychological deterrents.

### **Identity Theft**

This rapidly growing crime involves the acquisition and use of a person's identifying information to obtain some benefit, usually at the expense of the victim. This presentation shows some methods commonly used by criminals to obtain personal information, and gives some tips on how to keep your private information from falling into the wrong hands. You will also learn what steps you need to take if you become a victim of this crime.

### **Personal Escorts**

Officers are available 24 hours a day, including weekends and holidays, for a personal escort. Officers will walk with anyone to any location on or near campus. To request an escort, dial extension 88311. Give the dispatcher your name, phone extension your calling from, and the location where you'd like the officer to contact you. Typically, officers walk with persons to their destinations. Occasionally, a patrol vehicle may be used for escort purposes.

### **R.A.D. (Rape Aggression Defense)**

The UT Southwestern Police Department began offering a women's self-defense program called "R.A.D." in 2002. R.A.D. is a practical course designed to teach the average woman how to reduce risk by:

- o Recognizing and avoiding dangerous situations
- o Becoming more assertive and forcefully saying "No" when appropriate
- o Learning and practicing basic, easy-to-use physical self-defense techniques



Each course consists of four three-hour sessions. Specific class locations and scheduling may vary. Please call Keif Dahlman at (214) 633-1641 or send an e-mail to [Keif.Dahlman@UTSouthwestern.edu](mailto:Keif.Dahlman@UTSouthwestern.edu) for more information, or to enroll for a course.

### **NEW STUDENT ORIENTATION**

Each year members of the UT Southwestern Police Department, including members of the command staff meet with incoming students to discuss the roles and responsibilities of the Police Department. In addition, discussions are held on crime prevention topics and safety topics that will help the new students have a successful education experience at UT Southwestern.

### **CRIME PREVENTION TIPS**

#### **Protect yourself**

Stay in well-lighted, public areas, whether driving or walking. When walking in public (or even just to your parked car), walk with a friend or coworker (the University Police provide personal escorts as well). Walk confidently; your body language tells criminals whether you look like a victim.

While driving, always lock your car doors and roll up your windows. If your car breaks down, do the following:

- o Raise the hood, turn on your hazard lights, and tie a red or white cloth to your antenna or side view mirror.
- o Stay in the car, lock the doors, and roll up the windows.
- o If you have a cellular phone, call the police or emergency roadside service.
- o If someone stops to help, ask them to call the police.
- o Always keep blankets, a good pair of walking shoes, a first-aid kit, and a flashlight (with fresh batteries) in your car, just in case.

When returning to your parked car, check in, under, and around your car before getting in (remember to look in the back seat floorboard or rear storage area). Be extra aware of your surroundings when using a drive-through service, such as a fast-food restaurant or an ATM; drive away if you become uncomfortable.

Beware of the "bump and rob." If a car with multiple occupants (especially young males) bumps your car under suspicious circumstances, you should motion to the driver to follow you, then drive to the nearest well-lighted public area to exchange information.

Keep your doors locked while at home, and require proper identification before admitting anyone unfamiliar to your home (such as delivery persons, utilities employees, or service personnel).

If someone on an elevator makes you uncomfortable, do not enter the elevator (or exit the elevator immediately if already on), and wait for the next elevator. You should always report suspicious people or activities to the University Police immediately. Above all, pay attention to your surroundings.

### **Protect your property**

Lock your door every time you leave your workplace, even for just a couple of minutes (many thefts occur in a 3 to 5 minute time period).

Secure valuables in a locked drawer or cabinet (Key Control can install or repair locks, if necessary); do not leave the keys in a nearby unlocked drawer.

Operation ID: mark or engrave your driver's license number on all valuable personal property; engravers are available for check-out from the University Police from 8 a.m. to 5 p.m. (Mondays through Fridays). You should keep a list containing pertinent information about your personal property (such as serial number, brand, color, model, etc.) in a convenient location.

Properly secure your bicycle to a bicycle rack, and register it with the University Police. Carry a wallet in a front or inside pocket; if you carry a purse, hold it close to your body.

### **Protect your car**

A vehicle is stolen every five minutes somewhere in Texas. Always lock your car doors and roll the windows all the way up. You should park in well-lighted, public areas. Never leave your car's motor running while unattended. It is against the law.

Do not leave valuables in your car. If you must do so; keep them out of sight (preferably in the trunk). Never attach a tag with your name or address on it to your key chain; if the keys are lost, they could be used to steal your car.

Engrave the VIN on numerous parts of your car, such as the windows, doorframes, and bumpers; marked parts are more difficult to sell, and thieves prefer to avoid them.

Register your car with the H.E.A.T. (Help End Auto Theft) Program; peace officers are allowed to stop vehicles bearing H.E.A.T. decals between 1 a.m. and 5 a.m. if they are being operated on a public roadway. Install a theft deterrent device or system on your car, such as:

- o kill switches (electricity or fuel cutoff);
- o steering wheel locks/bars;
- o tapered interior door locks;
- o steering column collars;
- o security systems (with audible alarms); or
- o tracking systems

When parallel parking, turn your wheels toward the curb. This makes it more difficult for thieves to tow your car.

### **Protect your home**

Keep lights on during the nighttime, both at the front and back of your home. Ensure all exterior doors are constructed of solid-core wood or metal. Install high-quality dead bolt locks, and use them.

Install secondary locking mechanisms (such as pins) on windows and sliding glass doors. If you have an interior thumb-turn lock within 40 inches of a window, consider replacing it with a double cylinder lock (check local zoning laws first, and ensure a key is always kept near to each door, so people living in your home can escape quickly in case of a fire).

Install peepholes with a minimum of a 190-degree field of view in all exterior doors.

When away from your home for an extended time, take the following precautions:

- o Place cars in the garage (if you have one), and unplug garage door openers.
- o Have a trusted neighbor or friend check on your home daily, and maintain a lived-in appearance (collect newspapers/mail, mow the lawn, etc.).
- o Use a timer to turn lights and/or radios on and off.
- o Notify your security company if you have a monitored security system.
- o If you live in an apartment, notify the management.
- o Keep trees and bushes neatly trimmed; overgrown vegetation provides a perfect hiding place for burglars.

Remove the small knob or handle attached to the end of the cord that detaches your garage door opener from the garage door; burglars have tools that can grab the knob and allow them to access your garage.

Mark all valuable personal property in your home and keep a list containing pertinent information about the property (serial numbers, brand, model, etc.). Such property is more difficult to sell and is unattractive to burglars. Do not keep large amounts of cash at home -- the bank is safer (and insured).

## **SEXUAL ASSUALT**

If you are the victim of a rape or sexual assault, get to a safe place as soon as you can. Then you should:

- o Try to preserve all physical evidence of the attack. Do not bathe, douche, use the toilet, or change clothing. This is important should the victim wish to press criminal charges. Preservation of evidence can help identify the suspect.
- o Notify the University Police or Dallas County Rape Crisis Center (located at 4811 Harry Hines Blvd, Dallas, (214) 590-0430), even if you are unsure about filing charges. If the assault occurs off-campus, the University Police will help facilitate the contact with or filing of charges with the appropriate agency. If the victim does not wish to report the offense to the Police or the Dallas County Rape Crisis Center, they can also report it to one of the Campus Security Authorities.
- o Get medical attention as soon as possible. The University Police can assist you with this.
- o Call a close friend, residence counselor, or other trusted person who can be with you during your interview with the police.
- o Use the victim-assistance services offered by UT Southwestern or community agencies. If a victim is unsure of what community agency should be contacted, the University Police or Student Health Services can assist in obtaining that information.

o UT Southwestern will try to work with a victim's academic and living situation after an alleged sex offense if those changes are requested and are reasonably available.

o If the victim is a student and chooses not to report the assault to the University Police, UT Southwestern encourages reporting the assault to Student Health Services at (214) 645-8690. In addition, the Southwestern Medical School, School of Health Professions, and the Graduate School of Biomedical Sciences each have a dean responsible for student affairs. A victim also may choose to report an incident to one of these officials.

o Student Health Services, located in the Aston Ambulatory Care Center, can assist a student in determining the best course of action following a sexual assault. Some of their services are free of charge; in other cases, especially if referred outside of the Student Health Services, the student may be responsible for the cost.

o Programming to include the Rape Aggression Defense (RAD) program and other Sexual Assault Prevention programs are listed in the Crime Prevention and Security Awareness Presentation portion of this document.

In Dallas County, The Victim Intervention Center at Parkland Hospital can assist you in *strictest confidence* to ensure your privacy, safety and well-being. The Crisis Support Center at Parkland Hospital provides services to people who have experienced family violence, intimate partner violence or sexual assault, either recently or in the past. Because the whole family can be impacted by this kind of trauma, services are also available to the victim's friends and family.

Services are available for women, men, teens, and children four years and older who live in Dallas County. Counselors can provide the following: counseling and emotional support; information on the effects of abuse or violence; help with traumatic responses to abuse or sexual assault; assistance in examining the effects of childhood abuse; or documentation and reports to support legal or civil actions. Center advocates can provide assistance with 24-hour response to victims of violence who are seen through the Parkland Healthcare system; information and referrals for protective orders; emergency shelter information; referrals to resources to help victims of abuse or violence; documenting abuse; or referrals to legal services.

Contact information is provided below:

o Hours:  
Monday – Thursday 8 a.m. – 8 p.m.  
Friday & Saturday 8 a.m. – 4:30 p.m.

o Contact:  
Phone: 214.590.2926  
24 Hour Hotline: 214.590.0430

## **SEX OFFENDER REGISTRATION**

Pursuant to Texas Code of Criminal Procedure Art. 62.005, the Texas Department of Public Safety (DPS) has established this web site as the official internet public access to the DPS sex offender registration computerized central database. The information can be located at:

[https://records.txdps.state.tx.us/DPS\\_WEB/SorNew/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx).

## **DISCIPLINARY PROCEDURE DISCLOSURE**

Any student who engages in conduct that violates the Rules and Regulations of the Board of Regents of The University of Texas System (“Regents’ *Rules and Regulations*”), UT Southwestern rules or policies, or federal, state, or local laws is subject to discipline, regardless of whether the conduct takes place on or off campus or whether civil or criminal penalties are imposed for such conduct by another authority. In any such disciplinary action, UT Southwestern will follow the requirements set forth in Series 50101 of the Regents’ *Rules and Regulations*.

In cases of alleged sexual assault, the student and the student’s accuser are entitled to the same opportunities to have others present during the disciplinary hearing. Both the student and the student’s accuser shall be informed of the outcome of any hearing brought alleging a sexual assault.

The dean’s office of the school in which the accused student is enrolled will investigate allegations of sexual assault or other misconduct brought against a student, in accordance with the Regents’ *Rules and Regulations* and applicable UT Southwestern policies as they govern nonacademic misconduct. Students found to have committed acts constituting misconduct, including sexual assault, may be penalized, ranging from disciplinary probation up to and including expulsion from UT Southwestern. The penalty imposed by UT Southwestern may be imposed regardless of any action taken by any other authority, such as a district attorney’s office.

A student who is a victim of an alleged sexual assault has the option to request a change in academic assignment with UT Southwestern through the dean’s office of the school in which enrolled. Employees may request a change of work assignment through the Office of Human Resources. Regardless of the outcome of any hearing or other legal action, such requests will be accommodated whenever possible.

If the alleged assailant is a faculty or staff member, a report will be submitted to the appropriate UT Southwestern official(s) regarding the alleged offense. The Office of Human Resources will investigate allegations of sexual assault brought against faculty and staff members. If the faculty or staff member is found to have committed misconduct under UT Southwestern policies, disciplinary action will be taken, up to and including termination.



### **PHOTOGRAPHIC IDENTIFICATION SYSTEM**

All faculty, staff, students, and other non-employees affiliated with UT Southwestern must wear their issued UT Southwestern photo ID badge in a visible place, either on a pocket, a lapel, or around the neck

at all times while on campus. Upon request by an officer of UT Southwestern Police Department or an administrator of UT Southwestern, persons are required to present their photo ID. Photo ID cards for faculty, staff, students, and other non-employees housed on campus are available at the “A” Building, located on south campus. Replacement costs for a photo ID badge is \$40.00.

## **DRUG AND ALCOHOL POLICIES**

### **Drug-Free Workplace**

UT Southwestern is required by federal law to notify all employees and students that the unlawful manufacture, sale, distribution, dispensing, possession, or use of a controlled substance in or on any property owned or controlled by UT Southwestern is prohibited. A controlled substance is any substance so defined by federal or state statute or regulation.

Any employee found guilty – including a plea of no contest – or has a sentence, fine, or other penalty imposed by a court of competent jurisdiction under a criminal statute for an offense involving a controlled substance that occurred in or on any property owned or controlled by UT Southwestern, or while conducting UT Southwestern business off-campus, must report such action to his or her supervisor within five (5) days.

Any employee who unlawfully manufactures, sells, distributes, possesses, or uses a controlled substance in or on any property owned or controlled by UT Southwestern or while conducting UT Southwestern business off-campus will be subject to disciplinary action, up to and including termination, regardless of whether such activity results in the imposition of a penalty under a criminal statute.

Any student who is found responsible for the illegal manufacture, sale, distribution, possession, or use of a controlled substance on campus is subject to discipline under Series 50101 of the Regents’ *Rules and Regulations*.

In addition to sanctions imposed by the university on students, faculty and staff, any person who unlawfully manufactures, sells, distributes, possesses, or uses a controlled substance in or on any property owned or controlled by UT Southwestern or while conducting UT Southwestern business off-campus can be arrested and prosecuted under appropriate state or federal criminal laws.

### **Possession or Use of Alcohol**

The possession or use of alcoholic beverages on UT Southwestern property is prohibited without the prior written consent of the UT Southwestern president. Except as otherwise provided by state law, no state funds shall be used for the purchase of alcoholic beverages.

Any alcohol use or possession by anyone under the age of 21 is against the law and will subject the violator to criminal prosecution or referral to the dean’s office of the school in which enrolled.

### **Assistance for Students, Faculty, and Staff**

Conscientious efforts by any student to seek help for alcohol or drug problems will not jeopardize a student’s continued enrollment in school.

#### **Medical Students**

The Student Assistance Committee has been established to encourage and facilitate recognition, treatment, and rehabilitation of impaired medical students. The committee will play an advocacy role while

giving the student an opportunity to move toward recovery and will support and monitor a student's progress through a recovery program. The committee is dedicated to assisting the impaired student in obtaining confidential help while continuing their medical education without stigma upon recovery. A student may also contact the Student Health Services in the Aston Ambulatory Care Center for assistance with these problems.

Graduate Students - Graduate students may use Student Health Services and/or their own insurance programs, as they think appropriate. Graduate students holding staff appointments also are eligible for services of the UT Southwestern Employee Assistance Program.

Allied Health Students - Allied Health students may seek treatment and rehabilitation through Student Health Services or their own insurance programs, as appropriate.

[http://www.utsouthwestern.edu/vgn/images/portal/cit\\_56417/37/56/506013Student\\_Policies\\_&\\_Procedures.pdf](http://www.utsouthwestern.edu/vgn/images/portal/cit_56417/37/56/506013Student_Policies_&_Procedures.pdf)

Faculty and Staff - As a part of UT Southwestern's benefits package, an Employee Assistance Program (EAP) is provided by the UT Southwestern EAP. The program is designed to assist employees who may be dealing with personal problems that affect their relationships at home and at work.

[http://www.utsouthwestern.edu/vgn/images/portal/cit\\_56417/0/6/190194Your\\_EAP4.pdf](http://www.utsouthwestern.edu/vgn/images/portal/cit_56417/0/6/190194Your_EAP4.pdf)

## **POLICY ON PERSONS REPORTED AS MISSING**

Persons concerned about the well-being of a Southwestern Medical Park Apartment resident are urged to contact the UT Southwestern Police at any time by dialing 311 from a University phone or (214) 648-8311 from a cell phone or off campus phone. You can also contact the Southwestern Medical Park Apartments management at 214-956-9300.

When a caller reports that a resident or student is missing or is suspected of being missing, dispatch will make a record of the call with the name and number of the caller. The record shall indicate the relationship between the caller and the resident, as well as the last time and place the caller saw or heard from the resident or student. Concerned callers are encouraged to share any relevant information about the student's relationships, health, history, or overall well-being that the caller feels may be relevant to locating the absent resident. A similar procedure will be followed for walk-up contacts and e-mail reports.

With the information known at the time, UT Southwestern Police will take appropriate action to investigate the report and determine whether the situation rises to the level of an emergency, including (but not necessarily limited to) visiting the room where the resident lives. Depending on the circumstances, additional appropriate steps may include attempts to contact the potentially missing resident's roommate or friends to ascertain the resident's whereabouts, contacting the student's workplace, checking access card or meal plan usage if possible, or attempts to contact the missing student via electronic mail, cellular phone, and/or room phone. In addition, the appropriate Deans or their designee will be notified.

Contact information will be accessible only to authorized campus officials and law enforcement and will not be disclosed outside of a missing person investigation. If a student has identified such an individual, UT Southwestern will notify that individual no later than 24 hours after the student is determined to be missing.

When a potentially missing resident is located, callers who reported the resident missing will be notified in a timely manner. If the resident in question has not been located within 24 hours of the University's receipt of notice that the resident may be missing, University Police will enter a missing person report on the National Crime Information Center, Texas Crime Information Center databases and notify the Dallas Police.

In cases where the missing resident is 18 years or older, University Police shall determine within a 24-hour period after police receive the call whether the report rises to the level of a police emergency. A decision to initiate emergency contact procedures will be made by University Police based upon the information known at the time. Persons contacted by University Police as part of the emergency notification process will include the individual(s) listed on the confidentiality card filled out earlier by the resident during the move-in process, but others may also be contacted as permitted by state and federal law. In those cases where the resident is not yet 18 years of age, University Police will contact the minor resident's parent or guardian no later than 24 hours after the time the student is determined to be missing.

#### Definitions:

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act mandates the reporting of the following statistics concerning the occurrences on campus, during the most recent school year and during the two preceding school years of the following criminal offenses reported to campus police or local police agencies.

Please read and understand the definitions below to best understand the reported statistics.

#### HATE CRIMES

For the categories of crime listed above and for crimes of larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property and any crime perpetrated on the basis of prejudice that results in bodily injury, the university is required to report hate crimes by category of prejudice, geographic location, year the incident was reported and category of crime. However, for the years covered by this report (2008, 2009 and 2010), UT Southwestern has received no reports of crimes that fit these criteria.

#### DEFINITION OF GEOGRAPHICAL CATEGORIES

##### A. On campus means

- 1) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residential halls, and
- 2) property within the same reasonably contiguous geographic area of the institution that is owned by the institution, but controlled by another person, is used by students and supports institutional purposes (such as a food or other retail vendor).

##### B. Non-campus (building or property) means

- 1) any building or property owned or controlled by a student organization recognized by the institution, and
- 2) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students and is not within the same reasonably contiguous geographic area of the institution.

C. Public property means all property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

**The University of Texas Southwestern Medical Center  
Crime on Campus Report 2008-2010**

<b>Offense Type</b>	<b>Year</b>	<b>On Campus</b>	<b>Residential Facilities</b>	<b>Non-Campus Buildings &amp; Property</b>	<b>Public Property</b>	<b>Total</b>
<b>Murder and Non-Negligent Manslaughter</b>	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
<b>Negligent Manslaughter</b>	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
<b>Forcible Sex Offenses</b>	2008	0	0	0	6	6
	2009	0	0	0	6	6
	2010	0	0	0	5	5
<b>Forcible Sex Offenses- Not Reported to Police</b> (reported to other campus officials)	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
<b>Non-Forcible Sex Offenses</b>	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
<b>Non-Forcible Sex Offenses- Not Reported to Police</b> (reported to other campus officials)	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
<b>Robbery</b>	2008	0	0	0	7	7
	2009	1	0	0	14	15
	2010	2	0	0	7	9
<b>Aggravated Assault</b>	2008	0	0	0	7	7
	2009	1	0	0	20	21
	2010	0	0	0	7	7
<b>Burglary</b>	2008	21	0	0	0	21
	2009	10	1	0	0	10
	2010	9	3	0	0	9
<b>Motor Vehicle Theft</b>	2008	8	0	0	10	18
	2009	28	0	0	17	45
	2010	12	0	0	15	27
<b>Arson</b>	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0

Note: Due to updated reporting from DPD, the Motor Vehicle Theft on public property changed from 0 to 17 for 2009.

**The University of Texas Southwestern Medical Center  
Arrests for Liquor Law, Drug and Weapons Violations**

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Total
Liquor Law Violations	2008	0	0	0	1	1
	2009	0	0	0	0	0
	2010	0	0	0	11	11
Drug Violations	2008	3	0	0	3	6
	2009	6	0	0	9	15
	2010	2	0	1	71	74
Weapons Violations	2008	0	0	1	3	4
	2009	2	0	1	0	3
	2010	0	0	0	11	11

**The University of Texas Southwestern Medical Center  
Judicial Referrals for Liquor Law, Drug and Weapons Violations**

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Total
Liquor Law Violations	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Drug Violations	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0
Weapons Violations	2008	0	0	0	0	0
	2009	0	0	0	0	0
	2010	0	0	0	0	0

2010-Public Property Information provided from Dallas PD, Dallas Area Rapid Transit Police, and Parkland Hospital Police.

There were no Hate Crimes reported during this reporting period.

No offenses were reported by Campus Security Authorities.

## **Clery Act Definitions**

### **Crime Class Definitions**

*Murder and Nonnegligent Manslaughter* - The willful (non-negligent) killing of one human being by another.

*Negligent Manslaughter* - The killing of another person through gross negligence.

*Sex Offense Forcible (F)* - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent: forcible rape; forcible sodomy; sexual assault with an object; forcible fondling and attempted rape.

*Sex Offense Non Forcible (N)* – Unlawful, non-forcible sexual intercourse: incest; statutory rape.

*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.

*Aggravated Assault* - 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. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

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

*Motor Vehicle Theft* - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

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

*Disciplinary Referrals* - Incidents in which a student was not arrested but was referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession. Do not include disciplinary referrals for violation of university policy if there was no violation of the law. For example, if a student of legal drinking age violates a "dry campus" policy and is referred for disciplinary action, this statistic should not be included in the crime statistics.

*Liquor Law Violation* - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still, furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; any attempts to commit any of the foregoing violations. This list does not include public drunkenness and driving under the influence.

*Drug Law Violation* - Violations of State and local laws related to the possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include; opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

*Weapon Law Violation* - The violation of laws or ordinances regulating weapons.

*Hate Crimes* - Any crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race; religion; gender; sexual orientation; ethnicity or physical/mental disabilities.

(The following crimes only apply to hate crime reporting).

*Simple Assault* - Assaults and attempted assaults where no weapon was used and which did not result in serious or aggravated injury to the victim. (This only applies in hate crime reporting).

*Larceny-Theft* - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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

*Intimidation* - To intentionally say or do something which would cause a person of ordinary sensibilities to be fearful of bodily harm.

## **Emergency Management and Evacuation Procedures**

The UT Southwestern Emergency Operations Plan is a guide that provides UT Southwestern executive management with an emergency and crisis management system when responding to major disasters or disturbances to the campus. All personnel designated to carry out specific responsibilities are trained to know and understand the UT Southwestern policies and procedures. The Emergency Operations Plan was created to meet the Occupational Safety and Health Administration Standard 29 CFR 1910.38: Emergency Action Plan. UT Southwestern will operate an Incident Command System (ICS) in the event of an emergency. The Emergency Operations Plan is designed to effectively coordinate the use of University and community resources to protect life and property both during and immediately following a major crisis or disturbance on or near UT Southwestern. It shall be placed into operation whenever an emergency affecting the University cannot be controlled using daily operating procedures.

The Employee Emergency Response Guide

<http://www8.utsouthwestern.edu/utsw/home/facadmin/businesscontinuity/index.html>.

The purpose of the Employee Emergency Response Guide is to provide an understandable and accessible reference for use in emergency situations in order to promote the safety of the UT Southwestern community. This guide addresses the most common and most likely emergencies that employees and visitors may face on the UT Southwestern campus on any given day, shows evacuation locations per building, and provides action steps for the campus to follow.

## **Emergency Test and Evacuation Drills**

UT Southwestern shall participate in emergency tests or evacuation drills at least once per year to assess and evaluate emergency procedures and capabilities. The evacuation drills, tabletop exercises, and emergency preparedness training are done in partnership with various internal departments to UT Southwestern as well as the Southwestern Medical District. External agencies may include the Dallas Police Department, Dallas Fire and Rescue, Dallas Emergency Operations Center, Dallas Area Rapid Transit, as well as state agencies. The Office of Business Continuity will document each test, including the date, time, and whether it was announced or unannounced.

UTSW Building Evacuation Procedures and Assembly Points

The evacuation of individuals from locations of likely or imminent danger may result from a wide variety of natural, technological or national security emergencies or disasters. The scale of your evacuation may range from a single business unit, to the entire department. Furthermore, the length of time an evacuation is in effect may last from a less than an hour to an indefinite period of time.

There are several types of evacuations that might take place and include:

**Partial Evacuation-** Partial evacuation may be considered for small chemical, biological, or radiation spills or other small event that only affects an isolated area and can be easily contained.

**Full Evacuation-** Full evacuation should be considered for bomb threats and all fire alarms.

**Shelter in Place-** Shelter in place should be considered for severe weather events or other external events like a hazmat incident. If asked to shelter in place, secure yourself from the hazard and stay in place till the "all clear" is given.

University officials have numerous tools that will be used to inform the building occupants on what to do. These include:

- Fire alarm
- Building speaker system
- Door-to-door announcements
- UTSW-Alert

### **How to Evacuate a Building**

There are two types of evacuation routes available on the UT Southwestern Medical Center campus:

- (1) Vertical (enclosed emergency exit stairwells)
- (2) Horizontal (exits into adjacent building on the same level)

In the event of an emergency requiring evacuation, all building occupants should evacuate using the emergency exit stairwells. Once in the stairwell, proceed to the ground level floor and exit the building. Once outside, move to at least 100 feet away from the building to a pre-determined, designated meeting place. If unable to use the stairwell due to physical or health reasons, use horizontal exits. If in a building that does not have horizontal exits, then relocate to the enclosed exit stairwell and wait for assistance from emergency response personnel, taking care not to obstruct traffic flow in the stairwell.

No matter which type of exit is used, all employees should report to their department's pre-designated Assembly Point.

### **Evacuation Assembly Points**

Departments should designate a meeting location called an "Assembly Point". These locations are at least 100 feet from the buildings involved. This assembly point should be pre-designated and its location should be communicated with all staff members prior to an emergency. Because the University has pre-selected some assembly points that may be used by multiple departments and groups, it is important that staff be instructed with specific location information or know whom they should be looking for when arriving to the assembly point.

Once there, evacuees should not leave this point unless they have consent of a supervisor, instructions from Police, or the location becomes a threat to life and safety.

For extended evacuations, evacuees may be moved to an "Alternate Safe Zones". These locations are pre-identified public areas on campus that can house large numbers of people for easier dissemination of information until the "All clear" is given. Alternate Safe Zones will only be utilized when authorized by University Officials and is determined to be safe from any threat.

## Evacuation Accountability

Once evacuees arrive at their department's assembly area, they should check-in with their supervisor. Department leaders will need to document their staff's arrival, and ascertain if any individuals are unaccounted for. Use the Evacuation Accountability Form to ensure that everyone in your office is accounted for.

Employees should not leave the assembly area unless they have consent of a supervisor, instructions from emergency officials, or the location becomes a threat to life and safety. Once a count of your departmental staff is taken, a department representative needs to report the results to the Incident Command Post of designated emergency officials who are gathering this information.

## Drills

Building Fire/Evacuation Drills begin yearly in March and extend through July or until each building has underwent a drill. Drills are unannounced and require each member of the community's full attention. Accountability Testing- Departments will be assessed on their ability to gather at their assembly point and account for their staff and the customers in their care. Departments should designate an assembly point and communicate that to their department personnel prior to any emergency. Once at the assembly point, administrators should take roll using **Assembly Point Form\***

\*Assembly Point Forms will be collected by University Officials during drills and will use this to assess preparedness for the department and buildings

## Mass Notification System

The Mass Notification System used at UT Southwestern broadcasts immediate e-mail, text, and voice-mail messages to faculty, staff and students. UT Southwestern will, without delay, immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff occurring on the campus. Taking into account the safety of the community, the University will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information may be disseminated to the community via the messaging system or by e-mail, as needed. Minimally, the system is tested once per year.

### Policy Statement for Mass Notification

*Mass Notification System for Emergency Alerts (UTSW-Alert)*

**Reason for Policy** — Establishes the guidelines by which the UTSW-Alert system will be used for distribution of emergency alerts to students, faculty, and staff that would be affected directly by a critical incident which poses an imminent threat to their health or safety given their presence on UT Southwestern grounds and/or its surrounding areas.

**Policy Statement**— UTSW - Alert is a commercial product that will send emergency communications (via phone, mobile, text or e-mail) to members of the campus community. This service will be free of charge and will be utilized in campus emergencies or situations where information must be disseminated to all members of the campus quickly.

Voice and e-mail message emergency alerts are one element of UT Southwestern's comprehensive emergency response protocol that provides for rapid notification to students, faculty, and staff about situations or events that are occurring on campus and the surrounding areas. The service is designed for those conducting regular UT Southwestern related business in the immediate area.

*Definition of Terms in Statement:*

**Emergency Alerts** —Notifications regarding critical incidents that pose an imminent threat to the health or safety of UT Southwestern’s community. Examples of such emergency incidents include, but are not limited to severe weather, hazardous materials incidents, and acts of criminal violence that broadly threaten the safety of the UT Southwestern community.

**E-mail and Voice Messages**—Brief, direct voice notifications received on a cellular phone or similar text-communication handheld device, and e-mails sent to the UT account and one other non-UT e-mail account.

**Annunciator System**-Most buildings are equipped with fire panel systems that have a public address capability. Emergency personnel are trained to use these systems in emergencies in order to make announcements to the entire building regarding evacuation, shelter in place, etc.

#### *Creation and Distribution of Emergency Messages*

Designees from the following UT Southwestern offices have the authority to approve dissemination of emergency messages.

1. Office of the President
2. Office of the Executive Vice President for Business Affairs
3. Office of Business Continuity and Emergency Management
4. UT Southwestern Police Department

Once approved, emergency messages will be distributed by a trained system administrator to the campus community. Creation of Message templates (“standard messages”) have been reviewed and are in place.

#### *Follow-Up after a UTSW-Alert Message is sent:*

**Notifications** — Immediately after sending an emergency alert message, the designee who created the message shall notify the other designated offices that the message has been sent and shall describe the rationale for activating UTSW-Alert. The purpose of this communication is to ensure that all four offices are sharing consistent information and are not sending duplicate messages. Generally, the UT Southwestern Police and/or the Office of Business Continuity and Emergency Management will confirm whether a threat is viable or not.

## **HIGHER EDUCATION OPPORTUNITY ACT CAMPUS FIRE SAFETY ANNUAL COMPLIANCE REPORT**

### **Overview**

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to the UT Southwestern.

### **General Statement of UT Southwestern Student Housing**

At UT Southwestern, all student housing (Southwestern Medical Park Apartments) are covered with integrated fire sprinkler systems and a redundant fire alarm monitoring system that is monitored 24 hours/day, seven days/week by the UT Police Department. The fire alarm system is tested a minimum of once per year and the sprinkler system is tested a minimum of once per year.

### **Fire Safety Improvements and Upgrades**

UT Southwestern’s Environmental Health and Safety (EH&S) Fire Safety Unit annually reviews the fire systems throughout the university, including the Southwestern Medical Park Apartments, and will make upgrades, repairs or revisions when problems are identified.

## Residence Hall Fire Drills

UT Southwestern usually conducts a fire drill once in the spring and once in the fall at the Southwestern Medical Park Apartments. All students are required to leave their apartments due to the alarm horns in every apartment being tested.

## Fire Life Safety Education

All of the tenants that move into Southwestern Medical Park Apartments are given a copy of the student handbook that contains information on fire safety and are required to sign an acknowledgement sheet confirming that they have received a copy. This handbook contains regulations, tips and procedures to follow in case of a fire emergency. Below are extracts of pertinent Housing Policies.

**Candles-**The use of candles, oil lamps, incense, or halogen “torchiere” lamps are prohibited in the interest of fire safety. In the event of a power outage, flashlights or other battery-operated lights should be used.

**Fireworks and Explosives Prohibited-**No person may possess fireworks, explosives, ammunition, gunpowder or any other related materials while in the Apartment or anywhere on the University campus. The presence of fireworks and such materials is dangerous and constitutes a serious fire and safety hazard.

## Southwestern Medical Park Apartments

### Emergency Fire Route and Alarm Instructions (Revised April 2003)

*The following information is provided to assist you in the event of a fire. Please read over the following instructions.*

### **FIRE REPSONSES:**

#### ***If there is a fire in your apartment:***

Exit immediately, closing exit door behind you. Place the back of your hand on any closed door that you will be exiting. If the door is HOT, **CHOOSE ANOTHER EXIT.**

If unable to exit, call 911 to notify FIRE DEPARTMENT of your location.

Upon exit, activate the red FIRE ALARM PULL STATION to evacuate the building. These boxes are located on each floor at each end of the breezeways.

Call 911 ASAP.

Exit down the nearest stairs and report to the clubhouse.

Check-in with the office personal upon arrival. In the event the office is closed, stay in front of the office until management arrives. You will need to report to management.

### **ALARM RESPONSE:**

*In the event, you hear a fire alarm:*

Evacuate apartment immediately, closing door behind you.

Place the back of your hand on any closed door that you will be exiting. If the door is HOT, **CHOOSE ANOTHER EXIT.**

Exit down the nearest stairs and report to the clubhouse.

Check-in with the office personal upon arrival. In the event the office is closed, stay in front of the office until management arrives. You will need to report to management.

\*\*\*Remember, if your clothes catch fire, **STOP, DROP, AND ROLL**-while covering your face.

\*\*\*If exiting through smoke, crawl-stay close to floor.

Revised April 2009

These rules and guidelines copied from the UT Southwestern Medical Park Apartment's Housing Rules.

### Reporting a Fire

Students reporting a fire should contact UT Southwestern Police Communications by dialing 911. If the fire event is no longer a danger, they should contact the UT Southwestern Police by dialing 311 or the apartment manager. The responsible party for all fire reports is Ted West, UT Southwestern Fire Marshal who can be reached at [ted.west@utsouthwestern.edu](mailto:ted.west@utsouthwestern.edu).

### FIRE STATISTICS

2008 – There were NO fires reported at the Southwestern Medical Park Apartments.

2009 - There were NO fires reported at the Southwestern Medical Park Apartments.

2010 – There were NO fires reported at the Southwestern Medical Park Apartments.

Copies of the Southwestern Medical Park Apartments Emergency Fire and Alarm Instruction Policy can also be obtained from the Leasing Office.

Year Built:	2001 (Phase #1 - 6 Buildings) 2003 (Phase #2 - 5 Buildings)
Capacity:	11 Buildings (3 Floors/Building) 282 Units (162 - 1 Bedroom; 120 - 2 Bedroom Units) 226,740 Square Feet (Apartment Space)
Construction:	Wood frame with brick exterior. All units with direct access to the outside (no inside corridors).
Fire Alarm:	Honeywell Fire-Lite MS-10UD 4 pull-stations per floor (at both ends of each breezeway). Fire sprinkler waterflows and tampers (each building). Fire alarm speaker/strobes inside each unit and in the breezeways.

Each unit has multiple single station smoke alarms that all sound simultaneously within each unit. Smoke alarms are not tied in to the building fire alarm system. They are monitored by Matrix Security & Fire Services

Fire Sprinkler: All units fully sprinklered with Reliable quick response residential sprinkler heads.

## COMMONLY ASKED QUESTIONS

### 1.) What type of police officers are UT Southwestern Police Department police officers?

*UT Southwestern Police Department Police Officers are commissioned peace officers through The University of Texas System Police, as such are state law enforcement officers with jurisdiction and authority in any county where the UT System owns, operates, leases, or otherwise controls property. They have full arrest authority within their jurisdiction.*

### 2.) Can UT Southwestern Police Department Police Officers make arrests off campus?

*UT Southwestern Police Department Police Officers can arrest offenders both on and off campus, within their jurisdiction.*

### 3.) Can a UT Southwestern Police Department Police Officer issue me a traffic citation?

*UT Southwestern Police Department Police Officers are authorized by law to issue citations on or off campus, within their jurisdiction. For certain offenses, citations are filed in the appropriate Justice of the Peace Court.*

