



**DBU**  
DALLAS BAPTIST UNIVERSITY

# ANNUAL SECURITY & FIRE SAFETY REPORT 2019



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# ANNUAL SECURITY REPORT

## CAMPUS COMMUNITY

Dallas Baptist University consists of three campuses. The main campus is located in Dallas at 3000 Mountain Creek Parkway in the southwestern part of the city of Dallas. In addition to academic and athletic facilities, the main campus has residence halls, student apartments, and townhomes and also subleases apartments for students in a complex in the city of Grand Prairie. The DBU North campus is located at 2805 Dallas Parkway Suite 450 in Plano, Texas, which is located in the northern part of the Dallas metroplex. The DBU Center for Servant Leadership is located at 110 Grapevine Highway in Hurst, Texas, in the western part of the metroplex.

## SECURITY OF CAMPUS FACILITIES

### Main Campus

Access to the main campus after 12:00 a.m. is controlled by perimeter fencing and gated access requiring identification to be presented to the Dallas Baptist University Police and/or Campus Security Department officer on duty. All residence halls remain secure 24 hours a day except for special use circumstances approved by the University. Residents returning to campus after stated campus curfew hours must present valid DBU student identification, indicating they live on campus, in order to be admitted to the campus. Unauthorized entrance to or exit from a secured residence hall is a violation of University Housing policies. All other campus buildings not being used for educational or fitness/athletic purposes are secured at 11:00 p.m. each evening and remain secured until 6:00 a.m. Access to these buildings during nonbusiness hours is available only to authorized DBU employees who provide valid DBU identification.

### DBU North

Access to DBU North after 8:15 p.m. is controlled by an automatic locking device on the front door of the office space. Located at Parkway Centre II in Plano, Texas, the facility is locked at 11:00 p.m. Parkway Centre II security staff control building access until 11:00 p.m.

There are no residential facilities at DBU North. Access to this building during non-business hours is available only to authorized DBU employees, working with Parkway Centre II security staff to obtain access.

### DBU Center for Servant Leadership

Access to DBU Center for Servant Leadership after 8:15 p.m. is controlled by an automatic locking device on the front door of the office space. Access after 8:15 p.m. requires a key. Staff assigned to DBU Center for Servant Leadership are issued a key to the exterior door.

There are no residential facilities at DBU Center for Servant Leadership. Access to this building during non-business hours is available only to authorized DBU employees.



# ANNUAL SECURITY REPORT

## Services Provided by University Police & Campus Security

1. Patrolling the campus to detect & deter crime.
2. Upon request, escorting persons who are walking on campus, particularly during the hours of darkness.
3. Providing shuttle service at designated times available for all the campus community for transportation to residential, sports, academic & parking areas of campus for persons living or parking in the lower areas of campus.
4. Providing crime prevention information including relationship violence, safety awareness, and personal safety.
5. Reporting and investigating criminal offenses and incidents.
6. Assisting motorists with battery boosts and tire changing.
7. Providing early warning of inclement weather.
8. Securing campus buildings and conducting regular assessments of campus facilities.
9. Monitoring University entrances, particularly during the hours of darkness.
10. Controlling traffic for University events at times of heavy pedestrian and vehicular traffic flow.

## Preparation of Disclosure of Crime Statistics

The University Police Department annually prepares an official report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Campus Sexual Violence Act (SaVE Act) as part of the Violence Against Women Reauthorization Act (VAWA). The full text of the Annual Security Report (ASR) can be located on our website at [www.dbu.edu](http://www.dbu.edu). You can also directly link to the ASR site at [www.dbu.edu/police](http://www.dbu.edu/police). The ASR is prepared in cooperation with the local law enforcement agencies surrounding our main campus and regional academic centers in Plano and Hurst/Colleyville, University Housing, Administration and Enrollment, Dean of Students, Campus Security, and University Police. Each entity and University department provides updated information on their educational efforts and programs to comply with the Clery Act and the Campus SaVE Act.

Campus crime, arrest, and referral statistics include those reported to the University Police, Campus Security, Health Services, designated campus officials (including but not limited to directors, deans, department heads, Administration and Enrollment, Student Affairs, Counseling Center, Resident Directors and Resident Assistants, student organization advisors, athletic coaches), and local law enforcement agencies. The Counseling Center staff informs their clients of the procedures to report crime to the University Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a counseling session.

DBU encourages victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the Annual Security Report. Strict confidentiality will be maintained for all criminal offenses reported. Reported crimes or alleged illegal activity will be promptly and thoroughly investigated.

Each year, an e-mail notification is made to all enrolled students that provides the website to access the Annual Security Report. Faculty and staff receive email notification regarding the ASR. Copies of the ASR may also be obtained at the University Police Department, located on the first floor of the John G. Mahler Student Center or by calling 214.333.5555. All prospective students and employees may access the ASR on the DBU website or obtain a copy from the University Police Department.

# ANNUAL SECURITY REPORT

## Definitions of Reported Crimes

The following definitions are provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. The definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program. The Definitions of Fondling, Incest, and Statutory Rape are from the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guideline edition of the UCR. Hate Crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual.

For the categories of Domestic Violence, Dating Violence and Stalking, these definitions are provided by the Violence Against Women Act of 1994.

- Murder and Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another.
- Manslaughter by Negligence is defined as the killing of another person through gross negligence.
- Rape is 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 rape of both male and females.
- Fondling is 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 is sexual intercourse between two persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.
- Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. 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.
  - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - Dating violence does not include acts covered under the definition of domestic violence.
- Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitated with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, by another 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 in which the crime of violence occurred.
- Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

# ANNUAL SECURITY REPORT

## Definitions of Reported Crimes

- Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault is the unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary is the unlawful entry of a structure to commit a felony or a theft.
- Motor Vehicle Theft is the theft or the attempted theft of a motor vehicle.
- Arson is 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.

## Hate Crimes

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion of attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

Categories of bias included in the annual statistical disclosure are:

- Race. A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.), genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks or African Americans, whites).
- Gender. A preformed negative opinion or attitude toward a person or a group of persons based on their actual or perceived gender, e.g., male or female.
- Religion. A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- Sexual Orientation. A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
- Ethnicity. A preformed negative attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language.
- Disability. A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
- Gender Identity. A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.
- National Origin. A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

# ANNUAL SECURITY REPORT

For purposes of the annual statistical disclosure, hate crimes include any Clery-responsible offense (listed above) and the following additional offenses:

- Larceny-Theft. The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
- Simple Assault. The unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation. Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Damage/Vandalism of Property. Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control over it.
- There were no reported hate crimes for the years 2016, 2017, and 2018.



## DBU Main Campus Crime Statistics (2016, 2017, 2018)

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property	Unfounded Police Reports
Murder	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	1	0	0	0
Fondling	2016	0	1	0	0	0
	2017	0	0	0	0	0
	2018	0	1	0	0	0
Incest	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Statutory Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Domestic Violence	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Dating Violence	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Stalking	2016	0	0	0	0	0
	2017	2	0	0	0	0
	2018	0	0	0	0	0
Robbery	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Burglary	2016	3	1	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arson	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0



## DBU Main Campus Crime Statistics (2016, 2017, 2018)

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property	Unfounded Police Reports
Arrests: Weapons, Carrying, Possessing, etc.	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possessing, Etc.	2016	3	0	0	0	0
	2017	3	3	0	0	0
	2018	0	0	0	0	0
Arrests: Drug Abuse Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2016	5	0	0	0	0
	2017	11	10	1	0	0
	2018	0	7	0	0	0
Arrests: Liquor Law Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2016	15	2	0	0	0
	2017	21	20	0	0	0
	2018	2	19	0	0	0



## DBU North Campus Crime Statistics (2016, 2017, 2018)

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property	Unfounded Police Reports
Murder	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Fondling	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Incest	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Statutory Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Domestic Violence	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Dating Violence	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Stalking	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Robbery	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Burglary	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arson	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0

## DBU North Campus Crime Statistics (2016, 2017, 2018)

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property	Unfounded Police Reports
Arrests: Weapons, Carrying, Possessing, etc.	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possessing, Etc.	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arrests: Drug Abuse Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arrests: Liquor Law Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0



DBU Center for Servant Leadership  
(2016, 2017, 2018)

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property	Unfounded Police Reports
Murder	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Negligent Manslaughter	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Fondling	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Incest	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Statutory Rape	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Domestic Violence	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Dating Violence	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Stalking	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Robbery	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Aggravated Assault	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Burglary	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Motor Vehicle Theft	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arson	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0

## DBU Center for Servant Leadership (2016, 2017, 2018)

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-campus Property	Public Property	Unfounded Police Reports
Arrests: Weapons, Carrying, Possessing, etc.	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals: Weapons, Carrying, Possessing, Etc.	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arrests: Drug Abuse Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Arrests: Liquor Law Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	2016	0	0	0	0	0
	2017	0	0	0	0	0
	2018	0	0	0	0	0



# ANNUAL SECURITY REPORT

## Emergency Response

The University's Crisis Management Plan includes information about the following: Crisis Management Teams, University operating status parameters, incident priorities and performance expectations, shelter-in-place and evacuation guidelines, and local contingency and continuity planning requirements. The various University Departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts emergency response exercises each year, such as table top exercises, field exercises, evacuations and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

The Dallas Baptist University Police officers and Campus Security officers and supervisors have received regular training in responding to crises on campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the DBU Chief of Police, University Police officers, Campus Security officers, Director of Campus Security, Health Services staff, Sports Medicine staff, Emergency Response Team, and Dallas Fire and Rescue. The Dallas Police Department and Dallas Fire and Rescue provide support to University Police on the main campus as needed. These individuals and organizations regularly respond and work together to manage the incident. Depending on the nature of the incident, other campus departments and other local or federal law enforcement agencies could also be involved in responding to the incident.

When a serious incident occurs that causes an immediate threat to the DBU North facility, the first responders to the scene are usually the Plano Fire Department (PFD) and the Plano Police Department (PPD). These individuals and organizations typically respond and work together to manage the incident. Depending on the nature of the incident, other campus departments and other local or federal agencies could also be involved in responding to the incident.

When a serious incident occurs that causes an immediate threat to the DBU Center for Servant Leadership facility, the first responders to the scene are usually the Hurst Fire Department (HFD) and the Hurst Police Department (HPD). These individuals and organizations typically respond and work together to manage the incident. Depending on the nature of the incident, other campus departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for DBU are publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the DBU website at [www.dbu.edu/police](http://www.dbu.edu/police).

All members of the DBU community are notified each semester that they are required to notify the University Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The University Police Department has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the University Police Department has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the campus community and/or surrounding community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.



# ANNUAL SECURITY REPORT

## Notification to the DBU Community About an Immediate Threat

The Office of the Vice President for Administration and Enrollment receives information regarding possible threats from law enforcement agencies and various offices/departments on campus, such as University Police, Campus Security, Student Affairs, University Housing, Health Services, and the Counseling Center. If University Police confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the DBU campus community, the Office of the Vice President for Administration and Enrollment will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the DBU campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Office of the Vice President for Administration and Enrollment 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 a notification will, in the judgment of the first responders (including, but not limited to: University Police, Campus Security, Dallas Fire and Rescue, and/or the Dallas Police Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the DBU community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the DBU campus community. These methods of communication include network e-mails, text messages from the Emergency Mass Alert System (EMAS), emergency messages that can scroll across computer screens when logged into the University system, institutional social media, written notices, departmental safety officer phone call system, and audible siren and verbal command warnings that can be broadcast through the DBU Outdoor Warning Alert System (OWAS). Individuals who do not want to receive emergency text messages must opt out of the service. The University will post updates during a critical incident, emergency, or crisis situation on the DBU website. Individuals can call DBU's ICE (In Case of Emergency) line at 214.333.7ICE (214.333.7423) to access recorded information for updates.

University Police and Campus Security vehicles are equipped with public address (PA) systems and can be strategically placed and/or driven throughout the campus to facilitate communication through the PA system. Members of the campus community who are interested in receiving information about emergencies on campus should sign up for the emergency text message system (EMAS) at [webreg.dbu.edu/emas/](http://webreg.dbu.edu/emas/). In addition, the DBU website and the 214.333.7ICE (214.333.7423) line can be used for obtaining updates in the event of an emergency on campus.



# ANNUAL SECURITY REPORT

## Procedure for Testing Emergency Response & Evacuation Procedures

An evacuation drill is coordinated by University Police and Campus Security each semester for all residential facilities on campus and annually for all employees in campus buildings. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. University Police and Campus Security do not inform residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. However, the University has established written plans for continuation of University operations, housing, and course delivery, which will be communicated to the campus community when such situations arise. In all cases, University Police, Campus Security, and University Housing staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At DBU, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sounds of the notification alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm and emergency notification systems. Evacuation drills are monitored by University Police, Campus Security, and appropriate residence departments to evaluate egress and behavioral patterns. Reports are prepared by participating departments, which identify deficient equipment, process, and/or procedures so that modifications can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first mandatory hall or apartment meetings of the semester and during other educational sessions that they can participate in throughout the year. The resident directors and resident assistants are trained in these procedures as well and act as an on-going resource for the students living in residential facilities. University Police and Campus Security conduct announced and unannounced drills and exercises each year and conduct follow-through activities designed for assessment and evaluation of emergency plans and capabilities. University Police and Campus Security coordinate announced and unannounced evacuation drills each semester, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. University Police and Campus Security will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.





# ANNUAL SECURITY REPORT

## SHELTER-IN-PLACE PROCEDURES

### What it means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

### Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside—seeking an interior room—until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, DBU ID card, etc.) and follow the evacuation procedures for your building (close your door, lock your room/unit, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police, fire department, or emergency medical services personnel are on the scene, follow their directions.

### How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including President, Vice President for Administration and Enrollment, University Police, Campus Security, Student Affairs, University Housing, other University employees, the federal, state, or local government, Dallas Police Department, Dallas Fire and Rescue, or other authorities utilizing the University’s emergency notification system.

### How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a mobile phone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - a. An interior room;
  - b. Above ground level; and
  - c. Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (University Housing staff, faculty, or other staff) to call the list in to University Police, so they know where you are sheltering. If only students are present, one of the students should be designated to call in the list.
7. Turn on a radio or TV, watch news or text alerts from smart phones, and listen for further instructions.
8. Make yourself comfortable. Pray for God’s protection and peace.

# ANNUAL SECURITY REPORT

## Timely Warnings

In the event that a situation arises, either on or off campus that constitutes an ongoing or continuing threat of an emergency or crisis situation effecting the DBU Family, the President or the Vice President for Administration and Enrollment will issue a campus-wide "timely warning." In the event that the timely warning pertains to a situation involving sexual assault, domestic violence, dating violence, and stalking, the confidentiality of the victim will be maintained. The timely warning will be issued through one or more of the following methods:

- Written notices
- University email system
- Emergency Message Alert System (EMAS)
- University departmental safety officer emergency contact system
- Outdoor warning siren system
- University social media

Depending on the particular circumstances of a campus emergency or crime, especially in all situations that could pose an immediate threat to the campus community and surrounding area, University administration may also post a notice on the DBU website homepage, [www.dbu.edu](http://www.dbu.edu).

Anyone with information about an emergency, crisis, or crime should report the information to one of the following offices and/or personnel:

### University Police Department

First Floor, John G. Mahler Student Center  
Chief John Shaw  
214.333.5555 (office)  
469.628.3924 (cell)  
[johns@dbu.edu](mailto:johns@dbu.edu)

### Office of the President

First Floor, North End, Nation Hall  
Dr. Adam Wright  
214.333.5930 (office)  
[adam@dbu.edu](mailto:adam@dbu.edu)

### Vice President for Student Affairs

Second Floor, Sadler Global Missions Center  
Jay Harley  
214.333.6812 (office)  
817.846.0019 (cell)  
[jay@dbu.edu](mailto:jay@dbu.edu)

### Campus Security Department

Lower Level, Pilgrim Chapel  
Don Kabetzke  
214.333.5305 (office)  
214.264.4693 (cell)  
[donk@dbu.edu](mailto:donk@dbu.edu)

### Vice President for Administration and Enrollment

Third Floor, Pilgrim Chapel  
Jonathan Teat  
214.333.5128 (office)  
214.516.5349 (cell)  
[jonathan@dbu.edu](mailto:jonathan@dbu.edu)

### Dean of Students

First Floor, Mary C. Crowley Complex  
Tempress Asagba  
214.333.5340 (office)  
214.284.9878 (cell)  
[tempress@dbu.edu](mailto:tempress@dbu.edu)

# ANNUAL SECURITY REPORT

## How to Report Criminal Offenses

To report a crime, emergency, crisis situation, or potential threat to the DBU campus community contact University Police at 214.333.5555 (non-emergencies), dial 911 (emergencies only), or by using the Code Blue Emergency telephones located throughout campus in the following locations:

- John Clem Gatehouse
- Mountain Creek Gatehouse
- Parking Lot 24 (Intramural Field)
- Parking Lot 23 (North of Mabee Village Townhomes)
- Parking Lot 17 (Southeast Corner of Patriot Soccer Field)
- Mike Arnold Fitness Trail
- Colonial Village Apartments Gazebo
- Strickland Building (South Hall)
- Parking Lot 26 (North of Mabee Village)
- Parking Lot 25 (Behind Horner Ballpark)
- Parking Lot 5 (East of Roberts Building)
- Residence Hall Entrances
- Parking Lot 30 (South of Ford Village)
- O'Guinn Creek Bridge

Any suspicious activity/person seen in the parking lots or loitering around vehicles, inside buildings or around the residence halls and apartments should be reported to University Police.

In addition, you may report a crime or suspicious person activity to the following personnel:

### John Shaw, DBU Chief of Police

214.333.5555 (office)

469.628.3924 (cell)

### Don Kabetzke, Director of Campus Security

214.333.5305 (office)

214.263.4693 (cell)

### Dallas Police Department

214.670.7448

### Jonathan Teat, Vice President for Administration and Enrollment

214.333.5128 (office)

214.516.5349 (cell)

### Dr. Jay Harley, Vice President for Student Affairs

214.333.6812 (office)

817.846.0019 (cell)

### Tempress Asagba, Dean of Students

214.333.5340 (office)

214.284.9878 (cell)

### Dr. Jordan Davis, Director of Counseling Center

214.333.6855 (office)

214.208.2938 (cell)

### Health Services

214.333.5151 (office)

## Regional Academic Centers

### DBU North

#### Wendell Wright, Director

214.333.5777 (office)

214.354.2071 (cell)

### DBU Center for Servant Leadership

#### Dr. Donovan Fredricksen, Director

214.333.5901 (office)

817.501.7337 (cell)

### Plano Police Department

972.424.56787

### Hurst Police Department

817.788.7342

# ANNUAL SECURITY REPORT

The DBU Police Department has mutual aid and working agreements with Dallas Police Department, Plano Police Department, and Hurst Police Department. Each police agency augments the other within their jurisdictions during mutual investigations, arrests, and prosecutions. University Police personnel participate in regular meetings with local law enforcement agencies to exchange ideas and problems which may be of concern for the University community.

DBU encourages victims or witnesses to report crimes on a voluntary, confidential basis. Strict confidentiality will be maintained for all criminal offenses reported. Reported crimes or alleged illegal activity will be promptly and thoroughly investigated.

## Voluntary Confidential Reporting

If a member of the Dallas Baptist University campus community is the victim of a crime and does not want to pursue action with the University Police or through the University disciplinary process, he or she may still want to consider making a confidential report of the situation. With the victim's permission, University Police Chief John Shaw, Don Kabetzke, Jonathan Teat, Jay Harley, Tempress Asagba, or Allyson Miller can file a report on the details of the incident without revealing his or her identity. Contact information for these University personnel members is provided below. Please note that crimes involving children under the age of 17 must be investigated and pursued to the full extent of local, state, and federal law.

The purpose of a confidential report is to comply with the individual's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the University can keep an accurate record of the number of criminal incidents, determine if there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution's Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Campus Sexual Violence Elimination Act, as a part of the Violence Against Women Reauthorization Act.



**John Shaw, DBU Chief of Police**  
214.333.5555 (office)

**Don Kabetzke, Director of Campus Security**  
214.333.5305 (office)

**Jonathan Teat, Vice President for Administration and Enrollment**  
214.333.5128 (office)

**Dr. Jay Harley, Vice President for Student Affairs**  
214.333.6812 (office)

**Tempress Asagba, Dean of Students**  
214.333.5340 (office)

**Allyson Miller, Director of University Housing**  
214.333.5455 (office)

# ANNUAL SECURITY REPORT

## Limited Voluntary Confidential Reporting

University Police encourages anyone who is the victim or witness to any crime to report promptly the incident to University Police. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to University Police.

## Security & Access

During business hours, DBU (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all University facilities is by key or electronic access card, if issued, or by admittance via the Campus Security Office or University Housing staff. In the case of periods of extended closing, Campus Security will admit only those with prior written approval to all facilities.

Residence halls are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock, and will be equipped with a lock separate from the regular key issued to resident students. Some facilities may have individual hours, which may vary at different times of the year, such as the Library, Patriot Café, The Union, and Fitness Center. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the Dean's Office, Physical Plant, University Housing, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Director of Facilities Management, University Housing, Campus Security, and Maintenance meet to discuss issues of pressing concern.

## Campus Law Enforcement Authority

The Dallas Baptist University Police Department has complete authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. If minor offenses involving University rules and regulations are committed by a University student, University Police may also refer the individual to Student Affairs to address through disciplinary action. Major offenses such as robbery, auto theft, aggravated assault, sexual assault, and murder are to be reported to the University Police Department. University Police may contact local law enforcement agencies for joint investigative efforts to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted in the appropriate municipal, state, or federal court.

Per agreement with the Texas Commission on Law Enforcement, the DBU Police Department's jurisdiction extends west bounded by the eastern shore of Mountain Creek Lake, east to The Potter's House, south to Capella Park, and north to the Dallas-Fort Worth National Cemetery. University Police have jurisdiction to enforce laws along the roadways which bound the main campus, which include Kiest Boulevard, Mountain Creek Parkway, and Merrifield Road. University leased property at our regional academic centers is patrolled by the respective local law enforcement agency and the University Police have concurrent jurisdiction.

## Relationship of DBU Police and Local Law Enforcement Agencies

Dallas Baptist University recognizes that laws and institutional policies and rules are necessary to provide a healthy and safe learning community. The Dallas Baptist University Police Department functions and supports the enforcement of local, state, and federal law by governmental agencies and of institutional policies and rules by the University. All persons on the campus are subject to these laws, policies, and rules at all times. The University Police Department is recognized and licensed by the State of Texas through the Texas Commission on Law Enforcement as a state law enforcement agency. DBU employs a staff of licensed Peace Officers with arrest authority within the University Police Department.

While DBU is private property, and Constitutional protections apply, local law enforcement officers, as licensed

# ANNUAL SECURITY REPORT

Texas Peace Officers, through the Texas Commission on Law Enforcement, may enter the DBU main campus and regional academic centers for fulfillment of their duties. Additionally, the officers are invited to patrol the campus and centers to assist DBU in deterring crime. All law enforcement agencies are expected to check in with University Police when on institutional property.

The DBU Police Department maintains strategic relationships with the Dallas, Grand Prairie, Plano, and Hurst Police Departments, as well as the Dallas County Sheriff's Department. The relationship of the DBU Police Department's authority is described in a "memorandum of understanding" (MOU) between the University Police Department and each of the above local law enforcement agencies. These MOUs outline that DBU will work in partnership with these law enforcement agencies as necessary. The University Police Department will have jurisdiction over all offenses occurring on DBU property. DBU participates in the F.B.I. Campus Liaison program to keep abreast of emerging issues and threats to the University campuses.

The purpose of the DBU Police Department is to serve and to protect the campus community with professionalism and vigilance, thus enhancing the Christ-centered learning environment and vibrant campus life.

The DBU Campus Security Department serves to support the University Police Department and the campus community in providing campus safety, fire safety, shuttle services, escort services, building security, traffic control, parking enforcement, and motorist assistance. The Campus Security Officers do not have arrest authority. These Campus Security Officers may make an arrest in the event a felony is committed in his or her presence. However all crimes are the responsibility of the University Police. In the event of an emergency or crisis situation where outside local law enforcement is needed, partner agencies are immediately notified. DBU relies on the City of Dallas Communications and Information Services 911 System for dispatch of Dallas Fire and Rescue for fire response and emergency medical services.

Annually, DBU requests crime statistics for the areas immediately surrounding the DBU main campus and regional academic centers from local law enforcement agencies. These statistics are included in the Annual Security Report along with all criminal activity occurring on campus and at centers. Crimes committed at off-campus regional academic centers or facilities under the control of DBU will be disclosed in these statistics if they come to the attention of the University Police.

Frequent meetings or telephone conversations between the University Police Chief and local law enforcement agency leaders allow for exchanges of routine information on a timely basis. Additionally, special needs are communicated between agencies as they occur. Instances where local law enforcement resources are needed are determined jointly between the University Administration and the University Police Chief.

## Encouragement of Accurate and Prompt Crime Reporting

DBU students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to University Police or Campus Security in a timely manner. To report a crime, emergency, nonemergency security, or public safety related matter, call University Police at 214.333.5555.

Dispatchers are available to answer calls at these telephone numbers 24 hours a day, seven days a week. In response to a call, University Police and/or Campus Security will take the required action, dispatching an officer or asking the victim to report to the University Police Department or the Campus Security Department to file an incident report.

All University Police and Campus Security incident reports are forwarded to the Vice President for Administration and Enrollment for disciplinary review and potential action by the Student Affairs office. University Police will investigate all crimes and may pursue to the full extent of the law. If assistance is required from the Dallas Police Department or other agencies, University Police will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene will offer the victim a wide variety of services (see the DBU sexual misconduct policy of this report for more details.)

Crimes should be reported to University Police or Campus Security to ensure inclusion in the annual crime

# ANNUAL SECURITY REPORT

statistics and to aid in providing timely warning notices to the community when appropriate.

## Counselors and Confidential Crime Reporting

Campus "Professional Counselors," when acting as such, are not considered a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, all Counseling Center personnel and Professional Counselors inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics and that all reported crimes which pose a threat to the client or other person will be reported to University Police for investigation and appropriate action.

## Awareness Programs for Students and Employees

Students are informed of services offered by University Police and Campus Security during an orientation held at the beginning of each semester and through a foundations course for all new, incoming first-year students. Verbal presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on campus and areas surrounding the campus and regional academic centers. Similar information is presented to new employees during orientation events held each year.

Information regarding personal safety is distributed periodically to all faculty, staff, and students. When time is of the essence, information is released to the campus community through security alerts sent via e-mail, text alert messages, and/or written notices.

## Crime Prevention Programs for Students & Employees

Students are informed of services offered by University Police and Campus Security during an orientation held at the beginning of each semester and through a foundations course for all new, incoming first-year students. Verbal presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on campus and areas surrounding the campus and regional academic centers. Similar information is presented to new employees during orientation events held each year.

Information regarding personal safety is distributed periodically to all faculty, staff, and students. When time is of the essence, information is released to the campus community through security alerts sent via e-mail, text alert messages and/or written notices.

## Monitoring Criminal Activity Off-Campus

University Police and Campus Security do not provide law enforcement service to off-campus residences nor are activities off campus recognized by University authority. Criminal activity at off-campus residences is monitored and recorded by the appropriate local law enforcement agency. University Police and Campus Security enjoy a close working relationship with all surrounding law enforcement agencies when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise, as well as future concerns.

**Professional Counselor:** This is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

# ANNUAL SECURITY REPORT

## Alcoholic Beverages & Controlled Substances

The possession, sale, or the furnishing of alcohol on the University campus is strictly forbidden. The enforcement of alcohol rules on campus is the responsibility of University Police, Campus Security, Student Affairs, and University Housing. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by University Police and Campus Security. Violators are subject to University disciplinary action, criminal prosecution, fine, and imprisonment. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the DBU policy for anyone to consume or possess alcohol in any public or private area of campus. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.

## Substance Abuse Education

DBU has developed programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions. The Athletic Department annually instructs student-athletes about the dangers of the illicit use of drugs and the abuse of alcohol. Student-athletes found to be in violation of alcohol policies are required to participate in an alcohol education program. The DBU Counseling Center offers confidential, individual counseling to students with any alcohol and/or drug related questions or concerns. To schedule a consultation with the DBU Counseling Center call 214.333.5288 or visit the first floor of the Collins Learning Center.

DBU's Student Affairs office, in partnership with Human Resources, ensures overall coordination of the drug and alcohol abuse education programs and initiatives. However, many services are the responsibility of other areas of the institution.

These include:

- Alcohol and Drug Education: Student Affairs and Human Resources
- Counseling Services: Counseling Center
- Referral Services: Student Affairs, Health Services, and Counseling Center
- College Disciplinary Actions: Student Affairs





# ANNUAL SECURITY REPORT

## State of Texas Sanctions - Criminal Offense Provisions

General Penalty. A person who violates a provision of this Code for which a specific penalty is not provided is guilty of a misdemeanor and on conviction is punishable by a fine of not less than \$100 nor more than \$1,000 or by confinement in the county jail for not more than one year or by both. The term specific penalty, as used in this section, means a penalty, which might be imposed as a result of a criminal prosecution. [Section 1.05 AB Code]

## Offenses Relating to Minors

**[Chapter 106 AB Code].** A minor is a person under 21 years of age.

Possession of Alcohol By a Minor

**[Section 106.05 AB Code].** A minor may not possess an alcoholic beverage, except:

- while in the course and scope of the minor's employment and the employment is not prohibited by this Code;
- if the minor is in the visible presence of an adult parent, guardian, spouse, or other adult to whom he had been committed by court;  
or
- if the minor is under the immediate supervision of a commissioned peace officer engaged in enforcing the provisions of this Code



# ANNUAL SECURITY REPORT

## Alcoholic Beverage Code

The term "possession" has the same meaning as that found in Section 1.07(a)(39) of the Texas Penal Code. The minor-in-possession offense can be proven if the minor is in actual control of the alcoholic beverage(s) by physical contact or by establishing an "affirmative link" between the alcoholic beverage and the minor.

### Purchase of Alcohol By a Minor

**[Section 106.02 AB Code].** A minor commits an offense if the minor purchases an alcoholic beverage. The minor may purchase an alcoholic beverage if under the immediate supervision of a commissioned peace officer engaged in enforcing the provisions of this Code.

### Attempt to Purchase Alcohol by a Minor

**[Section 106.025 AB Code].** A minor commits an offense if, with specific intent to purchase alcoholic beverages, the minor does an act amounting to more than mere preparation but fails to purchase alcoholic beverages.

### Consumption of Alcohol By a Minor

**[Section 106.04 AB Code].** A minor commits an offense if the minor consumes an alcoholic beverage. It is a defense to prosecution that the alcoholic beverage was consumed in the visible presence of the minor's adult parent, guardian, or spouse.

### Misrepresentation of Age by a Minor

**[Section 106.07 AB Code].** A minor commits an offense if the minor falsely states that he or she is 21 years of age or older, or presents any document that indicates he or she is 21 years of age or older to a person engaged in selling or serving alcoholic beverages.

### Public Intoxication

**[Section 49.02(e)].** A person commits an offense if the person appears in a public place while intoxicated to the degree that the person may endanger the person or another.



# ANNUAL SECURITY REPORT

## Alcoholic Beverage Code (cont.)

### First Offense:

1. Class C misdemeanor
2. Alcohol awareness class
3. Community service: 8-12 hours relating to education about or prevention of misuse of alcohol
4. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 30 days

### Second Offense:

1. Class C misdemeanor
2. Alcohol awareness class at the judge's discretion
3. Community service: 20-40 hours relating to education about or prevention of misuse of alcohol
4. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 60 days

### Third Offense:

If it is shown at the trial of the defendant that the defendant is a minor who is not a child, the offense is punishable by:

1. Fine of not less than \$250 or not more than \$2,000
2. Confinement in jail not to exceed 180 days, or
3. Both the fine and confinement
4. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 180 days

If the minor is a child (under 17 years of age as defined by Section 51.02, Family Code), the offense is punishable by the following: The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 180 days.

1. The child shall be remanded to juvenile court as a child in need of supervision; or remanded to criminal court to be adjudicated as an adult

For the purpose of determining whether a minor has been previously convicted of an offense (enhancement only) to which this section applies:

1. An adjudication under Title 3, Family Code, that the minor engaged in conduct described by this section is considered a conviction under this section; and
2. An order of deferred disposition for an offense alleged under this section is considered a conviction of an offense under this section

# ANNUAL SECURITY REPORT

## Alcoholic Beverage Code (cont.)

### **Fictitious License or Certificate [Section 521.453 Transportation Code].**

A person under the age of 21 years commits an offense if the person possesses, with the intent to represent that the person is 21 years of age or older, a document that is deceptively similar to a driver's license or personal identification certificate unless the document displays the statement "NOT A GOVERNMENT DOCUMENT" diagonally printed clearly and indelibly on both the front and back of the document in solid red capital letters at least 1/4 inch in height. The document is deceptively similar if a reasonable person would assume the document was issued by the Department of Public Safety, another agency of this state, another state or the United States. An offense under this section is a class C misdemeanor.

### **Delivery or Manufacture of Counterfeit Identification [Section 521.456 Transportation Code].**

A person who possesses with the intent to sell, distribute, or deliver a forged or counterfeit instrument that is not made or distributed by an authority authorized to do so under a state, federal, or Canadian law commits an offense. An offense under this section is a class A misdemeanor.

A person who manufactures or produces with the intent to sell, distribute, or deliver a forged or counterfeit instrument that the person knows is not made by the appropriate authority commits an offense. An offense under this section is a third degree felony.

### **Driving a Motor Vehicle or Operating Watercraft Under Influence of Alcohol by a Minor [Section 106.041 AB Code/ Section 524.022 Transportation Code].**

This law is known as the zero tolerance law. A minor commits an offense if the minor operates a motor vehicle in a public place, or a watercraft, while having a detectable amount of alcohol in the minor's system.

#### First Offense:

1. Class C misdemeanor
2. Alcohol awareness course
3. Community service: 20-40 hours relating to education about or prevention of misuse of alcohol
4. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 60 days, 30 days of which the minor is not eligible for an occupational license
5. The charge cannot be a lesser included offense of DWI

#### Second Offense:

1. Class C misdemeanor
2. Alcohol awareness course at the judge's discretion
3. Community service: 40-60 hours relating to education about or prevention of misuse of alcohol
4. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 120 days, 90 days of which the minor is not eligible for an occupational license
5. The charge cannot be a lesser included offense of DWI

# ANNUAL SECURITY REPORT

## Alcoholic Beverage Code (cont.)

Third Offense:

If it is shown at the trial of the defendant that the defendant is a minor who is not a child, the offense is punishable by the following:

1. Class B misdemeanor
2. Fine of not less than \$500 or not more than \$2,000
3. Confinement in jail for a term not to exceed 180 days, or
4. Both the fine and confinement
5. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 180 days, during which the minor is not eligible for occupational license
6. Is not eligible for deferred disposition
7. Cannot be a lesser included offense of DWI

If the minor is a child (under 17 years of age as defined by Section 51.02, Family Code), the offense is punishable by the following:

1. The court shall order the Department of Public Safety to suspend or deny the minor's driver's license for 180 days, and the minor is not eligible for an occupational license
2. Is not eligible for deferred disposition
3. Cannot be a lesser included offense of DWI
4. The child is remanded to juvenile court as delinquent conduct; or remanded to criminal court to be adjudicated as an adult.

A violation of any law regarding alcohol is also a violation of DBU's Student Code of Conduct and will be treated as a separate disciplinary matter by DBU.



# ANNUAL SECURITY REPORT

## Missing Student Notification Policy & Procedures

This policy is meant to comply with the requirements of the Higher Education Opportunity Act of 2008, which requires that universities establish a missing student notification policy for students residing in on-campus housing.

1. In order to facilitate timely notification of the proper individuals in the case of a missing student, all students living in DBU residence halls, apartments, townhomes, or University-owned off-campus housing will have the option to identify confidential contact information for an emergency contact person of their choice on their Housing Application. Each student is responsible for keeping the contact information updated during the course of the academic year and will be asked to verify contact information each year thereafter upon renewal of their Housing Application. Contact information will be maintained by the Director of University Housing in accordance with all state and federal laws.
2. If any member of the University community has reason to believe that a student living in University-owned housing is missing, they should immediately contact the DBU Police Department and/or the Dean of Students. Upon receiving this report, the DBU Police Department and the Dean of Students will initiate an investigation in an attempt to determine the whereabouts and status of the student. This investigation may include, but is not be limited to: assessing the student's room; interviewing known associates, friends, and family; searching campus public locations (e.g. library, cafeteria, etc.); searching access card logs to determine the last use of the card and track the card for future uses; accessing vehicle registration information; accessing email logs to determine the last login and use of the University email system; and other measures deemed appropriate by DBU Police Department and/or the Dean of Students.
3. A student living in University-owned housing will conclusively be deemed "missing" if the student is absent from the University for more than 24 hours with no contact with friends, family, roommates, faculty, classmates, co-workers, or other known associates, unless the student has provided information about their intended whereabouts. Likewise, a student living in on-campus housing will not be considered missing if they are gone during recognized University holidays and/or breaks.
4. If the DBU Police Department's investigation determines that a student for whom a report has been filed has been missing for more than twenty-four (24) hours, the DBU Chief of Police will notify the Director of University Housing as appropriate. The Chief will notify the Dean of Students to determine how best to make contact in accordance with paragraph 5 of this policy statement.
5.
  - A) If the missing student is under the age of eighteen (18) and not emancipated, the Dean of Students will contact the missing student's custodial parent[s] or guardian[s] within 24 hours after the time that the student is determined to be missing.
  - B) If the missing student is emancipated or eighteen (18) years of age or older, the Dean of Students will contact the emergency contact person provided by the student pursuant to paragraph 1 above within 24 hours after the time that the student is determined to be missing.
  - C) Likewise, in all cases involving a missing student, the DBU Chief of Police or the Dean of Student will be responsible for notifying the appropriate law enforcement agency or take the proper actions to report the student missing no later than 24 hours after the time that the student is determined to be missing.

# ANNUAL SECURITY REPORT

*This is only a portion of DBU's Title IX policy.  
For the full policy, go to [www.dbu.edu/Title-IX](http://www.dbu.edu/Title-IX).*

## Dallas Baptist University Sexual Misconduct Policy

Dallas Baptist University is committed to providing a safe environment for its students, faculty, staff, and visitors. As a part of this commitment, DBU takes very serious established University procedures regarding sexual assault and prevention.

### 1. Overview

The vision of Dallas Baptist University is to build a great Christian university that is pleasing to God by producing Christ-centered servant leaders who are transforming the world. With that vision in mind, it is vitally important to DBU to promote righteous living in all areas of life, including in the area of human sexuality. DBU is guided by the understanding that human sexuality is a gift from God and that the purpose of this gift includes the procreation of human life and the uniting and strengthening of the marital bond in self-giving love between one man and one woman. DBU bases its understanding on human sexuality on biblical principles outlined throughout the Old and New Testament along with the history of Christian church thought, teaching, and practice.

Faculty, staff, and students at Dallas Baptist University are expected to conduct themselves at all times in accordance with the highest standards of Christian morality. Toward this end, the University may subject to disciplinary action any faculty, staff, or student who engages in the following:

1. Sexual activity with another person outside of a monogamous heterosexual marriage between one biological male and one biological female;
2. Touching, caressing, and other physical conduct of a sexual nature that is inappropriate or contrary to DBU's Scriptural beliefs about human sexuality;
3. Participation in advocacy groups and/or activities that are contrary to DBU Scriptural beliefs about human sexuality;
4. The possession or viewing of pornographic material; or
5. Other expressions or actions that are discordant with DBU's Scriptural beliefs about human sexuality and gender.

The actions listed above violate the University's commitment to sexual purity in line with its Scriptural beliefs about human sexuality. These types of violations are covered more fully in the Student Code of Conduct and Employee Handbook, which discuss the disciplinary procedures for such violations. While alleged violations of such institutional offenses would typically be handled under the processes found in the Student Code of Conduct or Employee Handbook, in highly sensitive or complex situations, the President, Vice President or Student Affairs, or Supervising Vice President can request that potential violations of these types of institutional offenses be adjudicated by DBU's Special Committee on Institutional Offenses, who will use similar investigation, hearing, and appeals procedures as those outlined in this policy. In addition to those violations, there are certain types of violations that are so serious that they require more robust investigation and hearing procedures. This would include the following prohibited conduct:

1. Sexual assault
2. Sexual violence
3. Sexual harassment
4. Sexual discrimination
5. Domestic or dating violence

# ANNUAL SECURITY REPORT

## Dallas Baptist University Sexual Misconduct Policy

6. Stalking
7. Sexual exploitation, or
8. Other sexual misconduct outlined in the Definitions section of this policy.

Because of the gravity of these allegations, the prohibited conduct outlined in the preceding sentence will be governed by the more robust procedures outlined in this Sexual Misconduct Policy.

DBU has a high moral commitment to the worth and dignity of all individuals. Members of the University community, guests, and visitors have the right to be free from all forms of sexual misconduct. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. This Sexual Misconduct Policy is meant to promote a safe living and learning environment for all members of the campus community in accordance with DBU's Scriptural beliefs about human sexuality and in compliance with state and federal laws including, but not limited to, Title IX of the Education Amendments of 1972, the Violence Against Women Reauthorization Act of 2013, Title VII of the Civil Rights Act of 1964, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and the Campus Sexual Violence Elimination (Campus SaVE) Act.

### 2. Scope

This policy governs the conduct of Dallas Baptist University students, regardless of enrollment status; faculty; staff; and third parties (i.e., non-members of the DBU community, such as vendors, alumni, visitors, or local residents).

Third parties are both protected by and subject to this policy. A third party may report or file a complaint concerning a violation of this policy committed by a member of the DBU community. A third party may also be permanently barred from DBU or subject to other restrictions for failing to comply with this policy. This policy applies to conduct that occurs on University property, (i.e., off campus). This policy applies to conduct that occurs off campus when the conduct is associated with a University-sponsored program or activity, such as travel, research, or internship programs; when it utilizes University owned or provided technology resources; or when such conduct may have a nexus to campus, such as a continuing adverse effect or creation of a hostile environment on campus.

Maintaining a safe living and learning environment is the responsibility of the entire campus community. Therefore, all faculty, adjunct faculty, and full-time/part-time staff members who are not Confidential Resources (as defined in Section 5 of this policy) must promptly report suspected sexual misconduct to the Title IX Coordinator. Likewise, student workers who learn of violations of this policy in the scope of their employment, including Resident Assistants, must promptly report alleged violations of this policy to the Title IX Coordinator. DBU strongly urges all other members of the DBU community, including students and visitors, to promptly report any allegation of sexual misconduct to the Title IX Coordinator. This policy prohibits any attempt to seek retribution against an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy.

### 3. Definitions

For purposes of this policy, the following sexual misconduct is considered to be prohibited conduct: 1) Sexual Assault; 2) Sexual Violence; 3) Sexual Harassment; 4) Sexual Discrimination; 5) Domestic or Dating Violence; 6) Stalking; 7) Sexual Exploitation; 8) Sexually Inappropriate Conduct; 9) Retaliation; 10) Inducing Incapacitation for sexual purposes; and 11) Other Non-Consensual Sexual Contact. These terms and other related terms applicable to this policy are more fully defined in Appendix A of the full policy document. If a person would like to press criminal charges for an alleged violation of any of the below criminal laws, or would like to seek an order of protection, the definitions contained in the Texas Penal Code and Family Code (found in Appendix B of the full policy document) would apply, not the internal definitions used in this policy.



# ANNUAL SECURITY REPORT

## Dallas Baptist University Sexual Misconduct Policy

### 4. Title IX Coordinator, Advocates for Campus Trust & Safety Committee, & Related Parties

The Title IX Coordinator directs compliance with DBU's Sexual Misconduct Policy and Title IX. The Title IX Coordinator will be informed of all complaints or reports of violations of this policy and shall oversee DBU's centralized response to ensure compliance with DBU's values, Title IX, and other applicable laws. The Title IX Coordinator's activities include, but are not limited to, the following:

- Communicating with all members of the DBU community regarding this Sexual Misconduct Policy and Title IX and providing information about how individuals may access their rights;
- Overseeing DBU's administration of its own applicable policies, including record keeping, time frames, and other procedural requirements relating to this Sexual Misconduct Policy and Title IX;
- Conducting training regarding Sexual Misconduct issues, Title IX, the Violence Against Women Reauthorization Act of 2013 (VAWA), and prohibited conduct defined in this policy; and
- Responding in accordance with the procedures set forth in this policy to any complaint or report regarding conduct that may violate this policy.

On all matters relating to this Sexual Misconduct Policy, the Title IX Coordinator is supervised directly by the President of the University and the office of Legal Affairs.

The Title IX Coordinator's contact information is:

#### Molly Taylor

Title IX Coordinator  
Office: Global Missions 2nd Floor  
TitleIX@dbu.edu  
214.333.5960

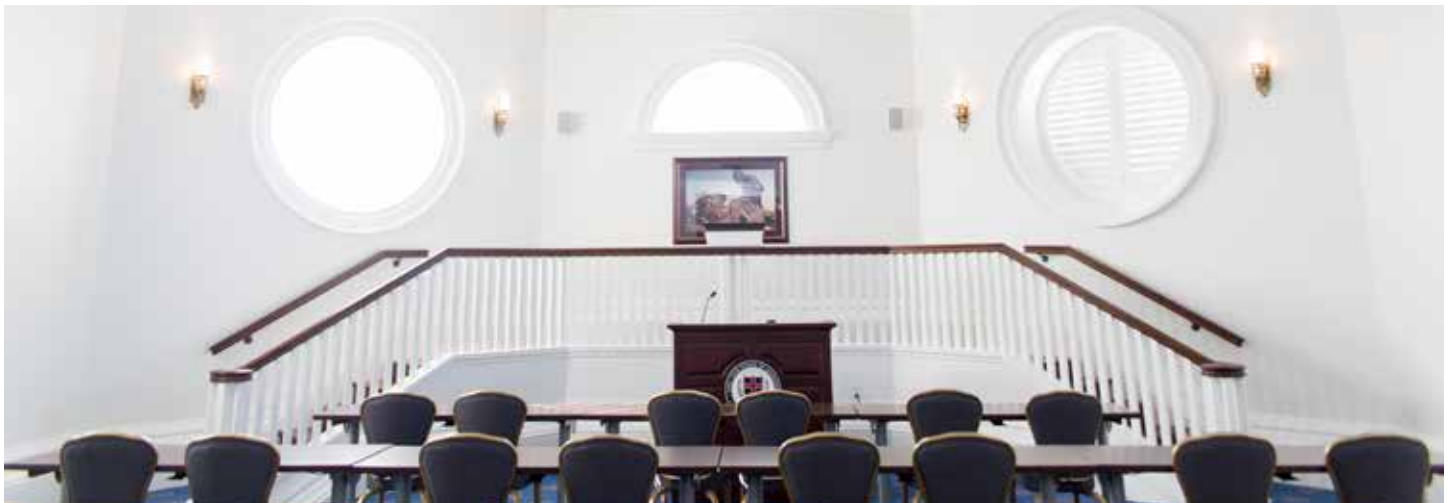
#### Tempress Asagba

Deputy Title IX Coordinator for Students  
Office: Crowley, University Housing  
TitleIX@dbu.edu  
214.333.5340

#### Tamy Rogers

Deputy Title IX Coordinator for Employees  
Office: Mahler 2nd Floor  
TitleIX@dbu.edu  
214.333.5158

Reports of alleged sexual misconduct can be made by email, phone call, letter, or meeting with the Title IX Coordinator or Deputy Title IX Coordinator.



# FIRE SAFETY REPORT

This report is distributed annually to all current students, faculty, and staff members of Dallas Baptist University. The report is also available for prospective students and employees on the DBU website at <http://www.dbu.edu/security>.

The annual fire safety report, available on October 1 of each year, contains University Police, Campus Security, and University Housing policies, procedures, and statistics regarding fires, fire safety, and fire safety education in student housing for the previous calendar year. DBU monitors fire activity in the surrounding geographic area as recorded by the Dallas Fire Department.

## DBU MAIN CAMPUS STUDENT HOUSING

Student housing at DBU consists of six residence halls, 120 apartments, and 48 townhomes and 64 brownstones.

The residence halls are Spence Hall, Williams Hall, Lange Hall, Calabria Hall, Crowley Hall, and Sharp Hall. The residence halls currently house 769 students.

The Colonial Village Apartments consist of five buildings: Blackburn Hall, Byrd Hall, Cook Hall, Hurley Hall, and White Hall. Colonial Village currently houses 536 students.

The Mabee Village Townhomes and Brownstones consist of 19 buildings and currently house 594 students.

Table 1 displays statistics and related information regarding fires in residential facilities on the DBU main campus. There is no student campus housing at DBU North and DBU Center for Servant Leadership.

## MAIN CAMPUS FIRE SAFETY SYSTEMS

Each residence hall is equipped with fire alarms, smoke detectors, fire extinguishers, and fire doors that reduce the spread of fire. Spence Hall is also equipped with a sprinkler system. Colonial Village Apartment breezeways are equipped with smoke alarms and fire extinguishers on each floor. Apartments are equipped with smoke alarms and sprinkler systems in each unit. Williamsburg Village townhomes and brownstones are equipped with smoke alarms and sprinkler systems in each unit. Table 1 displays statistics and other related information regarding fires in residential facilities. Table 2 exhibits fire safety systems with the DBU residential facilities.



# FIRE SAFETY REPORT

TABLE 1.

Statistics and Related Information Regarding Fires in Residential Facilities

Building	Total Fires in Building	Cause of Fire	Number of Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Calabria Hall	0	Not Applicable	0	0	\$0.00
Crowley Hall	0	Not Applicable	0	0	\$0.00
Lange Hall	0	Not Applicable	0	0	\$0.00
Sharp Hall	0	Not Applicable	0	0	\$0.00
Spence Hall	0	Not Applicable	0	0	\$0.00
Williams Hall	0	Not Applicable	0	0	\$0.00
Blackburn Hall	0	Not Applicable	0	0	\$0.00
Byrd Hall	0	Not Applicable	0	0	\$0.00
Cook Hall	0	Not Applicable	0	0	\$0.00
Hurley Hall	0	Not Applicable	0	0	\$0.00
White Hall	0	Not Applicable	0	0	\$0.00
Townhome 1	0	Not Applicable	0	0	\$0.00
Townhome 2	0	Not Applicable	0	0	\$0.00
Townhome 3	0	Not Applicable	0	0	\$0.00
Townhome 4	0	Not Applicable	0	0	\$0.00
Townhome 5	0	Not Applicable	0	0	\$0.00
Townhome 6	0	Not Applicable	0	0	\$0.00
Townhome 7	0	Not Applicable	0	0	\$0.00
Townhome 8	0	Not Applicable	0	0	\$0.00
Townhome 9	0	Not Applicable	0	0	\$0.00
Townhome 10	0	Not Applicable	0	0	\$0.00
Brownstone 11	0	Not Applicable	0	0	\$0.00
Brownstone 12	0	Not Applicable	0	0	\$0.00
Brownstone 13	0	Not Applicable	0	0	\$0.00
Townhome 14	0	Not Applicable	0	0	\$0.00
Townhome 15	0	Not Applicable	0	0	\$0.00
Brownstone 16	0	Not Applicable	0	0	\$0.00
Brownstone 17	0	Not Applicable	0	0	\$0.00
Brownstone 18	0	Not Applicable	0	0	\$0.00
Brownstone 19	0	Not Applicable	0	0	\$0.00

# FIRE SAFETY REPORT

TABLE 2.

Additional Information Regarding Fires in Residential Facilities

Building	Fire Alarm Monitoring on Site	Fire Alarm Monitoring off Site	Sprinkler System	Smoke Detection	Fire Extinguishers	Evacuation Plans Posted	Number of Fire Drills per Year
Calabria Hall		X		X	X	X	2
Crowley Hall		X		X	X	X	2
Lange Hall		X		X	X	X	2
Sharp Hall		X		X	X	X	2
Spence Hall		X	X	X	X	X	2
Williams Hall		X		X	X	X	2
Blackburn Hall		X	X	X	X		1
Byrd Hall		X	X	X	X		1
Cook Hall		X	X	X	X		1
Hurley Hall		X	X	X	X		1
White Hall		X	X	X	X		1
Townhome 1		X	X	X			1
Townhome 2		X	X	X			1
Townhome 3		X	X	X			1
Townhome 4		X	X	X			1
Townhome 5		X	X	X			1
Townhome 6		X	X	X			1
Townhome 7		X	X	X			1
Townhome 8		X	X	X			1
Townhome 9		X	X	X			1
Townhome 10		X	X	X			1
Brownstone 11		X	X	X			1
Brownstone 12		X	X	X			1
Brownstone 13		X	X	X			1
Townhome 14		X	X	X			1
Townhome 15		X	X	X			1
Brownstone 16		X	X	X			1
Brownstone 17		X	X	X			1
Brownstone 18		X	X	X			1
Brownstone 19		X	X	X			1

# FIRE SAFETY REPORT

## MAIN CAMPUS FIRE DRILLS

Two fire drills are conducted for each residence hall during the calendar year. A fire drill is conducted each semester at an unannounced date and time. A fire drill is conducted annually for residents in the Colonial Village Apartments and Williamsburg Village Townhomes and Brownstones.

## MAIN CAMPUS FIRE DRILL REPORTS

University Police and Campus Security conducted the fire drills with student residences on Monday, October 29, 2018. University Police officers and Campus Security officers were dispatched to the drill as if it were an actual fire. Each officer reported to their assigned duties to assist Dallas Fire and Rescue and direct them to the incident site had there been an actual fire.

University Housing staff assisted with the evacuation of the buildings. University Police and Campus Security confirmed that the buildings were cleared. Table 3 displays the results of the fire drills.

TABLE 3.  
Fire Drill Results

Date	Location	Alarm Pulled	All Clear	Participants
10/29/18	Spence Hall	1814	1818	87
10/29/18	Williams Hall	1844	1846	56
10/29/18	Crowley Hall	1827	1830	119
10/29/18	Lange Hall	1838	1840	70
10/29/18	Mabee Village, Buildings 1-4	1934	1937	33
10/29/18	Mabee Village, Buildings 5-8	1950	1953	47
10/29/18	Mabee Village, Buildings 9,10	1957	1959	23
10/29/18	Mabee Village, Buildings 14,15	1941	1944	20
10/29/18	Brownstone 11	2008	2010	18
10/29/18	Brownstone 12-13	2001	2003	15
10/29/18	Brownstone 16-17	2014	2016	15
10/29/18	Brownstone 18-19	2019	2021	50
10/29/18	Colonial Village, Building 1	1916	1918	40
10/29/18	Colonial Village, Building 2	1912	1914	54
10/29/18	Colonial Village, Building 3	1907	1909	53
10/29/18	Colonial Village, Building 4	1857	1900	35
10/29/18	Colonial Village, Building 5	1924	1926	34

# FIRE SAFETY REPORT

## DBU NORTH FIRE REPORT

There were no fires at the DBU North Facility during 2016, 2017, 2018.

## ON-CAMPUS STUDENT HOUSING

There are no on-campus student housing facilities at DBU North.

## FIRE DRILLS

A fire drill is conducted annually at DBU North. A drill was conducted on Monday, October 15, 2018. DBU North staff assisted the Campus Security Director with the drill. Table 1 displays the results of the fire drill.

Table 1.

Fire Drill Results

Date	Location	Alarm Pulled	All Clear	Participants
10/15/18	DBU North	1715	1717	8

## DBU CENTER FOR SERVANT LEADERSHIP

There were no fires at the DBU Center for Servant Leadership during 2016, 2017, or 2018.

## ON-CAMPUS STUDENT HOUSING

There are no on-campus student housing facilities at the DBU Center for Servant Leadership

## FIRE DRILLS

A fire drill is conducted annually at the DBU Center for Servant Leadership. A drill was conducted on Monday, October 22, 2018. The DBU Center for Servant Leadership staff assisted the Campus Security Director with the drill. Table 1 displays the results of the fire drill.

Table 1.

Fire Drill Results

Date	Location	Alarm Pulled	All Clear	Participants
10/22/18	DBU Center for Servant Leadership	1707	1710	19

## PROCEDURES FOR EVACUATION OF STUDENT HOUSING IN CASE OF FIRE

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is

# FIRE SAFETY REPORT

appropriate to contact University Police and 9-1-1. Students and/or staff are informed where to relocate if circumstance warrants at the time of the alarm. Written procedures are provided to all students, faculty, and staff indicating evacuation areas in case of fire. In the event fire alarms sound, DBU policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

## POLICIES ON PORTABLE ELECTRIC APPLIANCES, SMOKING, AND OPEN FLAMES IN STUDENT HOUSING

University Housing performs residence hall safety inspections weekly. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety systems. Specific inspection of smoke detectors and fire extinguishers are conducted by University Police and Campus Security.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately disabled with a locking device or confiscated and donated/discarded if found, without reimbursement.

Residence hall students are required to read and comply with the regulations stated in the Student Handbook. The handbook is available on the DBU website through Webadvisor. Residence hall students sign a Residence Hall Agreement on move-in day every semester.

Apartment inspections are conducted four times per year by University Housing staff. Inspections entail elements identical to those conducted in residence halls. Students are informed of the regulations in the apartment lease, in the Student Handbook, and during the University Housing mandatory meeting, which is held annually. All apartment residents are required to sign their lease, which indicates agreement to follow all apartment regulations.

## FIRE PREVENTION POLICIES

- The use of candles is prohibited in any building or residence area.
- Smoking is prohibited on the DBU campus.
- Portable electronic appliances, with an open heating element, are prohibited in residence hall rooms. Electronic appliances are permitted in designated areas of residence halls.
- Halogen bulb lamps are prohibited in campus residential housing.

## FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to familiarize students and staff with the fire safety system in each housing facility, train students and staff on the procedures to be followed in case there is a fire, and distribute information on the University's fire safety policies. Students and staff are provided with maps of each on-campus student housing facility that illustrate evacuation

# FIRE SAFETY REPORT

routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a “buddy” assigned to them.

Fire safety education and training programs are coordinated by University Police and the Campus Security Department in partnership with DBU’s Environmental Safety and Management Director, professionals, external organizations, and local Dallas Fire and Rescue personnel trained in fire safety education and instruction.

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and move immediately to a predetermined location before calling 9-1-1 for help. Students are to remain in that location until cleared to return to the building by University Police, Campus Security, or the Emergency Response Team. Resident Assistants are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety.

The Campus Safety Guide is distributed to faculty, staff, and students annually in September. The guide provides detailed information on procedures to follow in the event of fire. Each building has a designated contact person to disseminate warnings and direct evacuation procedures in the event of fire, or other disaster. DBU’s networked phone system is utilized to alert persons to emergency situations. Contact persons receive annual training regarding fire procedures and the use of the networked phone system.

## GENERAL GUIDELINES IN CASE OF FIRE

In case of fire, immediately contact University Police at 214.333.5555. The emergency phone tree will be initiated to notify building occupants of fire and the urgency of evacuation. The outdoor emergency warning system will be used to broadcast a warning of fire. The Emergency Message Alert System (EMAS) will be used to provide a timely warning regarding a fire.

The Campus Safety Guide provides detailed information regarding fire procedures. The following information is also found in the Campus Safety Guide.

Students, faculty, and staff should be familiar with the safety procedures and identifiable terms as they pertain to the threat of a fire on the campus of Dallas Baptist University.

### In the event of fire:

1. Move to the exterior of the building immediately.
2. Stay clear of all glass doors, windows, and unsecured items that could become airborne.
3. Do not use elevators.
4. Avoid areas filled with heavy smoke.
5. If travel through smoke is unavoidable:
  - a. Keep your head low to the ground.
  - b. Cover your nose and mouth with a wet towel and crawl on the floor.

### In the event of clothing catching fire:

1. Stop ... Decreased movement will slow the speed of the fire.
2. Drop ... A horizontal position will cause the fire’s progress from moving up to your face.
3. Roll ... Smothering the fire helps to extinguish flames.



# FIRE SAFETY REPORT

NOTE: All department areas are equipped with flashlights, emergency weather radios, and first-aid kits. Additional equipment for residential areas includes bullhorns and communication radios. All items that require batteries should be tested on a regular basis.

## PROCEDURES IN THE EVENT OF A FIRE

The Emergency Response Team (ERT) will establish the Emergency Response Command Post in the Office of the Vice President for Administration and Enrollment in Pilgrim Chapel, Third Floor.

## EMERGENCY RESPONSE TEAM CONTACT INFORMATION:

### **Jonathan Teat, Vice President for Administration and Enrollment**

214.333.5128 (office)

214.516.5349 (cell)

### **Dr. Jay Harley, Vice President for Student Affairs**

214.333.6812 (office)

817.846.0019 (cell)

### **Dr. Matt Murrah, Vice President for Financial Affairs**

214.333.5160 (office)

972.897.9614 (cell)

### **John Shaw, DBU Chief of Police**

214.333.5870 (office)

469.628.3924 (cell)

Buildings should be evacuated immediately upon hearing a fire alarm or fire announcement. Individuals are to remain in the designated safe areas until cleared by University Police, Campus Security, or the Emergency Response Team. Faculty members and Departmental Safety officers are responsible for ensuring that all students in their classrooms evacuate buildings immediately upon hearing a fire alarm or fire announcement.

The Emergency Response Team will communicate by mobile telephone and/or radio to the designated building contact personnel and Departmental Safety officers. Each individual will, in turn, call other designated contact persons located in their building. If mobile telephones are not functional, contact persons should attempt to physically locate all faculty and staff present in their assigned areas to provide emergency information and assistance.

# FIRE SAFETY REPORT

Building contact persons will be responsible for guiding faculty, staff, and students to the designated safe areas. Building contact persons will be notified when the "all clear" message is given.

## DEPARTMENTAL SAFE AREAS IN THE EVENT OF FIRE

<b>Athletic Training Center</b>	Move to Parking Lot 18
<b>Blackaby Hall</b>	Move to the grass area east of Blackaby Hall
<b>Burg Center (Gymnasium)</b>	Move to Parking Lot 5, 14, 19
<b>Collins Learning Center</b>	
<i>(Special Note: Emergency Response Vehicles must be able to park directly in front of the building.)</i>	
Basement	Move to North Parking area (Out rear doors)
First Floor	Move to Quad, Southeast area (Stay clear of roads)
Second Floor	Move to Quad, Northwest area (Stay clear of roads)
Third Floor	Move to Quad, Northeast area (Stay clear of roads)
<b>Colonial Village Apartments</b>	
Blackburn Hall	Move to Soccer Field
Byrd Hall	Move to Parking Lot 19
Cook Hall	Move to Bush Pond grassy area
Ebby Halliday Center	Move to Marsha's Pool Area, away from building
Hurley Hall	Move to Parking Lot 19
White Hall	Move to Parking Lot 18
<b>Dean Learning Center</b>	Move to Parking Lot 4
<b>Ford Village:</b>	Move to Parking Lot 30
<b>Education Building</b>	Move to Lemuel Haynes Drive (Burg Center Drive)
<b>Horner Ballpark</b>	Move to Parking Lot 15
<b>Horner Hall</b>	Move to Quad, Southeast area (Stay clear of roads)
<b>Landry Welcome Center</b>	Move to Bernardo de Galvez Road
<b>Mahler Student Center</b>	Move to Parking Lot 4
<b>Moon International Center</b>	Move to Mike Arnold Fitness Trail
<b>Nation Hall</b>	Move to Parking Lot 3
<b>Physical Operations Buildings</b>	Move to Physical Plant Parking Lot
<b>Pilgrim Chapel</b>	Move to Parking Lot 4
<b>Residence Halls</b>	
Crowley Complex	Move to Basketball Court on Turner Park (Stay clear of roads)
Lange Hall	Move to Volleyball Court on Turner Park (Stay clear of roads)
Spence Hall	Move to north Parking Lot 9 (Stay clear of roads)
Williams Hall	Move to Jesus Statue in front of Mahler (Stay clear of roads)

# FIRE SAFETY REPORT

<b>Roberts Building</b>	Move to Parking Lot 5
<b>Strickland Building</b>	
1st Floor North	Move to Quad, Northwest area (Stay clear of roads)
<b>Tabor Athletic Guesthouse</b>	Move to Parking Lot 16
<b>Mabee Village Townhomes</b>	Move to Village Green
<b>Brownstones</b>	Move to Intramural Sports Complex

## REPORTING THAT A FIRE OCCURRED

Per federal law, DBU is required to disclose annually statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether University Police may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

University Police	214.333.5555
Campus Security	214.333.5555
Vice President for Administration and Enrollment	214.333.5128
Director of University Housing	214.333.5455

When calling, please provide as much information as possible about the location, date, time and cause of the fire.





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