

HOUSTON INTERNATIONAL COLLEGE CARDIOTECH ULTRASOUND SCHOOL

CAMPUS SAFETY AND SECURITY GUIDELINE

PURPOSE AND SCOPE

A safe environment is essential in providing a high-quality education. A safe environment includes implementation of restricted building and facility access. This policy establishes standard operating hours for college access to enhance safety and security, while maintaining compliance with applicable laws, regulations and associated policies.

POLICY: Houston International College Cardiotech Ultrasound School (HICCUS) is a private institution and retains the right to establish, manage and control access to its building. This policy applies to all facilities owned, leased, and/or under the control of HICCUS. HICCUS requires students, faculty and staff to wear their IDs at all times while on campus.

Building Entry Point- HICCUS has two (2) main entrances for use by students, faculty, staff, vendors/contractors and invited guests during business and restricted access hours.

SECURITY ZONES Include two (2) Exit doors located in the East end/lab areas of the building and one (1) Exit door located in the West end of the building for use as Emergency Exits. The two (2) main entrance doors can also be used as exits in the event of an emergency if necessary. The public has no entry access to the Security Zones and is restricted to authorized personnel only.

Timely Warnings and Emergency Notifications: To report a crime, dangerous situation, or imminent threat on campus, during business hours call the Office 281-495-0078 or notify Campus Security.

Emergency Notifications: The Clery Act requires institutions to issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students and employees occurring on campus. If a report of a dangerous situation or immediate threat is received and an institutional official (or officials), in coordination with public safety agencies or community partners, if necessary, has verified that a legitimate emergency or dangerous situations exists, the Designated Campus Security Officer, Mr. Neville Myles, will issue an emergency notification to the campus community by email, telephone message and/or text message. The Security Official will, without delay, and taking into account the safety of the community, determine the content of the Trespass Alert 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.

Timely Warnings: The Clery Act requires institutions to make a "timely warning" to the campus community when a report of murder, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, or arson is received by campus security authorities and, in the judgment of the institution, the crime at issue poses a serious or continuing threat to students and employees. The Act

and its implementing regulations leave it to each institution to determine the suitability, timing and substance for these reports. HICCUS Security along with senior leadership are responsible for making these determinations and for issuing “timely warnings” when appropriate.

- 1. Emergency Notifications and Evacuation Procedures:** Emergencies may range from severe weather, to building evacuations, to campus closures, and the Institution has a variety of methods to communicate with students, faculty, staff, visitors, and the public in the event of these and other possible emergencies. Depending on the situation, the Institution may use some or all of the following tools; email, text messaging and/or voice in the event of an emergency. If a timely warning or an emergency notification is sent, the Campus Security will utilize the STARS system to communicate pertinent information which may include but may not be limited to a description of the incident, location, and appropriate protective action to take. Because our students, staff, and faculty have varying schedules, the College depends greatly on broadcast media to communicate important emergency information to our campus community before or during their commutes. Students are advised to utilize social media, network communication and mobile communication for information and instruction regarding Emergency Evacuation or shelter in place during their commute or while off-campus. Protective actions will be issued based on situational awareness and unique conditions.
- 2. Evacuation.** The first protective action that may be issued by the Campus Security personnel is a building or campus-wide EVACUATION. An EVACUATION protective action may be issued in response to a fire, hazardous materials spill/release, or active shooter situation. An EVACUATION protective action should not be issued for a bomb threat unless there is credible and specific information regarding the location and time of the threat. This protective action is aimed to keep students, faculty, staff, and visitors safe by creating distance between them and the hazard area. EVACUATION means immediately leaving the area you are located for another designated safe location. If a campus-wide EVACUATION is issued, everyone on a campus is required to immediately leave on foot in an orderly manner and should not try to leave by car. Specific information regarding how to properly EVACUATE will be issued by the Campus Security Officer, Mr. Neville Myles.
- 3. Shelter-In-Place.** The second of the protective actions that may be issued by the Campus Security Officer or designated personnel is SHELTER-IN-PLACE. A SHELTER-IN-PLACE protective action may be issued in response to a hazardous materials spill/release, active shooter situation, or weather emergency. This protective action is aimed to keep students, faculty, staff, and visitors safe while remaining indoors. SHELTER-IN-PLACE means selecting a secure, interior room, if possible, with no or few windows, and taking refuge there. Students, faculty, staff, and visitors are required to immediately SHELTER-IN-PLACE in an orderly manner when directed by emergency response personnel or a Trespass Alert message. Specific information regarding how to properly SHELTER-IN-PLACE and designated area is addressed during orientation and is a part of the orientation package.
- 4. Temporary Closure.** The third protective action that may be issued by the College Director and Security personnel is TEMPORARY CLOSURE. A TEMPORARY CLOSURE protective action may be issued after an EVACUATION is ordered and it is determined that a building or campus is unsafe until further notice. This protective action is aimed to keep students, faculty, staff, and visitors safe by keeping them out of the hazard area and away from emergency response operations. TEMPORARY CLOSURE means all campus classes and functions are canceled until further notice.

Only essential personnel should remain on campus unless they are ordered to leave by Campus Director, Campus Security, Public Safety Representative and or local emergency response agency personnel. Current information regarding the status of the Institution during an emergency can be accessed on the Campus website at www.cardiotech.org

Crime Reporting is provided by the Houston Police Department (HPD). The Police Department has full police authority to investigate, apprehend and arrest, and to enforce applicable laws and ordinances on the campus under the directives of the Campus Director and the Campus Safety Officer. The Houston Police have jurisdiction over streets, alleys and other public areas. Students are required to provide an emergency contact information upon enrollment. In the event of an emergency on campus the emergency contact will be notified.

Campus Security: The mission of HICCUS Campus Security is to create a safe, secure campus to provide a safe educational environment through a community approach to security, the promotion of personal safety, and awareness and the deterrence of crime.

1. Performing regular visible patrols of the facilities to watch for potential safety hazards and crimes.
2. Checking to ensure buildings are locked and secured.
3. Documenting detected problems.
4. Escalating issues to the Campus staff that have responsibility for specific area/facility or to the Campus Director.

Accurate and Prompt Crime Reporting: All students, faculty, staff, and visitors are encouraged to promptly and accurately report criminal incidents, accidents, emergencies and non-emergencies. If there is an emergency on campus, and or for non-emergencies and other reports call Campus Security at 281-495-0078.

Threat Assessment and Management: HICCUS is committed to providing a safe working and learning environment for its students, faculty and visitors. This commitment applies to its facilities where Institution business is conducted or services are provided. An important early step in preventing violence is to assess and manage any behavior that might develop into actions that would harm the self or others. HICCUS is interested in providing assistance to individuals or units who observe behavior that concerns them, and that has potential to develop into disruptive or harmful actions. If you notice behavior of concern in students, please refer your concerns to the Campus Director; If you notice behavior of concern in staff, faculty or visitors, please seek advice from the Campus Security Officer. The University provides students, staff and faculty with many resources to address behavior of concern, and appreciates your individual role in working to make the Institution a safe environment.

Sex Offenses Policy Students: NOTE: The following policy will apply to claims of Sexual Harassment (including Sexual Violence) and claims of Gender Based Harassment whether occurring on or off campus. The terms of this policy supplement current HICCUS policy regarding Sexual Harassment, and supersede any contrary terms in any current HICCUS policy.

- A. DEFINITIONS: A-1. "Gender-Based Harassment" includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

A-2. "Sexual Harassment" is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual Violence is a form of Sexual Harassment.

A-3. "Sexual Violence" refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall within the definition of Sexual Violence, including but not limited to rape, sexual assault, sexual battery, and sexual coercion. All such acts of Sexual Violence are forms of Sexual Harassment.

A-4. "Educational Setting" refers to all the academic, educational, off-campus clinical, extracurricular, and other activities of HICCUS whether those programs take place on HICCUS facility, at a class or training program, or elsewhere.

B. REPORTING SEXUAL VIOLENCE. Students who have been sexually assaulted always have the option of reporting the incident to the police. HICCUS will provide whatever assistance the victim needs in notifying the police. On-campus assaults should be reported to the Campus Director immediately and to the Safety and Security at 281-495-0078. Off-campus incidents in the city of Houston should be reported to the Houston Police Department at 713-884-3131. Assaults taking place elsewhere should be reported to the local police in the jurisdiction where the crime occurred.

C. VIOLATIONS OF THE STUDENT CODE OF CONDUCT:

C-1. Sexual Harassment and Gender-Based Harassment are violations of the Student Code of Conduct.

C-2. Because campus security and safety are critical to the essential operation of the Institution even a single violation of the Student Code of Conduct's prohibition of Sexual Harassment or Gender-Based Harassment may merit expulsion.

D. CHARGES OF SEXUAL HARASSMENT OR GENDER BASED HARASSMENT:

D-1. When the allegations in a student's complaint include Sexual Harassment or Gender-Based Harassment, the Director of Education ("DOE") must investigate the incident and take immediate steps to protect the complainant in the Educational Setting. This applies whether the alleged conduct occurred on or off campus.

D-2. A preponderance of the evidence (more likely than not) standard will be used to evaluate allegations of Sexual Harassment or Gender-Based Harassment.

D-3. The DOE may determine to temporarily delay fact-finding in an investigation regarding Sexual Harassment or Gender-Based Harassment while law enforcement authorities are gathering evidence; but once notified that law enforcement has completed gathering evidence, the DOE must promptly resume fact finding. The DOE may not await the ultimate outcome of a law enforcement investigation or the filing of charges before resuming or beginning fact finding.

D-4. Both parties must be afforded similar and timely access to any information that will be used at the hearing, other than each party's work product (or that of the party's advisor), consistent with FERPA and other relevant laws, including any recognized privilege.

D-5. Both the complainant and the accused student will be notified, in writing, of the outcome of a complaint and any appeal. "Outcome" for these purposes means whether the harassment was found to have occurred. The institution will only disclose information about the sanctions

imposed when they directly relate to the harassed student, such as a sanction of no contact with the complainant.

D-6. When the allegations include a crime of violence or a non-forcible sex offense, the Institution will, disclose to the alleged victim of such crime or offense the final results of any disciplinary proceeding conducted by the Institution against a student who is an alleged perpetrator of such crime or offense. The Institution may disclose to anyone, upon written request, the final results of a disciplinary proceeding if the Institution determines that the student is an alleged perpetrator of a crime of violence or a non-forcible sex offense, and, with respect to the allegation made, the student has committed a violation of the institution's rules or policies. "Final results" for these purposes means the name of the accused student, any violation found to have been committed, and any sanction imposed against the accused student by the Institution.

Procedures to Follow:

In the Event of a Sexual Assault Get to Safety: Get to a safe place, and ask a friend to stay with you. **Call Help:** Call the 281-495-0078 if on campus, call 911 if off-campus to speak with an advocate for confidential and anonymous support. This advocate can help walk you through the process of seeking medical help, preserving evidence and reporting the crime, based on what you are comfortable with.

Preserve Evidence: Try to preserve all evidence of the assault. Avoid drinking, bathing, showering, douching, brushing your teeth, or changing your clothes. Evidence can be collected at an emergency room and you can decide later whether or not you want to press criminal charges. Collecting physical evidence must occur within 96 hours (4 days). **Write Down Details:** Try to write down, record or have a friend write down or record, everything you can remember about the incident including a physical description of the perpetrator, their identity if you know it, and the use of threats or force. **Get Medical Attention:** Your personal health is most important! Visit an emergency room or medical facility to be checked out. This includes testing for HIV and other sexually transmitted infections (STIs), as well as receiving preventative treatments (medications to prevent STIs and pregnancy and protect against HIV transmission may be offered). A nurse who is a specially trained Sexual Assault Nurse Examiner (SANE) will help you and collect evidence.

Resources and Important 24-hour phone numbers

Houston Area Women's Center, Sexual Assault Hotline 713-582-(RAPE) 7273 www.hawc.org

Houston Police Department, Adult Sex Crimes Unit 713-308-1180

National Victims Assistance Helpline 800-879-6682

National Sexual Violence Resource Center 877-739-3895

National Crisis Hotline 988

Substance Abuse Mental Health Services Administration (SAMHSA) 800-662-(HELP) 4357

BEHAVIOR OF CONCERN: If you see something, say something! If you notice behavior of concern in students, staff, faculty or visitors, please seek advice from the Safety and Security Officer (281) 495-0078.