

# **ANNUAL CAMPUS SECURITY REPORT 2018**

This information is issued in compliance with disclosure requirements of Higher Education Opportunity Act (Public law 110-315), which re-authorized and expanded the Higher Education Act of 1965, as amended, and the requirements set forth in the Violence Against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-4). The full text of this report is located on our web site at [www.acaom.edu](http://www.acaom.edu). This document is updated annually, posted on the school's College Management portal (Populi), and is distributed to all enrolled students and employees through the College's email system, and appropriate publications or mailings. This document is also issued to all new students and new employees during their entrance interviews or orientation sessions. Copies of the report are also available at the Compliance Office.

**TIMELY REPORTING** – In the event that a crime specified in the Cleary Act occurs on campus, a warning will be issued via the school email system and/or text message system through Populi. Students, faculty and staff are encouraged to update their email and text information in Populi so that they would receive such notices. Notices could also be posted on the campus doors and bulletin boards to alert others, such as guests or patients as needed. The Operations Manager (currently Angelia Guinara) is the designated official in charge of issuing such warnings. In the event that immediately issuing a notification would further jeopardize an alleged victim, endanger those on campus, or otherwise prevent mitigation of the emergency, at the judgement of administration officials, such notices will be sent as soon as it is deemed safe and appropriate to do so.

## **1. Policies regarding procedures for reporting criminal actions or other emergencies occurring on campus**

### Security Warning System

In the event that a situation arises, either on or off campus, that, in the judgment of Operations Manager, constitutes an ongoing or continuing threat, a campus wide warning will be issued through the college e-mail system to all students, faculty, and staff. Notices may also be posted at the front and back doors of the building and the bulletin board. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the College's paging system may be used, if appropriate. In addition, warnings can be posted on the electronic bulletin board through the College's on-line management system "Populi", which is accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should also report the circumstances to the Campus Security Guard or Compliance Office.

### Disclosure of Crime Statistics

The following statistics concerning the occurrence on campus, in or on non-campus buildings or property, and on public property during the recent calendar years are also disclosed publicly in this document.

- Homicides (Murder, Negligible slaughter)
- Sex offences (forcible or non-forcible)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft

- Arson
- Domestic violence
- Dating violence
- Stalking

Criminal offences manifesting evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crime Statistics Acts are also reported. In addition, any arrests resulted from violations of liquor law & drug abuse, and weapon possession are also reported.

The College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Each year, an e-mail notification is made to all enrolled students, faculty and staff members. Copies of the report are available to all students, prospective students, employees and prospective employees.

## **2. Policies Regarding Security and Access to Campus Facilities**

### Access to Campus

During business hours, the College will be open to students, employees, guests, and invitees. During non-business hours access to all College facilities is by building keys, if issued. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

The College's Operations Manager is responsible for reviewing security requirements as related to facility maintenance based on student surveys and other student inputs (such as suggestion box, Open Forum, etc.). Additionally, issues of pressing concern are discussed at the Executive Leadership Meeting to consider appropriate actions.

### Access to Campus by Handgun Holders

Pursuant to section 30.06, PENAL Code (Trespass by holder of license to carry a conceal handgun), a person licensed under sub-chapter H, Chapter 411, Government Code (Concealed Handgun Law), may not enter this property with a conceal handgun.

Pursuant to section 30.07, PENAL Code (Trespass by license holder with an openly carried handgun), a person licensed under sub-chapter H, Chapter 411, Government Code (Handgun Licensing Law), may not enter this property with a handgun that is carried openly.

## **3. Policies Regarding Campus Law Enforcement**

### Campus Security Personnel

ACAOM Campus Security services are provided by Houston Harris Division Patrol, Inc., which is licensed by the Department of Public Safety, State of Texas. The Security Guard is an armed, certified security officer working closely with local law enforcement agencies. The Security Guard has the authority to ask persons for identification and to determine whether individuals have lawful business at the College. The Security Guard is authorized to issue written warnings for parking violations. The Security Guard also has the authority to

apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus, and turn over the offender to local police. If minor offenses involving College rules and regulations are committed by a student, the Security Guard may also refer the individual to the Compliance Office. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are to be reported to the local police for these serious felony crimes.

### Crime Reporting

To report a crime, please contact the campus Security Guard (non-emergencies), or dial 9-1-1 (emergencies only). If the Security Guard is not present, then the front desk staff should be notified. Any crime or suspicious activity in progress, or any person seen in the parking lots or loitering around vehicles, or inside buildings should be reported following the following procedure. Remember: Preserving evidence for proof of a crime offense is very important.

- During school hours, notify Campus Security Guard, or staff members and the Houston Police Department immediately at (713) 222-3131, or in case of an emergency, call 911.
- If a crime occurs during non-school hours and no staff members are available, notify the Houston Police Department immediately and any school official as soon as possible during normal business hours.

All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Security Guard and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics and will aid in the prevention of similar occurrences. Such report will be provided to all students and employees with names of victim withheld as confidential.

To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report and such statements may be used by campus security personnel and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the institution's administrative staff for the purpose of disciplinary action.

### Disclosure of Crimes to Alleged Victims

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### Limited Voluntary Confidential Reporting

The College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the College cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to the office of the Vice President of operations

#### 4. Security Awareness Programs for Students and Employees

During orientation at the beginning of each semester (Fall, Spring, & Summer semesters), Students are informed about this Campus Security Report. Similar information is presented to new employees. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their surroundings, and their responsibility for their own security and the security of others.

#### 5. Crime Prevention and Personal Safety

Personal safety begins with each individual. You can help Campus Security help you by exercising these precautions:

- Report any suspicious persons or activities on or around the campus; report all incidents no matter how minor immediately.
- Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any large valuables. Try to park in a well-lighted area.
- Do not leave personal property unattended in the classroom, student lounge or library.
- At night, travel and park in lighted areas; travel in pairs if possible; be aware of your surroundings.
- When walking on campus, be aware of whom and what is around you. Try not to walk alone and avoid streets and secluded pathways or alleyways. You may request a security escort to your vehicle if necessary.
- Do not wear headphones or use other electronic devices that distract you when walking.
- Do not carry large amounts of cash.

#### Intruder and suspicious Person on Campus

If an armed or threatening intruder comes on to the College property it is very important that faculty, staff and or students **report it immediately and take protective actions**. ACAOM Administration recommends the following procedures.

#### If you see an armed intruder and you are in an office or classroom:

- Remain in the classroom or office and immediately secure all doors, if possible.
- Call 911 and alert the Administration. Try and remain calm so you can give an accurate description of the person or person(s) for future report to the law enforcement agencies.
- Lock the windows and close blinds or curtains.
- Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Try to remain as calm as possible.
- Keep classroom or office secure until police or Safety & Security arrive and give directions.

If you are caught in an open or exposed area such as the hallway or the auditorium:

- Hiding - Look for a safe and secure hiding area. Once in place try and remain calm. Stay hidden until you can make contact with emergency personnel.
- Running - If you think you can safely make it out of the area, then do so. When away from immediate area of danger, summon help and warn others.
- Playing Dead - If the intruder is causing death or physical injury to others and you are un-able to run or hide you may choose to assume a prone position and lay as still as possible.

- If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact.

Once emergency personnel have arrived and taken over the situation, obey all commands. Once the threat is over, render first aid to injured near you and summon emergency aid responders.

## **6. Policy Regarding Criminal Activities Off Campus**

The College and its Security Guard do not provide security service to off-campus activities recognized by the College authority. Criminal activity at recognized off-campus is monitored and recorded by the Houston Police Department.

## **7. Policy Regarding the Possession, Use and Sale of Alcoholic Beverages**

It is the policy of the College that illicit drug use, including their manufacture, sale, distribution, dispensing, possession, or use is prohibited in the workplace, on the campus, or as part of any activities related to this college.

### Maintaining a Drug and Alcohol Free Learning Environment

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the school's learning environment. Any student or employee must notify the school of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free workplace Act of 1988, the school's "workplace" consists of the following locations:

The campus of American College of Acupuncture & Oriental Medicine located at 9100 Park West Drive, Houston, Texas 77063, or, any teaching site, or any "off-site" location (i.e., off-campus clinics, special seminars, community service projects, field trips, job placement, meetings, etc.) where activities are in any way related to the school.

### Warning of the Danger of Drug and Alcohol Abuse

Drug and alcohol use impairs memory, alertness and achievement, it erodes the capacity to perform, think and act responsibly. It may be grounds for termination of your enrollment with the school or other legal action. Health risks resulting from the use of drugs and alcohol are summarized below.

**Alcohol.** Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood of an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including relationship problems. Moderate to high doses of alcohol severely alter a person's ability to learn and remember information. Very high doses, or low doses combined with other prescription medication (such as Adderall), cause respiratory depression and death. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, may permanently damage vital organs such as the brain and liver. Mothers who drink while pregnant may give birth to infants with fetal alcohol

syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

**Anabolic Steroids.** Anabolic steroids are powerful compounds closely related to the male sex hormone testosterone. Developed in the 1930s, steroids may be taken orally or injected. Current legitimate medical uses are limited to certain kinds of anemia, severe burns and some types of breast cancer. When combined with a program of muscle-building exercise and diet, steroids may contribute to increases in body weight and muscular strength. Today, many young people use steroids to accelerate physical development. Steroid users may develop more than 70 side effects, ranging in severity from liver cancer and sterility to acne. Psychological effects include very aggressive behavior, known as "roid rage," and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years. Signs of steroid use include quick weight and muscle gains; behavioral changes, particularly increased aggressiveness and combativeness; jaundice; purple or red spots on the body; swelling of feet or lower legs; trembling; darkening of the skin; and persistent, unpleasant breath odor.

**Cannabis/Marijuana.** All forms of cannabis have negative physical and mental effects. Physical effects of cannabis include increase in heart rate, bloodshot eyes, dry mouth and throat, and hunger. Smoking marijuana is damaging to the lungs and respiratory system. The tar in marijuana smoke is carcinogenic. Use of cannabis may impair short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Knowledge retention may be lower when information is given while a person is "high." Motivation and cognition are altered, making the acquisition of new information difficult. Marijuana can also produce depression, paranoia and psychosis. Long-term users may develop dependence. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

**Cocaine.** Cocaine stimulates the central nervous system, and long-term use can lead to dependence. Its immediate effects include dilated pupils, elevated blood pressure and body temperature, and increased heart rate. Chronic use can cause ulceration of the mucous membrane in the nose. Injecting cocaine with unsterile equipment can transmit AIDS, hepatitis and other infections. Preparation of freebase, which involves the use of highly volatile solvents, can result in fire or explosion. Crack or freebase rock, a concentrated form of cocaine, is extremely potent. Its effects are felt within 10 seconds of administration. The drug produces the same physical effects as cocaine, as well as insomnia, loss of appetite, tactile hallucination, paranoia and seizures. Cocaine use may lead to death through disruption of the brain's control of heart and respiration.

**Depressants.** The effects of depressants are similar to those of alcohol in many ways. Small amounts can produce calmness and relaxed muscles, but larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can increase the effects of the drugs and multiply the risks. The use of depressants can cause both physical and psychological dependence. Regular use may result in tolerance to the drug, leading the user to increase the quantity consumed. When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

**Ecstasy and Other Club Drugs.** Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to

produce analogues known as designer or club drugs. These drugs can be several times stronger than the drugs they imitate. Many can cause severe neurochemical damage to the brain. The narcotic analogues can cause uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills, or perspiration and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogues of phencyclidine cause illusions, hallucinations, and impaired perception.

**Hallucinogens.** Phencyclidine (PCP) interrupts the function of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. PCP often causes distance and space estrangement, lack of muscular coordination, and dulled senses. Time and body movement are slowed, and speech is blocked and incoherent. Chronic users of PCP report memory and speech difficulties. Some of these effects may last a year following prolonged daily use. Mood disorders such as depression, anxiety, and violent behavior also occur. Long-term chronic users may become paranoid and violent and experience hallucinations. Large doses may produce convulsions, coma, or heart and lung failure. Lysergic acid (LSD), mescaline, and psilocybin (mushrooms) cause illusions and hallucinations. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin (mushrooms). The user may experience panic, confusion, suspicion, and anxiety. Delayed effects, or flashbacks, can occur even after use has ceased.

**Inhalants.** A variety of psychoactive substances have been inhaled as gases or volatile liquids. Many popular commercial preparations such as paint thinners and cleaning fluids are mixtures of volatile substances making it difficult to be specific about their various effects. Immediate negative effects of inhalants may include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays may also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrate cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage, weight loss, fatigue, electrolyte imbalance, and muscle weakness. Repeated sniffing of concentrated vapors over time can lead to permanent damage of the nervous system.

**Narcotics.** Narcotics initially produce a feeling of euphoria followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly and dependence is likely. The use of unsterilized syringes may result in transmission of diseases such as AIDS, endocarditic, and hepatitis.

**Other Stimulants.** Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may perspire and experience headaches, blurred vision, dizziness, sleepiness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. Users also report feeling restless, anxious, and moody. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

This above information was collected from the publication "What Works: Workplaces Without Drugs," U.S.

Department of Labor, 1991.

## **8. Policy Regarding the Possession, Use and Sale of Illegal Drugs**

### Texas State Law

**Alcohol** - Applicable Texas state laws and sanctions include, but are not limited to:

- Public Intoxication (Texas Penal Code Sec. 49.02). Defined as being intoxicated in public to the degree that one poses a danger to him/herself or to others. Class C Misdemeanor punishable by a fine up to \$500 and/or subject to arrest.
- Possession of Alcoholic Beverage in Motor Vehicle (Texas Penal Code 49.031). Defined as possessing an opened container of alcohol in a motor vehicle regardless of whether the vehicle is being operated or is stopped or parked. Class C Misdemeanor punishable by a fine up to \$500.
- Driving While Intoxicated (Texas Penal Code Sec. 49.04). Class B Misdemeanor punishable by a fine up to \$2,000 and/or 180 days in jail.

**Drugs** - The Texas Penal Code defines intoxication as “not having the normal use of mental or physical faculties by reason of the introduction of alcohol, a controlled substance, a drug” or any combination of substances. Therefore, drug consumption and intoxication laws under the Texas Penal Code may overlap with alcohol offenses. Applicable Texas state drug laws and sanctions include, but are not limited to:

- Manufacture or Delivery of a Controlled Substance (Texas Penal Code Sec. 481.1121, 481.113, 481.114). Defined as knowingly manufacturing, delivering, or possessing with intent to deliver a controlled substance without a valid prescription. The minimum penalty (depending on amount) includes a State Jail Felony punishable by a fine up to \$10,000 and a minimum of 180 days up to 2 years jail.
- Possession of a Controlled Substance (Texas Penal Code Sec. 481.115, 481.116, 481.117, 481.118). Defined as knowingly or intentionally possessing a controlled substance without a valid prescription. The minimum penalty (depending on amount) includes a Class B Misdemeanor punishable by a fine up to \$2,000 and/or 180 days in jail.
- Possession of Marijuana (Texas Penal Code Sec. 481.121). Defined as knowingly or intentionally possessing a usable quantity of marijuana. The minimum penalty (depending on amount) includes a Class B Misdemeanor punishable by a fine up to \$2,000 and/or 180 days in jail.
- Possession or Delivery of Drug Paraphernalia (Texas Penal Code Sec. 481.125). Defined as knowingly or intentionally using or possession with intent to use drug paraphernalia. The minimum penalty includes a Class C Misdemeanor punishable by a fine up to \$500.

For information on specific state codes, including the Texas Penal Code, Texas Alcoholic Beverage Code, and the Texas Health and Safety Code, visit: <http://www.statutes.legis.state.tx.us/>

### Federal law

- Civil Rights Forfeiture. According to state and federal laws, a person convicted of certain misdemeanor or felony offenses may forfeit certain civil rights, including his/her right to vote, hold public office, purchase or possess firearms, or obtain or maintain certain licenses for a specified period of time. (United States Code Sec. 1973gg-6, United States Code Sec. 992(g)).
- Possession of a Controlled Substance (United States Code 844(a)). Defined as knowingly or intentionally possesses a controlled substance unless such substance was obtained directly or pursuant to a valid prescription or order, from a practitioner. Punishable by up to 1 year imprisonment and/or a minimum fine of \$1,000. Note: Possession of Flunitrazepam (also known as Rohypnol) may be punishable by up to 3 years imprisonment.

For more information on specific United States Codes, visit: <http://www.gpoaccess.gov/uscode/>

## **9. Drug or Alcohol Abuse Education Programs**

### ACAOM Counseling Service

ACAOM has partnered with several local personal counseling services that offer their services on a sliding pay scale, based on documented income. Students who inquire about such services are referred to one of these organizations that are most convenient to them. Contact Student Services for a referral.

### Penalties for Violation of the Policy

The College policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol on the campus and at the College-sponsored events held off campus protects and supports the employees and students of the College. Therefore, any employee admitting to or convicted of the unlawful possession, use or distribution of illicit drugs and alcohol on the campus or at College-sponsored events held off campus will be subject to disciplinary action (up to and including suspension without pay, and termination), may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program. Any student admitting to or proven to have violated the College policies and procedures regarding the unlawful possession, use or distribution of illicit drugs and alcohol on campus or at College-sponsored events will be subject to disciplinary action (up to and including probation, suspension and expulsion), may be referred for prosecution, and may be requested to satisfactorily participate in a drug and alcohol assistance or rehabilitation program.

## **10. Policy Statement Addressing Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **11. Policy Regarding Emergency Responses.**

This section covers emergency handling procedures resulting from various incidents that take place on

campus. The document also covers evacuation procedures for emergencies that require evacuation.

### Medical Emergencies

- Follow Emergency Medical Protocol for medical emergencies. Medical emergencies include heart attack, choking, anaphylactic reaction, seizures, etc.
- Use the pager system or verbally announce the location of the emergency to summon healthcare providers in the building to begin basic triage, as appropriate.
- Dial **911** to summon EMS personnel.
- To reach an outside line dial **(9)** before dialing **911**. The building address is: 9100 Park West Dr. Houston, TX 77063
- Render first aid, if you are qualified, or assist qualified rescuers.
- Use Personal Protective Equipment (PPE) such as gloves and gowns if there is risk of exposure to blood-born pathogens.
- Perform the Heimlich maneuver for choking victims or initiate CPR in cases of Cardiac Arrest.

### Civil Disturbance

- Reassure patients and students, and encourage them to stay in the facility if danger is in the immediate vicinity.
- Close and lock entrance and exit doors. Close window blinds and drapes.
- If individuals are on the premises with no official business or related reason, the Security Guard shall approach the individuals and escort them off the premises. If these individuals object, dial **911**. Secure and isolate these individuals, if possible until police arrive. Use telephone for emergencies only. Direct all calls from emergency agencies to the Operations Manager.
- If telephone services are impaired or inoperable, the Operations Manager will designate one person to act as a messenger until telephone communications are restored.
- Secure staff and patients in the most appropriate areas of campus. If the disturbance renders any area of the facility unsafe for patients, visitors or staff, the Operations Manager will restrict access to that area of the facility until it is safe.
- Determine how staff will triage, treat and/or transfer patients to a safe location of campus, if necessary.
- Await further instruction from management. Discontinue all nonessential services and reassign personnel as determined by the Operations Manager.
- Cooperate with arriving Emergency Response personnel.
- Assist in the coordination of the transfer of patients, if requested.
- The Operations or Clinic Manager shall order supplies in the event of a shortage of necessary supplies, to continue to provide essential medical services.

### Bomb Threat

If a bomb threat is received by phone:

- Do not hang up. Remain calm and try to prolong the conversation to get as much information as possible.
- Inform the caller that the building is occupied and that detonation could result in death or serious

injury.

- Listen for background noise, such as music, voice, or cars.
- Note how the caller's voice sounds. Any accent/ what gender? What age? Any unusual words or phrases?
- Does the caller seem to know about the school or clinic? How is the bomb location described? Does the caller use a person's name? Does the caller give his/her name?
- When the call is over, immediately dial **911** and report the bomb threat. Give the operator all the information you collected from the caller. Identify yourself – give your name, address and phone number.
- After this is done, immediately notify your supervisor, then stand by for further instructions.
- If it is deemed necessary to evacuate, you will be notified by the Operations Manager, the supervisor, or the overhead paging system. Evacuate via the primary route for your area, or by the alternate route, if so directed.

### Fire and Fire Drill

If a fire occurs on campus that could possibly affect clinic operations or patient safety, all interns must immediately enter their patient rooms and inform patients of the situation while removing all needles. Interns and observation students are required to assist patients in getting dressed and will then escort patients out of the building by using the designated escape routes marked on floor plans displayed throughout campus. Under no circumstances will the intern leave their patients unattended until they complete escorting the patient out of the building.

If you smell something burning, but see no smoke:

- Contact the Operations Manager to come and investigate.
- Activate the building fire alarm system, if necessary. Note the location of alarm. Dial **911** if necessary.

If you see smoke or fire, remember **"R A C E"**

**R**escue those in immediate danger.

**A**larm

- Active the fire alarm.
- Dial **911** and give the exact location of the fire, your name and type of fire (if known).
- Remain on call until EMS has all information requested.

**C**ontain the fire by closing all doors and windows.

**E**xtinguish or **E**vacuate.

Evacuation

- If time allows, turn off all lights and close all doors behind you as you leave.
- If time allows, turn off machinery (such as heat lamps, radios, etc.)
- Do not use elevators.
- Do not run. Remain calm and evacuate in an orderly fashion.
- Follow the evacuation route and plan outlined in this guide.

How to use a Fire Extinguisher – Remember “P A S S”

- Pull the activation pin.
- Aim the nozzle at the base of the fire.
- Squeeze the handle to release the extinguishing agent.
- Sweep the stream over the base of the fire.

### Violent Behavior

If a life-threatening incident occurs (weapon):

- If possible, get to the area where the attacker cannot reach you with a weapon.
- Dial 911

If an out-of-control person presents an immediate danger to self or others.

- Dial 911 and report incident.
- Advise Operation Manager of location and explain the situation in detail.

Tip to de-escalate a potentially Violent Situation

- Position yourself so that you have immediate access to an exit.
- Position yourself at a right angle rather than directly in front of the person. Don't invade the individual's personal space. A good distance is 3 to 6 feet away.
- Don't make sudden movements that can be interpreted as threatening.
- Don't challenge, threaten, or dare the individual; don't belittle the person or make him or her feel foolish. Don't criticize or act impatiently toward the agitated individual.
- Project calmness. Move and speak slowly, quietly, and confidently.
- Don't use communication styles or body language that produce hostility (hands on hips, arms crossed, and pointing fingers), apathy, brush-offs, coldness, condescension, going strictly by the rules, or giving the runaround.
- Be an empathetic listener. Encourage the person to talk, and listen patiently. Indicate that you can see that he or she is upset.
- Ask for small, specific favors such as asking the person to move to a quieter area (preferably where there are no objects that can be used as weapons).
- Don't attempt to bargain with a threatening person.
- Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.
- Use delaying tactics to give the person time to calm down. For example, offer a drink of water.
- Don't take sides or escalate tensions.
- Repeat back to him or her what you feel he or she is requesting of you.
- Don't make false statements or promises you can't keep.
- Be aware of anything in the room that can be used as a weapon.

### Earthquakes

Earthquakes usually strike without warning and are over in seconds, which precludes preparatory action.

Most earthquake injuries are caused by:

- Partial building collapse; falling ceiling, lights and pictures.
- Flying glass from broken windows and mirrors.

- Overturned furniture, such as bookcases, and appliances.
- Fires from open gas lines and other causes.

If a tremor strikes when you are inside:

- Stay inside. Watch out for falling debris. Cover your head and shoulders and try to protect yourself from falling objects and shattered glass.
- Stay away from windows, glass, and mirrors.
- Crawl under a table or desk, or sit or stand against an inside wall away from windows, or stand inside a strong doorway.

After the tremor is over:

- Check for injured people. Do not move seriously injured people unless they are in immediate danger.
- Ensure that all patients are wearing shoes to avoid injury from debris and broken glass.
- If you think the building has been damaged, evacuate. Aftershocks can level severely damaged buildings.
- Do not use the telephone except to report an emergency. If a call is necessary, dial **911**.
- Do not use plumbing or anything electrical (including elevators) until the utility and electrical lines have been checked.
- Open closets and doors carefully, watching for objects that may fall.
- Do not use matches or lighters. Watch for fires that may have started.
- Be prepared for additional aftershocks.
- Inspect the area to the extent it can be done safely to determine damage such as fire or fire hazards from broken electrical lines or short circuits.
- Inspect the area to determine injuries. Qualified people may administer appropriate first aid.
- The Operations Manager shall determine whether it is necessary to evacuate or if patient services may be continued or need to be rescheduled.
- Clean up spills according to established procedures.

### Floods

- The Operations Manager is responsible for following emergency warnings and subsequently issuing advisories to staff, patients and visitors.
- Move patients, visitors and staff to the safest area of the building.
- Move unsecured equipment into a safe area.
- Discontinue nonessential services and evacuate, if possible. If flooding is in the vicinity, move to a higher story and dial **911**.

### Hurricanes

- The Operations Manager is responsible for following emergency warnings and subsequently issuing advisories to staff, patients and visitors.
- Close windows, drapes and blinds. Move unsecured equipment into a safe area.
- Move patients, visitors and staff to the safest area of the building.
- Avoid all telephone calls and pages, except for emergencies.
- Follow instructions given by civil authorities.

### Severe Thunderstorm Watch

- Issued when conditions are right for severe thunderstorms. Be alert for changing conditions.

#### Tornado Watch

- Issued when weather conditions exist that could produce a tornado. A tornado watch may last for several hours.
- If a tornado watch is announced, the Operations Manager should keep apprised of local atmospheric conditions and monitor, via the media (radio or television), to determine if weather conditions are deteriorating.
- If advised by the Operations Manager, employees must be prepared to move all individuals to a safe area and move unsecured equipment and hazardous chemicals to a safety area (if time allows). Do not stand near window glass during high wind conditions.

#### Severe Thunderstorm Warning

- Issued by the National Weather Service when storms with strong winds, rain, and hail are expected in the area. A severe thunderstorm warning may last for up to one hour.

#### Tornado Warning

- Issued when a tornado has actually been sighted and is threatening the community. At this time, the Civil Defense warning sirens are sounded, and emergency messages are broadcast by the media including the tornado's location, direction and speed. A tornado warning usually lasts for 30 minutes or less.
- If a severe thunderstorm or tornado warning is issued, direct patients to the safest area of the building. A good rule of thumb is to go to a low area and get low.
- If time permits, move all unsecured equipment into a safe area/storage. Follow the safety tips below.

#### Tornado Safety Tips

- The campus has no basement, so the next best place to shelter is an inside room without windows on the lowest level of the building, such as a closet, bathroom or interior hall. Protect your body with a heavy blanket or something similar.
- Avoid windows. Do not open windows.
- If you are caught in an open space or an open, large building, get into a bathroom, if possible, because bathrooms are usually made of concrete block and will offer more protection.
- If there is no time to relocate, try to get up against something that will support or deflect falling debris. Protect your head with your hands and arms.
- If you are in your car, get out and enter a nearby building if there is time.. An underpass of a bridge, a culvert or ditch can all provide shelter if a substantial building is not nearby.

#### Damage Reporting

- Report structural damage (area involved, type, and extent of damage) to management by phone, if possible. If phone service is interrupted, take a verbal message to management who will assess tornado damage and determine priority of repair work needed

## System Failure Response

System Failure	Who To Contact	What To Do
Power Failure, generators are working	Angelia Guinara 7130780-9777	Use power appropriately to maintain essential functions, such as medical equipment, backing up of computer data, or obtaining urgent medical data to provide to emergency personnel.
Electrical Power, Total Failure	Angelia Guinara 7130780-9777	Discontinue all nonessential services. Utilize flashlights to evacuate people to the outside until the office is closed down. Inform employees when and how to check back about reporting to work.
Fire Alarm System Disabled	Angelia Guinara 7130780-9777	Institute fire watch. Minimize fire hazards. Use phone/runner to report fire.
Patient Care Equipment	Greg Sparkman 713-780-9786	Remove from service and tag defective equipment. Transfer patients, as necessary.
Water: Sink, Toilets Inoperative	Angelia Guinara 713-780-9777	Institute fire watch. Conserve water; use bottled water for drinking. In the event that the facility must be closed or evacuated, turn off the water in the sinks.
Water, Non-Portable	Angelia Guinara 713-780-9777	Acquire bottled water. Use it for drinking. Place "Do Not Drink" signs on all drinking fountains and sinks. Label ice machine or trays "Not for Human Consumption".
Sewer Stoppage	Angelia Guinara 713-780-9777	Do not flush toilets. Do not use water. Restrict access to unsafe areas.
Telephone Out of Service	Angelia Guinara aguinara@acaom.edu	Use the pay phone, cell phone, radios or use e-mail, if available.
Ventilation	Angelia Guinara 713-780-9777	Open windows. Obtain blankets, fans, etc. until the facility can be evacuated. Restrict the use of odorous/hazardous materials.
Other System Failure or emergency	Angelia Guinara 7130780-9777	

## Chemical Spill

- Act quickly to contain the spill. Cordon off the area, if an employee or visitor could come in contact with the spill.
- Check MSDS (yellow and black binder) for precautions and cleanup instructions.
- Wear protective equipment, including heavy-duty gloves and, if necessary, goggles, mask and gown.
- Notify Operations Manager to report large or dangerous spills before attempting to clean up.
- If the chemical spill is toxic or gives off strong fumes, evacuate the area and get professional help.
- Clean up the spill following precautions listed in the MSDS for that chemical.
- Use approved absorbent neutralizing materials or a spill kit to wipe up, if necessary.
- Disinfect area after cleaning. Allow to air dry.

- Dispose of all contaminated material in proper hazardous waste container.

### Cytotoxic Drug Spill

- Use cytotoxic drug spill kit.
- Dispose spills of the following drugs in an EPA-regulated cytotoxic drug container:
  - Chorambucil
  - Cyclophosphamide
  - Daunorubicin
  - Melphalan
  - Mitomycin
  - Streptozotocin
  - Uracil Mustard

For large spills of cytotoxic drugs which pose a threat to human health or the environment, contact the large Chemical Spills Emergency Response Hotline: **(404) 639-0615**.

### Mercury Spill

If a mercury thermometer or a blood pressure gauge break or leaks:

- Evacuate and restrict access to the room.
- Put on a mask and clean up the mercury beads:
  - Use a commercial mercury spill kit, or
  - Roll the bead on a sheet of paper, or
  - Suck it up with an eye dropper – **do not vacuum!**
- Dispose according to the spill kit instructions or call your local Environmental Protection Agency (EPA) or the health department for recommendations.
- Use a fan to speed ventilation and open a window (if possible). Otherwise, close off the room for at least one hour.

For large mercury spills, call emergency Response Hotline (open 24 hours) at the Agency for Toxic Substances and Disease Registry: **(404) 639-0615**.

### Suspicious Letters or Packages

If you receive a suspicious package or letter indicating that anthrax is either on the letter or in the envelope:

- Do not handle the mail piece or package suspected of contamination.
- Make sure that damaged or suspicious packages are isolated and the immediate area cordoned off.
- Ensure that all persons who have touched the mail piece wash their hands with soap and water.
- Notify your local law enforcement authorities.
- List all persons who have touched the letter and/or envelope. Include contact information and have this information available for the authorities.
- Place all items worn when in contact with the suspected mail piece in plastic bags and have them available for law enforcement agents. If possible, change clothing at the workplace.
- As soon as practical, shower with soap and water.
- Notify the Center for Disease Control Emergency Response at **(770) 488-7100** for answers to any questions.

- Following notification of local law enforcement authorities, coordinate the reporting of the incident to the FBI field office, state and local health department.
- Local health officials will determine whether exposed employee will need antibiotic prophylaxis. In most circumstances, this decision will be delayed until the presence or absence of Bacillus anthracis is determined.

## 12. Evacuation Procedures

### Emergencies That May Require Evacuation:

- Bomb threat
- Chemical release/natural gas leak/radiation release
- Fire/explosion
- Aircraft/train/vehicle incident nearby
- High winds (expected and unexpected), other severe weather situations.
- Civil unrest or outside disturbance.

### Evacuation Procedures

- Evacuate patients, visitors or personnel closest to the danger first. Close any doors between the danger and the individuals.
- Assist visitors and patients to an outside assembly point at 50 feet from premises. If wind shifts smoke, evacuate to alternate points at least 50 feet farther up wind.
- Move non-ambulatory patients by means of appropriate carriers (wheelchair). If carriers are not available, use one of the following methods:

#### Hip Carry (one person)

Roll patient onto his or her side. With your back towards the patient, pull his arm over your shoulder and slide your other hand under the patient's armpit. Release your hold on the patient's arm, grip behind knees, then pull the patient against your hips and straighten up. To unload, back up against a wall, drop to one knee and let the patient slide down against the wall to the floor.

#### Cradle Drop (One Person)

Fold blanket in half lengthwise and place it on the floor beside the exam table or chair. Slide one arm under the patient's neck and shoulders and the other under patient's knees. Pull patient to the end of the table/chair, drop down to one knee and lower patient so that your knee supports patient's back. Let the patient slide gently onto the blanket and pull from the room, head first, on the blanket.

#### Swing Carry (Two Persons)

The first person raises the patient to a sitting position at the edge of the chair or exam table and places one arm behind the patient's shoulder and the other arm under the patient's knees. The second person places one arm behind the patient and grasps the first person's shoulders, then places the other arm under patient's knees and grasps the first person's wrist. The patient sits on rescuers' clasped hands and wrist and leans back against their arms.

#### Extremely Carry (Two Persons)

The first person raises the patient to a sitting position, then, from behind, reaches under the patient's armpits and grasps his or her own wrists in front of the patient's chest. The second

person moves between the patient's legs with his or her back to the patient and encircles the patient's legs at the knees with each arm. The first person hugs and lifts, the second carries the patient's legs while the patient is moved feet first.

Procedures for employees to follow who remain to operate critical facility operations (before they, too, evacuate)

Employees should then proceed to this same assembly point and await instructions from the Operations Manager who will conduct a head count to assure full evacuation of employee from the premises.

Evacuate internally only in the event of unexpected high winds or outside disturbance. Lock doors and dial 911 if this occurs. Internal assembly will be Administration area.

Do not linger or leave the premises unless instructed or as imminent danger dictates. Do not return to the building unless instructed to do so by the Operations Manager.

### **13. Policy Regarding Sexual Misconduct and its Prevention**

To maintain a campus environment emphasizing the dignity and worth of all members of its community, ACAOM is committed to creating and maintaining an educational environment free from all forms of sex discrimination, and strictly prohibits all sorts of sexual misconduct including the offenses of domestic violence, dating violence, sexual assault, and stalking.

It is the policy of ACAOM that, upon learning that an act of sexual misconduct has taken place, immediate actions will be taken to address the situation. These include seeking disciplinary action through the college and working with State and local law enforcement to bring possible criminal charges.

ACAOM encourages the reporting of sexual misconduct that is prompt and accurate. ACAOM is committed to protecting the confidentiality of victims, and will work closely with students who wish to obtain confidential assistance regarding an incident.

It is the collective responsibility of all members of ACAOM community to foster a safe and secure campus environment. In an effort to promote this environment and prevent sexual misconducts from happening, the College engages in on-going prevention and awareness education programs that require all incoming students and new employees to participate.

#### Education and Prevention program

The College's Educational program focuses on the prevention and awareness of sexual misconduct for all incoming students and new employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:

- Identify domestic violence, dating violence, sexual assault and stalking as *prohibited conduct*
- Define what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Define what behavior and actions constitute consent to sexual activity under the College policy and in the State of Texas;
- Provide an overview of information contained in the Annual Security Report in compliance with the Clery Act.
- Provide a list of bystander options that are safe and positive to help prevent or stop a sexual assault.

### Definitions:

- “Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- “Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- “Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.
- Per Texas Penal code 1.07(a)(11), “‘Consent’ means assent in fact, whether express or apparent.”

This information will be distributed to all active College community members annually through:

- emails to all students and employees annually
- New Student Orientation sessions
- Postings to the school website and online college management portal, Populi.

### Procedures Survivors Can Follow After an Offense

A victim (survivor) of sexual violence, stalking, or dating or domestic violence may consider the following:

- Consider contacting local law enforcement to file a report and notify a College designated Title IX Coordinator or Campus Security Authority, who can provide support and help identify available resources. The duties of the Title IX Coordinator include responding to incident reports, coordinating communication and record keeping among offices and agencies, disseminating information to the campus through materials and training sessions, ensuring that the victim receives whatever immediate care and follow-up are needed, establishing procedures for classifying and counting incidents, and filing Clery reports that are as comprehensive and accurate as possible.
- Talk with a confidential counselor, who will help explain your options, and provide relevant information and emotional support.
- In addition to a student survivor's choice to pursue options through the legal system, if the alleged perpetrator is College affiliated, there are disciplinary and non-disciplinary options available through ACAOM.

### Bystander Options:

Bystanders who witness a sexual assault, or attempted sexual assault, have many options to intervene.

According to RAINN.org, a national organization that advocates on behalf of rape, assault and incest victims, bystanders have options including: creating a distraction, asking directly to stop, referring to an authority, enlisting others for help.

## Reporting Sexual Violence

- A victim may report sexual violence to local law enforcement, the Title IX Coordinator (Theresa Ligon) or a Operations Manager (Angelia Guinara) who will assist in gaining information that may lead to the arrest of an offender or aid in the investigation of other incidents.
- A victim may also choose to pursue College disciplinary action. In any disciplinary proceeding alleging a sex offense, the accuser and the accused are entitled to the same opportunities to have others present as representatives and witnesses. Possible sanctions in the event of a finding of in violation include, but are not limited to, suspension and expulsion.
- These procedures serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, which include informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services. Also included are additional remedies to prevent contact between a complainant and an accused party, such as academics, and working accommodations, if reasonably available.
- The survivor has the right to choose whether to file a police report. Campus Security Authority has the duty to inform the police for Clery purposes. Typically, timely reporting to the police is an important factor in successful investigation and prosecution of sexual violence cases. Reporting sexual violence to the police will assist in gaining information that may lead to the arrest of an offender or aid in the investigation of other incidents. The investigation and prosecution, or discipline, of the offender may help prevent future incidents. Reporting the incident does not mean a sexual violence survivor is obligated to take the offender to court (i.e., prosecute). In addition to, or instead of, possible criminal prosecution, a survivor may also choose to pursue a complaint through applicable College procedures.

Although the College encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. Upon request, College officials are available to assist any victim with notifying local police if they so desire.

- The College also encourages individuals to report incidents of sexual misconduct to the ACAOM Title IX Coordinator and/or Campus Security Authority. All College employees (including student employees), as well as non-employees with teaching or supervisory authority, are obligated to report sexual misconduct of which they become aware to a Title IX Coordinator or Campus Security Authority, unless they have a recognized confidentiality privilege. Title IX Coordinator will assist an ACAOM community member in reporting a sexual offense (or other crime) to local law enforcement authorities.

## College Procedures for Investigating and Resolving a Complaint

The College disciplinary process will include a prompt, fair, and impartial investigation and resolution process.

- a. The accuser and the accused individual each have the opportunity to attend a hearing before a properly trained hearing board or meet with a properly trained investigator; Any hearing board member that is deemed to have a conflict of interest will be recused.
- b. The accuser and the accused individual each have the opportunity to be accompanied by an advisor of their choice at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
- c. A decision is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the process asks: “is it more likely than not that the accused individual violated the College’s policy?”
- d. The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final and they will also be made aware when such results become final; and
- e. The accuser and the accused each have the right to appeal the outcome of a hearing or investigation and will be notified simultaneously in writing of the final outcome after the appeal is resolved.
- f. a prompt, fair, and impartial proceeding includes a proceeding that is completed within reasonably prompt timeframes designated by a school’s policy, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay.

### Protective Measures

Regardless of whether a victim chooses to report a crime to the Campus Security Authority or local law enforcement, the Title IX Coordinator will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible.

Examples of interim protective measures include, but are not limited to: an order of no contact, safe-space zones, adjustment of course schedules or work-study employment, a leave of absence, transportation arrangements, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of these directives and/or protective measures will constitute violations that may lead to disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by ACAOM.

Additionally, the school will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community.

### Sanctions

In all cases, investigations that result in a finding of more likely than not that a violation of the Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence occurred will lead to the initiation of disciplinary procedures against the accused individual. Disciplinary sanctions that may be imposed for violations of the Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence include, but are not limited to exclusion, suspension, deferred suspension, disciplinary probation, and warning, loss of

privileges or activities, and termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and/or civil penalties under US and other applicable laws.

A student or employee who reports to the Title IX Coordinator shall be provided with a written explanation of the student or employee's rights and options, to include a link to all of the information contained in this policy.

#### Prohibition of Retaliation

ACAOM strictly prohibits any retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sexual misconduct. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual will be addressed in the most serious way by ACAOM, and individuals who engage in such actions are subject to disciplinary action that may include suspension, exclusion, or dismissal from the College.

Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator, who shall take appropriate actions to address such conduct in a prompt and equitable manner.

#### Confidentiality

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the best of its ability. All reports and information concerning conduct that is inconsistent with this policy will be handled discreetly, with facts made available to those who need to know to respond, investigate, and/or resolve the matter.

When a complainant does not consent to the disclosure of his or her name or other identifiable information of the alleged perpetrator, the College's ability to respond to the complaint may be limited.

#### Registered Sex Offenders List

The State of Texas maintains a list of registered sex offenders that is searchable online. This can be found at <https://records.txdps.state.tx.us/SexOffender/>

#### Campus Security Authority

Campus Security Authority & Operations Manager – Angelia Guinara, 713-780-9777 [aguinara@acaom.edu](mailto:aguinara@acaom.edu)  
Title IX Coordinator – Theresa Ligon, 713-780-9777 [tligon@acaom.edu](mailto:tligon@acaom.edu)

### **14. Crime Statistics & Preparation of Annual Security Report**

Each year during the Summer semester, the Compliance Office mails a request to the Houston Police Department requesting all relevant crime statistics needed to comply with annual reporting requirements. If a response is received in time for the update of this report and related policies, the information is included

in this report. A requested was mailed in May 2018, but a response was not received. Therefore the statistics below represent crimes listed that were reported to campus officials.

In compliance with Public Law 102-26, the following information on campus crimes is reported to you for your review.

The following criminal offenses were reported to campus security (if applicable) authorities or local police agencies as having occurred on campus:

<u>Academic Year</u>	<u>17/18</u>	<u>16/17</u>	<u>15/16</u>	<u>14/15</u>
Murder/Non-negligent Manslaughter	0	0	0	0
Negligible Manslaughter	0	0	0	0
Forcible Sex Offences	0	0	0	0
Non-forcible Sex Offences	0	0	0	0
Robbery	0	0	0	0
Burglary	0	0	0	0
Aggravated Assault	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Sexual Assault	0	0	0	0
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	1	0	0	0

The following criminal offenses manifesting evidence of prejudice based on race, religion, sexual oriented or ethnicity as prescribed by the Hate Crimes Statistics Acts were reported as having occurred on campus:

Murder	0	0	0	0
Rape	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Aggravated Assault	0	0	0	0

In addition to the above crimes, the following arrests were made for these specific violations.

Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Possessions	0	0	0	0

**Revision of Crime Statistics:**

The school may not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official.

A school may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination

that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

A school must report to the department and disclose in its annual security report statistics including the total number of crime reports listed in U34 CFR 668.46(c)(1)U that were “unfounded” and subsequently withheld from its crime statistics pursuant to U34 CFR 668.46(c)(2)(iii)U during each of the three most recent calendar years.

There has never been a reported crime on our campus that was found “unfounded” and subsequently withheld from our crime statistics. This remains true for the 2018 reporting year.

#### SECURITY RELATED PHONE NUMBERS

ACAOM Administration	(713) 780-9777
Houston Police Department	(713) 884-3131
Emergency	911