2011 Annual Security and Fire Safety Report

Prepared by The University of Texas at Houston Police Department

“Serving with Courage and Compassion”

William Adcox, Chief of Police
### Snapshot: 2010 On-Campus Crime

**All MD Anderson Cancer Center Campuses**
(18,000+ employee/student population)
- Arrest for drug law violations: 3
- Arrest for illegal weapons possession: 1
- Burglary: 8

**All UTHealth Campuses**
(10,000+ employee/student population)
- Arrest for drug law violations: 1
- Aggravated Assault: 1
- Arrest for illegal weapons possession: 1
- Arson: 1
- Motor vehicle theft: 1
- Burglary: 2

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### Important Phone Numbers

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>MD Anderson Cancer Center Workplace Violence</td>
<td>713-792-7867</td>
</tr>
<tr>
<td>UTHealth Workplace Violence</td>
<td>713-792-7867</td>
</tr>
<tr>
<td>UT Police Communications Center (Non-emergency)</td>
<td>713-792-2890</td>
</tr>
<tr>
<td>Office of the Chief of Police</td>
<td>713-792-3350</td>
</tr>
<tr>
<td>Crime Prevention</td>
<td>713-563-7794</td>
</tr>
<tr>
<td>Criminal Investigations</td>
<td>713-563-9980</td>
</tr>
<tr>
<td>Technical Services</td>
<td>713-792-8690</td>
</tr>
<tr>
<td>Clery Compliance Supervisor – Director Edward Cavazos</td>
<td>713-792-3350</td>
</tr>
<tr>
<td>The University of Texas at Houston Police Department</td>
<td>Fax 713-563-4988</td>
</tr>
</tbody>
</table>
The University of Texas at Houston Police Department is in the unique position of supporting two major institutions of higher learning and public health. Every day, thousands of employees, students, patients and visitors pass through our campus facilities and explore off-campus amenities in the world’s largest medical center complex (Texas Medical Center) and America’s fourth-largest city (Houston).

We have an obligation to protect and shield our campus populations, including those outside of Houston, from evolving threats in the community. In 2010 and 2011, UT Police introduced a number of programs to provide a safer campus, including:

- Installation and implementation of a new computer-aided dispatch system that enables us to map the precise location (including room number) of reported crime or suspicious activity
- Enhancement of our police radio system for increased access and immediate communication with City of Houston law enforcement agencies
- Installation of mobile computing in our patrol vehicles, providing officers immediate access to law enforcement databases and the ability to run reports on-site
- Implementation of a mass communication system capable of sending text message and email alerts to the entire campus community
- Rotating schedules for crime prevention courses including Hostile Intruder Awareness, Verbal Judo and Rape Aggression Defense

Most importantly, our campus community’s awareness, vigilance and reporting of suspicious activity have reduced crimes of opportunity.

I encourage you to get to know our UT Police officers, security guards and building liaisons and stay mindful of threats in our campus and surrounding community. Your safety is paramount to your learning environment and your contribution as valued students, faculty and staff to world-class patient care, research and education.

William Adcox
Chief of Police
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FIND US ANY TIME
The University of Texas
at Houston Police Department
7777 Knight Rd., Houston, Texas 77054
(713) 792-2890
www.mdanderson.org/utpd
History

The Clery Act is named for 19-year-old college freshman Jeanne Ann Clery, who was raped and murdered in her dorm room at Lehigh University during the early morning hours of April 5, 1986. Connie and Howard Clery, Jeanne’s parents, discovered that there was a gap in consistent reporting of violent crime statistics for postsecondary institutions. They began efforts to strengthen laws requiring colleges and universities to make available complete information about violent campus crimes to current and prospective students.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (originally the Crime Awareness and Campus Security Act of 1990) is the landmark federal law that requires higher education institutions across the United States to disclose information about crime on and around their campuses.

The Clery Act also requires institutions of higher education to collect data, prepare, publish, and distribute a report concerning campus crime statistics and security policies on an annual basis through appropriate publications, mailings, or computer networks to all current students and employees and all prospective students and prospective employees upon request. This document contains the annual report concerning specific campus crime and arrest statistics as well as information about campus policies and practices intended to promote awareness, campus safety and security.

Because the law is tied to participation in federal student financial aid programs, it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education.

The original law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.

In accordance with the guidelines established by The University of Texas MD Anderson Cancer Center, The University of Health Science Center at Houston, The University of Texas at Houston Police Department (UT Police) and pursuant to the federal law identified as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, all currently enrolled students, campus employees and all prospective students and prospective employees are entitled to request and receive a copy of the Annual Security and Fire Safety Report.

This report contains statistics about specified crimes and related incidents that have been reported to UT Police and other campus security authorities over the past three years. All incidents contained within the report have either occurred on campus, in off-campus buildings, or on or near property owned or controlled by The University of Texas MD Anderson Cancer Center or The University of Health Science Center at Houston.

This report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims’ assistance programs, student discipline polices, campus resources, community safety alerts, crime prevention, access to campus facilities and properties as well as personal safety tips. The policies established in this document apply to both institutions and all campuses, unless otherwise indicated.

UT Police encourages the reporting of all criminal offenses and campus safety and security concerns, and provides information on how and to whom to report crimes.

Students and employees will receive notice of the Annual Security and Fire Safety Report through an institution-wide email.

Copies of this report may be obtained in person from UT Police or online at http://www.mdanderson.org/utpd/crime-statistics-utpd.html. A copy may also be requested via email or mail by contacting the UT Police Office of the Chief during normal business hours (8 a.m.–5 p.m., Monday through Friday) at 713-792-3350. The request can also be made in person at UT Police, 7777 Knight Rd Houston, Texas 77054.
THE UNIVERSITY OF TEXAS MD ANDERSON CANCER CENTER

Main Campus, Houston, Texas

Celebrating more than seven decades of Making Cancer History®, The University of Texas MD Anderson Cancer Center is located in Houston on the sprawling campus of the Texas Medical Center. It is one of the most renowned and respected cancer centers in the world. It is devoted exclusively to cancer patient treatment and care, research, education and prevention.

MD Anderson was created in 1941 as a component of The University of Texas System. The institution is one of the nation’s original three comprehensive cancer centers designated by the National Cancer Act of 1971 and is one of 40 National Cancer Institute-designated comprehensive cancer centers today.

In 2011, U.S. News & World Report’s “America’s Best Hospitals” survey ranked MD Anderson as the top hospital in the nation for cancer care. MD Anderson has achieved the top ranking eight times in the past 10 years and has ranked as one of the top two hospitals for cancer care for 21 years, since the magazine began its annual survey in 1990.

In fiscal year 2010, more than 105,000 people, approximately one-third of them new patients, sought the highest quality care that MD Anderson provides. There were nearly 10,000 registrants on clinical trials exploring novel treatments, the largest such program in the nation.

Also in fiscal year 2010, almost 7,000 trainees, including physicians, scientists, nurses and allied health professionals, took part in MD Anderson educational programs. MD Anderson offers bachelor’s degrees in eight allied health disciplines.

More than 1,100 clinical residents and fellows come to MD Anderson each year to receive specialized training in the investigation and treatment of cancer. More than 600 graduate students are working on advanced degrees at the Graduate School of Biomedical Sciences, which MD Anderson operates with The University of Texas Health Science Center at Houston. More than 1,600 research fellows are being trained in MD Anderson's laboratories.

Thousands more participate in continuing education and distance learning opportunities sponsored by MD Anderson, sharing knowledge around the globe. MD Anderson also provides public education programs to teach healthy people about cancer symptoms and risk factors, giving them information that might one day aid them in making critical health care decisions.
Remote Campuses

In addition to providing cancer care at the main campus and a number of convenient regional locations in the greater Houston area, MD Anderson has two research campuses located in Texas: the Virginia Harris Cockrell Cancer Research Center, Science Park–Research Division, located in the Lost Pines region near Smithville, Texas; and, the Michale E. Keeling Center for Comparative Medicine and Research located near Bastrop, Texas.

The Virginia Harris Cockrell Cancer Research Center, Science Park–Research Division

Located near Smithville, Texas, in the midst of Buescher State Park, the Virginia Harris Cockrell Cancer Research Center, Science Park–Research Division, is a unique component of MD Anderson. A part of the Central Texas community since 1977, the Science Park-Research Division provides an ideal setting for scientific research, education, conferences and workshops. Since its inception, this campus has developed steadily in size and is now recognized as a world leader in research on carcinogenesis (the origins of cancer) and cancer prevention.

Research programs at the Science Park-Research Division can be described as interactive in their approach and focused on the elucidation of the cellular and molecular mechanisms operative in carcinogenesis. The quality of the research programs can best be judged by the high level of productivity, the success with which the staff secures grant support and the recognition investigators receive both nationally and internationally.

The Center for Research on Environmental Disease, based at the Science Park-Research Division and funded by the National Institute of Environmental Health Sciences, was established to study the mechanisms by which environmental factors cause human disease and to develop methods for the detection, prevention and control of environmentally-related disease. In addition, the center seeks to detect human exposure and monitor disease prevention strategies.

Currently, there are nearly 300 employees on the Science Park-Research Division campus. The professional research force of 65 includes 26 faculty, 9 junior faculty, 19 postdoctoral fellows, and 11 research investigators and research scientists. All members of the faculty are involved in education programs, which include training at the postgraduate, graduate and undergraduate levels.
The Michale E. Keeling Center for Comparative Medicine and Research-Bastrop

The Michale E. Keeling Center for Comparative Medicine and Research is located on about 375 acres near Bastrop, Texas. In 2004, the Science Park Veterinary Division was renamed the Michale E. Keeling Center for Comparative Medicine and Research in honor of the late Michale Keeling, the first director of the center. This designation better reflects the expanding research and educational roles of the center.

The center employs more than 120 staff and faculty, which include veterinarians, animal care staff, basic scientists, research technicians and administrative staff. The facility offers training opportunities to undergraduate, graduate and veterinary medical students from several universities, including The University of Texas MD Anderson Cancer Center, The University of Texas at Austin, and Texas A&M University. The Keeling Center currently has federal and private grants and contracts totaling more than $40,865,000. These extramurally supported programs include research in cancer, hepatitis, HIV, diabetes, hypertension, obesity, vaccine development, cellular immunology, aging and behavior.
Overview of UTHealth

THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON

The University of Texas Health Science Center at Houston (UTHealth) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, to award certificate, bachelor, masters, doctoral, and professional degrees. UTHealth is primarily a graduate-level university focusing on the health sciences. It was created by the UT System Board of Regents and supported by the Texas Legislature in 1972. Located in the prestigious Texas Medical Center, UTHealth is the most comprehensive academic health center in the Southwestern United States – the only one in Texas with six schools – offering programs in biomedical science, dentistry, health informatics, medicine, nursing, and public health. It brings together the School of Dentistry, the Graduate School of Biomedical Sciences, the Medical School, the School of Nursing, the School of Biomedical Informatics and the School of Public Health with five regional campuses in Austin, Brownsville, Dallas, El Paso and San Antonio. It also includes a psychiatric hospital, the UT Harris County Psychiatric Center, the Brown Foundation Institute of Molecular Medicine for the Prevention of Human Diseases and a growing network of clinics.

UTHealth has 4,485 students, 1,585 faculty, 3,971 staff and an annual operating budget of about $885 million. The Health Science Center also provides more than $94.5 million in unreimbursed charity care and has a $2.7 billion annual indirect economic impact on the Houston metropolitan region.
MISSION STATEMENT

The University of Texas at Houston Police Department is dedicated to the highest standards of excellence in professional law enforcement and protection. Through partnerships, we are committed to providing a comprehensive program of education, enforcement and protection services, which creates a safe and secure environment for the institutions at The University of Texas.

THE UNIVERSITY OF TEXAS AT HOUSTON POLICE DEPARTMENT

Chief of Police

William Adcox is the Chief of Police for The University of Texas at Houston Police Department (UT Police) which is a component of The University of Texas System, encompassing nine universities and six health institutions throughout the state of Texas.

UT Police serves both The University of Texas MD Anderson Cancer Center in Houston, ranked as one of the world’s most respected centers focused on cancer patient care, research, education and prevention, and The University of Texas Health Science Center at Houston, with six diverse schools woven into a comprehensive health science university, UT Police has been CALEA-accredited since 1994 and received its fifth re-accreditation in 2011. In 2009, the department was accredited by the International Association of Campus Law Enforcement Administrators (IACLEA) and re-accredited in 2011. The department also received Texas Police Chief’s Association Law Enforcement Best Practices Recognition in December 2008.

Department Structure and Organization

The Assistant Chief of Police is responsible for Patrol and Security Staffing and Operations, Emergency Response, Special Operations, Officer Liaison Program and Community on Patrol Program.

Special Operations consists of Criminal Investigations, Criminal Intelligence Liaison, Professional Standards, Internal Affairs and Security Sensitive Background Investigations.

Region One Operations consists of the MD Anderson main hospital complex, Basic Sciences Research Building, UTHealth School of Dentistry, Center for Clinical Neurosciences, Lowry and Peggy Mays Clinic (Ambulatory Care Building), Dan L. Duncan Building (Cancer Prevention Building), Houston Main Building, Radiation Oncology Center, UTHealth School of Nursing, UTHealth School of Public Health, Faculty Center, T. Boone Pickens Academic Tower, Jesse H. Jones Rotary House International, Braeswood Garage, Pressler Garage and other surrounding parking areas and facilities. This region operations unit also helps coordinate community service events for UT Police.

Region Two Operations consists of the Harris County Psychiatric Center, UT Professional Building, Houston Medical Center, UTHealth Medical School, Fannin Bank Building, Research & Replacement Facility, Fannin Holcombe Building, Institute of Molecular Medicine, TMC (Nabisco) Building, University Center Tower, Mid Campus Building 1, Physical Plant Building, Operation & Maintenance Building, Proton Therapy Center, University Housing, UTHealth Recreation Center, Bellaire Oncology Treatment Facility, Behavioral & Biomedical Sciences Building, El Rio Street Laboratory, Fannin Medical Plaza, Blood Bank, Naomi Street Facility, Operations Center Building, Pawnee Warehouse, Corder Street Warehouse, Radiation Treatment Center, Hobby WIC Clinic Building, Oak Bend Memorial Hospital, Pedi-Clinic, South Campus Research Buildings 1, 2, 3, and 4, Regional Care Centers in the Bay Area, Katy, Sugar Land and The Woodlands and both the Science Park–Research Division campus in Smithville and the Keeling Center for Comparative Medicine and Reseach in Bastrop.

For a map of the Texas Medical Center, [click here](#).
Jurisdictional Authority of The University of Texas at Houston Police Department

The University of Texas at Houston Police Department is the largest of fourteen (14) component police departments that constitute the UT System Police. The UT System Police Academy was established on December 8, 1967, by The University of Texas Board of Regents with the first class of officers graduating on January 31, 1968.

UT Police is the designated police authority for The University of Texas MD Anderson Cancer Center and The University of Texas Health Science Center at Houston. Its police officers are certified Texas peace officers as defined in article 2.12 of the Texas Code of Criminal Procedure and are commissioned by The University of Texas System pursuant to Section 51.203 of the Texas Education Code. The jurisdiction of UT Police officers includes all counties in which property is owned, leased, rented or otherwise under the control of The University of Texas MD Anderson Cancer Center and The University of Texas Health Science Center at Houston.

UT Police officers must meet specific employment qualifications and training requirements to be licensed as a peace officer by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). UT Police officers are commissioned upon successfully graduating from the UT System Basic Police Officer Training course, conducted at the UT System Police Academy in Austin, Texas. As Texas peace officers, the department’s police officers retain the same arrest and enforcement authority as all other Texas peace officers.

The University of Texas at Houston Police Department is the primary agency for reporting and investigating criminal activity occurring on the Houston campuses of The University of Texas MD Anderson Cancer Center and The University of Texas Health Science Center. Officers patrol the campuses 24 hours each day, 365 days a year. The police department provides immediate response to all police, fire and medical emergencies.

UT Police officers operate in uniform to be highly visible and easily accessible to the campus population and to act as a deterrent against crime. Some officers are also assigned to plain clothes investigative functions.
UT Police also employs guards, trained by certified instructors. Guard duties include monitoring the egress and ingress at facilities, community service, public information, Code Blue emergency response and emergency access control.

UT Police maintains excellent working relationships with all area law enforcement agencies including the Houston Police Department, Texas Medical Center Police and Security Services department, Bastrop County Sheriff’s Department, Smithville Police Department, law enforcement agencies in regional jurisdictions and the FBI. These working relationships are maintained through both verbal and written mutual agreements, communications among agency administrators and frequent contact between line officers and investigators cooperating on specific cases.
Photo Identification Badges

Faculty, staff and students are required to have a University of Texas Health Science Center at Houston or MD Anderson photo ID badge in their possession and displayed at all times while on campus. Persons on campus without proper identification are subject to challenge and inspection by any institutional authority.

Access to Campus Facilities

Most campus buildings and facilities are accessible to members of the campus community, guests and visitors during normal hours of business Monday-Friday. Access into buildings after-hours by students, faculty, or staff is available only with the proper ID badge (electronic key). Many UT buildings contain card readers for increased access control. Access control programming is conducted by the UT Police Technical Services team. Questions about access control at your building should be directed to the UT Police Technical Services group at 713-792-8690. Requests can also be sent by email to: utpdtechserv@mdanderson.org.

Grounds Safety

Campus lighting illuminates pathways and building entrances. Efforts are made to trim shrubbery and trees to minimize shadowed areas. Please report any safety concerns by calling UT Police at 713-792-2890.

Blue Light Phones

There are a number of well-marked emergency direct-ring telephones strategically located throughout the campus. When the red alarm button is depressed, an individual can communicate directly with a UT Police communications specialist. The communications specialist will dispatch an officer or emergency team to respond to the incident.

Lost and Found Property

UT Police holds lost-and-found items through its Police Communication Center. Found items are to be turned in to any uniformed or known UT Police personnel for processing. For information concerning a lost-or-found item, call UT Police at 713-792-5678 (2-LOST).
Personal Safety Contacts and Personal Safety Transportation

Upon request, UT Police provides personal safety contacts, which are available after business hours, weekends, and holidays. Personal safety contacts are uniformed police personnel ready to accompany faculty, students and staff to ensure they reach their campus destination safely. Personal safety transportation is provided to persons who have notified UT Police of a security concern. The service area for this program is to UT leased or owned property or Texas Medical Center parking lots and garages between sunset and sunrise. To request these services, contact UT Police at 713-792-2890. This service is not a shuttle service and persons looking for standard transportation services are directed to use the other existing programs offered by The University of Texas Health Science Center at Houston and MD Anderson. For questions concerning the shuttle service, contact 713-792-2338.

Crime Prevention and Personal Safety Programs

UT Police provides important services to the community, but nothing UT Police does can replace your actions in maintaining security and safety on campus. Take time to learn about crime prevention and safety—for yourself and your fellow community members. Information and awareness are your best weapons against crime and accidents.

Upon request, UT Police offers a variety of crime prevention programs to any student organizations and faculty/staff gatherings. UT Police offers the following crime prevention programs, presentations and services free of charge:

- **Introduction to UT Police**
  The goal of this presentation is to inform employees and students about UT Police and the services provided.

- **Domestic Violence Awareness**
  This presentation helps to develop awareness that domestic violence is a problem and that victims are not alone; help is available.

- **Sexual Assault Awareness**
  This topic will help you discover what sexual assault is, how to be more aware of your environment, and the necessary steps for securing your personal safety.

- **Child Abuse Awareness**
  This topic will help you understand what your rights and responsibilities are, how to recognize symptoms of abuse, and how and where to report incidents.

- **Working in a Safer Environment - Office Theft (Personal Safety)**
  This topic encourages individuals to be more aware of their environment and provides security precautions to help reduce the chances of becoming a victim of a crime.
- Robbery Prevention and Awareness
  This presentation provides information on robbery prevention and necessary steps for securing your personal safety.

- Workplace Violence
  The presence of violence has moved from the streets into the workplace. This presentation will inform and train attendees how to spot the warning signs for behaviors that often precede workplace violence and how to help minimize harm during potential incidents.

- The Rape Aggressive Defense (RAD) System
  The RAD System is a program of realistic, self-defense tactics and techniques taught by UT Police-certified RAD instructors. Although not a martial arts class, the RAD system is designed to empower women through teaching self-awareness, risk reduction, avoidance, prevention, flight or fight syndrome, and the decision to resist.

- Hostile Intruder Awareness
  This important presentation provides critical guidance on how to recognize and survive an active shooter situation.

- Travel Safety
  This session guides individuals through the key stages of travel and potential safety risks associated with each. We cover how to increase your security in hotels, how to spot and avoid scams and what to do if you are abducted. The presentation also provides strategies and techniques to allow people to travel with confidence.

- Auto Theft Prevention
  In Texas, every four minutes an auto theft occurs. The goal of this presentation is to provide you with techniques that will assist in the deterrence of auto theft.

- Burglary Prevention
  This presentation provides safety recommendations that will assist you in making your home and office space less attractive to burglars.

- Identity Theft
  This presentation helps participants understand what identity theft is, how it is done and what to do about it.
Crime prevention efforts are important to the university community and you can help by reporting any crime or suspected crime to UT Police immediately at 713-792-2890. For more information, contact the UT Police Crime Prevention team at 713-563-7794.

**Community on Patrol (COP) Program**

UT Police encourages all employees, students, faculty, and staff to participate in the Community on Patrol (COP) program. The COP program involves receiving crime statistics and serving as a distribution point for your work area. The COP program establishes a community of volunteers who exchange ideas and share information about safety on campus. Because timely information is a key factor in effective crime control, COP representatives distribute Crime Alert Bulletins to their areas and attend COP program meetings three times a year to discuss crime trends, crime prevention tips and community safety and security issues. To join the COP program, call 713-563-7794.

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**Crime Prevention Tips**

**Protect Your Property**

- Lock your door every time you leave, even for short trips down the hall.
- Don’t leave valuables lying out in the open. Ninety-five (95) percent of reported thefts occur in unsecured offices.
- Engrave your driver’s license number or Personal Identification Number on all valuable personal property.
- Record the serial numbers and brand names of all property.

**Personal Protection**

- Require identification before admitting someone unfamiliar into your room or office.
- Do not walk alone at night.
- Stay in lighted walkways and use the UT Police Personal Safety Transportation Service.
- Stop a crime before it happens by reporting suspicious people or circumstances to UT Police immediately.
- Keep emergency numbers near the telephone.

For further information, please contact UT Police Crime Prevention at 713-563-7794.
Methodology

UT Police is charged with identifying reportable crimes and collecting and reporting crime statistics to the U.S. Department of Education, the FBI and the general public. Statistical reporting requirements (types of crimes, definitions, and geographic locations) vary depending upon the governmental recipient. FBI-mandated reporting is different from the U.S. Department of Education-Clery reporting. For example, Clery reporting requires the reporting of student disciplinary referrals that are not required by either state or federal law enforcement. Clery also mandates the collection of crime data from non-law enforcement personnel, identified as “campus security authorities.”

Crime statistics gathered by UT Police are collected and reported on an annual basis. This report contains crime statistics that have been compiled from 2010 and includes the previous two years’ crime statistics. The crime statistics reported have been compiled from data collected from a number of reporting sources including UT Police, the State of Texas, municipal and county law enforcement agencies, and non-commissioned campus security authorities.

Campus security authorities report “reportable crimes” using the CLERY INCIDENT REPORT guidelines. Any reportable crime made to a campus security authority can be immediately transmitted to UT Police via website, mail, email, fax or hand delivery.

Jurisdictional Origins of Reported Crime

On Campus - Statistics are gathered for any building or property owned or controlled by The University of Texas MD Anderson Cancer Center and The University of Texas Health Science Center at Houston within the same reasonably contiguous geographic area and used by the university in direct support of, or in a manner related to, the university's educational purpose, including buildings or property that are owned by the university but controlled by another person or entity and that are frequently used by students.

On Campus Housing - Offense statistics for on-campus residential buildings.

Noncampus Property - Offense statistics for noncampus property or buildings owned or controlled by the university that are frequently used by students and not within the reasonably contiguous geographic area of the institution or any building/property that is owned or controlled by a student organization that is officially recognized by the institution and is directly under the control of university officials.

Public Property - Offense statistics for public property located immediately adjacent to and accessible from campus, including: thoroughfares, sidewalks, streets, lands, parks and beaches.
## 2008-2010 Crime Statistics: MD Anderson

### The University of Texas M.D. Anderson Cancer Center
2011 Annual Security and Fire Safety Report
2008-2010 Crime Statistics

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### ARRESTS/REFERRALS FOR DISCIPLINARY ACTION

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**NOTES:**

*MDACC Campus*: All areas in Main Campus, Mid-Campus, Main Street Corridor, Leland Anderson Campus, and South Campus under control of UTMDACC

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*Hate Crimes*: Any crimes manifesting evidence that the victim was selected because of the victim’s actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability

1. Data was provided by Houston Police Department

2. Data was provided by Texas Medical Center Police and Security Services

In 2009, no data was provided from Houston Police Department.

In 2010, data was provided by Houston Police Department but was not available in an usable format for Clery reporting.

No hate crimes were reported for the years 2008, 2009, and 2010.
# 2008-2010 Crime Statistics: MD Anderson

## The University of Texas M.D. Anderson Cancer Center

**Science Park – Research Division, Virginia Harris Cockrell Cancer Research Center**

**2011 Annual Security and Fire Safety Report**

### 2008-2010 Crime Statistics

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<th>TYPE OF OFFENSE</th>
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<th>Non-Campus</th>
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### ARRESTS/REFERRALS FOR DISCIPLINARY ACTION

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**Notes:**

- "Smithville Campus": All areas in campus under control of Science Park – Research Division in Smithville (SPRD)
- "Non-Campus": Any building or property not part of campus but is owned or controlled by SPRD and is used in direct support of, or in relation to, SPRD's educational purposes.
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- "Hate Crimes": Any crimes manifesting evidence that the victim was selected because of the victim’s actual or perceived race, religion, sexual orientation, gender, national origin, or disability

No data was provided from Smithville Police Department for 2008-2010.

No hate crimes were reported for the years 2008, 2009, and 2010.

- 17 -
### 2008-2010 Crime Statistics: MD Anderson (continued)

The University of Texas M.D. Anderson Cancer Center  
Michale E. Keeling Center for Comparative Medicine & Research  
2011 Annual Security and Fire Safety Report

#### 2008-2010 Crime Statistics

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**NOTE:**

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* "Hate Crime": Any crimes motivated by evidence that the victim was selected because of the victim’s actual or perceived race, religion, sexual orientation, gender, or disability.*
* No data was provided from Bastrop Police Department for 2008-2010.*

No hate crimes were reported for the years 2008, 2009, and 2010.
## 2008-2010 Crime Statistics: UTHealth

### The University of Texas Health Science Center at Houston
2011 Annual Security and Fire Safety Report

#### 2008-2010 Crime Statistics

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**NOTES:**

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5. **Referrals**: Any crime manifestation evidence that the victim was selected because of the victim’s actual or perceived race, color, national origin, age, religion, sex, gender identity, sexual orientation, gender, inability, or disability.
6. **Data was provided by** Houston Police Department.
7. **Date was provided by** Texas Medical Center Police and Security Services.
8. **In 2008,** no data was provided from Houston Police Department.
9. **In 2010,** data was provided by Houston Police Department but was not available in an usable format for Clery reporting.

No hate crimes were reported for the years 2008, 2009, and 2010.
# 2008-2010 Crime Statistics: UTHealth

The University of Texas Health Science Center at Houston  
The University of Texas School of Public Health San Antonio Regional Campus  
2011 Annual Security and Fire Safety Report  

## 2008-2010 Crime Statistics

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### ARRESTS/REFERRALS FOR DISCIPLINARY ACTION

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**NOTES:**

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No hate crimes were reported for the years 2008, 2009, and 2010.
### 2008-2010 Crime Statistics: UTHealth

#### The University of Texas Health Science Center at Houston

**The University of Texas School of Public Health Austin Regional Campus**

**2011 Annual Security and Fire Safety Report**

#### 2008-2010 Crime Statistics

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- **Referrals**: Data was provided by Austin Police Department and University of Texas at Austin Police Department.

No hate crimes were reported for the years 2008, 2009, and 2010.
The University of Texas Health Science Center at Houston
The University of Texas School of Public Health Dallas Regional Campus
2011 Annual Security and Fire Safety Report
2008-2010 Crime Statistics

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* Data was provided by University of Texas Southwestern Medical Center Police Department.

No hate crimes were reported for the years 2008, 2009, and 2010.
### 2008-2010 Crime Statistics: UTHealth (continued)

#### The University of Texas Health Science Center at Houston  
The University of Texas School of Public Health El Paso Regional Campus

#### 2011 Annual Security and Fire Safety Report

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#### ARRESTS/REFERRALS FOR DISCIPLINARY ACTION

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No hate crimes were reported for the years 2008, 2009, and 2010.
The University of Texas Health Science Center at Houston
The University of Texas School of Public Health Brownsville Regional Campus
2011 Annual Security and Fire Safety Report
2008-2010 Crime Statistics:

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No data was provided from the University of Texas at Brownsville Police Department for 2006-2010.

No hate crimes were reported for the years 2008, 2009, and 2010.
Reporting Criminal Activity

All students, faculty, staff and community members are strongly urged to immediately report criminal activity, violence, threats of violence, hate/bias-motivated incidents and all suspicious activity or persons to UT Police.

Reporting Emergencies

Police, fire or medical emergencies can be reported by:

- Dialing 911 from any campus telephone
- Dialing 911 from a pay phone or cell phone (The call will be answered by the local police department or county sheriff’s office and transferred to the UT Police 911 dispatcher.)
- Using one of the emergency phones located throughout campus

When calling 911, the caller should advise the dispatcher that he or she is calling from The University of Texas MD Anderson Cancer Center or The University of Texas Health Science Center at Houston. Off-campus calls for emergency assistance should be directed to the nearest local law enforcement agency having jurisdiction.

Remember to always be ready to:

- Provide your name, phone number and location
- Describe the incident clearly and accurately
- Allow the dispatcher to end the call; do not hang-up

Reporting Nonemergencies

Nonemergency reports may be submitted by dialing 713-792-2890 for the UT Police Communication Center.
Campus Security Authorities (Non-Law Enforcement)

All campus crime is to be reported directly to UT Police whenever possible. However, in some instances, members of the campus community may choose to file a report with one of the Campus Security Authorities.

Using the convenient and accessible incident report form, all Campus Security Authorities can, at minimum, collect required statistical Clery data. Any crime report made to any of the Campus Security Authorities can be immediately transmitted to UT Police via email, fax or campus mail. For Clery reporting purposes, Campus Security Authorities have been designated as advisors to students such as, Dean of Students, coordinators for student activities, student program directors, and any employee who is either:

a. A campus police department or campus security department member of the university.

b. An individual or individuals who have responsibility for campus security but who do not belong to a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property). This may include individuals who provide security at a campus parking kiosk, monitor access into a campus facility, act as event security or escort students around campus after dark.

c. An individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

d. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.
### Campus Security Authorities

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<thead>
<tr>
<th>The University of Texas MD Anderson Cancer Center School of Health Professions</th>
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<tbody>
<tr>
<td>Shirley Richmond (Dean)</td>
</tr>
<tr>
<td>Toya Candelari, Dr.P.H. (Assoc. VP, Trainee and Alumni Affairs)</td>
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<tr>
<td>Sharon Pepper (Assoc Director, Alumni Affairs)</td>
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<tr>
<th>The Virginia Harris Cockrell Cancer Research Center at The University of Texas MD Anderson Cancer Center</th>
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<td>Sharon R. Dent (Chair, Director)</td>
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<tr>
<th>The Keeling Center for Comparative Medicine and Research at The University of Texas MD Anderson Cancer Center</th>
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<td>Christian Abee, DVM (Chair, Director)</td>
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### University of Texas Health Science System

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<tr>
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<tr>
<td>Roberta B. Ness, MD, MPH (Dean)</td>
</tr>
<tr>
<td>Mary Ann Smith, PhD (Assoc Dean, Student Affairs)</td>
</tr>
<tr>
<td>L. Kay Bartholomew (Assoc Dean, Academic Affairs)</td>
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<tr>
<th>The University of Texas Health Science Center School of Public Health, San Antonio Regional Campus</th>
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<tr>
<td>Dr. Sharon P. Cooper (Regional Dean)</td>
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<th>The University of Texas Health Science Center at Houston – School of Dentistry</th>
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<tr>
<td>Dr. John A. Valenza, DDS (Dean)</td>
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<td>Dr. Hugh P. Pierpont, DDS (Assoc Dean, Student and Alumni Affairs)</td>
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<td>Dr. Leslie Roeder, DDS, MS (Assoc Dean, Academic Affairs)</td>
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<th>The University of Texas Health Science Center at Houston – Medical School</th>
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<td>Dr. Giuseppe N. Colasurdo (Dean)</td>
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<tr>
<td>Dr. Margaret C. McNeese (Assoc Dean, Admissions and Student Affairs)</td>
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<td>Dr. Sheela L. Lahoti (Asst Dean, Admissions and Student Affairs)</td>
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<th>The University of Texas Health Science Center at Houston – School of Nursing</th>
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<tr>
<td>Patricia L. Stark, DSN, RN, FAAN (Dean)</td>
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<td>Cathy L. Rozmus, DSN, RN (Assoc Dean, Academic Affairs)</td>
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<td>Laurie G. Rutherford, MBA (Director, Student Affairs)</td>
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<th>The University of Texas Health Science Center at Houston – School of Biomedical Informatics</th>
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<td>Jack W. Smith, MD, PhD (Dean)</td>
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<td>Robert W. Vogler, DSN, MEd (Assoc Dean, Academic Affairs)</td>
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<th>The University of Texas Graduate School of Biomedical Sciences at Houston</th>
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<td>George M. Stancel (Dean)</td>
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<td>Victoria P. Knutson (Assoc Dean, Academic Affairs)</td>
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<td>Michelle A. Steiger (Asst Dean, Admissions)</td>
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<td>Eric J. Solberg (Assoc Dean)</td>
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<td>Ellen R. Riche (Asst Dean at UT MD Anderson Science Park)</td>
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<th>The University of Texas Health Science Center - Auxiliary Enterprises</th>
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<td>Charles A. Figari (VP and Chief Auxiliary Enterprises Officer)</td>
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<th>The University of Texas Harris County Psychiatric Center</th>
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<tr>
<td>Jair C. Soares, MD (Executive Director)</td>
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<tr>
<td>Lois J. Moore, BSN, MED, LHD, FACHE (Chief Administrator)</td>
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<tr>
<td>R. Andrew Harper, MD (Medical Director)</td>
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If you are the victim of a crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report to UT Police. With your permission, a UT Police officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the institution can keep an accurate record about the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and, alert the campus community to potential danger.

Note: Counselors with Health Services, and other groups providing professional counseling services, are not considered Campus Security Authorities, but, as a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into official responses by law enforcement, and inclusion into the annual crime statistics.

When reporting an actual crime or emergency, individuals should provide as much of the following information as possible:

- **Description of events** – Describe the situation, starting with any events leading up to the incident.

- **Date** – Provide the date the incident occurred, including time of day and day of the week.

- **Location** – Include the location of the incident.

- **Parties involved** – Describe the parties involved, i.e. student, faculty, staff, visitor, etc. Include the name of the individual(s), if known, and whether there were any prior run-ins with the suspect.

- **Cause** – Described the perceived cause of the incident, if known.
The University of Texas MD Anderson Cancer Center and The University of Texas Health Science Center at Houston take the safety of their community members very seriously. Therefore, anyone who is concerned or has reason to believe that a student is missing should immediately contact UT Police at 713-792-2890.

Other authorized persons or organizations to whom individuals may report that a student is missing are the Dean of the student’s respective school of discipline, the Office of Student Affairs (or comparable department) of the student’s respective school of discipline and the Director of University Housing.

When making notification, provide as much information as possible regarding the missing student including:

- Physical description
- What he/she was wearing when last seen
- Where he/she was last seen
- What physical condition he/she was in when last seen
- If he/she was driving or have a vehicle and its description
- Any information related to medical or special conditions

A student will be deemed missing when a credible missing person report is received by UT Police or by one of the persons or organizations mentioned above. Students will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Before presuming that a student is missing, reasonable measures should be taken to determine whether or not he/she is at their place of residence or other normal location and whether anyone familiar with the student has seen or heard from the student recently or is aware of the his/her whereabouts.

All students residing in on-campus student housing facilities have the option of identifying a “confidential contact person” who will be notified if the student is determined to be missing. The confidential contact person information must be provided to the office of the Director, University Housing. Students may register such information in person at any time during normal business hours of the office of the Director, University Housing. The contact information will be confidential, accessible only to authorized campus officials and law enforcement, and may not be disclosed except for in a missing person investigation.
When a student is reported and deemed missing, UT Police shall:

- Initiate an investigation to determine the validity of the missing person report.
- Make a determination as to the status of the missing student.
- Contact appropriate university personnel.
- Notify the appropriate law enforcement agencies within 24 hours after determining that the student is missing.
- If the guidelines are met, enter the student into NCIC/TCIC.
- If the missing student is under the age of 18 and is not an emancipated individual, notify the student’s custodial parent or guardian as contained in the records of the university within 24 hours of the determination that the student is missing.
- Identify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing.
- Investigate and attempt to locate the missing student. If the student’s disappearance is being handled by an outside law enforcement agency, UT Police will assist that agency.

UT Police will provide all updates to the university’s Director of University Housing. The Director of University Housing will in-turn notify all parties previously contacted and will advise them of the status in a timely manner. [UTHealth Hoop Policy 207, Missing Student Notification](#).
Staff and Faculty Disciplinary Referrals

In addition to student administrative disciplinary referrals for alcohol, weapons, drugs and narcotics violations, all institutions of higher education are also required to report similar administrative disciplinary referrals involving staff and faculty of the institution. The annual Clery report provided by UT Police includes all reported referrals provided by campus security officials to the police department during the reporting period.

Off-Campus Criminal Activity

UT Police does not track law enforcement proceedings against students for offenses that occur off campus. UT Police only collects the required statistics on crimes that occur at specified off-campus locations as required by the Clery Act. Students visiting off-campus student organizations, such as fraternity and sorority houses and other gathering places should promptly report all crimes to the local police department or county sheriff’s office.

In the event that reports of off-campus criminal offenses committed by students, faculty or staff are received by UT Police or a designated Campus Security Authority from an outside law enforcement agency, the reports will be referred for appropriate disciplinary action and/or inclusion into applicable statistics.

UT Police will assist any outside law enforcement agency when requests for assistance are received regarding students, faculty or staff.

Daily Crime Logs

Each day, UT Police publishes a daily crime log that is available to the public. This log identifies the type of crime, location, date the crime was reported to UT Police and disposition. You may obtain a copy of the daily crime log at the UT Police Office of the Chief, 7777 Knight Road Houston, Texas 77054, during normal business hours (8 a.m.-5 p.m., Monday thru Friday).
Campus Policy Statements and Regulations  
(Student Policies and Services Apply to Both Institutions)

A listing of relevant policies for The University of Texas MD Anderson Cancer Center and The University of Texas Health Science Center at Houston can be found at the following websites:

- [http://www.uthouston.edu/legal/clery-act-policies.htm](http://www.uthouston.edu/legal/clery-act-policies.htm)
- [http://www.uthouston.edu/legal/policy.htm?id=1448066](http://www.uthouston.edu/legal/policy.htm?id=1448066)
- [http://www.uthouston.edu/hoop/](http://www.uthouston.edu/hoop/)

University Standards of Conduct

Rules and Regulations of the Board of Regents of The University of Texas System

- **Rule 30103, Section 1, states:**
  
  Statutory Compliance – Every employee is expected to obey all federal, State, and local laws, and particularly *Texas Penal Code* Chapter 42, “Disorderly Conduct and Related Offenses” and Section 46.03, “Places Weapons Prohibited” and *Texas Education Code* Section 51.935, “Disruptive Behavior.” Any employee who violates any provision of these statutes is subject to dismissal, notwithstanding any action by civil authorities on account of the violation.

- **Rule 50101, Section 2.1 states:**
  
  Any student who engages in conduct that violates the Regents’ *Rules and Regulations*, the U.T. System or institutional rules and regulations, specific instructions issued by an administrative official of the institution or the U.T. System acting in the course of his or her authorized duties, or federal, State, or local laws is subject to discipline whether such conduct takes place on or off campus or whether civil or criminal penalties are also imposed for such conduct.
• **Series 50101, Section 2.3 states:**

Any student who is found responsible for the illegal use, possession and/or sale of a drug or narcotic on the campus of an institution is subject to discipline. If a student is found responsible for the illegal use, possession, and/or sale of a drug or narcotic on campus, the sanction assessed shall be suspension from the institution for a specified period of time and/or suspension of rights and privileges.

**University Penalties**

Students and employees are subject to disciplinary action up to and including termination or expulsion for conduct related to the use, possession, or distribution of drugs that are prohibited by state, federal, or local law. For more information on university penalties, refer to:

- [UTHealth HOOP Policy 173, Substance Abuse](#)
- [MD Anderson Institutional Policy ADM0309, Drug Detection and Deterrence](#)
  (also attached as Appendix C)
- [MD Anderson Institutional Policy ADM0278, Drug-Free Workplace](#)
  (also attached as Appendix D)

**State and Federal Criminal Penalties**

State and federal laws regarding the possession, use, and sale of alcoholic beverages and illegal drugs are strictly enforced by UT Police. Violators are subject to not only disciplinary action by the university but also criminal prosecution by law enforcement authorities, fines, and imprisonment.

**Prohibited and Illegal Weapons**

State law prohibits the possession or control of any firearm, deadly weapon, explosive device, fireworks, nunchakus, metal knuckles, billy club, or any other deadly weapon or prohibited knife, while on UT property, including campus housing, except as required in the lawful course of business or as authorized by the Chief of Police.

**Substance Abuse**

The Board of Regents of The University of Texas System designated The University of Texas Health Science Center at Houston ("university") a "Drug Free University" on August 1, 1990. And, in compliance with this policy, the university provides online information for students and employees regarding alcohol and other drug possession, use, abuse, and distribution, including standards of conduct and penalties for rule and law violations.
It is unlawful to sell, furnish or provide alcohol to a person under the age of twenty-one (21). The possession of alcohol by anyone under twenty-one (21) years of age in a public place or a place open to the public is illegal. It is also a violation of the alcohol policies for anyone to consume or possess alcohol in any public/private area of campus without prior university approval. Anyone violating alcohol or substance policies may be subject to sanctions by the university. For more information on university penalties regarding alcohol usage, refer to the following links:

- **MD Anderson Institutional Policy ADM0108, Alcoholic Beverage Policy** (also attached as Appendix E)
- **MD Anderson Institutional Policy ADM0278, Drug-Free Workplace** (also attached as Appendix D)
- **UTHealth Hoop Policy 173, Substance Abuse in the Workplace**
- **UTHealth Hoop Policy 9, Alcoholic Beverages**

State and federal laws regarding the possession, use, and sale of alcoholic beverages and illegal drugs are strictly enforced by UT Police. Violators are subject to criminal prosecution by law enforcement authorities, fines, and imprisonment.
Counseling and Treatment Options

The UT Counseling and WorkLife Services program encourages individuals seeking treatment to pursue the least restrictive environment when seeking treatment for a substance abuse/dependence problem. UT Counseling and WorkLife Program will assess any person considering a substance abuse/dependence program and will make appropriate recommendations. Treatment options include detoxification, residential, partial-day hospitalization, intensive outpatient, supportive outpatient, chemical dependence education, and aftercare programming.

University options for drug treatment and counseling services include:

- **Employee Assistance Program (EAP)**
  
  EAP contributes to a healthier and more productive environment by assisting employees and their families, faculty members, designated trainees, students or retirees with problems that affect any aspect of their lives. EAP services are available at no cost and all information is kept strictly confidential. The program is consistent with applicable laws and professional standards. Information regarding EAP can be found at: [http://inside.mdanderson.org/human-resources/eap.html](http://inside.mdanderson.org/human-resources/eap.html) [http://publicaffairs.uth.tmc.edu/worklife/EAP/memberservices/](http://publicaffairs.uth.tmc.edu/worklife/EAP/memberservices/).

- **Living Well**
  
  This personalized health resource provides free and easy access to the information needed to make smart choices about your health. [http://www.livingwell.utsystem.edu/](http://www.livingwell.utsystem.edu/)

- **Student Wellness**
  
  Student Wellness provides many resources to aid in finding personal solutions to problems such as those involving mental health, substance abuse, depression and weight management issues.


[http://publicaffairs.uth.tmc.edu/worklife/EAP/memberservices/resources.html](http://publicaffairs.uth.tmc.edu/worklife/EAP/memberservices/resources.html)
On August 14, 2008, the Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted to expand hate crime reporting requirements to include the following offenses: murder, manslaughter, sex offenses, robbery, aggravated assault, simple assault, burglary, motor vehicle theft, larceny (theft), intimidation and destruction, damage or vandalism of property in which the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

The University of Texas MD Anderson Cancer Center and The University of Texas Health Science at Houston place a great emphasis on the value of diversity. However, there may be occurrences when someone may be the target of a hate crime or a bias-motivated incident. Hate crimes and bias-motivated incidents negatively affect the entire campus community. While our campuses are not immune to such opportunistic acts, the low number of reported occurrences provides some antidotal information that great strides have been made toward the creation of a campus environment that is more tolerant of diverse individuals, groups, cultures and ideas.

Reporting hate violence is a crucial component in the development of a more tolerant society and a hate-free campus environment. If you have been the target of a hate crime or bias-motivated incident, you are encouraged to report the occurrence to UT Police or to any designated Campus Security Authority.
Victims of **on-campus sex offenses** are urged to report the incident to UT Police at 911 or 713-792-2890. Contacting authorities immediately aids in conducting a complete investigation and preserving evidence. University employees will assist in contacting the authorities upon request. The University of Texas (UT) Health Services, 713-500-3267, as well as the Memorial Hermann Emergency Center, 713-704-4060 make available the services of medical personnel specially trained in treating victims of sexual assault.

Victims of **off-campus sex offenses** are encouraged to report the incident to the Houston Police Department at 911 or 713-884-3131, or to the appropriate law enforcement agency with jurisdiction. UT Police and other Campus Security Authorities will assist the victim, if requested.

The university will assist any student who has been the victim of a sexual assault in exercising the option to change academic and on-campus living situations after an incident at the victim's request and if such changes are reasonably available.

The following resources assist students with materials and information that promote awareness about the crime of sexual assault, explain steps that can be taken to prevent this crime, and explain the university's position regarding the rights of both a complainant and accused in a sexual assault complaint:

- The Office of Trainee and Alumni Affairs can be contacted to obtain information about this policy and related procedures; information can also be obtained through its website.

- **UT Counseling & WorkLife Services** and **Employee Assistance Program (EAP)** will provide sexual assault counseling as well as information about resources and support services available in the community.

- The University of Texas Police Department provides information and brochures on crime victim compensation and assault awareness programs and makes available presentations on sexual assault and sexual assault prevention to interested students/employees.

**Procedures Victims of Sexual Assault Should Follow if a Sexual Offense Occurs**

1. For the purpose of preserving evidence, do not bathe, douche, urinate, defecate, change clothes or clean house. By not doing this, you will help police services preserve evidence about the offense.

2. Call 911 or 713-792-2890 immediately to report the offense to UT Police and to receive medical treatment. Reporting the offense immediately to the police can increase the chance of apprehension/prosecution.
Students alleging sexual assault may file a complaint with the Dean of Student Affairs at their school or with the Executive Vice President for Academic Affairs. Disciplinary proceedings that may take place pursuant to this policy will be conducted in accordance with UTHealth HOOP Policies 186 Student Conduct and Discipline, 187 Discipline and Dismissal of Classified Employees, or 133 Faculty Termination. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceedings alleging sexual assault. Disciplinary action against anyone who perpetrates a sexual assault may include dismissal or termination, as appropriate. Administrative action by the institution may not affect the course of a related criminal investigation.

Sexual Assault Investigative Guarantee

If you have been sexually assaulted, you have the right to report the assault to the police department. As an encouragement to report sexual assaults, UT Police is committed to the following ten guarantees.

1. **WE WILL** meet with you privately and you may be accompanied by a personal advocate.

2. **WE WILL** provide a female officer to conduct the initial interview, if requested and if one is available.

3. **WE WILL** fully investigate your case, regardless of the gender, race, ethnicity, sexual orientation, age, national origin or religion of the parties involved.

4. **WE WILL** not pre-judge you or your actions. Assault victims are not responsible for the criminal actions of others.

5. **WE WILL** treat you and your case with courtesy, sensitivity, respect and understanding.

6. **WE WILL** assist you in arranging for your medical needs and/or hospital treatment.

7. **WE WILL** provide you with advocate and counseling referral information.

8. **WE WILL** not release your name to the public or to the press.

9. **WE WILL** discuss and explain the criminal justice process. You will be kept informed as to the progress of the investigation, which may include the arrest and prosecution of the offender.

10. **WE WILL** be available to answer your questions as the process of the investigation and prosecution unfolds.
The University of Texas at Houston Offender Registration Requirements

Every person who is required to register in Texas as a sex offender shall register within seven (7) days with UT Police, if he/she:

a. resides on University of Texas at Houston campus property, or
b. is enrolled as a University of Texas at Houston student (including extension classes), or
c. is a full/part-time employee at The University of Texas at Houston without compensation, including volunteers, or carries on a vocation, attends school, or is a visitor to The University of Texas at Houston.

A campus-affiliated sex offender must also notify UT Police within seven (7) working days of ceasing to be enrolled or employed, ceasing to carry on a vocation at The University of Texas at Houston, or changes his/her address.

Campus-affiliated registration of sex offenders will be conducted at UT Police. Persons required to register shall do so in person Monday through Friday (excluding holidays) between 8 a.m.-5 p.m. Registrations will be handled by appointment only; please call 713-792-4108.

Public Access to Sex Offender Data

The U.S. Department of Justice created a public-accessible Internet-based national sex offender database that allows users to specify a search radius across state lines, known as the Dru Sjodin National Sex Offender Public Website. It can be found at [www.nsopr.gov](http://www.nsopr.gov).

Upon registration of an offender, UT Police forwards a notice, along with identifying information to campus security officials. Additionally, UT Police maintains links to local, county, state and federal agency websites that provide public access to data regarding registered sex offenders. Relevant websites where registered offender data may be found include:

https://records.txdps.state.tx.us/DPS_WEB/SorNew/index.aspx
http://www.nsopr.gov/

**Reminder:** Information contained under laws associated with Megan’s Law may not be used to harass or commit any crime against a sex offender. Public safety is best served when registered sex offenders are not concealing their location to avoid harassment.
Campus Sex Offender Information

Campus-affiliated registered sex offender information is available for inspection by members of the campus community (by appointment) at UT Police during normal business hours; please call 713-792-4180 for more information.

1. UT Police may release sex offender information relating to campus-affiliated sex offenders to any member of the campus community who:

   a. is over 18 years of age
   b. is a member of the campus community
   c. is not themselves a registered sex offender
   d. is willing to certify to the understanding that the release of registered sex offender information is for the purpose of allowing members of the campus community to protect themselves and their children from sex offenders
   e. is willing to certify to the understanding that it is illegal to use the sex offender registration information to harass, discriminate, or commit a crime against any person who has been identified as a sex offender
   f. is willing to sign a “Registered Sex Offender View Form”

2. Registered sex offender information available for public viewing includes:

   a. name and known aliases
   b. age, date of birth, gender, race
   c. physical description (including scars, marks, tattoos)
   d. photograph (if available)
   e. crimes that were the basis for the registration requirement
   f. date of last registration

Campus Sex Offender Disclosure

UT Police may proactively release any portion of the following information to the campus community concerning the presence of a high-risk sex offender who is in the campus community.

UT Police may reactively release any portion of the following information when a peace officer reasonably suspects, based upon information that has come to his/her attention, that a child or other person may be at-risk to the campus community concerning the presence of a sex offender who is in the campus community:

   a. name and known aliases
   b. age, date of birth, gender, race
   c. physical description (including scars, marks, tattoos)
   d. photograph (if available)
Sex Offenses (continued)

e. crimes that were the basis for the registration requirement
f. residential address (must be verified by law enforcement prior to release)
g. description and license plate number of offender’s vehicle
h. type of victim targeted by the offender
i. relevant parole or probation conditions
j. dates of crimes resulting in classification
k. date of release from confinement
l. offender’s employment, vocation or student status with The University of Texas at Houston

Sex Offense Prevention

Sex offense prevention and education programs are offered through the crime prevention department of UT Police. These programs promote the awareness of sexual assault, acquaintance rape, and other sex offenses; encourage students and employees to report sex offenses; educate students and employees about the detrimental effects of victim-blaming attitudes; and, strive to ensure that campus personnel do not discourage victims from reporting sexual assaults.
Workplace Violence

Violence in the workplace is defined as the acts, threats or violence that arise out of either disputes or antagonistic interpersonal relationships between employees, visitors, customers, and/or other employees in and around the place of employment. Workplace violence is categorized into three areas: stranger violence, client violence, and employee violence. In an effort to provide a safe and secure workplace, free from violence or threats, for all those involved in the business of The University of Texas MD Anderson Cancer Center* or The University of Texas Health Science Center at Houston, each institution has developed policies against violence in the workplace. The University of Texas System recognizes the high cost of violent incidents and the disruptive effect they have on employees and productivity. Personal harassment, including stalking, abusive behavior, threats and acts of violence are not tolerated. Complaints of workplace violence should be reported immediately to UT Police by calling 713-792-2890 or 713-792-7867.

In the event that an interaction that may escalate into workplace violence is reported, a campus threat assessment committee is convened. The committee is made up of representatives from UT Police, Human Resources, the Employee Assistance Program, Campus Security Authorities, and institutional managers who can review the relevant facts surrounding the potential threat. The committee will provide recommendations to the manager responsible for the individual(s) in question. Recommendations may include mandatory counseling services through the Employee Assistance Program, disciplinary sanctions, administrative leave or termination of employment.

*http://inside3.mdanderson.org/apps/ipp/published/ipp/ADM0257.pdf (MD Anderson Workplace Violence Prevention Policy, ADM0257) (also attached as Appendix F)
UT Police is responsible for issuing timely warnings in compliance with the Jeanne Clery Act (20 USC § 1092(f)). Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of UT Police, constitute an ongoing or continuing threat to students and employees.

Anyone with information believed to warrant a timely warning is urged to promptly report the circumstances to UT Police at 713-792-2890 or in person at 7777 Knight Road, Houston, Texas 77054.

To safeguard the campus community through ongoing crime awareness and to meet our timely warning commitments, campus crime alert bulletins shall be distributed as soon as possible following the reported incident (subject to the availability of accurate information). The circumstances of any particular situation coupled with a police department’s evaluation of the situation/threat potential will dictate the need, breadth and manner for the issuance of a crime alert bulletin. However, in general, whenever there has been a report of a violent crime or a major property crime on campus and the police department is of the opinion that the safety of the campus community is at-risk, a crime alert bulletin will be issued.

**Bulletins**

Once the decision has been made to issue a crime alert bulletin, as much of the following information shall be included, as available: description of the incident (type of crime, time, date and location), physical description and name (if known) of the offender, composite drawing or photograph of the offender, connection to previous reported incidents, description of victim’s injuries (if relevant), and date and time the campus crime alert was issued. The warning will be issued through the university email/intranet systems to students, faculty and staff. The warnings will also be posted on the UT Police public website at: [www.mdanderson.org/utpd/](http://www.mdanderson.org/utpd/).

**Warning Distribution**

There is no (single) best method to distribute a campus crime alert bulletin; however, depending upon the circumstances of the particular case, crime alert bulletins will often be limited to a clearly defined segment of The University of Texas at Houston campus community (e.g. crimes targeting campus resident students, crimes targeting labs, crimes targeting campus computer users or crimes that target uses of resources such as campus libraries).
The University of Texas MD Anderson Cancer Center

Catastrophic events and emergencies at MD Anderson are triaged based on the severity of an event and its effect on patient care and the health and safety of our employees, volunteers, patients and visitors. Institutional severity levels differ from the severity levels of the City of Houston, Harris County and other hospitals in the Texas Medical Center, as well as from the Homeland Security national threat levels.

The institution’s Emergency Operations Plan (EOP) addresses six critical function areas: communications; resources and assets; safety and security; staff roles and responsibilities; utilities management; patient care and volunteer management. The EOP is designed to effectively mitigate, prepare for, respond to and recover from hazards facing the institution during and after these emergency events.

The EOP is based on an Incident Command System structure consisting of an all-hazard plan supported by incident-specific emergency operations plans/appendices. Procedures address emergencies, including but not limited to fires, hurricanes, bomb threats, civil disturbance and terrorism. The EOP specifically:

- Provides a plan for mitigating an emergency incident
- Establishes an ongoing state of preparedness to respond to an unforeseen disaster
- Protects patients, visitors, personnel and property by establishing and testing proper response measures
- Maintains hospital operations by defining a recovery plan and actions during an emergency incident

Information on the institution’s emergency operations plans/appendices is available on the Institutional Policies intranet site.

MD Anderson also requires that each department designate an Emergency Plan Officer and alternate as well as maintain a Departmental Emergency Operations Plan. The Emergency Plan Officer has specific obligations for emergency preparedness and communication during an emergency event.

Emergency Notification System

MD Anderson makes every effort to alert students, faculty and staff to an approaching or imminent emergency using an electronic mass notification system.

This system is capable of disseminating emergency notifications to employees simultaneously through multiple devices/portals, including business phone systems, email, cellular phones and pagers.
Employees are automatically enrolled in the system using contact information available through Human Resources software, which is automatically updated weekly.

Notifications can be sent to all employees or to established groups. Groups can be broken down by building, floor or wing.

Usually, the chief safety officer or his/her designee will initiate the emergency message and consult with the public information officer for message content, depending on the urgency of the notification. The chief safety officer may elect to disseminate the message directly or route through the institution’s Monitoring Services department. In a major crime event, the Chief of Police or designee will initiate these notifications.

The institution is committed to developing content for and activating the emergency notification system, and distributing regular, timely information on emergency events, when and as needed for the campus community.

Incident Command Responsibility

A single event or any combination of events can trigger possible emergency level escalation. Severity level escalation decisions are made by Triage Officers, who are designated as follows:

- Vice President for Operations and Facilities
- Executive Vice President and Physician-In-Chief
- Senior Vice President and Chief of Clinical Operations
- Vice President and Chief Nursing Officer

Emergency response is based on a severity levels scale of 1-4 with level 1 emergencies affecting a small localized area or single department and a level 4 effecting the entire institution.

Once the institution is at a Severity Level 3 or above, the Incident Officer makes the institutional decisions.

The chief safety officer or designee and UT Police chief or designee will ensure that employees are notified as appropriate.
Additional Resources for Mass Notification

Beyond the mass emergency notification system described above, MD Anderson disseminates emergency information and timely communications to the campus community using a variety of resources. Employees are reminded throughout the year to access these resources for updates on the institution’s response to an emergency event and for information about when to remain on or off campus and/or return to work following an event.

- **Email** – Specified leaders and institution communicators have authority to release campus-wide briefings and alerts through mass email notifications to everyone with a valid MD Anderson email address.

- **Emergency Alert site** – This page ([http://www3.mdanderson.org/emergencyalert](http://www3.mdanderson.org/emergencyalert)) on the institution’s external website is designated for campus emergency notifications, severity level escalations announcements, and emergency preparedness and evacuation resources.

- **Ride Out internal blog** – Activated in an emergency, this blog on the institution’s intranet is another resource for up-to-the-minute information for employees.

- **RING Line** – Alert information is simultaneously made available for employees via the institution’s RING Line (telecommunications system) by dialing 713-792-RING (7464). The system allows the institution to record messages for employees, as well as specific teams, including Facilities, Nursing, Clinical Operations, Medical Staffing, Administrative Services, Research, Veterinary Medicine and Surgery.

- **Public address system** – The PA system provides an audible alert to a building-specific emergency.

- **MDA-TV Channel 20** – This employee channel can be viewed on the institution's in-house cable network or through an internet connection on employees’ desktop computer system. Channel 20 provides news, video broadcasts, headlines, and security/weather alerts.

- **Intranet home page** – This offers a consistent flow of information to employees through rotating emergency bulletins and news articles.

- **Social media** – MD Anderson has an institutional presence on social media sites, including Facebook, Twitter and Yammer, where members of the Internal and External Communications teams can post notices and alerts relating to a campus emergency.
Testing the Response Systems

Drills are conducted throughout the year to test various hazard-specific plans and procedures for emergency response. Additional training is provided to Emergency Plan Officers and other employees who register through the institution’s Education Center to enhance the campus community’s collective response during an emergency. Annual employee education events, site inspections and emergency exercises provide another layer of education and preparedness.

In the event of an emergency, MD Anderson will activate defend-in-place protocol for its in-patient care facilities, in most instances. Partial evacuation may be ordered to move patients, visitors and personnel horizontally to a safe zone on the same floor. If horizontal evacuation is not possible, vertical evacuation to a floor below the site of the emergency may be ordered.

Non-ambulatory and critical patients will be evacuated as appropriate according to their needs.

In a rare event that a total evacuation is needed, the main campus community will be evacuated to the institution’s Mays Clinic or Pressler Garage facilities in coordination with decisions by the institution’s leadership, Triage Officers and Incident Officers.

Non-patient care areas shall follow evacuation procedures specific to their Department Emergency Operations Plan. Building-specific instructions related to emergency evacuations are available on the institution’s intranet at:

**Note:** Emergency responses and evacuation procedures will be handled in accordance with MD Anderson’s Emergency Operations Plan. Timely and Emergency communications will be handled in accordance with MD Anderson Institutional Policy ADM1097, Emergency Notification Policy (also attached as Appendix G).

The University of Texas Health Science Center at Houston

The UTHealth Emergency Management Plan is multihazard plan that addresses the mitigation, preparedness, response, and recovery either directly or through reference to other specific plans or appendices such as the Business Continuity Plan, IT Disaster Recovery Plan, Employee Assistance Program Plan, or departmental plans.

The scope of this plan is to define emergency situations, to categorize levels of emergencies, and to provide procedures to prevent, prepare, respond, and mitigate emergency situations in a safe, orderly and efficient manner. The Harris County Psychiatric Center and The University of Texas Physicians maintain specific emergency management plans for their operations, but are included in UTHealth emergency communications, the emergency operations command as applicable, and in executive team decision making as applicable.
Mitigation

UTHealth is committed to programs that mitigate or prevent emergency situations. Facilities, Planning & Engineering (FPE) and Auxiliary Enterprises (AE) are engaged in proactive maintenance of building systems and infrastructure. Information Technology has procedures in place for maintaining the institution’s network infrastructure and critical data. Environmental Health & Safety (EH&S) conducts routine surveillance, fire system testing, routine drills, and safety training to individuals on campus.

Preparedness

This emergency management plan is a multihazard plan that is available to all UTHealth personnel through the UTHealth website, and hard copies are provided to all Executive Team members and the Emergency Control Team. Each department is required to develop specific plans that address their unique needs and potential situations. UTHealth conducts drills at least annually that exercise this plan that assist employees and students in understanding how to respond to emergencies. The drills may include fire evacuation drills, hurricane and flooding drills and bomb threats for example. The drills may be announced or unannounced to the institutional community. Records of emergency drills are maintained by Environmental Health & Safety.

Response

Response actions for the highest ranking items on the UTHealth’s potential emergency situations risk assessment matrix are included within this plan. Information included assists employees, students, and visitors in responding to emergency situations and evacuating to a safe location when necessary.

Recovery

UTHealth has established business continuity plans (BCP) for each of the eleven key units/services that provide the necessary infrastructure for the institution to continue to have critical processes function in the event of an emergency or return to operation as soon as possible. BCP’s have also been developed for each of the six schools. In addition to the BCP’s, the institution has pre-established contracts with local vendors that provide hazard response and mitigation services, a mutual-aid agreement exists with the other University of Texas institution for assistance, and insurance coverage where available and financially feasible.

*Because each emergency situation is different, the UT EAP will customize its responses so that they may address the specific needs for each situation. Additional information on UT EAP’s internal plan of operations to provide support in the aftermath of an emergency event can be obtained from the UT EAP at 713-500-3327.*
Incident Command Responsibility

A single event or any combination of events can trigger possible emergency level escalation. Severity level escalation decisions are made by the Executive Team. The Executive Team of UTHealth consists of the following members:

- UTHealth President
- Provost and Executive Vice President for Research
- Executive Vice President, Chief Operating and Financial Officer
- Vice President of Facilities, Planning, and Engineering
- Vice President of Auxiliary Enterprises for AE managed facilities
- UT Chief of Police

Response to an Emergency

There are several groups at UTHealth that play a key role in emergency response and are part of the emergency control team. Each group has specific responsibilities under the plan.

- **UT Police** – Maintains the Police Communication Center (PCC). Monitors emergency situations and receives notification of emergencies through the PCC and will contact the appropriate response personnel. UT Police will secure the area, control the scene, confirm emergency situations, and provide communication, as needed.

- **Facilities, Planning, and Engineering** – Assists in monitoring for emergency situations and confirming emergency situations. Once notified of an emergency, will report to the scene of the emergency and assist with evacuations, mechanical shutdowns, damage assessment, and inform, update, and make recommendations to the Vice President of FPE and Environmental Health and Safety.

- **Environmental Health & Safety** – Upon notification, will report to the scene of an emergency and assist with evacuations, confirm emergency situations, survey the affected area to ascertain the presence of any chemical, radiological, biological, or physical hazards, handle hazardous materials, assist in securing the area, and make recommendations to the appropriate level of authority, as needed.

- **Center for Laboratory Animal Medicine and Care** – CLAMC is responsible for the health and well being of laboratory animals used for the institution's biomedical research programs. The Director of CLAMC will enact the Association for Assessment and Accreditation of Laboratory Animal Care (AAALC) emergency response plan when the institutions' animal resources are at risk.
Emergency Response and Evacuation (continued)

- **Office of Institutional Advancement/Media Relations** – Upon notification, OIA will update information sources and initiate emergency communications as necessary. Will update and inform the Executive Team as necessary.

- **Information Technology** – Upon notification, will protect and backup information resources as necessary as prescribed in the IT disaster plan.

- **Auxiliary Enterprises** – Upon notification of an emergency at one of the buildings under AE management, will report to the scene of the emergency and assist with evacuations, mechanical shutdowns, assess damage, and inform, update, and make recommendations to the Vice President of AE and Environmental Health and Safety.

**Emergency Levels**

Emergency response is based on a severity levels scale of 1-3 with level 1 emergencies affecting a small localized area or a single department and a level 3 an entire complex or two or more entire structures.

Level 1 emergencies will be made on the authority of any of the following parties: the Executive Team; Facilities, Planning, and Engineering (FP&E); Auxiliary Enterprises (AE), UT Police or Environmental Health and Safety. The assignment of response Level 2 and 3 emergencies will be made on the authority of the Executive Team.

Emergency situations that are considered immediately life-threatening or threaten the destruction of major portions of UTHealth property or equipment will automatically be assigned a response Level 3 by the Executive Team or Emergency Control Team as appropriate.

**Building Evacuation**

Any decision to evacuate the building will be made by the Executive Team. If the emergency is immediately life-threatening or threatens to damage a significant portion of UTHealth property, a member of the Emergency Control Team may make the decision to evacuate. In certain emergency situations, evacuation may not be the best action; instead building occupants may be instructed to shelter in place.

Upon the decision to evacuate a UTHealth facility, occupants may be notified by the building fire alarm system or through direct communication by any of the following parties: Area Safety Liaisons, EH&S personnel, UT Police, Auxiliary Enterprises or Facilities, Planning, and Engineering personnel.

Employees should secure their work area. Laboratory personnel should turn off equipment and compressed / natural gas, if applicable. Employees should take all personal belongings with
them when they evacuate the building, as reentry may not be allowed for an extended period of time. Building occupants shall move to a safe location away from the affected building. Occupants should contact their Area Safety Liaison or consult their departmental emergency plan for designated emergency evacuation meeting locations. A listing of Area Safety Liaisons, by building, is available on Environmental Health and Safety’s website.

Status reports concerning the building will be made to the Emergency Operations Center by Facilities, Planning, and Engineering, Auxiliary Enterprises, Environmental Health and Safety, Office of Institutional Advancement, and/or UT Police.

**Emergencies in Adjacent Facilities**

When UTHealth is notified of an emergency in an adjacent facility or institution that may affect UTHealth personnel and/or buildings, communications will be established with the facility or the Texas Medical Center to determine the exact nature of the emergency and the control measures being taken. This will be the responsibility of the Vice President of Facilities, Planning, and Engineering, Vice President of Auxiliary Enterprises, EHS, UT Police or designee. Information regarding the emergency will be provided to the Executive Team, who will declare the appropriate emergency response level.

**Emergency Communications**

The Vice President for the Office of Institutional Advancement (OIA) or his/her designee is responsible for managing all external and internal communications before, during, and immediately after an emergency. OIA / Public Affairs will be responsible for communicating the emergency information on the UTHealth emergency information website, the emergency information phone lines (713) 500-9996, (713) 500-7999, and (866) 237-0107, building lobby screens, and Twitter. Environmental Health & Safety, UT Police, or Facilities, Planning and Engineering will be responsible for utilizing the buildings’ fire alarm public announcement system or megaphones as necessary to communicate emergency information.

OIA in cooperation with the emergency control team will determine the appropriate schools, buildings, or areas that need to receive the emergency notification. The content of any emergency notification and initiation of notification will be approved by the executive team or an emergency control team member if executive leadership is unavailable. The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and the initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Some emergency situations will warrant communicating with local, state, and/or federal agencies. The decision to contact these agencies will be made by the incident commander of the emergency, and the appropriate department head will be assigned to contact the respective agency. The University of Texas System will be the primary conduit for State level communications.
UTHealth publishes its Emergency Management Plan at least annually, which includes emergency response and evacuation procedures. The Emergency Management Plan and the emergency response and evacuation procedures are communicated to students and staff through mass emails, the University website, fire drills, safety trainings, and new student orientation.

**Testing the Emergency Response System**

All buildings on campus with the exception of UT Housing have at least annual fire drills to test emergency response and evacuation procedures. An annual drill for hurricane preparedness and procedures to close the institutional flood doors is conducted prior to the annual hurricane season. In addition, emergency response tabletop drills are conducted at least annually with the executive team and emergency control team.

**Note:** The information regarding emergency response and evacuation procedures was extracted from the UTHealth Emergency Management Plan, which is available online at www.uthoustonemergency.org or at www.uth.tmc.edu/safety. You may also contact Environmental Health & Safety at 713-500-8100 for additional information.
The Higher Education Opportunity Act (HEOA) was signed into law in 2008 and contains various vital safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in the Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report that outlines fire safety systems, policies, practices and statistics.

The following Annual Fire Safety Report and statistical information is developed and maintained by the Office of Safety, Health, Environmental and Risk Management (SHERM) and discloses all information required by HEOA as it relates to The University of Texas Health Science Center at Houston (UTHealth).

Description of Facilities

On-campus student housing facilities at UTHealth consist of The University of Texas New Student Housing (NSH) located at 1885 El Paseo, Houston, Texas 77054 and The University of Texas Student and Faculty Apartments (SFA) at 7900 Cambridge, Houston, Texas 77054. The facilities are apartment complexes operated by The UTHHealth Auxiliary Enterprises and are the residences of students, residents, faculty, staff and their families.

Fire Safety Systems

The NSH fire safety system consists of a fire alarm detection system interconnected to manual fire alarm pull stations located in exit passageways and a fully protected building wide automatic fire sprinkler protection system. Residential smoke detectors are provided in each apartment. Portable fire extinguishers are located in exit passageways. Operation of the fire alarm system will cause audio/visual devices in apartments and exit passageways to give notification to residents. The fire alarm system is monitored on-site by University personnel and is interconnected to the UT Police dispatch center, who communicates fire alarms to the Houston Fire Department (HFD) and to Environmental Health & Safety.

The SFA fire safety system consists of a fire alarm detection system interconnected to manual fire alarm pull stations located in exit passageways. Residential smoke detectors are provided in each apartment. The SFA are not equipped with a fire sprinkler system. Operations of the fire alarm system will cause audio devices in the apartments to give notification to residents. Residents are advised to call 911 to report fire incidents and to activate the fire alarm system by pulling the manual fire alarm pull stations on the ground level near the stairs to set off the fire alarm which will notify the building occupants and alert the UT Police Department dispatch center. The UT Police dispatcher will notify the Houston Fire Department and Environmental Health & Safety.
In Case of a Fire, Report Fire and Evacuate

If a fire occurs in either housing facility, residents are requested to take appropriate actions to protect themselves, to call 911 and report the situation – provide their name, the nature of the incident and their location, and to ensure all other residents are notified of the fire incident by setting off manual fire alarm pull stations located in the exit passageways as they leave the apartment. The fire alarm is designed to alert the residents. If you hear the fire alarm, you are required to heed the warning and evacuate the building immediately and move to an area of refuge. You should be familiar with all exits available to you, prior to a fire incident.

Once you have reached an area of safety, one in which you are away from the fire and protected from traffic or activities involved in fighting the fire, **DO NOT** re-enter the fire scene. Always listen to and follow instructions provided by police and/or fire officials.

Fire Alarm & Fire Sprinkler Testing

Periodically, the UTHealth Environmental Health & Safety and Auxiliary Enterprises conduct required fire alarm and/or fire sprinkler testing. All efforts will be made to provide advanced notice of these required events.

Fire Safety

Fire safety and emergency procedure education and policies can be found in the institution’s Emergency Management Plan and Occupational Safety Manual, which are available online at [www.uthouston.edu/safety](http://www.uthouston.edu/safety). Exhibit A of the UT Housing lease documentation provides the policies regarding fire safety specific to UT Housing such as, barbecue grills may not be used indoors and all barbecue activities must be a minimum of 10 feet from apartments and exit passageways.

Any and all fires should be immediately reported by calling 911. All fire incidents must be reported to UT Police, Environmental Health & Safety, and University Housing personnel.

Annual Fire Statistic and Daily Fire Report Log

The Annual Fire Statistics are developed from the UTHealth Fire Report Log, which is developed and maintained by the Office of Safety, Health, Environmental and Risk Management to provide concise and accurate information related to fire incidents which have occurred at both NSH and SFA. For the purpose of the fire report log, a fire is “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

In addition, each day, UT Police publishes a “Daily Fire Log” that is available to the public. This log identifies the nature of the fire, the general location, date and time the fire occurred and date
and time the fire was reported to UT Police. You may obtain a copy of the Daily Fire Log at UT Police Office of the Chief, 7777 Knight Road Houston, Texas 77054, during normal business hours (8 a.m.-5 p.m., Monday through Friday) or at the Office of Safety, Health, Environmental and Risk Management located at 1851 Crosspoint Avenue, Houston, Texas 77054.

For more information on the Fire Report Log and other safety related topics go to UTHHealth Safety, Health, Environmental and Risk Management website, www.uthouston.edu/safety or contact 713-500-8100 or UT Police at 713-792-2890.

**Plans for Future Improvements in UT Housing Fire Safety**

1. Continue to provide fire safety educational material to UT Housing occupants to increase fire safety awareness.

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**Annual Summary:** For the calendar year 2010 (January-December) there have been no recordable fire incidents at The University of Texas Student and Faculty Apartments (SFA) at 7900 Cambridge, Houston, Texas 77054.

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**The University of Texas Student and Faculty Apartments (SFA)**

7900 Cambridge

2011 Annual Security and Fire Safety Report

2008-2010 Fire Statistics

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NOTES:
*“Fire”:* Any instance of open flame or burning in a place not intended to contain the burning or in an uncontrolled manner.
*“Deaths”:* The number of deaths related to the fire.
*“Injuries”:* The number of injuries related to the fire that resulted in treatment at a medical facility.
*“Damage”:* The value of property damage related to the fire.
**Annual Summary:** For the calendar year 2010 (January-December) there have been no recordable fire incidents at The University of Texas New Student Housing (NSH) located at 1885 El Paseo, Houston, Texas 77054.

### The University of Texas New Student Housing (NSH)

1885 El Paseo
2011 Annual Security and Fire Safety Report
2008-2010 Fire Statistics

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- **Injuries**: The number of injuries related to the fire that resulted in treatment at a medical facility.
- **Damage**: The value of property damage related to the fire.
Crime Definitions*

- **Aggravated Assault** – An 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.

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

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

- **Criminal Homicide (Manslaughter by Negligence)** – The killing of another person through gross negligence.

- **Criminal Homicide (Murder and Nonnegligent Manslaughter)** – The willful (nonnegligent) killing of one human being by another.

- **Destruction/Damage/Vandalism of Property (except "Arson")** – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

- **Drug Abuse Violations** – Violations of federal, state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. Examples of relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

- **Hate Crimes**** – A criminal act motivated by bias against any person or group of persons or against the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics. (For Clery purposes, hate crimes include any of the following offenses that are motivated by bias: murder and non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property.)

- **Intimidation** – To unlawfully place 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.

* **Source:** Uniform Crime Reporting Handbook, 2004; U.S. Department of Justice

** Source:** Hate Crime Data Collection Guidelines, October 1999; U.S. Department of Justice
• **Larceny-Theft** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. *(Note: Constructive possession is defined by Black’s Law Dictionary, 6th ed. as “where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.”)*

  A. **Pocket-Picking** – The theft of articles from another person’s physical possession by stealth where the victim usually does not become immediately aware of the theft.

  B. **Purse-Snatching** – The grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.

  C. **Shoplifting** – The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.

  D. **Theft from Building** – A theft from within a building that is either open to the general public or where the offender has legal access.

  E. **Theft from Coin-Operated Machine or Device** – A theft from a machine or device which is operated or activated by the use of coins.

  F. **Theft from Motor Vehicle (Except “Theft of Motor Vehicle Parts or Accessories”)** – The theft of articles from a motor vehicle, whether locked or unlocked.

  G. **Theft of Motor Vehicle Parts or Accessories** – The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.

  H. **All Other Larceny** – All thefts which do not fit any of the definitions of the specific subcategories of larceny/theft listed above.

• **Liquor Law Violations** – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. *(Drunkenness and driving under the influence are not included in this definition.)*

• **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle. *(Classified as motor vehicle theft are all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)*
Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Offenses (Forcible) – Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. **Forcible Rape** – The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. **Forcible Sodomy** – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. **Sexual Assault With An Object** – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. **Forcible Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses (Non-forcible) – Unlawful, non-forcible sexual intercourse.

A. **Incest** – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. **Statutory Rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Simple Assault – An 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.
- Weapons Law Violations – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Property Definitions

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

- On-Campus Student Housing Facilities – any campus residential facilities that are owned or controlled by the institution, or located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on campus student housing facility.

- Noncampus Building or Property – any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

- Public Property – all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

NOTE: Caution should be exercised in making any intercampus comparisons or ranking schools, as university/college crime statistics are affected by a variety of factors. These include demographic characteristics of the surrounding community, ratio of male to female students, number of on-campus residents, accessibility of outside visitors, size or enrollment, etc.
Appendix B – MD Anderson Policy ADM1104

UTMDACC INSTITUTIONAL POLICY # ADM1104

CLERY ACT POLICY ON REPORTING CRIMINAL ACTIVITY

PURPOSE

The purpose of this policy is to inform all employees and educational trainees about campus security and about reporting criminal activity on Campus.

POLICY STATEMENT

It is the policy of The University of Texas MD Anderson Cancer Center (MD Anderson) that The University of Texas Police Department (UTPD) is charged with the overall security at MD Anderson and the collection of specified information on campus crime statistics and security measures. In accordance with the Clery Act, UTPD annually and upon request reports such information to all students, Trainee and Alumni Affairs (TAA) educational trainees, employees, and interested persons.

SCOPE

This policy applies to all MD Anderson Workforce Members, including, TAA educational trainees and students enrolled at the School of Health Professions.

TARGET AUDIENCE

The target audience for this policy includes, but is not limited to, all Workforce Members, including, TAA educational trainees and students enrolled at the School of Health Professions.

STRATEGIC VISION

Strategic Goal 1: Patient Care
Enhance the quality and value of our patient care throughout the cancer care cycle.

Strategic Goal 3: Education
Provide educational programs of the highest quality to fully address the needs of all learners.

Strategic Goal 5: Employees
Enhance our most valuable asset, the people who work, volunteer and contribute to advancing our mission.

Strategic Goal 7: Resources
Safeguard and enhance our resources.
DEFINITIONS

Campus: Any building or property owned or controlled by MD Anderson within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes. Campus also includes any building or property that is within or reasonably contiguous to the area, that is owned by the institution but controlled by another person, is frequently used by trainees and students, and supports institutional purposes (such as a food or other retail vendor) [34 C.F.R. §668.46(a)]. This includes, but is not limited to, Texas facilities such as Smithville, Bastrop, and MD Anderson’s Regional Care Centers.

Campus Security Authorities: and the AVP/TA and designated school authorities responsible for student conduct, who take disciplinary action against trainees and students for conduct involving alcohol, drug, or weapon violations.

Clergy Act: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the federal law that requires institutions participating in federal Title IV student aid programs to disclose information about crime on and around their campuses. It applies to most institutions of higher education, both public and private, and it is enforced by the U.S. Department of Education.

Crime: For the purposes of this policy, see Section 6.2 below.

Emergency: For the purposes of this policy, emergency is defined as an immediate threat to the health or safety of trainees, students or employees occurring on MD Anderson’s Campus [34 C.F.R. §668.46(e)(3) – see 74 Fed. Reg. No. 208 p 55901, 55945 – Oct 29, 2009].

Key Card: Includes keys, key cards, identification badges, and other devices that are used to control access to work or storage areas or access to buildings, building floors, departments, and sections of departments. (See: Key Control Policy (UTMDACC Institutional Policy # ADM0239).)

Know: For purposes of this policy, the term means that a person, with respect to information:

- Has actual knowledge of the information;
- Acts in deliberate ignorance of the truth or falsity of the information; or
- Acts in reckless disregard of the truth or falsity of the information.

No proof of specific intent to defraud is required [31 USC §3729 (b)].

Workforce Members: See HIPAA Definitions Plan.

PROCEDURE

1.0 Campus Security and Access

1.1 UTPD’s enforcement authority and primary jurisdiction is set out in MD Anderson’s UTPD Services Policy (UTMDACC Institutional Policy # ADM0420) [34 C.F.R. §668.46(b)(4)(i)]. Among other things, UTPD is responsible for maintaining security for all MD Anderson owned or leased buildings on a 24-hour, seven-day-a-week basis [34 C.F.R. §668.46(b)(b)(3)].
1.2 All Workforce Members and Trainee and Alumni Affairs educational trainees and students who know (as defined above) of an offense have a duty to promptly and accurately report all crimes to UTPD at 713-792-2890 or from any of the emergency telephones (marked in blue bubbles) located outside all buildings or through other means (e.g., e-mail and fax) [34 C.F.R. §668.46 (b)(4)(i)].

1.3 Active security awareness by all Workforce Members, including Trainee and Alumni Affairs educational trainees and students, is an important element for maintaining a secure environment. All educational trainees and students, visitors, and Workforce Members must recognize, appraise, and initiate realistic security measures to reduce crime risks. In addition, all educational trainees and students, visitors, and Workforce Members must report security situations or concerns, as appropriate, to UTPD. In accordance with the Identification (ID) Badge Policy (UTMDACC Institutional Policy # ADM0282), all MD Anderson Workforce Members must display an MD Anderson issued identification badge while on MD Anderson’s Campus and/or in any associated parking facility. Other university community members must display an official identification badge issued by their institution while on MD Anderson’s Campus and/or in any associated parking facility. Additionally, the conscientious use of security devices such as locks and/or Key Cards by all university community members is essential to maintaining a secure environment [34 C.F.R. §668.46(b)(5)].

1.4 To enhance existing campus security, MD Anderson has installed security devices around Campus, such as Key Cards. Tampering with, or the disabling of, an MD Anderson Key Card is cause for arrest and/or disciplinary action up to and including termination of employment or expulsion [34 C.F.R. §668.46(b)(3)]. (See MD Anderson's UTPD Services Policy (UTMDACC Institutional Policy # ADM0240); Key Control Policy (UTMDACC Institutional Policy # ADM0239); and Identification (ID) Badge Policy (UTMDACC Institutional Policy # ADM0282))

2.0 Reporting Criminal Activity on Campus

2.1 Reports to UTPD or MD Anderson made by victims or witnesses of crimes are encouraged and are made on a voluntary basis and will be treated in a confidential manner [34 C.F.R. §668.46(b)(2)(ii)]. Additional information regarding the reporting of threats or incidences of violence can be found in MD Anderson’s Violence on Campus Policy (UTMDACC Institutional Policy # ACA0069) and Workplace Violence Prevention Policy (UTMDACC Institutional Policy # ADM0257).

2.2 UTPD collects specified information on campus crime statistics and security measures and reports this information to students, Workforce Members, TAA educational trainees, and interested persons (e.g., prospective students and prospective employees) [34 C.F.R. §668.46(b)(2)], [34 C.F.R. §668.46(b)(3)], [34 C.F.R. §668.46(b)(2)(i)], and [34 C.F.R. §668.46(b)(7)].

A. The following individuals are required to report crimes and offenses to UTPD, if UTPD has not already been made aware of the crime or offense:

- Department chairs, supervisors, and designated school authorities responsible for student and TAA educational trainees conduct, who take disciplinary action against Workforce Members, students, and TAA educational trainees for conduct involving alcohol, drug, or weapon violations, which are also a violation of the law, and for which a sanction may be imposed [34 C.F.R. §668.46(b)(2)(iii)].

- Any MD Anderson Workforce Member to whom a criminal offense is reported by another MD Anderson Workforce Member, TAA educational trainees, or student.
Professional counselors and pastoral counselors employed by the university may be exempted from this requirement [34 C.F.R. §688.46(b)(4)(iii)].

- Any university official (AVP/TAA) who has significant responsibility for student, TAA educational trainees, and Campus activities, including a faculty advisor to a student or TAA educational trainee group [34 C.F.R. §688.46(b)(2)(iii)].

3.0 Sex Offenses

3.1 Victims of on-Campus sex offenses are encouraged to report the incident to UTPD by calling 911 or (713) 792-2890. It is important to contact authorities immediately to aid in completing an investigation and preserving evidence. MD Anderson Workforce Members will assist a student or TAA educational trainees to contact these authorities, upon request. The University of Texas (UT) Health Services ((713) 500-3267) as well as the Hermann Hospital Emergency Room ((713) 704-4060) make available the services of medical personnel specially trained in treating victims of sexual offense. Victims who are TAA educational trainees are also encouraged to contact the Associate Vice President for Trainee and Alumni Affairs.

3.2 Victims of off-Campus sex offenses are encouraged to report the incident to the Houston Police Department (HPD) by calling 911 or (713) 884-3131, or an appropriate law enforcement agency with jurisdiction over the site of the sexual offense. UTPD and other Campus Security Authorities will assist the victim, if requested. Victims who are students or TAA educational trainees are also encouraged to contact the Associate Vice President for Trainee and Alumni Affairs.

3.3 MD Anderson, with the assistance of the Associate Vice President for Trainee and Alumni Affairs, will assist any student or TAA educational trainee who has been the victim of a sexual offense in exercising the option to change academic living situations after an incident at the victim's request and if such changes are reasonably available.

3.4 The following resource materials and information that promote awareness about the crime of sexual assault (1) explain steps that can be taken to prevent this crime; (2) explain the institution's position regarding the rights of both a complainant and accused in a sexual assault complaint; and (3) are available to Workforce Members, students, and TAA educational trainees:

A. Trainee and Alumni Affairs will make available information regarding this policy on its Web site. Students and TAA educational trainees may also contact the Trainee and Alumni Affairs for more information about this policy and related procedures.

B. The MD Anderson Employee Assistance Program provides Workforce Members, students, and TAA educational trainees with sexual assault counseling as well as information about resources and support services available in the community.

C. UTPD provides information and brochures on Crime Victim Compensation and Assault Awareness programs and makes available presentations on sexual assault and sexual assault prevention to interested students, TAA educational trainees, and MD Anderson Workforce Members [34 C.F.R. §668.46(b)(11)].

4.0 Procedures Victims of Sexual Offense Should Follow

4.1 At the scene of a sexual offense, it is unknown where evidence may be captured; therefore, for the purposes of preserving evidence, victims of sexual offenses are discouraged from
bathing, douching, urinating, defecating, changing clothes, or cleaning house until cleared by medical and law enforcement personnel. This may help police services preserve evidence about the offense.

4.2 Call 911 or (713) 792-2890 immediately to report the offense to UTPD or call (713) 884-3131 to report the offense to HPD and to receive medical treatment. Reporting the offense immediately to the police can increase the chance of apprehension/prosecution.

4.3 Students and TAA educational trainees alleging sexual offense may file a complaint against the accused with the Associate Vice President of Trainee and Alumni Affairs. If the accused assailant is a student, TAA educational trainee, or MD Anderson Workforce Member, disciplinary proceedings that may take place pursuant to this policy will be conducted in accordance with MD Anderson’s Disciplinary and Corrective Action Policy (UTMDACC Institutional Policy # ACA0068) and/or MD Anderson’s Disciplinary Action Policy (UTMDACC Institutional Policy # ADM0256).

4.4 Both the accuser and the accused shall be informed of the outcome of any Campus disciplinary proceedings alleging sexual offense. Disciplinary action against anyone who perpetrates a sexual offense may include dismissal or termination, as appropriate. Administrative action by the institution may not affect the course of a related criminal investigation [34 C.F.R. §668.46(b)(11)].

5.0 Timely and Emergency Communications

5.1 Timely information regarding Campus crime and crime-related problems are made available to the MD Anderson community by UTPD through various means, including the Crime Alert Bulletins which are updated regularly [34 CFR §668.46(b)(2)(i)].

5.2 MD Anderson operates under an all-hazard Emergency plan. Incident Officers and Emergency Plan Officers are notified as each situation escalates in severity.

5.3 MD Anderson community members can receive Emergency notifications through the institution’s mass notification system. The system allows for notifications to certain devices/portals designated by Workforce Members, including certain TAA educational trainees and students, and listed by MD Anderson in PeopleSoft.

5.4 The mass notification system supplements existing Emergency communication tools used by The University of Texas MD Anderson Cancer Center. During emergencies, messages still will be communicated through building PA systems, e-mail, RING Line (713-792-7464), MDA-TV-Channel 20, the intranet, and the Emergency internal blog and Internet sites.

Note: Emergency responses and evacuation procedures will be handled in accordance with MD Anderson’s Emergency Operations Plan [34 CFR §668.46(g)]. Timely and Emergency communications will be handled in accordance with MD Anderson’s Emergency Notification Policy (UTMDACC Institutional Policy # ADM1097).

6.0 Annual Security and Fire Safety Report

6.1 No later than October 1 of each year, UTPD will publish and make available an annual report of Campus security policies (including current policies concerning Campus law enforcement) and crime statistics to all current students, TAA educational trainees, and MD Anderson Workforce Members and will submit a copy of the report to the Secretary of Education. Trainee and Alumni Affairs and the School of Health Professions will provide notice of the
availability of the report to prospective students and prospective TAA educational trainees. Human Resources will provide notice of the availability of the report to prospective employees. Additionally, each school will post notice of the report on their websites. Upon request, UTPD will provide a full copy of the report to current and prospective students, TAA educational trainees, employees or the Texas Higher Education Coordinating Board [34 C.F.R. §668.46(b)].

6.2 The annual campus crime statistics report will include all information required by law and related to:

A. Murders/Non-Negligent Manslaughter.
B. Negligent Manslaughter.
C. Sex Offenses, Forcible.
D. Sex Offenses, Non-Forcible.
E. Robbery.
F. Aggravated Assault.
G. Burglary.
H. Motor Vehicle Theft.
I. Arson.
J. Hate Crimes, including, but not limited to:
   • Larceny-theft;
   • Simple assault;
   • Intimidation; and
   • Destruction/damage/vandalism of property.
K. Arrests for liquor law violations, drug law violations, and illegal weapons possession.
L. Arrests/Referrals for Disciplinary Action.

6.3 The Annual Security Report may also be accessed on the UTPD Web site at the following url: http://www.mdanderson.org/utpd/crime-statistics-utpd.html.

7.0 Record-keeping Requirements

UTPD will retain the records on crime statistics for three (3) years following the last year the information was included in the annual report, which means that at least seven (7) years of data regarding crime statistics will be maintained by UTPD.
8.0 Campus Crime Log

UTPD will keep a daily log that records crimes by their nature, date, time, general location, and disposition of complaint. Such crimes include the illegal or otherwise prohibited possession, use, and sale of alcoholic beverages and/or illegal drugs on Campus [34 C.F.R. §668.46(b)(8) and 34 C.F.R. §668.46(b)(9)]. The crime log for the most recent 60-day period is open to public inspection during normal business hours. UTPD will make any portion of the log older than 60 days available within two (2) business days of a request. Disclosure of the log will not be made if release of the information would:

8.1 Be prohibited by law;
8.2 Jeopardize the confidentiality of the victim;
8.3 Jeopardize an ongoing criminal investigation;
8.4 Jeopardize the safety of an individual;
8.5 Cause a suspect to flee or evade detection; or
8.6 Result in the destruction of evidence.
ATTACHMENTS / LINKS


HIPAA Definitions Plan (Attachment # ATT0699).

RELATED POLICIES

Appendix E-2 Civil Disturbance Plan (UTMDACC Institutional Policy # ADM0187).

Building Exteriors and Ground Safety Policy (UTMDACC Institutional Policy # ADM0219).

Disciplinary Action Policy (UTMDACC Institutional Policy # ADM0256).

Disciplinary and Corrective Action Policy (UTMDACC Institutional Policy # ACA0068).

Drug-Free Workplace Policy (UTMDACC Institutional Policy # ADM0278).

Emergency Notification Policy (UTMDACC Institutional Policy # ADM1097).

Emergency Plan Flip Chart (UTMDACC Institutional Policy # ADM0203).

Employee Assistance Program Policy (UTMDACC Institutional Policy # ADM0275).

Identification (ID) Badge Policy (UTMDACC Institutional Policy # ADM0282).

Key Control Policy (UTMDACC Institutional Policy # ADM0239).

Sexual Harassment Prevention Policy (UTMDACC Institutional Policy # ADM0285).

UTPD Services Policy (UTMDACC Institutional Policy # ADM0420).

Violence on Campus Policy (UTMDACC Institutional Policy # ACA0069).

Workplace Violence Prevention Policy (UTMDACC Institutional Policy # ADM0257).

JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

None.

OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

31 USC §3729(b).

34 C.F.R. §668.46(a).

34 C.F.R. §668.46(b).

34 C.F.R. §668.46(b)(2).
34 C.F.R. §668.46(b)(2)(i).
34 C.F.R. §668.46(b)(2)(ii).
34 C.F.R. §668.46(b)(2)(iii).
34 C.F.R. §668.46(b)(3).
34 C.F.R. §668.46(b)(4)(i).
34 C.F.R. §668.46(b)(4)(ii).
34 C.F.R. §668.46(b)(4)(iii).
34 C.F.R. §668.46(b)(5).
34 C.F.R. §668.46(b)(7).
34 C.F.R. §668.46(b)(8).
34 C.F.R. §668.46(b)(9).
34 C.F.R. §668.46(b)(11).
34 C.F.R. §668.46(b)(b)(3).
34 CFR §668.46(g).

REFERENCES

Appendix B – MD Anderson Policy ADM1104 (continued)

UTMDACC INSTITUTIONAL POLICY # ADM1104

Approved With Revisions Date: 08/30/2011
Approved Without Revisions Date:
Implementation Date: 08/30/2011

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Appendix C – MD Anderson Policy ADM0309

UTMDACC INSTITUTIONAL POLICY # ADM0309

DRUG DETECTION AND DETERRENCE POLICY

PURPOSE

The purposes of this policy are to:

- Set standards for the implementation of drug testing programs in employment;
- Ensure that drug test procedures are implemented in a manner that is fair to applicants and employees to achieve reliable results;
- Encourage supervisors to provide employees who have drug abuse problems an opportunity for assessment and rehabilitation; and
- Promote a safe, healthy, and productive work and hospital environment.

POLICY STATEMENT

It is the policy of The University of Texas MD Anderson Cancer Center (MD Anderson) to provide a safe work place for all employees, and to protect the public’s safety and ensure their trust in MD Anderson. Therefore, MD Anderson cannot condone the following behavior by employees or applicants:

- Sale, purchase, transfer, use, or possession of illegal drugs or prescription drugs obtained illegally.
- Abuse of legal (prescription or over-the-counter) drugs or alcohol.
- Arrival for work under the influence of illegal drugs or alcohol.
- Arrival for work under the influence of legal drugs to the extent that there is an adverse affect on job performance.

The consequences of a positive test for a post-offer applicant for employment or appointment to a GME educational position include: removal of the offer of employment or appointment; discontinuance of the employment or appointment process; and eligibility for hire for twelve (12) months. An applicant from one of the licensed professions who has a confirmed positive drug test presents MD Anderson with a special ethical and legal issue. MD Anderson has an obligation to report the results of such a drug test to the applicant’s licensing board.

An employee/trainee removed from duty under the Fitness for Duty Policy (UTMDACC Institutional Policy # ADM0274) may be referred for laboratory testing for the presence of illegal drugs or alcohol in the body.

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MD Anderson is willing to assist employees/trainees who acknowledge that they have a substance abuse problem by providing assessment and referral to the Employee Assistance Program (EAP).

The decision to seek diagnosis and accept medical assistance for substance abuse is the responsibility of the employee/trainee. Should the employee/trainee choose treatment, MD Anderson offers confidential assistance through the EAP (see Employee Assistance Program Policy (UTMDACC Institutional Policy # ADM0275)). The employee’s/trainee’s performance is the basis for continued employment; participation in a treatment or rehabilitation program does not guarantee continued employment.

Although MD Anderson is willing to assist employees/trainees in overcoming drug or alcohol addictions, illegal drug related activities on MD Anderson’s property or while on company business constitute misconduct and are subject to discipline up to and including termination of employment/appointment.

SCOPE

This policy applies to:

- All post-offer applicants to include Graduate Medical Education trainees, and
- All employees to include faculty.

Employees whose positions are subject to the provisions of state and federal mandates (i.e., the Texas Motor Carrier Safety Regulations, Sections 391.81 - 391.123; the Department of Transportation (DOT), Title 49 CFR, Section 382) have additional testing requirements. Procedures for DOT testing are listed separately in the procedures section of this policy.

The provisions of this policy do not relieve an employee/trainee from requirements in other UT System or MD Anderson drug and alcohol policies.

DEFINITIONS

Post-Offer Applicant - An applicant for employment or to be a Graduate Medical Education trainee who has received an offer, but whose hiring process awaits the removal of all contingencies to that offer.

Collection Site - The designated Substance Abuse and Mental Health Service Administration (SAMHSA) prepared facility utilized to collect blood and/or urine samples from employees and applicants. A trained breath alcohol technician is a requirement at some sites.

Confirmation of Drug Test Results - The retesting of a urine or blood sample using gas chromatography/mass spectrometry (GC/MS) to confirm the screening test results.

Drug Screening/Drug Testing - A urine drug screening for the purpose of detecting the presence of amphetamine, cocaine, opiates, phencyclidine, and marijuana or their metabolites.

Employee Assistance Program (EAP) - Provides confidential assistance to employees and their immediate family members to resolve problems that affect their personal lives and performance on the job.

Employees - For purposes of this policy, individuals paid by MD Anderson (with or without benefits) and non-compensated physicians and trainees. This term does not include contract individuals (e.g., nurses), volunteers, and students rotating into the facility.
Evidential Breath Testing Device (EBTD) - The testing device required by the Department of Transportation (DOT) for alcohol testing.

GME - Graduate Medical Education.

Medical Review Officer (MRO) - A licensed physician responsible for receiving laboratory results, who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s positive test result together with that individual’s medical history and any other relevant biomedical information.

Positive Drug Test - Test results that are above the federal government’s cut-off levels: marijuana (THC), 50 ng/ml; cocaine, 300 ng/ml; amphetamines, 1,000 ng/ml; opiates, 2000 ng/ml; and PCP, 25 ng/ml. Alcohol levels above 0.04 are positive under the DOT rules.

Random Testing - Testing that occurs on a randomized schedule determined by a mathematical calculation.

Reasonable Cause - An articulated belief based on specific facts and reasonable inferences drawn from those facts.

SAMHSA (Substance Abuse and Mental Health Services Administration; formerly National Institute on Drug Abuse) - The federal agency responsible for formulating federal drug testing guidelines.

Split Specimen - Urine collection procedure required by the DOT for commercial motor vehicle drivers. The collection technician divides each urine specimen between two sample bottles; labeling one as a primary specimen and the other as a split specimen. In the event of a confirmed positive drug, the test subject has 72 hours to request the sealed split specimen be sent to another certified lab for analysis. The costs of this second test are the responsibility of the employee/trainee.

DRUG DETECTION AND DETERRENCE PROCEDURE

1.0 Pre-Placement

1.1 All job offers extended by HR and appointment offers to GME educational programs are contingent on negative drug test results.

1.2 The institutional application forms indicate that MD Anderson Cancer Center conducts pre-placement drug testing. Individuals selected for employment/appointment sign a consent form for drug testing.

2.0 Employees/Trainees

An employee/trainee removed from duty under the Fitness for Duty Policy (UTMDACC Institutional Policy # ADM0275) may be referred for laboratory testing for the presence of illegal drugs or alcohol in the body.
Appendix C – MD Anderson Policy ADM0309 (continued)

3.0 Responsibilities

3.1 The Chief Human Resources Officer (CHRO) or designee is responsible for:

A. Notifying applicants about drug testing requirements and the coordination of such activity.

B. Receiving the results of drug tests for applicants for classified and Administrative Staff positions.

C. Forwarding all drug test-related records for employees to the Director of Employee Health for final retention.

D. Ensuring the prominent display of standard notices describing the drug testing policy in employment offices.

E. Providing initial communication and training of supervisors for departments covered under the Federal DOT regulations.

3.2 The Provost and Executive Vice President or designee is responsible for all the duties outlined in Sections 1.1, 2.0, and 3.1.A through 3.1.D as they apply to faculty.

The AVP for Trainee and Alumni Affairs or designee is responsible for all the duties outlined in Section 1.1, 2.0, and 3.1.A through 3.1.D as they apply to trainees.

3.3 The Director of Employee Health or designee is responsible for:

A. Issuing a request for the contract and managing the contract given to a drug testing administration company.

B. Receiving the results of drug tests for faculty applicants.

C. Maintaining all test result files:
   - Negative test results filed in employee’s/trainee’s medical files; and
   - Positive test results kept in a separate file (candidates not eligible to continue with the application process).

D. Notifying the appropriate Texas licensing board of results of a positive test for an applicant/trainee.

3.4 The drug testing administration company is responsible for coordination of the different aspects of the drug testing process including setting up courier service, collection service, lab testing services and Medical Review Officer (MRO) services.

3.5 The testing laboratory is responsible for:

A. Reporting all negative test results;

B. Holding and storing all confirmed positive test samples;

C. Sending original samples for retest to another reference lab chosen by the drug test administration company;
D. Coordinating the retesting of post-offer applicants if necessary;

E. Maintaining statistical data on post-offer applicants referred for testing; and

F. Maintaining applicant drug test records.

3.6 The MRO is responsible for:

A. Receiving all positive drug test results.

B. Reviewing, interpreting, and confirming positive drug test results. This review includes examining alternate medical explanations for a positive test result. Upon confirmation of a positive drug test:
   - The MRO notifies the CHRO or designee when an applicant for a classified or Administrative Staff position has a confirmed positive test result; the Director of Employee Health or designee if the applicant is for a faculty position or trainee appointment.
   - The MRO provides the test results for a confirmed positive drug test to the applicant. The MRO directs the applicant to telephone Employee Health if there is interest in the performance of a second urine test on the original urine sample (at applicant’s expense).
   - Applicants who have a confirmed positive test result will have their hiring process terminated.

3.7 Departmental managers are responsible for:

A. Ascertaining clearance that confirms a negative drug test before allowing any employee to start work.

B. Enforcing all applicable provisions in this policy.

3.8 All applicants/trainees and employees are responsible for:

A. Complying with procedures outlined in this policy and assisting in keeping the workplace drug free.

B. Signing the Consent Form by which they consent to drug testing and acknowledge the reporting of confirmed positive results to any applicable licensing board and to any judicial or administrative proceeding. In addition:
   - Applicants/trainees who refuse to consent to a drug test will have their hiring/appointment process terminated.
   - For employees, consenting to a requested drug test is a condition of continued employment.
   - Upon reviewing the notice of the requirement, refusal to submit includes failure to provide adequate urine for controlled substances testing without a valid medical explanation, and/or engaging in conduct that clearly obstructs the testing process.
Appendix C – MD Anderson Policy ADM0309 (continued)

C. Presenting their Consent Form and photo-identification to the collection site. The collection site confirms that the applicant/trainee reported for the test and collects a urine specimen from the applicant in accordance with the requirements outlined in the Guidelines for Federal Workplace Drug Testing Programs. Using chain of custody procedures, the collection site sends the urine specimen to a certified laboratory for testing.

4.0 Additional Testing

Any applicant/trainee may have another test performed on the original sample (at personal expense) at a certified laboratory approved by MD Anderson. The individual must request the test in writing to the Director of Employee Health, within seven working days of notification of a positive test.

5.0 Confidentiality

5.1 All records relating to the taking of a drug test, to an order to take a drug test, and information resulting from a drug test will be confidential to the extent required by law.

5.2 In order to assure individual privacy without compromising the integrity of the test result, MD Anderson utilizes the mandatory Guidelines for Federal Workplace Drug Testing Programs for tests covered by this policy (see Volume 53 of the Federal Register, pp. 11979-11989).

5.3 Employee Health maintains all final records relating to the taking or ordering of an employee/trainee drug test in a locked and confidential file. Following applicable laws and regulations, Human Resources and Employee Health implement procedures to prevent the unauthorized distribution of the results and the order to take a drug test.

DRUG DETECTION AND DETERRENCE PROCEDURE DEPARTMENT OF TRANSPORTATION (DOT)

The following procedures outline the additional steps and responsibilities required for Applicants for or employees in Department of Transportation (DOT) positions that require a commercial driver's license:

1.0 Prohibited Conduct

1.1 Alcohol Related

A. Use or possession of alcohol while on duty that requires the performance of safety-sensitive functions.

B. Use of alcohol during the four (4) hours before duty that requires the performance of a safety-sensitive function.

C. Having prohibited concentrations of alcohol (0.04 or greater) in the body while on duty that requires the performance of safety-sensitive functions.
D. Use of alcohol during the eight (8) hours following an accident that requires a post-accident test or until the employee undergoes a post-accident test, whichever occurs first.

1.2 Drug Related
A. Use of controlled substances while holding a position requiring the performance of safety-sensitive functions, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver’s ability to safely operate a commercial motor vehicle.
B. Testing positive for controlled substances while holding a position requiring the performance of a safety-sensitive function.

1.3 Refusal to submit to required testing.

1.4 Permitting a subordinate employee to perform or continue to perform safety-sensitive functions when the supervisor has actual knowledge that a driver has engaged in prohibited conduct prohibited.

2.0 Required Testing

2.1 Pre-Placement Testing - A controlled substance test given post-offer; placement is contingent on verified negative results.

2.2 Post-accident testing is required:
A. If the accident involves a human fatality.
B. If the CMV driver receives a citation for a moving traffic violation and either of the following is involved:
   • Bodily injury with immediate medical treatment away from the scene; or
   • Disabling damage to any motor vehicle requiring tow away.

2.3 The timings of post-accident tests are as follows:
A. For alcohol - within two hours, if not, reasons documented; if not within eight hours, cease attempts and document reasons;
B. For drugs - within 32 hours; if not, cease attempts and document reasons.

2.4 Random testing
A. Frequency and number of required tests are as follows:
   • For alcohol - 25% annually of the average number of covered positions (a driver will only be tested just before, just after, or while performing safety-sensitive functions);
   • For drugs - 50% annually of the average number of covered positions.
Appendix C – MD Anderson Policy ADM0309 (continued)

B. Method of Selection - Scientifically valid random method with each covered individual having an equal chance of being tested each time;

C. Test administration dates are unannounced and spread reasonably throughout the year.

D. Once notified of selection for random testing, the employee must proceed to the testing site as soon as possible.

2.5 Reasonable suspicion testing

A. The department requests a test for a driver when a trained supervisor's observation leads to reasonable suspicion that the driver is not in compliance with this policy. The supervisor makes this observation just preceding, during, or just after the period of the work day that the driver must be in compliance.

B. Test administration times will be as follows:
   - For alcohol - within two hours, if not, document reasons; if not within eight hours, cease attempts and document reasons for the failure. If test is not administrated in a timely manner, an employee may not perform safety-sensitive functions until 24 hours have elapsed following the reasonable suspicion determination;
   - For drugs - supervisor's written observations, which led to the test, documented and signed within 24 hours or before the verified test results are released, whichever is earlier

2.6 Return to duty/follow up testing

A. Before an employee is allowed to return to duty following successful completion of a substance abuse rehabilitation program, the employee must receive negative results on a return-to-duty drug screen test.

B. Administer unannounced follow-up tests as directed by a substance abuse professional (not less than six tests in the first 12 months following return to duty; and not to exceed 60 months from date of return to duty).

3.0 Record Keeping

3.1 Retention Time:

A. Documents related to verified positive controlled substance test results and alcohol test results indicating an alcohol concentration of 0.02 or greater (five years).

B. Documentation related to refusals to take required tests (five years).

C. Calibration documentation (five years).

D. Records related to driver evaluations and referrals (five years).

E. Annual calendar year summaries (five years).

F. Records related to collection process (two years).
G. Training records (two years after employee ceases to perform functions related to training).

H. Documents related to negative or canceled tests (one year).

I. Alcohol test results less than 0.02 (one year).

3.2 An authorized representative must make records available to the Federal Highway Administration.

3.3 Confidentiality/Disclosure

A. Records are confidential and must be maintained in a secure manner in the employee’s medical record in Employee Health Service, so that disclosure of information to unauthorized persons does not occur;

B. Disclosure made to an affected employee upon written request; disclosure to subsequent employers upon written request from the ex-employee; disclosure made to DOT agency upon request.

4.0 Employee Notice

4.1 Prior to entering the DOT program, an employee is given information about the program:

A. The employee receives educational materials explaining the requirements of the law and the MD Anderson’s policies and procedures. Information includes: identity of employee(s) who can answer questions; drivers who are subject to the requirements; sufficient information regarding the period of the day the driver is required to be in compliance; testing procedures; post accident information, procedures and instructions; requirement to submit to testing and consequences of failing to submit; consequences for drivers found to have engaged in conduct prohibited by this policy; information regarding effects of alcohol and controlled substance use on an individual’s health, work, and personal life; and available methods of intervening.

B. Affected employee(s) sign a certificate stating the receipt of this information.

4.2 During the program, communication efforts will be made to:

A. Notify employees with verified positive results on the controlled substance tests.

B. Notify employees or ex-employees to contact the MRO within 24 hours if the MRO requests the employee to do so.

C. Notify employees (who have engaged in prohibited conduct) of resources available including names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.
5.0 Training

Supervisors designated to determine reasonable suspicion, will be trained in:

5.1 Alcohol misuse (60 minutes); and

5.2 Controlled substances use (60 minutes).
REFERENCES

Fitness for Duty Policy (UTMDACC Institutional Policy # ADM0274).

Employee Assistance Program Policy (UTMDACC Institutional Policy # ADM0275).
Appendix C – MD Anderson Policy ADM0309 (continued)

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Approved Without Revisions Date:
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DRUG-FREE WORKPLACE POLICY

PURPOSE

- The purposes of this policy are to:
  - Communicate The University of Texas MD Anderson Cancer Center (MD Anderson)'s
    commitment to substance abuse prevention, education, treatment and rehabilitation;
  - Comply with all applicable state and federal laws, including the Drug-Free Workplace Act of

POLICY STATEMENT

It is the policy of MD Anderson to prohibit the unlawful manufacture, sale, distribution, dispensation,
possession or use of alcohol or a controlled substance, in or on premises or property owned or controlled
by the institution, regardless of whether such activity results in the imposition of a penalty under a criminal
statute. Individuals who violate this policy are subject to appropriate disciplinary action, up to and
including termination. See also Fitness for Duty Policy (UTMDACC Institutional Policy # ADM0274).

SCOPE

This policy applies to all MD Anderson employees to include faculty, students and Trainee and Alumni
Affairs educational appointees.

DEFINITIONS

Controlled Substance - Any substance so defined by federal or state statute or regulation.

Drug-Free Workplace Act of 1988 (41 U.S.C.A., Sec. 701-707) - Requires notification to all employees
that the unlawful manufacture, sale, distribution, possession or use of a controlled substance in or on any
premises or property owned or controlled by the University is prohibited.

PROCEDURE

1.0 Testing

1.1 All post-offer applicants to include Graduate Medical Education trainees are tested for drugs
and the job offer is contingent on receipt of a negative test result.
1.2 An employee removed from duty under the Fitness for Duty Policy (UTMDACC Institutional Policy # ADM0274) may be referred for laboratory testing for the presence of illegal drugs or alcohol in the body. See Drug Detection and Deterrence Policy (UTMDACC Institutional Policy # ADM0309).

1.3 Random testing is done on employees in positions covered by Department of Transportation regulations (see the Drug Detection and Deterrence Procedures, Department of Transportation (DOT) section in the Drug Detection and Deterrence Policy (UTMDACC Institutional Policy # ADM0309).

2.0 New Employee Orientation

2.1 MD Anderson provides information regarding this policy to all new employees through the New Employee Orientation Program. See New Employee Orientation Policy (UTMDACC Institutional Policy # ADM0269).

3.0 Criminal Statutes

3.1 An employee who is found guilty (including a plea of no contest) or has a sentence, fine or other penalty imposed by a court of competent jurisdiction under a criminal statute for an offense involving a controlled substance that occurred on or on premises or property owned or controlled by the University, must report such action to the Chief Human Resources Officer within five (5) days.*

4.0 Employee Assistance Program

4.1 The Employee Assistance Program (EAP) of MD Anderson regularly provides confidential services to employees, faculty and educational trainees and their dependents (see Employee Assistance Program Policy (UTMDACC Institutional Policy # ADM0275). In addition, Employee Health arranges for the EAP to provide, on-site, educational programs about drug abuse.

4.2 The Division of Human Resources assumes responsibility for notifying all appropriate state and federal agencies of conviction of an employee for a drug related offense that occurred in the workplace.
REFERENCES

Drug Detection and Deterrence Policy (UTMDACC Institutional Policy # ADM0309)
Employee Assistance Program Policy (UTMDACC Institutional Policy # ADM0275)
Fitness for Duty Policy (UTMDACC Institutional Policy # ADM0274)
New Employee Orientation Policy (UTMDACC Institutional Policy # ADM0269)
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ALCOHOLIC BEVERAGES POLICY

PURPOSE

The purpose of this policy is to provide information regarding the use of alcoholic beverages at The University of Texas MD Anderson Cancer Center (MD Anderson) sponsored events.

POLICY STATEMENT

The University of Texas System Rules and Regulations of the Board of Regents provide that:

- The use of alcoholic beverages is prohibited on property and in buildings owned or controlled by The University of Texas System or any of its institutions. However, the Chancellor of the UT System or the president of an institution may waive this prohibition with respect to any event sponsored by the UT System or any of its institutions. An event is sponsored if a budgeted office, department, or division of the UT System or any of its institutions is responsible for organizing the event, inviting attendees, and paying expenses related to the event, except that such an event is considered to be sponsored even if an outside entity pays for the food and beverages at the event. Meetings or events organized and presented by registered faculty, staff, or student organizations are not events sponsored by the UT System or any of its institutions; and

- Section 1 immediately above does not apply to areas that are licensed under State law for the sale and service of alcoholic beverages, to a Special Use Facility during use by a non-institutional individual, group, association, or corporation for purposes permitted by the Regents’ Rules and Regulations Series 8106, or to property, buildings, or facilities that are occupied by a third party pursuant to a written lease or occupancy agreement that does not specifically exclude alcoholic beverages.

SCOPE

This policy applies to all MD Anderson workforce members. Failure of employees to comply with this policy will constitute grounds for disciplinary action, up to and including termination.

STRATEGIC VISION

Strategic Goal 7: Resources
Safeguard and enhance our resources.
DEFINITIONS

Sponsored Event: An event is sponsored if a budgeted office, department, or division of the UT System or any of its institutions, including MD Anderson, is responsible for organizing the event, inviting attendees, and paying expenses related to the event, except that such an event is considered to be sponsored even if an outside entity pays for the food and beverages at the event. Meetings or events organized and presented by registered faculty, staff, or student organizations are not events sponsored by the UT System or any of its institutions.

PROCEDURE

1.0 Procedure

1.1 Alcoholic beverages may be served at a place and time specifically approved by the President, or designee if alcohol is to be served by MD Anderson or on MD Anderson owned or controlled property.

1.2 Only wine and beer may be served on property owned or under the control of MD Anderson. In addition, alcoholic beverages may not be served on property owned or under the control of MD Anderson from 8 a.m. - 5 p.m., on work days.

1.3 At all events where alcohol is served, the alcohol must be served by MD Anderson Dining Services Texas Alcoholic Beverages Commission certified bartenders, or by an entity with an independent, state-issued license to sell and/or serve alcoholic beverages. BYOB (bring your own bottle) functions are not permitted.

1.4 Applicable state laws and regulations relating to the use, sale and/or consumption of alcoholic beverages should be followed.

1.5 All events serving alcoholic beverages should also provide non-alcoholic beverages.

2.0 Requests for Service

The Request for Permission to Consume & Serve Alcoholic Beverages Form for approval to serve and consume alcoholic beverages should be completed and submitted to the Controller's Office five days prior to the scheduled event.

3.0 Charges

3.1 Only departmental discretionary funds may be used to purchase food or beverage items at institutionally sponsored events. (See Fund Expenditure Guidelines.)

3.2 If MD Anderson is purchasing alcoholic beverages for a Sponsored Event, it is the responsibility of the department hosting the event to ensure that the account/CBC being used to purchase the alcoholic beverages allows for such a purchase. The department should indicate the funding source on the Request for Permission to Consume & Serve Alcoholic Beverages Form.
4.0 Travel

Funds provided under the State Appropriations Act for travel expenses may not be expended for alcoholic beverages. (See The Travel Management Policy (UTMDACC Institutional Policy # ADM0145).)

5.0 Fundraising Activities

No alcoholic beverages may be offered for sale or auction in connection with any fundraising activities conducted in accordance with the requirements of the Charitable Activities and Solicitation Policy (UTMDACC Institutional Policy # ADM0115).
REFERENCES

Business Entertainment Policy (UTMDACC Institutional Policy # ADM0114).

Charitable Activities and Solicitation Policy (UTMDACC Institutional Policy # ADM0115).

Fund Expenditure Guidelines.

Request for Permission to Consume & Serve Alcoholic Beverages Form.

State Appropriations Act.

Travel Management Policy (UTMDACC Institutional Policy # ADM0145).

The University of Texas System Rules and Regulations of the Board of Regents: Series 80102 – Alcoholic Beverages.

The University of Texas System Rules and Regulations of the Board of Regents: Series 80106 – Special Use Facilities.
Appendix E – MD Anderson Policy ADM0108 (continued)

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WORKPLACE VIOLENCE PREVENTION POLICY

PURPOSE

The purpose of this policy is to:

- Communicate the institutional commitment to a violence free workplace;
- Outline the procedures for reporting incidents; and
- Describe the role of the 2-Stop Team.

POLICY STATEMENT

It is the policy of The University of Texas MD Anderson Cancer Center (MD Anderson) to maintain a safe environment free from violence.

This policy prohibits direct or indirect threats or acts of violent behavior. This policy requires cooperation in the investigation of allegations.

Any individual who fails to comply with this policy, including knowingly making a false report or false accusation, failing to cooperate with an investigation, or retaliating against an individual for 2-Stop activities, may be disciplined, up to and including termination.

SCOPE

This policy applies to all MD Anderson workforce members.

STRATEGIC VISION

Strategic Goal 5: Our People
Enhance our most valuable asset, the people who work, volunteer, and contribute to advancing our mission.

DEFINITIONS

2-Stop Incident: Any act of violence or perceived threat of violence.

Violence: Includes, but is not limited to, intimidating, threatening or hostile behavior, physical or verbal abuse, harassment, stalking, vandalism, arson, sabotage, use of weapons, possession of weapons, the threat of any of the above, or any other act inconsistent with this policy.
**Threats:** A communicated intent to inflict physical or other harm on a person or on property. Threats may be oral, written, or physical and typically fall into three categories:

- **Direct:** Threats against a specific target, sometimes describing methods for committing violence;
- **Conditional:** Threats that are contingent upon a certain set of circumstances;
- **Veiled:** Threats that are vague and subject to multiple interpretations.

**Weapon:** Any instrument or object used in injuring or harming a person or property. Weapons are classified as follows:

- **Weapons of Choice:** Objects designed for the purpose of causing harm to others or to property.
- **Weapons of Opportunity:** Objects designed for some other primary use, but used to cause harm or injury. Such weapons of opportunity can be a person’s hands, arms, legs, or other articles, such as paperweights, letter openers, tools, or chairs.

**Violation:** A confirmed incident of violence or the threat of violence as assessed and determined by the 2-Stop Team.

**2-Stop Team:** A team of professionals authorized to investigate, make determinations, and take action to resolve incidents of violence. The 2-Stop Team is comprised of representatives from The University of Texas at Houston Police Department (UTPD), Risk Management, Employee Health, Employee Assistance Program, and EEO and HR Regulations. The 2-Stop Team has the authority to invite, as needed, representatives from other areas to participate in 2-Stop activities (e.g., Faculty Academic Affairs, Trainee and Alumni Affairs, Patient Advocacy, etc.).

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**PROCEDURE**

1.0 **Prevention**

1.1 Employee orientation to this policy and other related procedures.

1.2 Employees and management training to recognize threats, report incidents, and take appropriate action to prevent occurrences.

1.3 The provision of supportive resources to employees who have been involved in a 2-Stop incident subject to this policy.

2.0 **Responsibilities**

2.1 Managers and Supervisors: Have first-line responsibility and accountability for maintaining a work environment free from violence or threats. Managers and supervisors should review the warning signs of potentially violent behavior and take appropriate action to address any violations. Violations may lead to disciplinary action up to and including termination for employees (see Disciplinary Action Policy (UTMDACC Institutional Policy # ADM0256), Appearance and Demeanor Policy (UTMDACC Institutional Policy # ADM0261), and Fitness for Duty Policy (UTMDACC Institutional Policy # ADM0274)); refusal of services to patients and visitors (see Code of Conduct for Patients, Families, and Caregivers (Formerly: Guidelines and Resources for Addressing Difficult Patient/Family Situations and Serving Physician-Patient Relationships (UTMDACC Institutional Policy

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2.2 Employees: Have the responsibility to conduct themselves in accordance with this and other applicable policies and to cooperate in any related investigation.

2.3 The 2-Stop Team: In response to reported incidents, the Team will assess, investigate, make determinations regarding violations of this policy or the lack thereof, and make recommendations to management.

3.0 Reporting an Incident

3.1 To report an incident, call 2-STOP (713-792-7867). The caller should provide the following information, as applicable and available:

A. A description of the perceived violent behavior;
B. Name(s) of individual(s) involved in the incident;
C. Name(s) of any witnesses; and
D. Location where the incident occurred.

3.2 Anyone may report an incident of perceived violence or threats of violence. It is permissible to place the call anonymously.

3.3 In the event of imminent bodily harm, individuals reporting should seek protective cover and call 9-911 as soon as possible.

3.4 Confidentiality - Persons accepting calls and/or investigating allegations are responsible for maintaining confidentiality.

4.0 Investigation

The 2-Stop Team investigates all reported incidences.

5.0 Determination And Penalties

After determining that violent behavior has occurred, the 2-Stop Team recommends appropriate action to management. Any individual who knowingly makes false accusations, fails to report violations of this policy, or who fails to cooperate with an investigation is in violation of the policy and is also subject to penalties.

6.0 Action

Management should take appropriate action based on 2-Stop Team recommendations and other relevant information.
7.0 Recordkeeping

2-Stop records should be maintained by the 2-Stop Team and not be included in an employee’s official personnel file.

8.0 Non Retaliation

No individual should be retaliated against because they report a workplace violence incident, or assist or participate in any manner in an investigation, proceeding, or hearing regarding a 2-Stop incident.
REFERENCES

Appearance and Demeanor Policy (UTMDACC Institutional Policy # ADM0261).


Disciplinary Action Policy (UTMDACC Institutional Policy # ADM0256).

Fitness for Duty Policy (UTMDACC Institutional Policy # ADM0274).

Rider 106 Premises Rules.
Appendix F – MD Anderson Policy ADM0257 (continued)

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Appendix G – MD Anderson Policy ADM1097

EMERGENCY NOTIFICATION POLICY

PURPOSE
The purpose of this policy is to establish requirements for all employees concerning their mandatory participation in the institutional emergency notification system.

POLICY STATEMENT
It is the policy of The University of Texas MD Anderson Cancer Center (MD Anderson) that a comprehensive emergency notification system is in place that requires all employees to participate in the notification process in accordance with the content of this policy and any subsequent or additional emergency instructions provided by the institution.

SCOPE
This policy applies to all MD Anderson employees.

TARGET AUDIENCE
The target audience for this policy includes, but is not limited to, all workforce members.

STRATEGIC VISION

Strategic Goal 1: Patient Care
Enhance the quality and value of our patient care throughout the cancer care cycle.

Strategic Goal 2: Research
Enhance the quality of existing research programs and develop priority programs for the future.

Strategic Goal 5: Our People
Enhance our most valuable asset, the people who work, volunteer, and contribute to advancing our mission.

Strategic Goal 7: Resources
Safeguard and enhance our resources.

DEFINITIONS

Clery Act: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the federal law that requires institutions participating in federal Title IV student aid programs to disclose information about crime on and around their campuses. The Clery Act applies to most institutions of higher education, public and private, and it is enforced by the U.S. Department of Education.
MD Anderson Alert: A Web-based, mass notification system that allows MD Anderson to send brief emergency messages to employees and students anywhere and at any given time through various communication devices.

MD Anderson Alert Supplements: Existing emergency communication tools used by MD Anderson.

MD Anderson Employees: All employees of MD Anderson who are not considered students or contingent workers by title or rank.

Emergency: A natural or man-made event that (1) significantly disrupts the environment of care (e.g., damage to the institution's building(s) and grounds due to severe winds, storms, and hurricanes); (2) significantly disrupts care, treatment, services, and research endeavors (e.g., loss of utilities, such as power, water, or telephones as a result of floods, civil disturbances, accidents, or emergencies within the institution or in its community); or (3) results in sudden, significantly changed or increased demands for the hospital's services (e.g., bioterrorist attack, building collapse, plane crash in the institution's vicinity). This also includes any unforeseen circumstance posing an imminent threat to the safety and security of employees, patients, or visitors, including but not limited to, instances involving an armed or hostile intruder on any area of the entire MD Anderson campus and its extended campus locations. An emergency can involve any area of the MD Anderson campus or its extended campus including, but not limited to, MD Anderson research, administrative, care, service, treatment, and auxiliary areas as well as MD Anderson campuses in Smithville, Bastrop, and satellite locations.

Shelter in Place: Shelter in place is an order to stay where you are as safely as possible. Shelter in place is used when conditions outside your location may be more dangerous that staying in place such as an active shooter, severe weather event, or hazardous material incident.

RING Line: Information line (713-792-7464) used to provide employees at Houston campus with information in the event of an emergency. Smithville and Bastrop campuses have a separate information line.

Triage Officers: Assigned individuals with responsibility for authorizing escalations to Emergency Severity Levels 2 and 3.

PROCEDURE

1.0 MD Anderson Employee Emergency Contact Information

1.1 Employees must enter, maintain, and never remove their contact information for institutionally provided devices linked to the PeopleSoft system, which include, but may not be limited to:

A. Institutional e-mail addresses.
B. Pager numbers.
C. BlackBerry device contact information.
D. Phones paid for through any institutional funding process.

1.2 Employees are encouraged to include personal cell phone, home phone, and personal e-mail addresses, where available, in the PeopleSoft program by entering this information through myHR.
2.0 Opting Out of the Emergency Notification System

2.1 Employees will be able to remove personal contact information (e.g., home phone numbers, personal e-mail addresses) through myHR.

2.2 Employees who do remove their personal contact information may not receive notification of emergencies in a timely manner.

3.0 Timely and Emergency Communications

3.1 In addition to the emergency notification system, employees also receive communications during emergencies through building intercom systems, e-mail, the RING Line (713-792-7464), MDA-TV-Channel 20, MD Anderson’s internal intranet, the Emergency Alert internal blog, and MD Anderson’s external internet website.

3.2 The triage officer(s) will authorize distribution of pertinent information and updates during emergencies affecting MD Anderson.

Note: Emergency responses and evacuation procedures will be handled in accordance with MD Anderson’s Emergency Operations Plan.

3.3 The University of Texas at Houston Police Department (UTPD) will make information regarding campus crime and crime-related problems available to the university community through various means, including the Crime Alert bulletins ([R668.46(b)(2)(i)] and the Clery Act Policy on Reporting Criminal Activity.

3.4 Monitoring Services and/or UTPD Dispatch will communicate emergency situations that require MD Anderson alert notification, which include, but are not limited to:

A. Active shooter.
B. Armed suspect.
C. Hostile perpetrator on or near an MD Anderson campus.
D. Catastrophic event requiring evacuation or shelter in place.
E. Severe weather.
F. Fire or explosion, and any related potential treat to safety.
G. Changes in utility availability and status including, but not limited to, medical gas, water, and other utilities.
H. Pertinent emergency information related to the security of the Texas Medical Center area and other areas in the general vicinity where MD Anderson operates or conducts business.
I. Pertinent emergency information to MD Anderson campus in Smithville, Bastrop, and additional MD Anderson locations, as needed or appropriate.
J. Any emergency requiring severity level escalation (see the Emergency Severity Categories (UTMDACC Institutional Policy # ADM0202).
K. Evacuations, as needed, to address life safety or law enforcement events.
4.0 Responding to an MD Anderson Alert Message

Regardless of the source of the emergency notification, when such a notification is received, all employees are required to:

4.1 Follow all directions provided in the notifications and messages.

4.2 Confirm the receipt of the message through their message-receiving device, e-mail, pager, or BlackBerry device, when in a safe situation and when prompted to do so.

4.3 Follow the appropriate emergency plan, depending on the notification and immediate situation.

4.4 Implement their plan or communicate the event to visitors, patients, other employees, and contractors in their area, if asked to do so.

4.5 Evacuate the building they are in or shelter in place, depending on the emergency and as directed to do so.
ATTACHMENTS/LINKS

None.

RELATED POLICIES

Clery Act Policy on Reporting Criminal Activity (UTMDACC Institutional Policy # ADM1104).

Emergency Severity Categories (UTMDACC Institutional Policy # ADM0202).

JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

“As part of its Emergency Operations Plan, the hospital prepares for how it will communicate during emergencies.” Standard: EM.02.02.01. Comprehensive Accreditation Manual for Hospitals (CAMH) 1 January 2011.

OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

None.

REFERENCES

None.
Appendix G – MD Anderson Policy ADM1097 (continued)

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