

WHO DO YOU CALL FOR CAMPUS EMERGENCIES?

Police - The office of the Campus Police is located in Building 137, directly behind the Student Services (Registration) Building 119. To contact the campus police non-emergency line, dial extension 1427 from any on-campus office phone. To contact the campus police using an off-campus or cellular phone, dial 526-1427.

Emergency Medical Calls - The Central Texas College police officers are trained as first responders in stabilizing patients, administering CPR and first aid, and in the use of AED. For medical emergencies notify the campus police and call 911. The campus is serviced by the Killen Fire Department's EMS ambulance services in cases of medical emergencies.

Fire - All campus buildings are equipped with internal fire alarm systems. In the event of a fire, or possible or suspected fire, the fire alarm should be activated and notification should be made to the campus police and 911. The campus is serviced by the Killen Fire Department in cases of fire emergency.

CRIME REPORTING


All incidents of crime, alleged crime, rape, date rape or other sex offenses occurring on campus should be promptly reported to the Campus Police. Crimes and criminal activity are investigated and a written report maintained in the office of the campus police. Patrol officers maintain a written daily log of all criminal activity observed or reported which includes the nature, date, time and general location of each crime and the disposition of the complaint if known.

Copies of police reports are available through the open records act. For more information or to report crime or criminal activity on campus, contact the office of the Campus Police at 526-1427. The Central Texas College Police Department also disseminates crime information through the *Campus Crime Alert Bulletin*, as a part of the CTCPD Community Oriented Policing Program.

BUILDING EVACUATIONS—FIRE OR OTHER EMERGENCY

Upon an activated alarm, notify the Campus Police and begin evacuation procedures for all classrooms, restrooms, labs and offices remind persons to remove their personal items such as purses, backpacks and keys.

1. Know the location of fire extinguishers and how to use them; NEVER use a water fire extinguisher on an electrical fire.
2. For controllable fire use an extinguisher and spray at the base of the fire.
3. On uncontrollable fires, evacuate, notify 911 and the Campus Police at X1427.
4. DO NOT RE-ENTER THE BUILDING AND DO NOT LOCK DOORS.
5. Once outside move to a safe area at least 500 feet from the building and downwind from smoke and debris.
6. Do not return to the building until the ALL CLEAR signal is given by the Police or other Emergency Personnel.



**EMERGENCY
POCKET GUIDE
FOR CTC STUDENTS**

**EMERGENCIES CALL 911 AND
CAMPUS POLICE @ 526-1427**

If you become trapped on the second floor of a building during a fire and a window is available, place an article of clothing on the window as a marker for rescue personnel. If there are no windows, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.

CAMPUS LOCKDOWN PROCEDURES

In times of catastrophic events, common terminology is extremely important in helping to alleviate confusion. Certain threats may present themselves and in order to protect life and limb, lockdown procedures will be set into place. The CTC Administration, Campus Police and each building coordinator will be attuned to situations which require lockdown implementation.

Shelter in place: Emergency Situation

This procedure may be implemented when a situation, other than weather, that may be a hazard to health or life threatening exists. It is safer to keep the students inside the building rather than expose them to possible harm by allowing them to leave. When an intruder invades the premises or there is an imminent danger to the campus, lockdown procedures may be implemented.

- Remain in classrooms away from windows and doors. If possible windows and doors should be locked.
- If a HAZMAT incident exists, the air conditioning system will be shut down and the building evacuated accordingly.
- No one will be allowed to enter or leave a building.
- Emergency personnel and building coordinators will monitor exits and conduct searches to identify potential threats.

Once the "ALL CLEAR" signal is given by the Campus Police or local emergency personnel, students, faculty and staff may return to their regular activities. If the campus is *sheltering in place* staff, students, visitors and guests entering campus will be turned away until the threat has been identified and the danger removed.

Shelter in place: Weather Only

This procedure may be implemented when weather conditions exist that may place campus buildings or a single building in immediate danger, the following will occur:

- Everyone will be sheltered inside buildings away from windows and doors.
- Buildings will be open for entry only.
- No one will exit until the "ALL CLEAR" signal is given.

Campus "Lockdown" and "Shelter in place" procedures will be implemented by Campus Police, CTC Faculty and Staff and/or their designee via the campus email system and campus emergency broadcast system.

MEDICAL AND FIRST AID ASSISTANCE

Call the Campus Police or 911 if any injury or illness occurs on campus. In case of minor injury or illness, provide first aid care until arrival of Campus Police or EMS.

1. Keep victim still and comfortable. DO NOT MOVE THE VICTIM.
2. To avoid shock talk to the victim, ask "are you okay?", and "what is wrong?"
3. Check breathing and administer CPR if necessary.
4. Control serious bleeding by applying direct pressure on the wound.
5. Continue to assist the victim until help arrives.
6. Look for emergency medical identification on the victim and report any information to the police and EMS.
7. If CPR is administered, do not stop until arrival of EMS personnel.

Campus Police should be contacted in ALL emergencies. They are able to secure the proper assistance quicker than most individuals and are trained as first responders in CPR, First Aid and AED.

SECURITY AND ACCESS

During normal business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is restricted by admittance via the Central Texas College Police Department. In the case of periods of extended closing i.e. spring break, Thanksgiving and Christmas Holidays, the College will admit only those faculty or staff members who have a legitimate reason to enter a closed facility on campus and admittance is granted by the Campus Police.

FIREARMS AND WEAPONS POLICY

Central Texas College District promotes the highest level of safety and security in all of its activities. Accordingly, no person, while on property controlled or owned by the Central Texas College District shall store or carry a weapon. A weapon is defined as a manufactured device designed to injure or kill another being, or a device designed to look like a weapon. Examples of weapons include, but are not limited to:

Knives with blades 3 inches long or longer, firearms, bombs and explosives (or any incendiary device or component of any incendiary device), fireworks, air guns, pellet guns, stun guns, spear guns, BB guns, paintball guns, crossbows, long bows, swords, martial arts weapons, hunting or fishing knives (bowie), brass knuckles, chemical weapons, slingshots, billy clubs, replica or imitation firearms or any other device defined as prohibited by the Texas Penal Code 46.05.

CRIME PREVENTION PROGRAMS

Crime prevention and awareness at CTC requires the involvement of all members of the college community. The CTCPD strives to provide leadership and direction for this effort through programs ranging from crime prevention seminars to on-site inspections. CTC police officers participate in many crime prevention and awareness presentations each academic year.

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ON-CAMPUS ALTERNATE MODES OF TRANSPORTATION POLICY

Although alternative modes of transportation on campus are encouraged, certain exceptions and regulations on their use must apply.

- **Motor Assisted Scooter**—a self-propelled vehicle with at least two wheels in contact with the ground during operation; a braking system capable of stopping the device under typical operating conditions; a gas or electric motor not exceeding 40 cubic centimeters; a deck designed to allow a person to stand or sit while operating the device; and the ability to be propelled by human power alone.
- **Bicycle**—a device that a person may ride that is propelled by human power and has two tandem wheels at least one of which is more than 14 inches in diameter.
- **Rollerblades**—shoe or device attached to a shoe, having a set of wheels (includes roller skates).
- **Skateboard**—non-motorized device where two or more wheels are attached to a platform upon which a rider stands.

Pedestrian—a person on foot.

Motor scooters and bicycles on campus are subject to motor vehicle laws and regulations outlined by the Texas Transportation Code. Motor scooters must be registered and the operators licensed according to the Texas Transportation Code. All state laws concerning the operation, movement and storage to include parking of the above vehicles are in full force and effect while on college property.

Rollerblades and skateboards as defined, or any variance thereof, are strictly prohibited from being operated on campus grounds, buildings, hallways, parking areas, sidewalks, in or around pedestrians, on any stairway, wall, bench, fountain, tennis court or within any structure or facility; or on any property owned or occupied by Central Texas College District unless otherwise posted. Other prohibited areas include land, grass, shrubbery, gardens, flowerbeds, and other areas where pecuniary loss may occur.

Vehicle operators shall yield the right-of-way to a pedestrian crossing a roadway in a crosswalk. A pedestrian shall yield the right-of-way to a vehicle if crossing a roadway at a place other than a marked crosswalk. The operator of a vehicle approaching from the rear of a vehicle that is stopped at a crosswalk to permit a pedestrian to cross a roadway may not pass the stopped vehicle.

Anyone found in violation of this or any campus regulation may be subject to state law penalties and/or campus disciplinary action up to and including arrest, conviction and expulsion from school.

ON-CAMPUS TOBACCO USE POLICY

All buildings on the Central Texas College campus are tobacco free. No tobacco products (cigars, cigarettes and any type smokeless tobacco) may be used in any college building, enclosed facility or vehicle. Smoking within 50 feet of any building entrance is prohibited and subject to fine and campus disciplinary action.

STUDENT MENTAL HEALTH RESOURCE INFORMATION

Suicide is the second leading cause of death, after accidents, among college students. The Central Texas College Police Department, Division of Security Services, in conjunction with the Central Texas College District are fortunate to have a student body, staff, faculty, and administrators who are very aware of students who are, for many reasons, struggling in dealing with campus life.

If you or someone you know is at risk, or for information on suicide facts and prevention, contact the office of the Campus Police or the CTC Substance Abuse Resource Center/EAP at 526-1166, for free on campus mental health counseling services. Central Texas College recognizes the importance of treatment services in assisting faculty, staff, and students in overcoming substance and alcohol abuse problems. If treatment is necessary, staff and students may be referred to outside counselors and programs. Information relating to these outside agencies may be requested from the SARC or appropriate Campus Dean. All contacts are confidential and will not be the basis of disciplinary charges.

LEGAL ASPECTS/CONSEQUENCES

Faculty, staff, and students of CTC are expected to abide by local, state and federal laws pertaining to controlled substances and illegal drugs. The institution prohibits "manufacturing, possessing, having under control, selling, transmitting, using or being party hereto any illegal drug, controlled substance, or drug paraphernalia on college premises or at college sponsored activities." Also prohibited is the possession, use, sale or being under the influence of alcoholic beverages or having alcoholic beverage containers in any college owned facility or at any college sponsored event.

INSTITUTIONAL DISCIPLINARY PROCESS

Institutional disciplinary charges may be brought against faculty, staff and students alleged to have violated Institutional regulations and/or local/state and/or federal laws concerning controlled substances. Violations of any state/federal law pertaining to controlled substances that occur off campus may result in disciplinary charges in situations in which the continued presence of the individual is likely to interfere with the educational process and the orderly operation of the Institution. Institutional disciplinary proceedings will be in accordance with procedures outlined in the Student Handbook.

The information in this pocket guide was disseminated for your information and is not all inclusive of every policy, rule, regulation or guideline promulgated by the CTC Board of Trustees.

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Tips for Protecting Yourself From Sexual Assault

Date/Acquaintance Rape: Select your date with caution. Have dates in public places. Use alcohol sparingly. Set your limits. Never leave functions or events with a stranger. **Stranger Rape:** Walk in well-lit areas only. Never hitchhike. Have car keys in hand when approaching your car. Keep car windows up and doors locked once inside. Check back seat and floorboard before getting in car. Park in well-lit areas. Never pick up hitchhikers. Raise hood if you have car trouble, then remain in your locked car. Ask a stopped motorist to call police for you. Don't stop to help stranded motorists. Always close and lock your door once you enter your house. Know who is at the door before opening it. Never give your address or phone number to a stranger. Be alert for suspicious people. **Protective Measures Against Rape:** Be assertive - Say "NO!" firmly. If you Become a Crime Victim: If all else fails, use physical resistance. Make every effort to get away. Act crazy - threaten to throw up. Make noise, scream or honk your car horn. Be ride. **Be assertive - Say "NO!" firmly.** Report the crime to police immediately. Remain calm and try to remember the physical description of your attacker. Try to recall the circumstances as they happened, in chronological order. Seek medical help if injured or raped. Don't change clothes or wash clothes as they may contain crucial DNA evidence. Never bathe after a sexual assault. Don't disturb anything in the area where the assault or crime occurred. Personal protection is also important. When walking, plan the safest and most well lit route. Be aware of your surroundings including persons, places and things.

CTCPD crime prevention programs stress campus community awareness through the dissemination of materials and presentations to familiarize students, faculty, and staff of their individual responsibility to help reduce criminal activities. Presentations, posters and handouts are all utilized in an effort to make all members of the campus community aware of the potential for crime. The CTC Student newsletter *The Bell Tower Buzz* and the Student magazine *The Insider*, are used for presenting crime information to the campus community which includes the occurrence of serious crimes on the campus. Security awareness and crime prevention programs are based upon a dual concept of eliminating and minimizing criminal opportunities when possible and encouraging students, faculty and staff to share safety responsibilities.

Crime prevention and sexual assault programs are presented to students each semester. Topics covered in these presentations include:

- Sexual offenses
- How to report offenses
- Who to contact
- How offenders choose victims
- Prevention practices
- Parking lot safety
- What to do if assaulted
- Victim services

CRIME PREVENTION SAFETY TIPS

Students and employees can do much to protect themselves from crime. Many crimes occur only because there was an opportunity for them to happen. For example, most crimes of burglary and theft are random, not calculated. They occur because a residence door or window is left unsecured or because car doors were left unlocked. Locking doors and windows, securing valuables in your car trunk are methods of reducing temptation and opportunity which can result in a thwarted burglary or theft.

Remember, you can take steps to protect yourself from being the victim of a crime, educate yourself, protect yourself, and report all criminal activity or suspected criminal activity to the Campus Police. Contact the Campus Police at 526-1200 for information on available educational programs that promote the awareness of rape, date rape, and other sex-related offenses.

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