

UT Southwestern

Medical Center

Annual Security and Fire Safety Report

2013 – 2015

This report is prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.



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Welcome to UT Southwestern

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 our nation. One of these problems is crime.

Purpose

The purpose of this publication is threefold:

- To inform members of the UT Southwestern community of policies and programs to promote safety and security
- To increase safety awareness
- To suggest ways the campus community can deter criminal behavior and promote safety

UT Southwestern Police Department



6363 Forest Park Raod

Bass Center BLC.200

Police Phone Numbers:

Emergency from a campus
phone – 911

Emergency from a non-
campus phone – 214-648-8911

Non-emergency from a
campus phone – 311

Non-emergency from a non-
campus phone – 214-648-8311

Annual Security and Fire Safety Report



This report was prepared in cooperation with the Office of Student and Alumni Affairs, the Office of Compliance, the Office of Safety and Business Continuity and with the local law-enforcement agencies surrounding our campus.

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 function of the University Police is the proactive protection of the infrastructure, resources and people of UT Southwestern Medical Center.

The University Police maintain a positive working relationship with local, county, state, and federal law-enforcement agencies.





From the Chief of Police

On behalf of all the members of the UT Southwestern University Police Department, I want to say, welcome! Our department's mission is to proactively protect the infrastructure, resources and people of UT Southwestern Medical Center so they may conduct and provide world-class medical education, health care, and research.

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 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/edumedia/edufiles/about_us/admin_offices/police/annual-security-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.

Marcus Lewis
Chief of Police, ad interim



About the UT Southwestern Police Department

UT Southwestern maintains its own police department. The University 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 has an authorized strength of 50 commissioned Police Officers, 77 non-sworn Public Safety Officers, 13 state-certified Police Communications Officers, 5 Technical and Access Control personnel, and 9 civilian support staff.

State law stipulates Police Officers commissioned through The University of Texas System have full police authority. UT Southwestern Police exercise this authority within their Clery geography. A map of the UT Southwestern Clery geography may be obtained at the UT Southwestern Police Department.

Public Safety Officers are neither equipped nor are they trained to make arrests.

University Police Officers are authorized by the Texas Code of Criminal Procedure Article 14.03 to enforce orders of protection. UT Southwestern students, staff and faculty are encouraged to notify the University Police when an order of protection has been issued on their behalf. The University Police will record and maintain a copy of the order for the duration of its validity. However, the University Police are not required to have a copy of the order for enforcement purposes.

Operational strategies to foster safety and security

Patrols:

Police Officers and Public Safety Officers patrol parking lots and sidewalks on foot and with vehicles. These patrols allow officers a unique opportunity to interact with the public while being easily visible and able to respond quickly to calls for assistance.

Academy Training:

University Police Department Police Officers are trained at the state-licensed police academies where they receive a minimum of 643 hours of law enforcement training.

Collaboration:

The University 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. The University Police and the Dallas Police have a memorandum of Understanding (MOU) in place.



Crime Reporting Procedures

UT Southwestern Medical Center encourages accurate and prompt reporting of all crimes to the University Police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report.

General Procedures for Reporting a Crime or Emergency

It is imperative that all crime and suspicious activity be reported to UTSW PD in a timely manner. Individuals who wish to report alleged criminal actions or emergencies occurring on campus or property owned, operated, leased or otherwise controlled by UTSW or the University of Texas System may do so by contacting the UTSW PD by:

Calling:

Emergencies

Campus phone:
911 or 8-8911

Non-campus phone:
214-648-8911

Non-Emergencies

Campus phone:
8-8311

Non-campus phone:
214-648-8311

Call Boxes:

Blue-light Emergency call boxes are located outdoors across campus and connect directly with the police department

All campus elevators are equipped with emergency phones located in the the elevator cabs. These phone are directly connected to the police department.

Visiting:

UT Police Department
6363 Forest Park Road
Bass Center BLC.200
Dallas, TX 75390

Request help:

Police and Public Safety Officers are on patrol and visible twenty-four hours a day and may be immediately summoned for assistance.



What to do if you're the victim of a crime

Contact the University Police as soon as possible. Provide as much information as you can to the Police Communications Officer (PCO) regarding the location, description or last known direction of travel of any suspects. Examples of helpful information include:

- Clothing description
- Height/weight
- Color of hair/eyes
- Unusual features (scars, marks, tattoos)
- Description of any vehicle(s) involved

Stay on the phone with the PCO until the PCO tells you to hang up. 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.

Confidential crime reporting

If you are the victim of a crime or a witness to a crime and do not want to reveal your identity, you may make a confidential report to the University Police by visiting our home page and clicking the “online reporting form” link. This link allows the individual to notify the UTSW PD anonymously.

While we encourage campus community members to promptly report all crimes and other emergencies directly to the UTSW PD, we recognize some may prefer to report to other individuals or university offices.

Reports filed in either of the above manner are not excluded from the annual crime statistics.

Reporting to your local law enforcement agency

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



University Police Response to Crime Reports

For 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:

- Investigation of the reported activity
- Arrest and filing of criminal charges, depending upon the circumstances
- Referring alleged criminal offenders to the appropriate campus departments such as the dean's offices in the UT Southwestern Medical School, the Graduate School of Biomedical Sciences, the School of Health Professions, or the Office of Human Resources

Emergency Notifications and Timely Warnings

Emergency notifications and public notices will be issued by the Chief of Police in consultation with the Office of the Executive Vice President of Business Affairs and the Office of Safety and Business Continuity. UT Southwestern will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification will in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond or otherwise mitigate the emergency.

Emergency notifications are sent out via email, phone call and text message upon confirmation of a significant or dangerous situations, including Clery Act crimes, occurring on the campus involving an immediate threat to the health or safety of students or employees. Emergency notification is initiated by the Office of Safety and Business Continuity or the University Police Department depending upon the nature of the incident. University Police and/or members of the Office of Safety and Business Continuity will respond to all emergencies, triage the incident and provide information to Police and Safety administrators regarding the appropriate campus response. The required campus response will be delivered via an emergency notification.



UT Southwestern utilizes the Everbridge™ Mass Notification system for all emergency notifications. Depending upon the nature of the incident, campus affiliates may be instructed to shelter in place, evacuate a floor or building, avoid a particular area, or simply remain alert and report any related issues to the appropriate campus entity. Notification will include the type of incident occurring, the location of the incident and the response actions the campus community is advised to follow. Additional updated information will be provided as it becomes available and as circumstances allow them to be released. Due the transient nature of our campus community all students, staff and faculty will receive all emergency notifications. At a minimum, all students, staff and faculty will receive emergency notifications via campus email. Students, Staff and faculty are automatically opted-in for the mass notification system and may modify or opt-out via PeopleSoft for staff and faculty or Self Service in the Campus Solutions system for students.

To help prevent crimes or serious incidents, a timely warning labeled as a Public Notice email message may be issued on the judgment of the Chief of Police in consultation with the Office of Communications, Marketing, and Public Affairs. Public Notices are timey warnings utilized in situations that do not present an on-going threat to the campus, but where heightened awareness may be warranted due to a Clery Act crime committed within our Clery Act geography.

Campus Security and Access

Most campus building and facilities are accessible to members of the campus community, guests, and visitors during normal hours of business Monday-Friday. After normal hours of business, on weekends, and on holidays, outside doors are locked to protect personnel and state property.

Certain doors have been identified as primary-entry doors and have been equipped with cameras, intercoms, security card-readers, and/or a combination of these devices. By holding your access card in proximity to the card reader, those with appropriate security clearances for a given area will be allowed access.



UT Southwestern has strategically placed emergency call boxes in the parking lots and garages on campus which communicate with the Police Communications Center. The call boxes are mounted on poles or walls and are equipped with signs and lights for easy identification. Should an emergency or situation requiring police presence arise, go to the intercom, push the button and a Police Telecommunicator Officer will answer. Additionally, the location of the activated emergency call box is transmitted to the Police Communications Center. Police Officers respond to all emergency call box activations.

Student Housing Security

Student Housing residents may enter the complex via remote control gate opener provided by housing management. Visitors may gain access only when ingress is authorized by the primary occupant of the apartment they are visiting. A Public Safety Officer is assigned to the complex and is located at the main gate entry control booth 24 hours per day. Additionally, Police Officers patrol through the complex on a routine basis. The student housing complex is fenced and gated for the privacy and security of its residents. All apartments within the student housing complex are individually locked and keyed with mechanical locks.





Security Maintenance

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

Exterior lighting and landscape is an important part of campus safety and security. The University Police conduct checks of lighting on campus during patrol duties. If lights are out, officers will initiate an immediate work order to Facilities Management. All alarms and intercoms are checked on a regular basis for proper working order. Any community members who have a concern about physical security should contact the University Police by calling 214-648-8311.

Crime Statistics

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. UT Southwestern submits the annual crime statistics published in this report to the Department of Education. The statistical information gathered by the Department of Education is available to the public through the Department of Education website.

In addition, a daily crime and fire log is available 24 hours a day at the UT Southwestern Police Department. The daily crime and fire log records, by date, when an incident occurred or was reported, all crimes and other serious incidents that occur on campus and within the University Police Clery jurisdiction.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the university community obtained from the following sources: the UT Southwestern Police Department, the Dallas Police Department, the Dallas Area Rapid Transit Police Department, the Richardson Police Department, the Fort Worth Police Department, the



Irving Police Department, the University Park Police Department, the Parkland Police Department and non-police officials. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistical information is made on an annual basis to all non-police officials including campus security authorities. A designated campus security authority includes, but is not limited to; university deans, directors, department heads, residency and fellowship directors and financial aid advisors.

Reported crimes occurring on campus, non-campus UT Southwestern utilized facilities and within UT Southwestern Police Department's Clery jurisdiction are included in the statistics each year.

All included statistics are based on reports of alleged criminal incidents. It is not necessary for the crime to have been investigated by the police, nor must a finding of guilt or responsibility be made for the crime to be included.



Definition of Categories

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.

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.

Burglary- The unlawful entry of a structure to commit a felony or a theft.

Dating violence- means “violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

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.

Domestic violence- means a “felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA]; or
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.”



Drug Abuse Violations– The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Hate Crimes– A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim

Bias- Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, Disability

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias

- Murder and Non-negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

Liquor Law Violation– The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft– The 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 Assault- Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Rape- The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling- The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest- Sexual Intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape- Sexual intercourse with a person who is under the statutory age of consent.

**Per Texas Penal Code, consent is defined as: assent in fact, whether express or apparent.*

Stalking- engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.”

Weapon Law Violation – The violation 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. This classification encompasses weapons offenses that are regulatory in nature.

Unfounded Crimes- A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.



Definitions of Geography

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls and any building or property that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.

Non-campus Building or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequented by students, and is not within the same reasonably continuous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus or immediately adjacent to and accessible from the campus. The UTSW crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.





Campus Crime Statistics

<u>Offense Type</u>	<u>Year</u>	<u>On Campus</u>	<u>Residential Facility</u>	<u>Non-campus Buildings and Property</u>	<u>Non-Campus Law Enforcement</u>	<u>Public Property</u>	<u>Yearly Total</u>
Murder and Non negligent Manslaughter	2013	1 ¹	0	0	0	0*	0
	2014	1 ¹	0	0		0 ³	1 ¹
	2015	0	0	0	0	0	0
Negligent Manslaughter	2013	0	0	0	0	0 ³	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Sex Offenses	2013	4 ^{1,2}	0	0	0	0 ³	4 ²
	2014	5 ¹	0	0	0	0	5 ¹
	2015	2 ¹	0	0	0	0	2 ¹
Robbery	2013	1	0	0	0	0 ³	1
	2014	1	0	0	0	0	1
	2015	1	0	0	8	0	9
Aggravated Assault	2013	0	0	0	0	1 ^{3,4}	1
	2014	6 ³	0	0	0	0	6 ³
	2015	4 ²	0	0	9	0	13 ²
Burglary	2013	2	0	0	0	0 ³	2
	2014	4	0	0	0	0	4
	2015	12 ³	0	0	12	0	24 ³
Motor Vehicle Theft	2013	11	0	0	0	0 ³	11
	2014	10	0	0	0	0	10
	2015	5 ⁴	1	0	16	0	22

Annual Security and Fire Safety Report



<u>Offense Type</u>	<u>Year</u>	<u>On Campus</u>	<u>Residential Facility</u>	<u>Non-campus Buildings and Property</u>	<u>Non-Campus Law Enforcement</u>	<u>Public Property</u>	<u>Yearly Total</u>
Arson	2013	0	0	0	0	0 ³	0
	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Liquor Law Violations	2013	0	0	0	0	0	0
Disciplinary Referrals	2013	0	0	0	0	0	0
	2014	0	0	0	0	0	0
Disciplinary Referrals	2014	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Disciplinary Referrals	2015	0	0	0	0	0	0
Drug Violations	2013	15	0	0	7	0	22
Disciplinary Referrals	2013	0	0	0	0	0	0
	2014	20	1	0	0	2	22
Disciplinary Referrals	2014	0	0	0	0	0	0
	2015	11	0	0	0	0	11
Disciplinary Referrals	2015	0	0	0	0	0	0
Weapons Violations	2013	3	0	0	0	0	3
Disciplinary Referrals	2013	0	0	0	0	0	0
	2014	3	0	0	0	0	3
Disciplinary Referrals	2014	0	0	0	0	0	0
	2015	2	0	0	0	0	2
Disciplinary Referrals	2015	0	0	0	0	0	0

Annual Security and Fire Safety Report



<u>Offense Type</u>	<u>Year</u>	<u>On Campus</u>	<u>Residential Facility</u>	<u>Non-campus Buildings and Property</u>	<u>Non-Campus Law Enforcement</u>	<u>Public Property</u>	<u>Yearly Total</u>
Dating Violence	2013	NA	NA	NA	NA	NA	NA
	2014	0	0	0	0	0	0
	2015	2 ⁵	0	0	0	0	2
Domestic Violence	2013	NA	NA	NA	NA	NA	NA
	2014	8	0	0	0	2	10
	2015	4	0	0	0	1	5
Stalking	2013	NA	NA	NA	NA	NA	NA
	2014						
	2015	9	1	0	0	0	10

2013

¹ VAWA - misdemeanor domestic violence; domestic violence ended in homicide

² Fondling - Texas Penal Code these offenses were Simple Assault; by Clery definitions they have to be shown under Sex Offences (**Fondling**)

³ No data received from Dallas PD. No reports from PMH Police meeting Clery reporting requirements.

⁴ Reported by DART Police.

(Four of five were misdemeanor Domestic Violence; one was the homicide in January of 2013).

***Arrests made by DART Police

2014

¹ Under Texas Penal Code these offenses were Simple Assault; by Clery definitions they have to be shown under Sex Offences (**Fondling**)

² Eight of the cases were misdemeanor Domestic Violence cases not required to be reported under Clery Definitions.

³ Two Aggravated Assault cases which are also included under VAWA reporting procedures.

⁴ All were domestic violence; no stalking, no dating violence.



2015

¹ Both reports involved the medical care of patient. Upon investigation neither case was discovered to be a sexual assault.

² Two reports involved patient related issues. One was a patient claiming to have been assaulted by staff members and no offense was discovered by police. The second was a fight involving two psychiatric patients on the psychiatric ward.

³ These numbers encapsulate thefts, criminal mischief, and credit card abuse (as defined by the Texas Penal Code, but fitting the categorical definition of burglary for Clery reporting) in addition to burglaries. None of the burglaries occurred in student housing.

⁴ Three of the five motor vehicle thefts were unfounded.

⁵ Both reports involved patients in the hospital and their significant others.

There were no Hate Crimes reported during this reporting period.

No offenses were reported by Campus Security Authorities.



Crime Prevention and Awareness Initiatives

The University Police Department works closely with the Communication, Marketing and Public Affairs Department and UT Southwestern Administration to publicize crimes and related investigations. Annual reports of all reported crimes are available on line at the following address:

[http://www.utsouthwestern.edu/edumedia/edufiles/about_us/admin_offices/University Police/annual-crime-report.pdf](http://www.utsouthwestern.edu/edumedia/edufiles/about_us/admin_offices/University_Police/annual-crime-report.pdf)

The University Police offer services and programs designed to inform the UT Southwestern community about crime prevention based on the concept of eliminating or minimizing criminal opportunities. We encourage faculty, staff, students, visitors, and patients to share the responsibility of crime prevention. Programs and services offered by the University Police include, but are not limited to the following:

Personal Escort Service:

Officers are available 24 hours a day, including weekends and holidays, for personal escort. Officers will escort all people to any location on or near campus. To request an escort, call 214-648-8311.

Group Presentations: The University Police present safety and security presentations to campus and community groups upon request. Topics include:

Campus and Personal Safety

Theft Reduction in the Workplace

Auto Theft Prevention and Anti-Carjacking

Sexual Assault Prevention

Home Security/Burglary Prevention

Identity Theft

Active Shooter Response



New Student and Employee Training

All new incoming students and employees are provided training on the prevention of dating violence, domestic violence, sexual assault, stalking and by-stander intervention. This training defines the concepts of consent and provides specific definitions for dating violence, domestic violence, sexual assault, and stalking. The training reinforces the University's prohibition of these actions.

Incumbent Student and Employee Training

Quarterly, UT Southwestern notifies all employees and students regarding the availability of after-hours security transportation, crime prevention tips and the availability of refresher training for dating violence, domestic violence, sexual assault, stalking. The training reinforces the concepts explored during the new student/employee training.

Sexual Violence and Discrimination

UT Southwestern is committed to ensuring that its working, educational, and training environments are free from discrimination based on sex. In accordance with Title IX of the Higher Education Amendments of 1972, the Campus Sexual Violence Elimination Act, and other federal and state laws, sex discrimination is strictly prohibited at UT Southwestern.

Sexual misconduct is a form of prohibited sex discrimination that includes sexual harassment, sexual violence, sexual assault, stalking, domestic violence, and dating violence. Retaliation against an individual who opposes a discriminatory practice, files an informal or formal complaint of sex discrimination, or testifies for, assists in, or participates in an investigation or other proceeding relating to sex discrimination is also strictly prohibited. Individuals who engage in conduct prohibited by this policy will be subject to disciplinary action, up to and including dismissal or non-renewal of appointment.

When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of their rights and options.



Reporting Sex Discrimination to UT Southwestern

1. Anyone who witnesses or is aware of any known or suspected incidents of sex discrimination is strongly encouraged to promptly report the incident to UT Southwestern. Incidents involving a student, resident, or applicant should be reported to the Title IX Coordinator or a Deputy Title IX Coordinator. Incidents involving individuals other than a student, resident, or applicant should be reported to the Office of Diversity & Inclusion and Equal Opportunity, Division of Equal Opportunity (see ETH-151 Equal Opportunity and ETH-154 Sexual Harassment and Sexual Misconduct).
2. Reports may also be made to a Responsible Employee, to the Office of Compliance, or to the Compliance Hotline. All Responsible Employees, as defined in this policy, must promptly report incidents of known or suspected sex discrimination involving a student, resident, or applicant to the Title IX Coordinator or a Deputy Title IX Coordinator.
3. Any student, resident, or applicant with questions or concerns about sex discrimination is strongly encouraged to seek assistance from the Title IX Coordinator or a Deputy Title IX Coordinator. Any student, resident, or applicant who believes that he or she has been subjected to conduct prohibited by this policy is urged to immediately submit a request to invoke the informal resolution process or submit a formal complaint to the Title IX Coordinator or a Deputy Title IX Coordinator in accordance with EDU-116P-01 Sex Discrimination Complaint and Resolution Procedure.
4. The Title IX Coordinator or a Deputy Title IX Coordinator, the University Police, and/or the Office of Diversity & Inclusion and Equal Opportunity shall immediately ensure that the President is made aware of any reports of alleged sexual misconduct prohibited by this policy, including sexual harassment, sexual violence, sexual assault, stalking, domestic violence, or dating violence.



Reporting Sexual Violence to Law Enforcement

1. Incidents of sexual violence (including domestic violence, dating violence, sexual assault, and stalking) that occurred on campus should be immediately reported to University Police at 214-648-8911 (emergency), 214-648-8311 (nonemergency), or via the online Report a Crime form found on the UT Southwestern Police Department's webpage.
2. Incidents of sexual violence occurring in other jurisdictions should be reported to the appropriate local law enforcement authority.
3. Individuals who witness or experience sexual violence are strongly encouraged to promptly report the incident to the appropriate law enforcement authority, regardless of whether the victim intends to pursue criminal charges.
4. Reporting sexual violence to law enforcement does not mean that the case will automatically go to criminal trial or to a UT Southwestern disciplinary proceeding. If a complaint of sexual violence is reported to University Police, the department will advise the complainant of his or her right to also submit a request to invoke the informal resolution process or submit a formal complaint to the Title IX Coordinator or a Deputy Title IX Coordinator in accordance with EDU-116P-01 Sex Discrimination Complaint and Resolution Procedure.
5. To the extent permitted by the law and UT Southwestern policy, University Police will also notify the Title IX Coordinator when a sexual violence complaint involving a student, resident, or applicant is received and will provide the Title IX Coordinator access to related law enforcement records, so long as such access will not compromise any criminal investigation.



Additional Procedures for Victims of Sexual Violence

1. Any victim who experiences any form of sexual assault is encouraged to seek immediate medical care. It is important to preserve all physical evidence and to get a medical exam, regardless of whether the victim intends to report a crime, notify the police, or press criminal charges.

2. Individuals who have experienced a sexual assault are encouraged to have a Sexual Assault Forensic Exam (SAFE) performed by a Sexual Assault Nurse Examiner (SANE) as soon as possible but no later than four (4) days after the incident. With the victim's consent, evidence collected during a SAFE can be used in a criminal investigation; however, a victim can undergo a SAFE even without contacting or intending to contact law enforcement. To undergo a SAFE, the individual should go directly to the emergency department of the nearest hospital that provides SAFE services. There are three hospitals in the city of Dallas equipped to offer SAFE services:

- Parkland Hospital
- THR Presbyterian Hospital of Dallas
- Methodist Dallas

The cost of the forensic portion of the SAFE is covered by the law enforcement agency investigating the assault or, in cases where a report is not made to police, the Texas Department of Public Safety. This does not include the cost of medical treatment that is not part of the SAFE. More information may be found at:

<https://www.texasattorneygeneral.gov/victims/sapcs.shtml#survivors>.

3. An individual who has experienced a sexual assault but who does not plan to undergo a SAFE or report to police is strongly encouraged to seek medical attention and counseling. Counseling is available for students through Student Wellness and Counseling and for residents by contacting the Office of Graduate Medical Education.

4. For additional information and resources for individuals affected by sexual violence, please refer to SEC-156 Violence on Campus or contact the Title IX Coordinator, a Deputy Title IX Coordinator, the Office of Diversity & Inclusion and Equal Opportunity, or one of the other resources listed below.



Complaints of Sexual Violence

1. All informal and formal complaints about sex discrimination involving students, residents, or applicants to any UT Southwestern school or training program will be handled in accordance with EDU-116P-01 Sex Discrimination Complaint and Resolution Procedure. If a final determination is made under EDU-116P-01 that this policy was violated, the individual who committed the violation will be subject to disciplinary action and sanctions, up to and including termination or nonrenewal of appointment, in accordance with the applicable disciplinary policy.
2. Complaints of retaliation directed at students, residents, or applicants should be brought to the Title IX Coordinator or a Deputy Title IX Coordinator and will be handled in accordance with EDU-116P-01 Sex Discrimination Complaint and Resolution Procedure.
3. Complaints about sex discrimination (including retaliation) brought by individuals other than students, residents, or applicants will be referred to the Office of Diversity & Inclusion and Equal Opportunity in accordance with the applicable UT Southwestern policy and procedure (see ETH-151 Equal Opportunity, ETH-154 Sexual Harassment and Sexual Misconduct, and ETH-151P-01 Equal Opportunity Complaint, Investigation, and Resolution Procedure).

Formal Complaint Process

This process may be used to seek resolution of possible sex discrimination when the complainant wishes to file a formal complaint.

1. To initiate a formal complaint, the complainant should submit to the Title IX Coordinator or a Deputy Title IX Coordinator a signed, written statement setting out the details of the conduct that is the subject of the complaint, including the complainant's name, signature, and contact information; the name of the person(s) directly responsible for the alleged conduct; a detailed description of the conduct or event that is the basis of the complaint; all date(s) and location(s) of the occurrence(s); the names of any witnesses to the occurrence(s); the resolution sought; and any documents or other information relevant to the complaint.



2. While an investigation may begin on the basis of an oral complaint, the complainant is strongly encouraged to submit a written complaint. If the complaint is not in writing, the Title IX Coordinator or a Deputy Title IX Coordinator should prepare a written statement of what he or she understands the complaint to be and seek to obtain verification from the complainant.

3. The Title IX Coordinator or a Deputy Title IX Coordinator will conduct an initial assessment of all formal complaints received. Based on the initial assessment, the Title IX Coordinator or a Deputy Title IX Coordinator may recommend an informal resolution. The complainant may accept the recommended informal resolution or elect to proceed with the formal complaint process.

4. After completion of the initial assessment, the Title IX Coordinator or a Deputy Title IX Coordinator may either dismiss the complaint or initiate an investigation. A complaint may be dismissed without investigation if: the facts alleged in the complaint, even if taken as true, do not constitute sex discrimination; the complaint fails to allege any facts that suggest sex discrimination occurred; or the appropriate resolution or remedy has already been achieved, or has been offered and rejected.

5. If it is determined that a complaint will not be investigated, the Title IX Coordinator or a Deputy Title IX Coordinator will send the complainant a notification letter within ten (10) working days explaining the decision. The complainant may, within ten (10) working days of the notification, appeal the decision not to proceed with an investigation to the Associate Dean. The written appeal must explain why the decision not to investigate the complaint was in error. The Associate Dean will respond within twenty (20) working days of receipt of the appeal. If the decision is overturned, the complaint will be sent back to the Title IX Coordinator or a Deputy Title IX Coordinator for investigation in accordance with the procedures outlined below. The Associate Dean's decision is final.

6. If it is determined that a complaint will be investigated, the respondent shall be provided with a copy of the complaint and allowed the opportunity to respond verbally and/or in writing within a reasonable time. If the response is not in writing, the Title IX Coordinator or a Deputy Title IX Coordinator should prepare a written statement of what he or she understands the response to be and seek to obtain verification from the respondent.



7. The complainant and the respondent will have an equal opportunity to present any documents or other information that is believed to be relevant to the investigation of the complaint. Both the accuser and the accused will have the same opportunity to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. UT Southwestern will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

8. Persons reasonably thought to have relevant information will be interviewed and such interviews will be appropriately documented. Both the complainant and the respondent may recommend witnesses for interview and suggest questions that should be asked. However, neither the complainant nor the respondent may participate in interviews of witnesses.

9. The investigation should be concluded as soon as possible after receipt of the written complaint. In investigations exceeding sixty (60) calendar days, an explanation for the delay will be provided to the complainant and the respondent. The complainant and respondent should be provided with regular updates on the progress of the investigation.

10. Within five (5) working days after completion of the investigation, the Title IX Coordinator or a Deputy Title IX Coordinator will send a written report to the Associate Dean. The report shall include a recommendation as to whether a violation of EDU-116 occurred, an analysis of the facts discovered during the investigation, recommended disciplinary action if any, and any other recommended remedial action. Factual conclusions shall be based upon a “preponderance of the evidence” standard, i.e., it is more likely than not that a fact the complainant or respondent seeks to prove is true.

11. Written notification of the outcome of the investigation and a summary of the findings will be sent to the complainant and the respondent within ten (10) working days of the Associate Dean’s receipt of the report. The complainant and the respondent have seven (7) working days from the date of the notification letter to submit written comments to the Associate Dean regarding the investigation and outcome. However, if the complaint is against a student, the contents of the notification letter will be in accordance with the Family Education Rights and Privacy Act’s (FERPA) and Texas Education Code § 51.971 restrictions on disclosure of



educational records, and neither the complainant nor the respondent will be permitted to provide comments to the Associate Dean.

12. Within twenty (20) working days after the deadline for receipt of comments from the complainant or respondent, the Associate Dean will take one of the following actions: (1) request that the Title IX Coordinator or a Deputy Title IX Coordinator conduct further investigation into the complaint; (2) dismiss the complaint if the results of the completed investigation are inconclusive or there is not a preponderance of the evidence to support the complaint; or (3) find that EDU-116 was violated. A decision that EDU-116 was violated shall be made upon the record provided by the investigation, any comments submitted by the complainant or respondent, and the totality of the evidence and circumstances surrounding the conduct complained of, including but not limited to the context of the conduct, its severity, its frequency, and whether it was physically threatening, humiliating, or simply offensive in nature. Factual conclusions shall be based upon a “preponderance of the evidence” standard, i.e., it is more likely than not that a fact the complainant or respondent seeks to prove is true.

13. The complainant and the respondent will be informed concurrently in writing of the Associate Dean’s decision. However, if the complaint is against a student, then the contents of the decision letter will be in accordance with the Family Educational Rights and Privacy Act (FERPA) and Texas Education Code § 51.971. The Associate Dean’s decision is final.

14. If the Associate Dean determines that EDU-116 was violated, he or she will refer the matter for further disciplinary action in accordance with the applicable disciplinary policy and procedures based on the status of the respondent (e.g., student, resident, or employee). Possible disciplinary sanctions for employees may include, but are not limited to, a verbal warning, a documented counseling, a written warning, suspension, demotion, reassignment, dismissal, or nonrenewal of appointment. Possible disciplinary sanctions for students or residents may include, but are not limited to, probation, suspension, or dismissal.



Provisions Applicable to the Informal Resolution and Formal Complaint Processes

1. The complainant and respondent may be assisted by a person of his or her choice, who may be an attorney; however, the assistant may not examine witnesses or otherwise actively participate in the investigation, including any meeting or interview. The Title IX Coordinator, Deputy Title IX Coordinator, and Associate Dean may be assisted by an attorney from the UT Southwestern Office of the Vice President for Legal Affairs, who also will not examine witnesses or otherwise actively participate in the investigation, including any meeting or interview.
2. Time limitations in these procedures may be modified at the discretion of the Title IX Coordinator, Deputy Title IX Coordinator, or the Associate Dean for good cause shown by the complainant, the respondent, or UT Southwestern.
3. Criminal or civil proceedings may continue concurrently with the informal resolution and formal complaint processes Page 5 of 9 EDU-116P-01 © 2015 Handbook of Institutional Policies and Operating Procedures outlined herein. Criminal or civil justice investigations, proceedings, findings, or outcomes are not determinative of either the procedures described herein or any UT Southwestern disciplinary procedures. UT Southwestern will not wait for police investigations or criminal or civil justice proceedings to be completed before taking action under this procedure, as UT Southwestern has an independent duty to respond to complaints of sex discrimination. At the request of law enforcement, UT Southwestern may delay its investigation until after the initial stages of a criminal investigation are completed. In that event, UT Southwestern will keep the complainant informed regarding the status and implementation of appropriate interim measures.
4. In both the informal resolution and formal complaint processes, UT Southwestern will take steps to prevent recurrence of any sex discrimination and to correct its effects on the complainant and others, as appropriate.
5. UT Southwestern shall document the informal resolution and formal complaint processes and their outcomes and retain copies of all materials in accord with federal and state law and UT Southwestern policy. The Title IX Coordinator shall retain such documentation separately from complainants' and respondents' official UT Southwestern files and will release such documentation only as permitted by law.



6. Any person who knowingly and intentionally files a false complaint or interferes with or provides false information in the course of an investigation under this procedure will be subject to disciplinary action, up to and including dismissal or non-renewal of appointment.
7. The filing of a complaint under this procedure will not stop or delay any action unrelated to the complaint, including actions related to an individual's failure to meet academic performance standards or standards of behavior or conduct.

Confidentiality

UT Southwestern has an obligation to maintain an environment free from sex discrimination. Thus, Responsible Employees, as defined herein, are required to report known or suspected incidents of sex discrimination that come to their attention and may not be able to honor an individual's request for complete confidentiality. UT Southwestern will attempt to find the right balance between the complainant's desire for privacy and confidentiality and the responsibility to provide an environment free from sex discrimination. If the complainant requests that his or her name or other identifiable information not be revealed, UT Southwestern will evaluate that request in the context of UT Southwestern's responsibility to provide a safe and nondiscriminatory environment. UT Southwestern may weigh the complainant's request for confidentiality against multiple factors, including but not limited to: the seriousness of the alleged misconduct; whether there have been other complaints about the same individual; and the respondent's right to receive information about the allegations, in accordance with federal and state law. Individuals who wish to remain entirely anonymous may report sex discrimination using the Compliance Hotline. In the course of investigating a complaint, UT Southwestern will share information only as necessary with authorized people who need to know in order to fulfill the purpose of EDU-116 and this procedure, such as investigators, witnesses, and the respondent. UT Southwestern will take reasonable steps to ensure that there is no retaliation against a complainant or an individual who participates in an investigation or complaint proceeding. UT Southwestern will comply with the Family Education Rights and Privacy Act (FERPA), Texas Education Code § 51.971, and all other applicable confidentiality laws in the course of investigating and resolving complaints.



Interim Measures and Ongoing Assistance

1. UT Southwestern's Title IX Coordinator and Deputy Coordinators are specially trained to provide education and support to individuals affected by sex discrimination, including assisting victims of sexual violence with obtaining medical or psychological treatment, reporting the incident to law enforcement, pursuing a formal complaint, and accessing support services and resources.
2. In addition to the resources and assistance available both on and off campus, UT Southwestern will take immediate interim measures, as appropriate, to ensure the safety and well-being of the complainant and the UT Southwestern community and to maintain an environment free from sex discrimination. For example, if the respondent is an employee accused of sexual misconduct against a student, interim measures may include suspension or reassignment of the employee while the investigation is pending. If the respondent is a student accused of sexual misconduct against another student, interim measures may include changing the complainant's academic, living, transportation, and working situations; providing temporary or permanent on-campus housing or personal campus police escort services; or making changes to course schedules or clinical assignments.
3. The Title IX Coordinator and Deputy Coordinators have wide discretion to determine whether interim measures are needed, and if so, to decide what interim measures are appropriate. Interim measures will be kept as confidential as possible. Information about interim measures will only be shared on a need-to-know basis for legitimate purposes, e.g., implementing such measures and monitoring their effectiveness.

Non-disciplinary Remedial Actions

In addition to sanctions that may be imposed pursuant to the appropriate disciplinary policy, UT Southwestern will take appropriate remedial action(s), including but not limited to those below, to resolve complaints of sexual misconduct, prevent any recurrence, and, as



appropriate, remedy any effects: Page 6 of 9 EDU-116P-01 © 2015 Handbook of Institutional Policies and Operating Procedures

1. Imposing non-disciplinary sanctions against the respondent, including attending additional training, assignment of a mentor, a period of monitoring, etc.;
2. Ensuring that the complainant and respondent do not share classes, training environments, or extracurricular activities;
3. Making modifications to the on-campus living arrangements of the respondent or complainant (if the complainant requests to be moved);
4. Providing comprehensive victim services including medical, counseling, and academic support services, such as tutoring;
5. Providing other appropriate academic support, such as extra time to complete assignments or withdraw from a class without penalty;
6. Designating an individual trained in providing comprehensive services to assist victims of sexual violence;
7. Conducting an assessment of the overall learning and training environment to identify potential systemic misconduct;
8. Providing targeted training for a group of students if, for example, the sexual misconduct created a hostile environment in a particular course, rotation, training program, academic college, clinical environment, laboratory, etc. Bystander intervention and sexual misconduct prevention programs may be appropriate.

Bystander intervention practices include but are not limited to:

- Offer assistance.
- If you are concerned for a friend or acquaintance, let someone know.
- If possible, stay at the scene. Perpetrators are less likely to follow through if someone else is around the victim.
- Actively respond: be proactive to prevent possible attacks.
- Protective Measures: keep logs of all contact both in person, on the phone and via electronic communication.
- If you are not able to intervene safely, call 911.
- Encourage victims to make a safety plan with a trained professional.



These potential remedies are separate from, and in addition to, any interim measures that may have been provided during the pendency of an investigation. If the complainant did not take advantage of a specific service (e.g., counseling) when offered as an interim measure, the complainant should still be offered, and is still entitled to, appropriate final remedies that may include services the complainant declined as an interim measure.

Resolution Options

1. Any student, resident, or applicant who believes that he or she has been subjected to sex discrimination in violation of EDU-116 may invoke the informal resolution process and, if not satisfied with that process, may proceed directly to initiating a formal complaint.
2. The informal resolution process is not a pre-condition for making a formal complaint. However, both processes cannot be used at the same time, and once an individual has made a formal complaint, the informal resolution process is no longer available.

Informal Resolution Process

This process may be used to seek resolution of possible sex discrimination when the complainant does not wish to bring a formal complaint or as a prelude to bringing a formal complaint. Individuals are not required to use this option and may elect to end the informal resolution process at any time and begin the formal complaint process. The informal resolution process is not available to individuals alleging complaints involving sexual violence.

1. A complainant wishing to utilize the informal resolution process should submit a written request to the Title IX Coordinator or a Deputy Title IX Coordinator. The written request to invoke the informal resolution process should describe in detail the nature of the conduct complained of and the desired outcome. A request to invoke the informal resolution process can be made verbally, but a written request is preferred.



2. The Title IX Coordinator or a Deputy Title IX Coordinator will work with the complainant to seek a resolution informally. Strategies for informal resolution may include providing the complainant with guidance on communicating to the respondent that his or her behavior is unwelcome, directing a UT Southwestern official to notify the respondent that his or her behavior is unwelcome and should cease, other action by an appropriate UT Southwestern official to address the conduct, or mediation. However, UT Southwestern may take more formal action, including disciplinary action, to ensure an environment free from sexual misconduct or harassment.
3. The informal resolution process should be completed within fourteen (14) working days from receipt of a request for informal resolution. The Title IX Coordinator or Deputy Title IX Coordinator shall appropriately document the informal resolution process and the outcome.
4. If the complainant is not satisfied with the outcome of the informal resolution process, the complainant can bring a formal complaint in the manner outlined below.

Ongoing Awareness and Training

This policy will be made available to all members of the UT Southwestern community online at <http://www.utsouthwestern.net/intranet/administration/policy-library/handbook/> and also through any of the campus resources listed below.

Periodic notices will be sent to UT Southwestern administrators, faculty, staff, and students about this policy, including information about sexual misconduct, the complaint procedure, and applicable disciplinary policies and available resources, such as support, health, and mental health services.

UT Southwestern's commitment to raising awareness of the dangers of sexual misconduct includes offering ongoing education through annual campus-wide training regarding this policy and conduct that could constitute a violation of this policy, risk reduction, and strategies for appropriate bystander intervention. Preventive education and training are also available by contacting University Police or the Office of Diversity & Inclusion and Equal Opportunity.



All Title IX Coordinators, Deputy Coordinators, investigators, and those with authority over sexual misconduct investigations and proceedings shall receive appropriate training about offenses, investigatory procedures, due process, and applicable UT Southwestern policies, procedures, and resources.

Responsibilities

The Title IX Coordinator and Deputy Title IX Coordinators facilitate and oversee compliance with this policy; ensure that the working, educational, and training environments at UT Southwestern are free from sex discrimination; inform members of UT Southwestern about their rights and obligations under this policy; notify complainants of their right to bring a criminal complaint in addition to any request to invoke the informal resolution process or bring a formal complaint; receive and investigate complaints brought under this policy in the manner set forth in EDU-116P-01; help individuals who have experienced sex discrimination to access campus resources and identify options for bringing a complaint; and provide information and discuss concerns about sex discrimination.

Any member of the UT Southwestern community may contact the Title IX Coordinator or a Deputy Title IX Coordinator with questions. The Office of Diversity & Inclusion and Equal Opportunity refers students, residents, and applicants with concerns or complaints about sex discrimination to the Title IX Coordinator or a Deputy Title IX Coordinator; works with the Title IX Coordinator, Deputy Title IX Coordinators, and law enforcement, as appropriate, to ensure that the working, educational, and training environments at UT Southwestern are free from sex discrimination; handles complaints about sex discrimination made by individuals other than students, residents, and applicants in accordance with ETH-151 Equal Opportunity, ETH-154 Sexual Harassment and Sexual Misconduct, and ETH-151P-01 Equal Opportunity Complaint Investigation and Resolution Procedure.

The University Police department notifies complainants of their right to submit a request for informal resolution or a formal complaint pursuant to EDU-116P-01, in addition to a criminal complaint; shares information with the Title IX Coordinator, Deputy Title IX Coordinators, and the Office of Diversity & Inclusion and Equal Opportunity, as appropriate; and provides



crime prevention and security awareness resources, including sexual assault prevention and campus and personal safety. Student Wellness and Counseling provides educational materials, counseling, and support to students who believe they have been subjected to sex discrimination or who have experienced sexual violence and advises complainants of their options under this policy and outside UT Southwestern, such as reporting to the police

Violence on Campus

UT Southwestern does not tolerate campus violence, threats of violence, or intimidation. Conduct that may threaten the safety or well-being of individuals affiliated with UT Southwestern or the safety and security of UT Southwestern premises is prohibited. It is the policy of UT Southwestern to maintain a safe and secure campus; to educate employees, students, and trainees about violence awareness and prevention; and to provide support and resources to employees, students, and trainees who have been affected by violence, threats of violence, or intimidation.

Any individual who suspects, witnesses, or experiences campus violence, threats of violence, or intimidation is strongly encouraged to report the incident in accordance with the procedures outlined below. Every supervisor, administrator, and UT Southwestern official is responsible for promptly reporting incidents or threats of campus violence or intimidation that come to their attention. Any individual who engages in campus violence, threats of violence, or intimidation prohibited by this policy will be subject to disciplinary action, up to and including dismissal or non-renewal of appointment.

Examples of prohibited campus violence include but are not limited to:

- Intentionally striking, attempting to strike, or threatening to strike another individual, g., hitting, punching, slapping, kicking, elbowing, pushing, or shoving.
- Intentionally causing, attempting to cause, or threatening to cause physical harm or injury to another individual or the individual's family, friends, or co-workers.
- Intentionally causing, attempting to cause, or threatening to cause damage to UT Southwestern premises or property, or the property of another individual.
- Harassment and stalking.
- Committing, attempting to commit, or threatening to commit any act of sexual violence.



- Unlawfully using or attempting to use a weapon or other dangerous device to cause harm to or threaten any individual or to cause or threaten property damage.
- Intimidating, coercing, or attempting to intimidate or coerce another individual to engage in any act of campus violence prohibited by this policy.

Retaliation is strictly prohibited. Any person who retaliates in any way against an individual who made a good faith report of campus violence under this policy or who utilized any of the UT Southwestern resources outlined herein for those affected by violence may be subject to disciplinary action, up to and including dismissal or non-renewal of appointment. An individual who believes that he or she has been subjected to retaliation in violation of this policy should submit a written complaint, setting out the details of the conduct that is the subject of the complaint, to the Office of Compliance.

Weapons on Campus

UT Southwestern follows all federal and state laws that pertain to weapons—including handguns—on its campus, while striving to provide a campus environment in which students, post-graduate trainees, staff, faculty, vendors, patients, and visitors can focus on their studies, research, work and receipt of medical care with minimal distraction.

The possession of a weapon by an individual anywhere on property owned or controlled by UT Southwestern is strictly prohibited—unless it is a concealed handgun carried by an individual holding a valid license to carry a handgun (LTC) in ways that are consistent with state and federal law, as well as with this policy. UT Southwestern property includes streets, sidewalks or walkways, parking lots, parking garages, off-campus leased facilities, and any facility over which UT Southwestern has control. It also includes UT Southwestern owned or leased vehicles.

The carrying of a firearm *openly* on UT Southwestern property is strictly prohibited.

Any LTC holder who carries a handgun on campus, including within a backpack or purse, must carry it in a holster that completely covers the trigger and the entire trigger guard area, and maintain it on their person at all times. A LTC holder may not carry a partially concealed or wholly visible handgun on or about the LTC holder's person, or intentionally or knowingly display the handgun on UT Southwestern property in plain view of another person, regardless of whether the handgun is holstered.



UT Southwestern strictly prohibits the carrying of concealed handguns in patient areas; campus childcare and playground facilities; and buildings with laboratories where greater than 50% of the net assignable square feet in the building contains chemicals, biologic agents, and/or potentially explosive gases.

The UT Southwestern campus has many buildings where usage may vary by floor or portions of a floor (mixed use buildings). The portions of mixed use buildings that are comprised of laboratories with chemicals, biologic agents, and/or potentially explosive gases, patient care areas, and/or childcare and playground facilities will be designated and marked as areas where the carrying of concealed handguns is prohibited.

The remaining portions of the mixed use buildings are areas where the carrying of concealed handguns is allowed. Areas where concealed handgun carry is prohibited will be marked by signs that are compliant with state law requirements.

In addition to signage, UT Southwestern will create and maintain a publicly accessible website that provides notice to individuals regarding the strict prohibition of openly carrying a handgun on UT Southwestern property.

UT Southwestern and its divisions, including, but not limited to, its departments, offices, clinics and hospitals, will not provide handgun storage facilities for LTC holders on UT Southwestern property, and individuals may not add or use lockers for that purpose anywhere on the campus. Should the LTC holder need to visit prohibited areas of the UT Southwestern campus, he or she must store his or her handgun in a locked, privately owned motor vehicle in any driveway, street, parking lot, parking garage, or parking area provided by or under the control of UT Southwestern.

Any student, post-graduate trainee (clinical residents and fellows), postdoctoral scholar, or employee (including but not limited to staff and faculty) violating this policy will be subject to disciplinary action, up to and including dismissal from educational or post-graduate training programs or termination of employment, as well as possible criminal sanctions. Contractors, commercial tenants, and vendors violating this policy will be subject to removal from the UT Southwestern campus and possible criminal sanctions

Exceptions

Licensed peace officers are allowed to carry a weapon openly, including on UT Southwestern property, regardless of whether the officer is engaged in the actual discharge of duties while carrying the weapon.



Members of the armed forces (including the National Guard), guards employed by a penal institution, or officers of the court will not be considered to have violated this policy if they carry a weapon openly while engaged in the discharge of official duties.

Any individual associated with UT Southwestern Medical Center is responsible for notifying the University Police Department when an individual on UT Southwestern campus is observed either (1) possessing a weapon (excluding a completely concealed handgun); (2) openly carrying a handgun; (3) carrying a concealed handgun in a manner that is prohibited by law or by this policy (e.g., not holstered; only partially concealed); or (4) carrying a concealed handgun in a prohibited area.

The UT Southwestern administration is responsible for posting signage compliant with state law that indicates where concealed carry is prohibited.

The University Police Department is responsible for taking appropriate legal action against violators and reporting alleged violators of this policy to the appropriate UT Southwestern administrative personnel including, but not limited to, the Executive Vice President for Business Affairs; the Executive Vice President for Health System Affairs; the Vice President for Human Resources; the Deans of either the medical school, graduate school, or school of health professions; and the Designated Institutional Official (DIO) in the Graduate Medical Education Office.

The Executive Vice President for Business Affairs, the Executive Vice President for Health System Affairs, the Vice President for Human Resources, the Deans of the schools, and/or the DIO are responsible for ensuring that appropriate non-criminal sanctions are considered and imposed against violators, when appropriate.



Drugs and Alcohol on Campus

In compliance with the Drug-Free Schools and Communities Act, the Drug-Free Workplace Act, and UT System policies, UT Southwestern is committed to providing a drug-free campus and workplace. Individuals who violate this policy will be subject to appropriate disciplinary action in accordance with UT Southwestern and UT System policies and may be referred for prosecution under State or Federal criminal laws.

Possession and Use of Controlled Substances

UT Southwestern prohibits the unlawful purchase, manufacture, distribution, possession, sale, storage, dispensation, or use of a Controlled Substance while in or on premises or property owned or controlled by UT Southwestern, in vehicles used for UT Southwestern business, or while participating in UT Southwestern-related activities. This prohibition includes the distribution of a drug or Controlled Substance obtained pursuant to a prescription, except by a duly licensed and certified person. Controlled Substances may be used as prescribed for an individual by a duly certified medical practitioner or used for research.

An employee, faculty member, resident, or student who is 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 premises or property owned or controlled by UT Southwestern, in vehicles used for UT Southwestern business, or while participating in UT Southwestern-related activities shall report such action to UT Southwestern in writing within five (5) business days. Employees must report to the Director of University Employee Relations (University employees) or to the Manager of Human Resources Operations for University Hospitals (Hospital employees). Faculty members must report to the Dean’s Office. Residents must report to the Office of Graduate Medical Education. Students must report to the associate dean of the applicable UT Southwestern School. Failure to timely report in the manner required by this policy could result in disciplinary action.

Possession and Use of Alcohol

UT Southwestern prohibits the unauthorized use or possession of alcohol while in or on premises or property owned or controlled by UT Southwestern, in vehicles used for UT Southwestern business, or while participating in UT Southwestern-related activities. Alcoholic beverages are allowed on UT Southwestern premises only with prior written approval of the President for specific events or as permitted in the A. W. Harris Faculty and Alumni Center. However, the use of alcohol in or on property owned or controlled by UT Southwestern or at



UT Southwestern-related activities in any manner that adversely affects job performance or the safety of any other person is prohibited.

Violations

Individuals who violate this policy will be subject to disciplinary action in accordance with the UT Southwestern disciplinary policy and procedure applicable to the individual (e.g., student, resident, employee), up to and including termination or non-renewal of appointment.

In addition to the above-mentioned sanctions, any person who violates this policy can be referred for arrest and prosecution under appropriate State or Federal criminal laws.

Resources, Assistance, and Education

UT Southwestern recognizes drug, alcohol, and chemical abuse as treatable conditions that affect the lives and productivity of many individuals and offers the following education and resources for individuals in need of information and assistance:

- Each year, the University Police will distribute to all employees and students the *Annual Security Report* containing a copy of this policy and Appendix A, which includes a description of legal sanctions under State and Federal law for drug- and alcohol-related offenses and a description of the health risks of drug and alcohol abuse. Students and employees may obtain the most recent *Annual Security Report* from the University Police and on the UT Southwestern website.
- Employees in need of assistance with drug or alcohol abuse, dependence, or other related problems may contact Employee Assistance Program (EAP) for confidential counseling at 214-648-5330 or eap@utsouthwestern.edu.
- Students in need of assistance with drug or alcohol abuse, dependence, or other related problems may contact the Student Assistance Committee, Student Health Services (214-645-8690), or Student Wellness and Counseling (214-645-8680) for confidential counseling.
- Residents in need of assistance with drug or alcohol abuse, dependence, or other related problems are encouraged to voluntarily self-report to their program director, to seek guidance from the Committee on Physician Peer Review and Assistance (COPPPRA), or to seek treatment from the Employment Assistance Program, or from another appropriate medical professional.

Biennial Review

The Office of Business Affairs will review UT Southwestern's drug and alcohol abuse program every two years in accordance with applicable laws and regulations.



Missing Students

Persons concerned about the well-being of a UTSW student or employee should contact the UTSW PD immediately by dialing 8-8311 or 214-648-8311.

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

With the information known at the time, UTSW PD will take appropriate action to investigate the report and determine whether the situation rises to the level of an emergency. Including but not limited to visiting the room where the missing person lives if on campus. Depending on the circumstances, additional appropriate steps may include attempts to contact the potentially missing person's roommate or friends to ascertain their whereabouts, contacting their workplace, checking access cards or meal plan usage if possible or, attempting to contact the missing person via email and phone. In addition, appropriate deans 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 not 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 in 24 hours of UT Southwestern's receipt of notice, UTSW PD will enter a missing person report on the National Crime Information Center and Texas Crime Information Center databases and notify the Dallas Police.

In cases where the missing resident is 18 years or older, UTSW PD shall determine within a 24-hour period after receiving the call, whether the report rises to the level of a police emergency. A decision to initiate emergency contact procedures will be made by UTSW PD based upon the



information known at the time. Persons contacted by UTSW PD are part of the emergency notification process will include the individuals 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, UTSW PD will contact the minor's parent or guardian no later than 24 hours after the time the student is determined to be missing.

Sex Offender Registry

Pursuant to Texas Code of Criminal Procedure, art 62.005, the Texas Department of Public Safety (DPS) has established this website as the official internet public access to the DPS sex offender registration computerized database.

The information can be located at:

<https://records.txdps.state.tx.us/SexOffender/PublicSite/Index.aspx>.



Emergency Management and Evacuation Procedures

The Emergency Management program is a part of UT Southwestern’s Office of Safety and Business Continuity. All policies and procedures are promulgated by the Office of Safety and Business Continuity in partnership with other relevant departments including University Police.

The UT Southwestern Emergency Management 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. UT Southwestern will utilize the Incident Command System (ICS) in the event of an emergency. The Emergency Management 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 Emergency Response Guide

Now available in a mobile application, the purpose of the 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 students may face on the UT Southwestern campus on any given day, shows emergency equipment locations, and provides action steps for the campus to follow.

<http://www.utsouthwestern.net/intranet/administration/emergency/>

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 emergency drills, tabletop exercises, and emergency preparedness trainings are done in partnership with various internal departments to UT Southwestern as well as affiliated institutions in 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 Safety and Business Continuity will document each test, including the date and time.

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 and technological disasters or national security emergencies. The scale of an evacuation may range from a single room to an entire building. Furthermore, the length of time an evacuation is in effect may be 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 of a facility may be conducted for a fire or other internal hazard.

Shelter in Place- Shelter in place is considered for severe weather events or other external events like a hazardous materials incident. If asked to shelter in place, secure yourself from the hazard and stay in place until an “all clear” signal is given.

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

Building Fire Alarm System
UTSW Alert Mass Notification System
Door-to-door announcements

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 or fire rated area 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 departmental pre-determined, designated meeting place. If unable to use the stairwell due to physical or health reasons, use horizontal exits or take refuge in the stairwell and alert first responders.

No matter which type of exit is used, all individuals should report to their department’s pre-designated assembly point.

Evacuation Assembly Points

Departments should designate a primary meeting location called an "assembly point" and a secondary location in case the primary assembly point is unavailable. These locations are at least 100 feet from the building involved. The assembly point should be pre-designated and



its location should be communicated with all individuals within a department 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 individuals be instructed with specific location information or know whom they should be looking for when arriving at the assembly point. Once at your assembly point, evacuees should not leave this point unless they have consent of a supervisor, instructions from Police or First Responders, or the location becomes a threat to life and safety.

For extended evacuations, evacuees may be moved to an “Alternate Safe Zone”. 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

On arrival at the department’s assembly area, all evacuees should check-in with their supervisor. Departments should have a method to account for all individuals evacuating the facility. Example accountability methods and forms are available on the Office of Safety and Business Continuity’s Emergency Management webpage. Department leaders will document personnel’s arrival and determine if any individuals are unaccounted for and report that information to UT Police or First Responders.

Mass Notification System – UTSW Alert

The emergency mass notification system used at UT Southwestern broadcasts text, voicemail, and email 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. The UTSW Alert system is tested on the first Wednesday of each month, which coincides with the city siren test.



Definitions:

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 threaten the safety of the UT Southwestern community.

Voice Messages and E-mail— Brief, direct voice notifications received on a cellular phone and office phone; emails sent to individual’s UTSW 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, or other direction during an emergency.

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. UT Southwestern Police Department
4. Office of Safety and Business Continuity

Once approved, emergency messages will be distributed by a trained system administrator to the campus community.

Follow-Up after a Mass Notification Message is sent:

Notifications — Immediately after sending an emergency alert message, the designee who created the message shall notify the proper contacts with the Office of Safety and Business Continuity, who will in-turn, activate the Incident Command System and potentially activate the Emergency Operations Center, either remotely or in person. Generally, the UT Southwestern Police or the Office of Safety and Business Continuity will confirm whether a threat is viable by engaging with other departments.



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. The Act 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.

The Fire Safety program is a part of UT Southwestern's Office of Safety and Business Continuity. All policy and procedures are promulgated by the Office of Safety and Business Continuity in accordance with National Fire Protection Association codes and standards.

General Statement of UT Southwestern Student Housing

All student housing (Southwestern Medical Park Apartments) is protected by automatic fire sprinkler systems and fire alarm monitoring systems that are monitored 24 hours/day, seven days/week by an off-premise monitoring company. The automatic fire sprinkler systems and fire alarm systems are tested annually by a licensed fire protection contractor.

Fire Safety Improvements and Upgrades

UT Southwestern's Office of Safety and Business Continuity (OSBC) conducts building inspections and reviews the fire protection systems annually. Modifications or repairs to the systems are made promptly following the identification of any deficiencies.

Residence Hall Fire Drills

In accordance with the definitions of the National Fire Protection Association (NFPA) Life Safety Code (NFPA 101), the Southwestern Medical Park Apartments are occupied as apartment buildings, not dormitories. In accordance with the code, fire drills are not required.



Texas House Bill 1284

It is unlawful for a student to report or make a false alarm. The penalty for doing so is a State Jail Felony punishable by not less than 180 days nor more than two years in a state jail and/or a \$10,000 fine.

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.

Space Heaters – Space Heaters shall be a maximum of 1500 watt, listed by Underwriters Laboratories (UL), have a tip-over switch, and plugged directly into a wall outlet. Combustible materials shall not be stored on top of space heaters or located within three (3) feet of the space heater, even when they are not in use.



Southwestern Medical Park Apartments Emergency Fire Route and Alarm Instructions (Revised July 2014)

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

FIRE RESPONSES:

If there is a fire in your apartment:

Evacuate the apartment immediately and close the door behind you! Use the back of your hand on any closed door prior to opening it. **If the door is HOT**, find another way out.

Upon exiting the apartment, activate the red FIRE ALARM PULL STATION at the end of the each breezeway on your way out of the building. The pull station will activate the fire alarm, alerting all of the occupants in the building.

Dial 214-648-8911 (campus emergency phone number) and report the location of the fire immediately.

Once outside of the building, report to the clubhouse and check-in with the office personnel. In the event the office is closed, stay in front of the office until management arrives if safe to do so. For accountability purposes, you will need to report to management.

ALARM RESPONSE:

Evacuate the apartment immediately and close the door behind you! Use the back of your hand on any closed door prior to opening it. **If the door is HOT**, find another way out**.

Again, once outside the building, report to the clubhouse and check-in with the office personnel. In the event the office is closed, stay in front of the office until management arrives. For accountability purposes, you will need to report to management.

FIRE SAFETY TIPS TO REMEMBER:

If you are unable to exit your apartment, REMAIN CALM. Dial 214-648-8911 and provide your location to the dispatcher. Place wet clothing or a towel underneath the door to slow smoke movement into the room.



If there is smoke in your apartment, remember to STAY LOW AND CRAWL to the exit door. If your clothes catch fire, STOP, DROP, AND ROLL while covering your face.

Reporting a Fire

Students reporting any fire should contact UT Southwestern Police Communications by dialing 214-648-8911.

The responsible party for all fire reports is:

Matthew Schumacher
Director, Fire and Occupational Safety Programs
Office of Safety and Business Continuity
(p) (214) 645-8326
Email: matthew.schumacher@utsouthwestern.edu.



FIRE STATISTICS

2013 – There were NO fires reported at the Southwestern Medical Park Apartments.

2014 - There were NO fires reported at the Southwestern Medical Park Apartments.

2015 – 7/2/2015 – Small kitchen fire; unattended cooking oil left on a hot stove burner

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 waterflow devices and tamper switches (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. The smoke alarms will only sound within the apartment, and are not wired into the building fire alarm system.

The fire alarm system is monitored by Matrix Security & Fire Services.

Fire Sprinkler: All units are fully sprinkled with reliable quick response residential sprinkler heads.